



# SCHS MLA and APA Quick Guide

www.SpruceCreekMedia.weebly.com

## Paper Format Basics

	MLA	APA
<b>When do I use MLA vs. APA?</b>	You will rarely be wrong if you use MLA at SCHS, but it is mainly used in English, history, etc.	IB and AP Psychology and some advanced science classes are the only ones that use APA at SCHS.
<b>Teacher Specifications</b>	Your teacher may modify MLA or APA format requirements depending upon their assignment, so ALWAYS read their specific directions!	
<b>Font</b>	<b>12 point Times New Roman or Arial</b>	
<b>Line Spaces</b>	<b>Double Spaced</b>	
<b>Margins</b>	<b>1" Margins</b>	
<b>Header Location</b>	Look for how to insert a header into your document. On Word it is under "Insert" and "Header." The header will default to ½" from the top of the page, which is what you need for both MLA and APA. There is also an insert page number tool.	
<b>What is in the Header?</b>	Your last name and page number (use the insert page number tool) aligned to the right starting with first page.	Title of Paper (or a portion of the title if it is longer than 50 characters including spaces) in ALL CAPS Aligned Left  Page Number Aligned Right  The title page header also includes the phrase "Running head:" in front of the title and should look like this: Running head: TITLE OF YOUR PAPER
<b>Title on Cover Page or 1<sup>st</sup> Page?</b>	Do not use a separate title page unless requested by teacher. Instead, include the following on the first page of the paper.  In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Be sure to use double-spaced text.	You must have a title page. Type your title in upper and lowercase letters centered in the upper half of the page. Your title should be no more than 12 words in length. Beneath the title, type your name. Beneath your name, type the school name. Everything is double-spaced. Some specific assignments will have additional title page requirements.
<b>Do I Need An Abstract?</b>	Not usually used unless specified by the teacher.	Required unless your teacher tells you differently. It is a 150-200 word summary of your paper. It follows the title page.
<b>Subheadings In Text</b>	Not usually used unless specified by the teacher.	Required unless your teacher tells you differently. They should organize your paper into sections. Many assignments will have specific subheadings given to you.
<b>Type of Thesis</b>	Assert an opinion. Write the thesis as an assertion about the topic that you will show, explain or prove. It is a clear statement that asserts an opinion.	Pose a research question. The thesis answers the research question or hypothesis. It is a clear statement that tells what the research's aim was or is.
<b>Table of Contents</b>	Not usually used.	Usually required. Follows the abstract.
<b>Appendices</b>	Not usually used unless specified by the teacher.	Usually needed. At the end of the paper. Includes all created materials.

## Parenthetical Citation/ In-Text Citations

	MLA	APA
<b>When to cite in the text</b>	Each time you use information from a source (whether a direct quote or something you have put into your own words), you must cite it in the body of the paper at the end of the sentence before the period. If you have several sentences with information from the same source in a row, you can cite when shift sources and/or start a new paragraph. If you use a quote, you must cite the source at the end of the quote.	
<b>How to cite in the text</b>	<p><b>(Last name page number).</b> Use the author's last name and page number in parenthesis at the end of the sentence (Smith 12).</p> <p>If your reference the author's name in the actual text, use just the page number in parenthesis at the end of the sentence (12).</p> <p>No page? Leave it out (Smith).</p> <p>No author? Shortened title in quotes or italics depending upon how it appears in your reference page ("Title" 12) or (<i>Title</i> 10).</p>	<p><b>(Last name, year of publication).</b> Author's last name, comma, and the year the material was published (Smith, 2010).</p> <p>According to Smith (2010), if you reference the author's name in the actual text for APA format, only refer to them by their last name and just use the year in parenthesis after the author's name.</p>
<b>Incorporating longer quotes in your text</b>	Longer quote = 4 lines or longer Blocked (indented 2 tabs over)	Longer quote = 40 words or more Indented 1 tab or 5 spaces over

## End-of-Text Citation Basics

	MLA	APA
<b>Reference List</b>	<p><b>At the END of the paper on its own page.</b>  <b>All sources used for the paper MUST be listed.</b>  <b>Listed alphabetically using the first word in each citation (usually the author's last name).</b></p>	
<b>Reference List Title</b>	Titled "Works Cited"	Titled "References"
<b>Author Names In Reference List</b>	Last name, first name (Doe, John)	Last name, first initial (Doe, J.)
<b>Multiple Authors</b>	Spell out available names alphabetically up to 3 authors. First author is last name first, rest are first then last. More than 3, list first 3 and put "et al" at the end.	Lists all authors alphabetically, but only using the last name, first initial.
<b>Reference List Indentation</b>	Uses a hanging indent (first line not indented, subsequent lines are indented) for each source.	
<b>Resources for Creating Reference List</b>	If you are using an electronic database, there is usually a button that will give you the citation formatted for the correct style guide, but it will not be perfect. If it is any other source, you can EasyBib, KnightCite, QuickCite or any of the other tools available on the media center website <a href="http://www.SpruceCreekMedia.weebly.com">www.SpruceCreekMedia.weebly.com</a> . These resources do not help you if you don't know what they are looking for! Garbage in, garbage out. Look at the formulas on the next page.	
<b>Tips and Tricks</b>	<ul style="list-style-type: none"> <li>• Yes, every period and punctuation mark counts! You need precision for a high grade.</li> <li>• If you have the essence of how to cite down, you won't be guilty of plagiarism.</li> <li>• n.p. = no publisher, n.pag. = no pages given, n.d. = no publication date</li> <li>• Need to cite something not listed or need examples? Visit the Purdue Online Writing Lab (OWL) at <a href="https://owl.english.purdue.edu/">https://owl.english.purdue.edu/</a> or Google "How to cite _____ in MLA 7<sup>th</sup> edition" or "How to cite _____ in APA 6<sup>th</sup> edition?"</li> </ul>	

