APA & MLA Style

(American Psychological Association & Modern Language Association)

Citing and Referencing: Why, When, How

Harvard Extension School Workshop
February 26, 2018
Deborah S. Garson
Deborah_Garson@gse.Harvard.edu
Resources

Understand expectations
Reach out to professors/TFs
Reach out to peers
Harvard Extension School Writing Center
Purpose of this Webinar

- To get help you understand the basic points of APA & MLA in a manner that might be easier (and ideally quicker) than sitting in a corner and dealing with the dreaded manuals.
WHY CITE?

- Citations let your professor, or anyone else who reads your work, find the items you used in your research. The key to a successful citation is providing all the information needed for your reader to find the book, article, or other item you are citing.

- **Citing builds your credibility** and shows that your ideas are shared by other experts in the field. Citing scholarly, peer-reviewed sources lends extra credibility to your work.

- **Citation avoids plagiarism!** Citing your sources properly gives credit to the original author.
APA (American Psychological Association) - used in the social sciences

• **Recommended** - [Purdue OWL APA Style](https://owl.english.purdue.edu/owl/resource/560/01/) - Includes a tutorial for citing in APA style as well as sample papers and bibliographies.


• [Frequently Asked Questions about APA Style](https://www.apastyle.org/faq/index.aspx) - Official APA style site containing tutorials and other FAQ's.

• [APA style blog](https://www.apastyle.org/apa-style-blog) - Need help citing a odd source or a sample paper? Check out the official APA style blog.
MLA (Modern Language Association) - used in literature and the humanities

• Recommended - Purdue OWL MLA Style - Includes a tutorial for citing in MLA style as well as sample papers and bibliographies.
• Recommended - The MLA Style Center - Official MLA style site, containing tutorials and other FAQ's. Updated for MLA 8th edition.
• MLA Handbook - 8th ed.
FORMAT:

Both MLA and APA adhere to double-spaced pages, a legible 12-point font, and 1-inch margins on all sides. An APA-formatted paper consists of four parts: title page, abstract, main body and references.

The abstract is 150 to 250 words and gives a summary of key points in the paper, including the research topic, research questions, methods, analysis and conclusion. The abstract is a single, double-spaced paragraph.

The MLA-formatted paper does not have a separate title page or an abstract and has two major parts: the body of the paper and a works cited page.
Title Page

APA-formatted papers use page headers at the top of every page, including the title page. Page numbers are flush right and the title of the paper is flush left. The title page includes the title, author's name, and institutional affiliation.

An MLA formatted paper includes the title on the first page, separating the title from the essay only by a double space. MLA uses a header on the left side of the first page that includes author name, instructor name, course and date. The remaining pages have a right side header that includes the last name of the author and page number.
Definition

An in-text citation is an indication in your document of where you are borrowing information from another source (written source, electronic source, or personal communication source).

APA and MLA systems require different details in their in-text citations.
A. In-Text Attributions...

• Help to distinguish your ideas from other people’s ideas.
  – They help the reader understand the origins of an idea AND prevent you from being accused of plagiarizing.

Beware!

If an idea is not attributed to another person, it is highly likely that the reader will assume that the idea is your own.
When to cite.

Cite all mentions of another author’s original ideas, statistics, studies, borrowed concepts & phrases, images, quoted material, and tables.

You do not have to cite facts which are commonly known by your audience and easily verified in reference sources.

When in doubt, cite your source.
In-Text Citations

MLA and APA papers have slightly different methods for in-text citations as MLA follows the author-page format and APA follows the author-date format.

An APA-formatted paper includes the author's last name and year of publication in parenthesis after the cited text.

An MLA-formatted paper includes the author's last name and page number in parenthesis after the text.
Alternatives to “he said”/“she said”

- Smith argues...
- The author implies...
- Smith contends...
- Smith states...
- Smith builds upon the assumption that...
- Smith extends his argument by...
- Smith draws upon his work at...
- Smith asserts...
- Smith sums up his ideas when he says...

