

If you have picked up this guide, you probably have an upcoming research paper. While not exhaustive, this guide will walk you through the MLA and APA citation formats for the research paper and cover three basic sections. For further information, refer to the *MLA Handbook for Writers of Research Papers*, or *Publication Manual of the American Psychological Association*, both of which are available in the Learning Center. You can also get assistance at Purdue's Online Writing Lab at <http://owl.english.purdue.edu/studentwriting.html>. This handout uses many examples from Purdue's handouts as well as from the MLA and APA manuals. Should you have any questions, the Learning Center's English tutors are also available.

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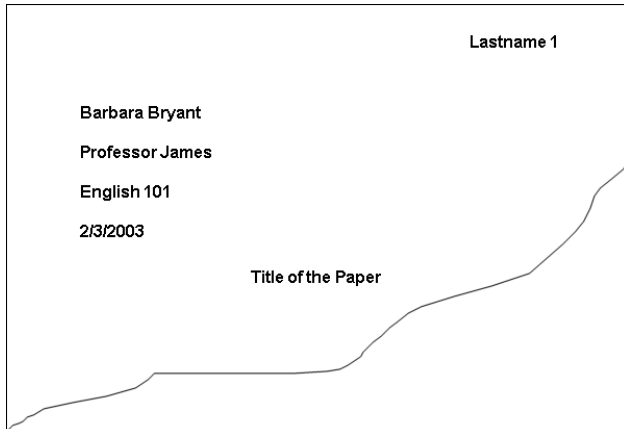
Basic Paper Format -MLA

Your research paper should be typed and double spaced on standard-sized paper (8.5x11). The margins should be 1 inch on all sides for normal body text. Most professors do not require a title page, so it is unnecessary unless they specify otherwise. If they do, the title page generally has the centered title of your paper two-thirds of the way up the sheet with your name directly below that. In the lower right hand side on three lines, place the class, instructor, and date unless otherwise instructed. Otherwise, provide a double-spaced entry in the top left corner and list your name, your instructor's name, the course, and the date.



The research paper should have a header that numbers all pages consecutively (Your instructor may ask you to omit the number on the first page; always follow your instructor’s guidelines). Then center your title on the line below the header, and then place the actual body of the paper immediately below the title.

Your Works Cited page should be on a separate page from the text of your paper. It should be under the title Works Cited (with no quotations marks or underlining, etc). The



title should be centered at the top of the page and you should double-space all entries. Also keep in mind that italics and underlining are equivalents. Use one or the other consistently within your paper.

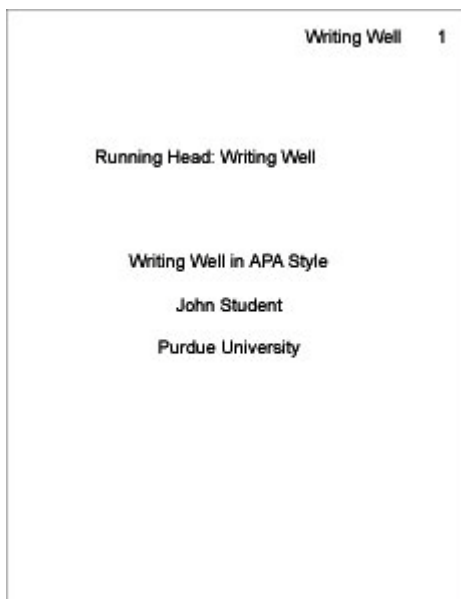
The number one rule for any formatting guideline is to **always be consistent**. A formatting mistake is only compounded by proving earlier or later in the paper that you knew the correct way. If you don’t know or

can’t find the answer to something, at least be consistent with the solution you use. You are encouraged to approach your teacher with any problems or questions you may have, but don’t wait until the last minute.

Basic Paper Format -APA

Your research paper should be typed and double spaced on standard-sized paper (8.5x11). The margins should be 1 inch on all sides for normal body text. The pages should be numbered consecutively beginning with the title page as part of your header.

The title page should include a running head and page number in the upper right hand corner. It defines the running head that will title all



of the pages, and centers the full title in the middle of the pages. Always remember to consult with your instructor if you are writing a paper for a class. He or she may have different guidelines for how a title page should appear.