# End-of-Text Citation Formulas

	MLA	APA
<b>BASIC BOOK BY ONE AUTHOR (A physical one you are holding in your hands.)</b>	Author's Last Name, First Name Middle Initial (or Corporation Name if Appropriate). <i>Complete Title of Book</i> . Edition (if there is one). Place of Publication: Publishing Company, Year Published. Print.	Author's Last Name, First and Middle Initials. (Year of publication). <i>Title of work: Capital letter also for subtitle</i> . Location City, Location State Abbreviation: Publisher.
<b>eBook (You found it on a computer or eReader.)</b>	Author's Last Name, First Name Middle Initial (or Corporation Name if Appropriate). <i>Complete Title of Book</i> . Edition (if there is one). Place of Publication: Publishing Company, Year Published. <i>Name of Database or eBook Provider</i> . Web. Day, Month, Year of Access.	Author's Last Name, First and Middle Initials. (Year of publication). <i>Title of work: Capital letter also for subtitle</i> [E-reader version, if applicable]. Retrieved from <a href="http://xxxxx">http://xxxxx</a> <b>OR</b> doi:xxxxx if applicable A doi is a permanent link to digital content.
<b>Chapter or Article in an ANTHOLOGY (a collection of works by different authors)</b>	Last name of the author of the work you are citing, first name. "Title of the Article." <i>Title of Book</i> . Ed. Editor's first and last name. Volume Number (if there is one). Place of Publication: Publisher, Year. Pages of work. Print.	Author's Last Name, First and Middle Initials. (Year of publication). Section Title. In Editor's Last Name, First and Middle Initials (eds.) if applicable, <i>Title of anthology: Capital letter also for subtitle</i> (Edition ed., pp. pages). Location City, Location State Abbreviation: Publisher.
<b>eBOOK ANTHOLOGY</b>	Last name of the author of the work you are citing, first name. "Title of the Article." <i>Title of Book</i> . Ed. Editor's first and last name. Volume Number (if there is one). Place of Publication: Publisher, Year. Pages of work. <i>Name of Database or eBook Provider</i> . Web. Day, Month, Year of access.	Author's Last Name, First and Middle Initials. (Year of publication). Section Title. In Editor's Last Name, First and Middle Initials (eds.) if applicable, <i>Title of anthology: Capital letter also for subtitle</i> . Retrieved from <a href="http://xxxxx">http://xxxxx</a> <b>OR</b> doi:xxxxx if applicable
<b>MAGAZINE or JOURNAL ARTICLE (A physical one in your hands.)</b>	Author's last name, first name. "Title of Article." <i>Name of Magazine/Newspaper</i> . Volume Number (if there is one). Day Month Year of publication: page(s).	Author's Last Name, First and Middle Initials. (Year of publication). Title of article. <i>Title of Online Periodical, volume number</i> (issue number if available), page range if available.
<b>ON-LINE DATABASE Accessed MAGAZINE, JOURNAL or NEWSPAPER ARTICLE</b>	Author's last name, first name. "Title of Article." <i>Name of Magazine/Newspaper</i> . Volume Number (Year of Publication): page(s). <i>Name of Database</i> . Name of Service. Web. Day Month Year of Access.	Author's Last Name, First and Middle Initials. (Year of publication). Title of article. <i>Title of Online Periodical, volume number</i> (issue number if available), page range if available. Retrieved from <a href="http://xxxxx">http://xxxxx</a> <b>OR</b> doi:xxxxx if applicable
<b>WEBSITE</b>	Author's last name, first name (or editor/compiler if given). "Title of Page." <i>Name of Site</i> . Organization Responsible for Site, Day Month Year of Publication. Web. Day Month Year of access. <url>. <b>Note: The url (website address) is not usually required in MLA, but most teachers and IB require you to put it.</b>	Author's Last Name, First and Middle Initials. (Year, Month Date Published). Article title. <i>Website Title</i> . Retrieved Month Date, Year, from URL.  <b>Note: The url (website address) is not usually required for a website in APA, but most teachers and IB require you to put it.</b>