- Smith makes three points: 1) Americans don’t agree on the purpose of public schools; 2) this lack of purpose creates an inability to create clear objectives; and 3) without measurable objectives, there is no way that schools cannot be adequately evaluated.
- Smith’s nihilistic ideas can be condensed into three points: ...
Reference Page

APA-formatted papers include a separate page at the end of the paper entitled "References," and MLA-formatted papers include a page entitled "Works Cited."

Both list the sources used in the paper alphabetized by the last name of the author and are double spaced.

In an APA-formatted paper, if there are two works by the same author, the entries are listed in chronological order from the earliest work.

In an MLA-formatted paper, the entries are listed alphabetically by title, and three hyphens are used in place of the author's name after the first entry.

In an MLA-formatted works cited page, the second line and subsequent lines for each source are indented five spaces.

An APA source is indented one-half inch from the margin after the first line.
<table>
<thead>
<tr>
<th><strong>MLA</strong></th>
<th><strong>Similarities</strong></th>
<th><strong>APA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically used in the Humanities (i.e.: English, Theatre, Art)</td>
<td>The paper is double spaced, as well as the reference or works cited page. The citation has a hanging indent.</td>
<td>Typically used in the social sciences (i.e.: Psychology, Sociology, Social Work)</td>
</tr>
<tr>
<td>“works cited” page to cite sources at the end of the work</td>
<td>All information used in the paper <em>must</em> be in the reference page or works cited.</td>
<td>“references” page to cite sources at the end of the work</td>
</tr>
<tr>
<td>Works cited is cited last name, first name (Bird, Big)</td>
<td>Any information that is not your own needs to be cited</td>
<td>Works cited is last name, first initial (Bird, B.)</td>
</tr>
<tr>
<td>When information is cited and the author’s name is listed within the sentence, place the page number found at the end. {According to Big Bird, writing centers are awesome” (22).}</td>
<td>Both use parenthetical citations within the body of the paper. (Bird, 2010) or (Bird 22)</td>
<td>When information is cited and the author’s name is listed within the sentence, place the year the material was published. {Big Bird (2010) believes that writing centers are awesome.}</td>
</tr>
<tr>
<td>When information is cited and the author’s name is <em>not</em> listed, place the author’s last name and the page number at the end. {Writing centers are awesome (Bird 22).}</td>
<td>Citations are listed alphabetically on the references or works cited page</td>
<td>When information is cited and the author’s name is <em>not</em> listed, place the author’s last name and the year the material was published. {Writing centers are awesome (Bird, 2010).}</td>
</tr>
<tr>
<td>Quotes 4 lines or longer are <em>blocked</em>, meaning indented 2 tabs over</td>
<td>Quotes are integrated smoothly and with transitions.</td>
<td>Quotes 40 words or more are indented one tab (or 5 spaces)</td>
</tr>
</tbody>
</table>
MLA and APA Side-by-Side

Side-by-side comparison showing the differences between the two citation styles.
For more information: https://owl.english.purdue.edu/owl/

<table>
<thead>
<tr>
<th>Set-Up</th>
<th>Bibliography Name</th>
<th>Cover Page</th>
<th>Font</th>
<th>Page Margins</th>
<th>Line Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA</td>
<td>Works Cited</td>
<td>No</td>
<td>Times New Roman - 12pt</td>
<td>1&quot;</td>
<td>Double</td>
</tr>
<tr>
<td>APA</td>
<td>References</td>
<td>Yes</td>
<td>Times New Roman - 12pt</td>
<td>1&quot;</td>
<td>Double</td>
</tr>
</tbody>
</table>

Direct Quote in Text
MLA “The idea of race has been socially constructed in similar ways” (Rothenberg 9).
APA “The idea of race has been socially constructed in similar ways” (Rothenberg, 2007, p. 9).
MLA does not require the year, a comma after the author’s name, or a p. before the page number.

