

RESEARCH STYLE & USAGE APA/MLA

HOW TO USE THIS CHART

INTRODUCTION

- This chart is a basic guide to the two most commonly used references on format of research papers and other forms of academic writing:
 - American Psychological Association (APA) style**
 - Modern Language Association (MLA) style**
- This chart is only a summary and does **not** provide a comprehensive guide to all APA or MLA writing rules. Complete guidelines can be found only in the two associations' official style handbooks:
 - Publication Manual of the American Psychological Association* (currently in 5th edition)
 - MLA Handbook for Writers of Research Papers* (currently in 6th edition)
- Some instructors and editors prefer that their students and writers follow other style manuals, such as *The Chicago Manual of Style* or Strunk and White's *The Elements of Style*. Always be sure to follow your instructor or editor's specific guidelines. If you're unsure about which rules to use, ask for clarification.

WHEN TO USE APA VS. MLA

- APA style** is the standard used for writing in the social sciences, psychology, sociology, criminology, health sciences, business, economics, and education.
- MLA style** is the standard used for writing in the humanities (literature, history, philosophy, art, etc.).
- APA and MLA style rules are similar in many ways, but there are a number of specific differences that reflect the different needs of scientific research vs. research in the humanities. For example:
 - In the sciences, scholars place emphasis on current, timely research. Therefore, APA rules require that all citations include not only the author but also the date of the cited work. This rule applies both to in-text citations and to citations on the final "References" page.
 - In the humanities, scholars place emphasis on the author and the structure and quality of the argument. Therefore, MLA rules for in-text citations emphasize the author. Dates of cited works are listed only on the final "Works Cited" page.
- In all cases, **follow the guidelines you've been given.**

GENERAL STYLE POINTS

- Regardless of the specific style rules you're following, universal techniques for clear and effective writing always apply:
 - Always **write clearly and simply**. Don't adorn your writing unnecessarily in an attempt to sound more scholarly.
 - Make sure each paragraph begins with a **topic sentence** that develops your argument. Develop only one specific component of your argument in each paragraph.
 - Use **transitional words and phrases** to guide your reader through the flow of your argument. Sudden, unannounced leaps in your reasoning disorient your reader.
 - Vary **sentence length and structure**. Too many short sentences make your writing choppy, whereas too many long sentences make your writing tedious and hard to follow.
 - Check **spelling and grammar** carefully. Errors distract your reader and make your writing less effective.
- Make sure that you **do not plagiarize** in any way. Plagiarism, even if unintentional, is a serious offense that immediately damages your credibility. Be sure to keep track of all your sources carefully and cite them using the guidelines below.

APA STYLE

I. FORMATTING THE MANUSCRIPT

BASIC GUIDELINES

- Paper and margins:** Use standard 8.5"x11" paper with margins of at least 1" on all sides.
- Font:** Preferred font is 12-point Times Roman, although Courier also is acceptable.
- Spacing:** Double-space every line, including references.
- Numbering:** Number all pages starting with the title page, except pages containing art or figures. Place numbers in the upper right-hand corner. Put the first few words of the title to the left of the page number on every page.
- Running head:** Abbreviated title printed at the top of each page of the manuscript. The running head should be 50 characters maximum, including spaces and punctuation, and should appear in all capital letters on the upper left-hand corner of the title page.
- Order of sections:** Put pages in the following order, each starting on a separate page: Title page (p. 1); Abstract (p. 2); Main text (starting on p. 3); References, Appendixes, Author note, Footnotes, Tables, Figure captions, Figures.

TITLE PAGE

- Title:** Concise (10–12 words) and self-explanatory. Avoid redundancies like "An Analysis of . . ." or "An Investigation of . . ." The title should appear in upper- and lower-case letters on the title page, centered and on the top half of the page. If it runs longer than one line, double-space it.
- Authors:** Listed in order of contribution, after the title, centered, and double-spaced. Include first name, middle initial(s), and last name. Separate any suffixes (e.g., Jr. or III) from the last name with only a space, not a comma.
- Affiliation:** Name of the institution where the research was conducted. Include two affiliations only if both institutions contributed financially to the study; never include more than two. If the affiliation is not a university or college, include a city or state. For affiliations outside the United States, include the city, state or province, and country.

- Specific content of the abstract will vary depending on the nature of your paper:
 - Research report:** Abstract should include the research topic, characteristics of participants, experimental method, results (including significance levels), and conclusions.
 - Theoretical article or review:** Abstract should include the topic, organizing thesis, sources, and conclusions.
 - Case study:** Abstract should include the individual or organization under study, the problem addressed, and the questions raised.
 - Methodological paper:** Abstract should include the type of method used, its main features, the scope of its applications, and its reliability.

