Why Format & Style

- To accurately and clearly display your research
- To make sure your reader follows your ideas and identifies your main point
- To avoid plagiarism
- To generate consistency in citations
- To give credit to texts referenced in the paper*

*Note: When citing, you are establishing credibility to your own work by showing you are a knowledgeable scholar.
When to Cite

• Quoting
• Paraphrasing
• Summarizing
• Referencing

• Anytime you take information that is NOT your own thinking or material
Which Fields Use the Citations

APA (American Psychological Association):
-Used in Social Sciences (Psychology, Sociology, Economics, Criminology, Linguistics), Business, Education, Nursing

MLA (Modern Language Association):
-Used in English language and literature, Foreign Language, Cultural Studies

CMS (Chicago Manual of Style):
-Used in History, Religion, Art

*It can depend on the class, so always ask what citation your professor wants
APA CITATIONS
Components of APA Citations

- In-Text Citations:
  - Attribution phrases
  - Parenthetical
- References Page
APA In-Text Attribution Phrases

• A word or phrase used to introduce a quote, summary, or paraphrase of someone else’s words

Direct Quote:
Smith (2011) finds that “writing support services have a direct effect on student writing...” (p. 234).

Paraphrase:
According to Smith (2011), students who utilize writing support increase their independence and confidence in writing.

Summary:
Smith’s (2011) study argues for increased writing support for graduate students.
## Attribution Phrases

### Verbs Used in Attribution Phrases

The verb you choose for an attribution (or signal) phrase should accurately reflect the intention of the source.

<table>
<thead>
<tr>
<th>acknowledges</th>
<th>concedes</th>
<th>illustrates</th>
<th>reports</th>
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</thead>
<tbody>
<tr>
<td>admits</td>
<td>concludes</td>
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<tr>
<td>comments</td>
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<td>refutes</td>
<td>writes</td>
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</tbody>
</table>
APA Parenthetical Citation

• The citation goes at the end of a sentence in parenthesis

Direct Quote:
A study concluded that “students often had difficulty using APA style, especially when it was their first time” (Jones, 1998, p. 199).

Paraphrase/Summary:
A study concluded that APA style is difficult for first-time learners (Jones, 1998).
<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citation in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
APA References Page Guidelines

- The title is **References**
- Put **shortened title of paper** in left header and **page number** in right header
- **Alphabetize the list** by first author’s last name with **hanging indents**
- If there is no author, use the **name of the organization or the title** of the work
- The title is written in **Sentence case**
- Use (n.d.) if **no date** is given
References


Practice APA In-text Citations

What information is needed for an in-text citation with a direct quote?

A. Author’s last name and page number

B. Author’s last name and publication date

C. Author’s last name, publication date, and page number
What type of in-text citation is this: There’s a positive relationship between caffeine intake and studying (Witt, 2008).

A. Parenthetical

B. Attribution phrase
Which is the correct way to cite multiple authors in a parenthetical citation?

A. (Williams and Evans, 2013).
B. (Williams & Evans, 2013).
C. (Williams & Evans 2013).
Practice APA References Page Citations

Which is the correct way to cite a book title?

A. The effects of background music on food pleasantness ratings.

B. The Effects of Background Music on Food Pleasantness Ratings.

C. The effects of background music on food pleasantness ratings.
Which is the correct way to cite multiple authors in the references page?


B. Johnson, A., Walker, L., & Miller, P.

C. Johnson, A., Walker, L., and Miller, P.
Which is the correct citation for a journal article?


MLA CITATIONS
MLA In-text Citations

**Attribution Phrases:**

Book or Article:  
**Wordsworth** stated that Romantic poetry was marked by a “spontaneous overflow of powerful feelings” (263).

**Parenthetical Citations:**

Book or Article:  
Romantic poetry is characterized by the “spontaneous overflow of powerful feelings” (**Wordsworth** 263).
MLA Works Cited Page Guidelines

• The title is **Works Cited**
• Put your **last name and page number** in the right header
• Use a **hanging indent**
• **Alphabetize** by the last name of the author
• The title is written in **Title Case**
• Use (n.d.) if **no date** is given
• **Double-spaced** throughout
Works Cited


Practice MLA In-text Citations

What information is needed for an in-text citation?

A. Author’s last name and publication date

B. Author’s last name and page number

C. Author’s last name, publication date, and page number
Which is the correct way to cite three authors in a parenthetical citation?

A. (Davis, Brown, & Young, 1989).

A. (Davis, Brown, and Young, 198).

B. (Davis et al. 198).
Practice MLA In-text Citations

How do you cite an in-text attribution phrase?