Direct Quote with Author Name in Text (MLA-preferred)
MLA According to Rothenberg, “The idea of race has been socially constructed in similar ways” (9).
APA According to Rothenberg (2007), “The idea of race has been socially constructed in similar ways” (p. 9).
MLA does not require the year, a comma after the author’s name, or a p. before the page number.

Paraphrase or Summary Citation in Text
MLA The social construction of race is very similar to the way gender stereotypes were constructed (Rothenberg 9).
APA The social construction of race is very similar to the way gender stereotypes were constructed (Rothenberg, 2007, p. 9).
MLA does not require the year, a comma after the author’s name, or a p. before the page number.

Book Entry on Works Cited vs. References
Differences: date placement, author name, capitalization, parenthesis around edition, source format

Journal Article on Works Cited vs. References
Differences: date placement, author name, capitalization, URL not required on MLA entry

Website on Works Cited vs. References
# Social Media Citation Guide

<table>
<thead>
<tr>
<th></th>
<th>MLA</th>
<th>APA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMAIL</strong></td>
<td>Lastname, Firstname. “Subject of Message.” Message to Recipient’s Name. Date of Message. Email.</td>
<td>In text citation only (personal communication, Month Day, Year)</td>
</tr>
</tbody>
</table>

©TeachBytes 2013.
Proper Documentation!

Warning: This part takes an eye for details.
You need to document when you...

• Use other sources (people, texts, films, etc.) to develop your own ideas and/or language.
  – You need to provide your reader with a sense of who you “drew upon” so that it isn’t assumed the creation of your idea was like the “Big Bang” and it appeared out of nowhere.

• Quote, paraphrase, and/or summarize other people’s ideas and/or research.

• Utilize the language and/or key terms of others.

• Cite little known and/or highly specific information/facts/figures. (i.e., The GDP of Ghana was $1.2 billion in 1992.)
Modern Language Association (MLA)
The Modern Language Association (MLA) style guidelines presented here have been adapted from the 2016 *MLA Handbook for Writers of Research Papers*, 8th edition. MLA style is often used in the humanities. In an MLA-style paper, the writer identifies the author and page of each source in parentheses after every reference. That information then directs the reader to more detailed entries on a Works Cited list at the end of the paper.

In-text Citation

Doris Graber suggests that “media are most influential in areas in which the audience knows least” (210).

- Both direct quotations and paraphrases need a page number, but no “p.” abbreviation precedes it (54).

Alice Park reports that “the U.S. currently enjoys the highest immunization rate ever.”

- Discussion of citing sources without page numbers is on p. 56, which says “do not count unnumbered paragraphs.” Indicating a section, if possible, is appropriate.

Works Cited


- Most title words are capitalized; book titles are italicized (26).
- Place of publication no longer required.


- Basic entry for an online magazine article is on p. 48
- Most title words are capitalized; magazine titles are italicized and article titles are in quotation marks (48).
- URL or DOI usually required; access date usually not required (p. 48; see also p. 53).
- Don’t include the http:// beginning of a url; do include www. if your url has one (110), which the article in the example happens not to.
The American Psychological Association style guidelines presented here have been adapted from the 2009 APA *Manual of Style*, 6th edition, second printing. APA style is widely used in the social sciences. In an APA-style paper, the writer identifies the author and year of each source in parentheses after every reference. That information then directs the reader to more detailed entries on a Reference List at the end of the paper.

**In-text Citation**

Graber (2002) suggests that “media are most influential in areas in which the audience knows least” (p. 210).

- Direct quotations need “p.” or “pp.” and page number (171).

Park (2008) reported “the U.S. currently enjoys the highest immunization rate ever” (para. 2).

- Discussion of citing online source without pages is on p. 172.
- Other people’s works are ordinarily presented in the past tense (78).