EFFECTS OF CONTRAST ON REACTION TIME

Effects of Contrast on Reaction Time in a Semantic Categorization Task

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University of the East

ABSTRACT

- A clear, precise summary of the article. The abstract should be only one block paragraph in length (with no indentations) and should not exceed 120 words.
- Place the abstract on the page following the title page (p. 2), with the title "Abstract" centered at the top of the page.
- Begin with the **most important information** but do not repeat the paper title.
- Include only information that appears in the paper itself. State only four or five of the most important **points, theories, and/or findings**.
- Cite previous research relevant to your study.
- Define all **abbreviations and special terms**, except for units of measurement.

Effects of Contrast 2

Abstract

Begin with the most important information but do not repeat the paper title.

Include only information that appears in the paper itself. State only four or five of the most important points, theories, and/or findings. Cite previous research relevant to your study. Define all abbreviations and special terms, except for units of measurement. Do not exceed 120 words.

INTRODUCTION

- Begins on the page following the abstract (p. 3). The paper title should appear at the top of the page, centered. The text of the introduction should appear one double space below the paper's title. No "Introduction" label is necessary.
- Give the appropriate **background and context** for your study by presenting the problem, explaining its importance, and recognizing previous works that are relevant to your study.
- State the **specific purpose** of your study. Include a formal statement of your **hypothesis** and a description of the **variables** tested (why they were chosen, how they were manipulated, what results you expected them to yield and why).

Effects of Contrast 3

Effects of Contrast on Reaction Time in a Semantic Categorization Task

The text of the paper starts here, in an indented (0.5" or five to seven spaces), left-justified, and double-spaced paragraph that provides an introduction to the subject of the paper. The introduction should begin one double space below the paper's title. No "Introduction" label is necessary.

The introduction continues here . . .

RESEARCH STYLE & USAGE APA/MLA

APA STYLE (continued)

METHOD

- Immediately follows the introduction. The heading, "Method," should be centered and continuous with the preceding section (do not begin a new page).
- Include enough details so that a reader can replicate your study but not so many details that the reader gets bogged down in minutiae. If there are any detailed but necessary descriptions, put them in the Appendix.
- Divide the Method section into three continuous subsections labeled "Participants," "Materials," and "Procedure." The titles for these subheadings should be in italics, flush left, and continuous with the preceding text:
 - Participants (or Subjects):** Describe the selection process for subjects, the total number of subjects chosen, and the number in each subgroup or sample.
 - If the subjects are **human**, describe basic demographic characteristics, including age, sex, race/ethnicity, socioeconomic status, and other relevant variables.
 - If the subjects are **animals**, describe genus, species, subspecies identification, sex, age, weight, physiological condition, and details of raising and handling.
 - Materials (or Apparatus):** Describe specialized equipment by giving the model number and the name and location of the commercial supplier.
 - Procedure:** Include a step-by-step summary of the research or experiment. Paraphrase all instructions unless the details are crucial to the experiment. Describe counterbalancing, randomization and other aspects of experimental design. If you used a language other than English to gather information, specify the method of translation used, if any.
- If you are reporting the results of multiple experiments:
 - Use separate Methods and Results sections for each experiment.
 - Use centered headings before the Methods section of each experiment: e.g., Experiment 1, Experiment 2, etc.

	Effects of Contrast	4
	Method	
<i>Participants</i>	Describe the selection process for subjects, the total number of subjects chosen, and the number in each subgroup or sample . . .	
<i>Materials</i>	Describe specialized equipment by giving the model number and the name and location of the commercial supplier . . .	
<i>Procedure</i>	Include a step-by-step summary of the experiment. Paraphrase all instructions unless the details are crucial to the experiment . . .	

RESULTS

- Immediately follows the Method section. The heading, "Results," should be centered and continuous with the preceding section.
- Summarize the data and the statistical methods you used to analyze the data. Review all relevant results, including those that contradict your hypothesis.
- Figures and tables:** Use figures and tables only when they enhance your ability to communicate the results. Do not include a figure or table without mentioning it in the text and describing briefly what it contains—remember, tables do not necessarily explain themselves. (*For details on formatting, see Figures and Tables, other side.*)
- Statistics:** (See Statistics, Math, and Measurements, right.)

... and this is the end of the Method section.
Results
The Results section immediately follows the Method section. Typically, you will want to start with an introductory paragraph . . .
<i>Semantic Categorization Data</i>
Use headings within the Results section to identify different sets of data
...
<i>Reaction time data.</i> For clarity and organization, you may want to use indented, italicized subheadings like this one to introduce paragraphs . . .