A. In Blake’s (132) poem...
B. In Blake’s poem... (132).
C. In Blake’s poem... (Blake 132).
True or False: The title of a journal article is in quotation marks

A. True

B. False
Which is the correct way to cite multiple authors in the works cited page?

A. Hughes, Henry, and Carl Richardson.

B. Hughes, Henry, and Richardson, Carl.

C. Henry Hughes, and Carl Richardson.
Which is the correct citation for a book?


CMS: Chicago Manual Style
CMS Footnotes

• Footnotes appear at the bottom of page, single-spaced, to correspond to in-text subscript numbers on the page.

• For a second footnote from the same source as the preceding footnote, use "Ibid." and the page number, if different.

• For a source cited previously but not in the preceding footnote, use author’s last name, abbreviated title, and page number.

• If there are 4 or more authors, then list the first author followed by et al.
Although there is some controversy surrounding Mary Tudor’s birthday, the generally accepted year of her birth seems to be 1495.\(^1\) However, that closeness would also put them at odds during Mary’s second marriage.\(^2\) France’s law prevented women from inheriting the throne, and if Louis failed to produce a son soon, France’s next king would be Louis’ son-in-law, Francis.\(^3\) When King Louis died four months later, Mary decided to choose her own second husband.\(^4\)

\(^3\) Richardson, *Mary Tudor*, 76.
\(^4\) Ibid., 77.
CMS Bibliography Guidelines

• Title is **Bibliography**
• Put *page number* in right header
• Single space entries with double spaces between different entries.
• Alphabetize with a hanging indent
• **List up to 10 authors** in the bibliography. If there are more than 10 authors, then list the **first 7** in the bibliography followed by *et al.*
• The title is written in **Title Case**


Which is the correct footnote for a book?


Practice CMS Footnotes

Where do the footnotes go on the page?

A. At the end of the sentence

B. At the end of the page

C. At the end of the paragraph.
True or False: If you use the same source that’s in the preceding sentence, then the footnote will include the author’s name, shortened title, and page number

A. True

B. False
What is the correct way to cite the place of publication, name of publication, and date for a book?


What is the correct way to cite a journal article title?

A. Collaboration and Concepts of Authorship.

B. *Collaboration and Concepts of Authorship.*

C. “Collaboration and Concepts of Authorship.”
Which is the correct citation for an online magazine article?

A.

B.

C.
Similarities and Differences: APA, MLA, and CMS
Similarities: APA, MLA, and CMS

• All styles use **hanging indents** for the citation page

• All styles include **page numbers** in the right header (but **MLA** includes the **writer’s last name** and page number)

• All styles **alphabetize** the citation page

• **APA and MLA** use **et al.** after three or more authors for in-text citations. **CMS** uses **et al.** after four or more authors in the footnotes

• All citation page entries are **double spaced** (except **CMS** has each entry **singled spaced** and **double spaced between entries**
# Differences: APA, MLA, and CMS

<table>
<thead>
<tr>
<th>APA</th>
<th>MLA</th>
<th>CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: (Last name, date)</td>
<td>In-text: (Last name pg. number)</td>
<td>Footnotes</td>
</tr>
<tr>
<td>Title is References</td>
<td>Title is Works Cited</td>
<td>Title is Bibliography</td>
</tr>
<tr>
<td>Uses ampersand for parenthetical citations and references page</td>
<td>Uses “and” for parenthetical citations and works cited page</td>
<td>Uses “and” for parenthetical citations and bibliography page</td>
</tr>
<tr>
<td>Titles are in Sentence case</td>
<td>Titles are in Title Case</td>
<td>Titles are in Title Case</td>
</tr>
<tr>
<td>Titles of short works are not formatted and long works are in italics</td>
<td>Titles of short works are in quotation marks and long works are in italics</td>
<td>Titles of short works are in quotation marks and long works are in italics</td>
</tr>
</tbody>
</table>
Helpful Resources

- Make an appointment at the Writing Center with a writing consultant who can show you how to use the reference guide: [http://www.callutheran.edu/writing_center](http://www.callutheran.edu/writing_center)

- OWL Purdue – Visit: [http://owl.english.purdue.edu](http://owl.english.purdue.edu) and click on APA format and style guidelines

- Buy or borrow the most current APA Style Guide from the library, the CLU bookstore, or your favorite online used book resource

- Handouts available online from other writing centers
  - [http://writingcenter.unc.edu/handouts/](http://writingcenter.unc.edu/handouts/)
  - [http://www.svsu.edu/writingcenter/studenteresources/](http://www.svsu.edu/writingcenter/studenteresources/)
Questions?

Thank you!

** Now follow up with a visit to the CLU Writing Center **

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writingcenter@callutheran.edu
805-493-3257