**References**


- Only first words and proper nouns are capitalized in a book title in a reference list (journal titles are different). Book titles are italicized. Other rules apply to titles appearing in the body of a paper: see p. 101.
- No periods with abbreviations of “state” names, including DC (p. 88).
Guides

• Comprehensive Style Guides
  • APA Formatting and Style Guide (Purdue OWL) Extensive explanations and examples for how to cite using the APA style, commonly used in the social sciences.
  • MLA Formatting and Style Guide (Purdue OWL) Extensive explanations and examples for how to cite using the MLA style, commonly used in the humanities.
APA style is an author-date citation style. It was developed mainly for use in psychology, but has also been adopted by other disciplines.

There are two major components to the APA author-date style - the in-text author-date citation at the appropriate place within the text of the document, e.g. (Smith, 2010), and the detailed reference list at the end of the document. All in-text citations must have a corresponding reference list entry, and the converse applies for reference list entries.

More detailed information in:

**Frequently asked questions about APA style** [http://www.apastyle.org/learn/faqs/index.aspx](http://www.apastyle.org/learn/faqs/index.aspx)

**APA style CENTRAL** is a new online resource designed to assist in the application of APA style formatting rules.
Modern Language Association (MLA) Style Guide

The MLA system uses in-text citations rather than footnotes or endnotes. The citations in-text are very brief, usually just the author's family name and a relevant page number. These citations correspond to the full references in the list of works cited at the end of the document.

Instructions and examples in this MLA guide are based on more detailed information in:


In-text citations - general points

If the author's name is mentioned in the sentence, only cite the page number.
If the author's name is not mentioned in the sentence, cite both the name and the page number.
Font and capitalisation must match that in the reference list.
Long quotations (more than four lines) should be indented.
If you are citing more than one reference at the same point in a document, separate the references with a semicolon e.g. (Smith 150; Jackson 41).
If the work has no author, use the title.
If you are citing two works by the same author, put a comma after the author's name and add title words. eg (Smyth, "Memories of Motherhood" 77) to distinguish between them in the in-text citation. Do this when citing each of the sources throughout the piece of writing.
If two authors have the same surname, use their first initial e.g. (G. Brown 26).

Works Cited list - general points

The recommended heading for the reference list is Works Cited, which should be centred.
Each reference should be formatted with double-spacing and a hanging indent.
Capitalise the first word of the title or subtitle, and all other significant words.
Author's names should be listed with full forenames if known.
The name of the first author is inverted to list the family name first. If there are additional authors their names are not inverted (e.g. Smith, Adam, and Laura Childs).
If you cite more than one work by the same author, give the name in the first entry only. Thereafter, use three hyphens instead of the name, e.g. ----.
If a reference does not have an author, list it by title. Ignore the leading article (A, The etc.) when inserting the reference into the alphabetical works cited list.
If you cannot validate a reference's authorship, date of publication or its authoritativeness, especially if it is an online resource, consider using another similar reference that is more authoritative instead.
For a journal article in an online database (e.g. via the Library website) include the name of the database (italicized).
When the title page lists two or more publishers which seem equally responsible for the work, cite each of them separating the names with a forward slash (e.g. Cambridge UP / Routledge).
CITATION

• quoting or paraphrasing of the ideas coming from someone else
• also known as parenthetical citation
SIMILARITIES:

• All of the margins with both styles are 1".
• Both have their own unique features.
CITING REFERENCES (TEXT)

**MLA**
- Includes the author's last name and page number of the reference

**APA**
- Includes the author's last name, the date of publication, and the page number of the reference
Focus of MLA & APA Styles

• Modern Language Association (MLA)
  • Humanities and related areas (i.e. literature)
  • Focuses on authorship: “...(Smith and Johnson)”
  • Format is designed for ease of presentation
  • Often viewed as “easier” to follow by students

• American Psychological Association (APA)
  • Social sciences (i.e. psychology, sociology, and linguistics)
  • Focuses on date of publication: “…(Smith & Johnson, 2009)”
  • Format is designed for comparison of research and determining relevance
  • Often thought of as more difficult by students
  • Commonly taught as an alternative citation style
What is proper documenting?