Your references should be on a separate page from the text of the paper. The page should have the title **References** centered at the top.

The number one rule for any formatting guideline is to **always be consistent**. A formatting mistake is only compounded by proving earlier or later in the paper that you knew the correct way. If you don’t know or can’t find the answer to something, at least be consistent with the solution you use. You are

encouraged to approach your teacher with any problems or questions you may have, but don't wait until the last minute.

In-Text Documentation

Basic Entry

MLA format follows the author-page method of citation. This means that author's last name and the page number(s) from which the quotation is taken *must* appear in the text.

APA format follows the author-date-page number method of citation. Page numbers should be preceded by "p." and a space.

Basic Entry

MLA	<ol style="list-style-type: none"> 1. "If you study, you will learn" (Jones 234). 2. Jones states, "If you study, you will learn" (234).
APA	<ol style="list-style-type: none"> 1. In a recent study of student performance (Jones, 1998)... 2. Jones (1998) states, "If you study, you will learn" (p. 199).

In both cases, if no author is available, such as a website with no listed author, use an abbreviated version of the page title. Also, if you are citing a website, do not list a page number.

Long Quotations (block quotes)

In MLA, any quotation longer than 4 lines in a free-standing column is indented 10 spaces (2 tabs). Avoid quotation marks and maintain double spacing. Your parenthetical citation should come after the closing punctuation mark.

Works Cited/References Page

Book

MLA	Author. <u>Title of Book</u> . Place of Publication: Publisher, Year of Publication.
APA	Author, A. A. (Year of publication). <i>Title of work: Capital letters for any subtitle</i> . Location: Publisher.

Note: In APA, the author's first and middle initials follow

Book with more than one author

MLA	Gillespie, Paula, and Neal Lerner. <u>Title of Book</u> . Place of Publication: Publisher, Year of Publication.
APA	Author, A. A., Author, B.B. & Author, C. C. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) , <i>Title of book</i> (pages of chapter). Location: Publisher.

Special: In MLA, if there are more than three authors, you may list only the first author followed by the phrase **et al.** in place of the other author's names, or you may list all the authors in the order in which their names appear on the title page.

No Author

MLA	“Title of Article.” <u>Publication</u> 14 Sept. 2003: A12
APA	Title of Article. (2003, September 14). <i>Publication Title</i> , p. A12

An part of a book (a chapter or an essay in a collection)

MLA	Author(s). “Title of Article.” <u>Title of Collection or Book</u> . Ed. Editor’s Name(s). Place of Publication: Publisher, Year. Pages.
APA	Author, A. A. (Year of publication. Title of chapter. In A. Editor (Ed.) <i>Title of book</i> (pp. 22). Location: Publisher.

Note: In APA, when you list the pages of the chapter or essay in parentheses after the book title, use “pp.” before the numbers (pp. 1-4). This abbreviation does not, however, appear before the page numbers in the periodical reference.

Article from a reference book

MLA	“Title.” <u>Reference Book</u> . 2002 ed.
APA	Author, A. A. (2002). Article Title. In <i>Title of Reference Book</i> (Vol. 22, pp. 232-234). Place of Publication: Publisher.

An article in a Periodical

MLA	Author. “Title of Article.” <u>Title of Source</u> Day Month Year: pages.
APA	Author, A. A. (Year, add month and day of publication for daily, weekly, or monthly publications). Title of Article. <i>Title of Periodical</i> , volume number, pages.

A website

MLA	Author. “Article Title.” <u>Name of web site</u> . Date of posting/revision. Name of institution/organization affiliated with site. Date of access <electronic address>
APA	Author, A. A. (Date of publication). Title of Article. In <i>Title of Book or larger document</i> (chapter or section numbers if any). Retrieved from http://web address.

An article in a Periodical

MLA	Author. “Title of Article.” <u>Title of Source</u> Day Month Year: pages.
APA	Author, A. A. (Year, add month and day of publication for daily, weekly, or monthly publications). Title of Article. <i>Title of Periodical</i> , volume number, pages.

An online posting

MLA	Author. “Thread or Post Title” Online Posting. Date posted. Name of Bulletin Board. Date of Access <electronic address>.
APA	Author (2002, July 4). Thread or Post Title [Message Number]. Message posted to http://web address

