

## Basic citation rules

In text MLA, APA

Works Cited (MLA), References (APA)

## Basic Citation Rules

The term **direct quote** refers to using someone else's ideas in their exact words;

The term **paraphrase** refers to using someone else's ideas but explaining them in your own words.

Both, direct quotes and paraphrases, must be properly cited.

### In-text Citations

- **MLA**

After the quote or paraphrase write, in parentheses, the author's last name and the page number

→ (Smith 3).

If there is no author write, in parentheses, the title (if the title is long then write the first three words of the title) in quotation marks, and the page number

→ ("The title" 3).

If there are no page numbers, the paragraph numbers can be included. In such a case, the abbreviation "par." goes before the number

→ (Smith par.4) or ("The title" par.4).

NOTE: the period goes AFTER the parenthesis.

- **APA**

After the quote or paraphrase write, in parenthesis, the author's last name, the year of publication, and the page number – include the abbreviation "p." before the number

→ (Smith, 2000, p. 4).

NOTE: the period goes AFTER the parenthesis.

- Works Cited (MLA)

All of the sources used in a paper must be listed at the end. These should be on a separate page. At the top, type the words Works Cited and center them. Entries should be double spaced and alphabetized. Citations should have a hanging indent (which means that if there is more than one line, the second, third, etc. should be indented).

For **print** sources include:

Lastname, Firstname. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

For **electronic** sources include:

Editor, author, or compiler name (if available). Name of Site. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

- References (APA)

All of the sources used in a paper must be listed at the end. These should be on a separate page. At the top, type the word References and center it. Entries should be double spaced and alphabetized. Citations should have a hanging indent.

For **print** sources include:

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

NOTE: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

For **electronic** sources with no DOI include:

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

For **electronic** sources with DOI include:

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number, page range. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

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