1. In-text attributions ⇒ Tells who is saying what
   - According to Smith...
   - Smith argues that...

2. Parenthetical citations ⇒ Tells where/when the “speaker” said it
   - (Smith, 2002, p. 43).

3. List of References (aka: bibliography) ⇒ Tells the reader how to find the source for more information

You need all three to be doing it right!
They work as a team!
Priority #3.
Formatting

Warning: This part takes some computer skills and an eye for consistency.
What does formatting involve?

A. Making your document look like it is supposed to...

- Margin sizes
- Title pages (done in a certain way)
- Section headers/titles (and the size and look of those headers)
- Running headers/footers
- Page numbers
- Stylizing
- Placement and titling of figures
Three Basic Principles

1. Use sources concisely so your own voice (argument, thesis) is not lost.

2. Never leave your reader in doubt as to when you are speaking and when you are using materials from a source. Cite source immediately after using it.

3. Always make clear how each source you use relates to your argument.
But how do I find things to cite?

• Finding sources
  – E-journals
  – E-research
  – Internet searches

• Remember to evaluate *all* sources
  – Qualifications
  – Purpose
  – Current
What if I need more help citing?

- APA EXPOSED! ONLINE TUTORIAL
- Principles of Paraphrasing
- Purdue Online Writing Lab (OWL)
- Harvard Guide to Using Sources
- Purdue OWL citation chart
- Instructors/Teaching Assistants
- Harvard Extension School Writing Center
- Librarians
Research Management and Citation Tools at Harvard

What is citation software?

Citation and research management tools help you organize your research and keep track of your references. They also make it easy to add citations into the documents you’re working on and automatically generating bibliographies in pretty much any style. Harvard supports the use of four main citation tools: EndNote, Mendeley, RefWorks, & Zotero.

Which one should you choose? Check out our Citation Tools Comparison Chart!

Citation Tools Comparison Sessions at Harvard

In these 90 minute sessions we discuss the elements that popular research management and citation tools have in common and how they differ, as well as special features and potential pitfalls of each. Our sessions currently cover New RefWorks, EndNote, and Zotero.

We do not have more Comparison Classes scheduled for the fall semester. If you have a question about one of these classes, please use the form on the first page of this guide to submit a question to a librarian.

EndNote Classes at Harvard

_EndNote Basics:_ Wednesday, October 26th, 2:30 PM, Lamont B30

• Register here!
Citation Management Tool

• Why do you need a citation management tool? There are many reasons.

-- Citation tools offer a better way to collect, store, and manage reference information, research notes, and documents.
-- They work with your word processor to manage in-text citations and to build bibliographies in nearly any format.
-- Everything you collect - notes, quotations, file attachments - becomes part of a searchable database which you can reach into whenever you want to add a citation to your paper or create a bibliography.
-- Using one can save you hours of time and increase your accuracy.
## Tool Comparisons

**RefWorks, EndNote, Zotero**

The charts below illustrate how the features of the programs stack up.

<table>
<thead>
<tr>
<th>Writing Features</th>
<th>RefWorks</th>
<th>EndNote</th>
<th>EndNote Web</th>
<th>Zotero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing in-text citations and creating bibliographies</td>
<td>Easy</td>
<td>Easy</td>
<td>Easy</td>
<td>Easy, but not as smooth as other tools</td>
</tr>
<tr>
<td>Word Processor Compatibility</td>
<td>MS Word '03, '07, '10; can format RTF, HTML, and OpenOffice .odt documents with manual citation insertion</td>
<td>MS Word XP, '03, '07; can format RTF and ODF documents</td>
<td>MS Word '00, XP, '03, '07; can format RTF documents</td>
<td>MS Word '00, XP, '03, '07; OpenOffice and Google Docs</td>
</tr>
<tr>
<td>Number of journal styles</td>
<td>&gt;1000</td>
<td>&gt;3000</td>
<td>Similar to EndNote</td>
<td>Limited to major styles such as APA, Chicago, and MLA</td>
</tr>
<tr>
<td>Editing and Creating Styles</td>
<td>Customization possible</td>
<td>Yes; very flexible customization features</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Manage figures and charts</td>
<td>No</td>
<td>Yes; figures and charts are managed in the same way as text</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
The APA Style Blog is the official companion to the *Publication Manual of the American Psychological Association, Sixth Edition*. It's run by a group of experts who work with APA Style every day.

([http://blog.apastyle.org/apastyle/](http://blog.apastyle.org/apastyle/))

---

**How to Cite a Chapter Written by Someone Other Than the Book’s Authors**

By David Becker

*Dear APA Style Experts,*

*I want to cite a chapter from Theoretical Basis for Nursing, 4th Edition, which is an authored textbook. However, the author of this chapter is not one of the authors listed on the front cover. What should I do?*

—Frustrated Nursing Student

*Dear FNS,*

When referring to a chapter in an authored book, usually you would not cite that chapter in the reference list. Instead, you would cite the whole book—and, if necessary, cite the chapter in _text_. This rule applies whether the chapter is written by one of the book’s primary authors or by a separate contributor.

Even though it might seem sensible to cite that chapter as one would cite a chapter from an edited book, doing so could cause confusion. If you were to cite a chapter from an authored book in this manner, most of the information from the book reference templates at the bottom of page 202 in the *Publication Manual* would be...

---

**ABOUT THE BLOG**

*About Us*  
*Blog Guidelines*  
*APA Style FAQs*  
*Archives*

**CATEGORIES**

*Abbreviations*  
*Abstracts*  
*Advance online publication Announcements*  
*APA Style CENTRAL*  
*Best of Blog*  
*Bias-free language*  
*Books*  
*Capitalization*  
*Computer tips*  
*Copyright*  
*Databases*  
*Digital Object Identifier (DOI)*  
*Direct quotations*  
*Electronic references*  
*Ethics*  
*Facebook*  
*Grammar and usage*  
*Headings*  
*How-to*  
*Interviews*  
*Italics*  
*Journal Article Reporting Standards (JARS)*  
*Journal articles*
APA Instructional Videos
MLA parenthetical citations

The recommendations below are based on the MLA Handbook for Writers of Research Papers (7th ed. New York: MLA, 2009), which is available through the Harvard library system. If you own a copy of the MLA Handbook, you can access the text, along with several sample research projects, at http://www.mlahandbook.org. In MLA style, use parenthetical citations within the text of your paper to credit your sources and refer your reader to a more detailed citation in your list of works cited at the end of your paper. Use parenthetical citations when you paraphrase, quote, or make any reference to another author’s work. A parenthetical citation in MLA style should include an author’s last name and the page number to which you refer in that author’s work. You should not use a comma to separate author and page number. When the citation appears at the end of a sentence, the period comes outside the parentheses. If you need to put the citation before the end of the sentence (in cases where you have more than one citation in a sentence), place any punctuation after the citation as well.
Q. Hello. Do you happen to have the most updated APA Quickguide? Like a tipsheet type document?

This is the Harvard College Library's Ask a Librarian service.
Online Resources  APA/MLA

The Online Writing Lab at Purdue: APA or MLA Formatting and Style Guide:
http://owl.english.purdue.edu/

APA Style.org, Electronic References:
http://www.apastyle.org/elecref.html

CSUS Research Guides. Choose Writing Guides:
APA, MLA, Chicago, or ASA.
http://csus.libguides.com/index.php

APA Style Blog: http://blog.apastyle.org/

Margaret Keys, Instruction Librarian
Sacramento State University
The Purdue Online Writing Lab (OWL)—known for its simplified explanation of MLA and APA citation styles: https://owl.english.purdue.edu/owl/resource/560/01/

For further examples of citations and reference pages, you can review Cornell University’s informative website: https://www.library.cornell.edu/research/citation/apa
Why We Cite!!

If I have seen a little further it is by standing on the shoulders of Giants.

Isaac Newton

InspiriationBoost.com
Questions??

• Please contact me:
  – Deborah_Garson@gse.Harvard.edu