DISCUSSION

- Immediately follows the Results section. If the Discussion is brief, you can combine it with results in a "Results and Discussion" or "Results and Conclusions" section.
- Begin with a direct statement of whether or not the results support your original hypothesis.
- Compare your work with the work of others, if appropriate.
- Comment on the importance of your findings: Why is the study important? How can the results be applied? What are the larger implications of your findings?

REFERENCES

- Begins on a new page, with the title "References" centered at the top of the page.
- Double-space all references and use hanging indents (set first line of reference flush left and indent subsequent lines)
- (*For details on formatting, see Quoting, Citing, and Referencing, below.*)

APPENDIX

- Begins on a new page. If there are multiple appendices, label them "Appendix A," "Appendix B," and so on. If there is only one appendix, simply label it "Appendix."
- Include in the appendix all information that would be inappropriate or distracting if included in the main body of the paper (e.g., lists of stimuli, detailed descriptions of equipment, source code for a computer program)

AUTHOR NOTE

- Begins on a new page, with the title "Author Note" centered at the top of the page.
- In the first paragraph, state your departmental affiliations at the time of the study.
- In the second paragraph, state any changes in your affiliation since the time of the study, if any.
- In the third paragraph, acknowledge any grants and all colleagues who assisted in conducting the study or revising the paper. Also mention any special circumstances, including conflicts of interest. Do not acknowledge journal editors, reviewers, or others expected to be involved in the paper acceptance process.
- In the fourth paragraph, list the contact person's complete mailing address.

II. STATISTICS, MATH, AND MEASUREMENTS

MEASUREMENTS

- Always use the metric system. If the original study was conducted using nonmetric units, provide the original units followed by metric conversions in parentheses.

NUMBERS

- In general, use **words for numbers below 10** and **numerals for numbers 10 or above**.
- However, always use numerals for:
 - Numbers below 10 when grouped with numbers above 10: 6 of 32 trials
 - Numbers that precede units of measurement: 5 cm.
 - Numbers in a list of four or more numbers: 3 women, 6 men, 11 dogs, 9 bees
 - Statistical or mathematical functions, percentages, ratios, and decimal amounts: 8% of those interviewed
 - Numbers that represent time, money, scores on a scale, or numbers of participants: \$5
 - Names of books or tables: Chapter 4, Table 7
- Always use words instead of numerals to begin a sentence:** "Twelve trials revealed . . ."
- Put a zero before the decimal point in a fraction unless the fraction never can be greater than one (e.g., a correlation or probability): 0.78 mm, $p=.78$
- Two decimal places are usually enough.
- Make plurals of numerals by adding an s without an apostrophe: 1950s

STATISTICAL SYMBOLS

- Lowercase Greek letters** are used for population statistics (also known as parameters).
- Italicized Latin letters** are used for most sample statistics.
- Italicize** all statistical symbols except for vector symbols, which should be typed in bold, and Greek letters, subscripts, and superscripts, which should remain in the standard font.
- Use an uppercase italicized *N* for the total number of participants; use a lowercase italicized *n* for subsets of participants: $N=180$, $n=15$
- Use parentheses to identify degrees of freedom and sample size in a chi-square test.

MATHEMATICAL EQUATIONS AND FORMULAS

- Space and punctuate equations and formulas as you would regular words:
 - In the equation $3x + y = z$, we see that . . .
- Put **simple equations** in the text.
- Set off **complicated equations** from the text with two double spaces above and below, numbered in the right-hand margin with an Arabic numeral in parentheses.
- Layer **parentheses** as follows: () first, then [], and finally { }.
- When placing symbols next to a variable, prime marks come before subscripts, which (generally) come before superscripts.

III. QUOTING, CITING, AND REFERENCING

QUOTATIONS

- Fewer than 40 words:** include in the text, surrounded by double quotation marks
- 40 words or more:** Set off from the text in indented block form without quotation marks. If the quotation contains multiple paragraphs, indent the start of each one 0.5".
- To **indicate errors** in the original source, use sic, italicized and bracketed: "... biological [sic]"
- To **indicate changes** in the original source:
 - Use an ellipsis to indicate omission. Add a period if the omission comes between sentences.
 - Use brackets to insert material.
 - If someone other than the original author has italicized words for emphasis, add the words [italics added] in brackets after the words.
- Cite quotations in the following ways (depending on quote length and use of author name):
 - Horner (1967) found that "Children raised in stable two-parent families . . ." (p. 438).
 - He found that "Children raised . . ." (Horner, 1967, p. 438).
 - Horner (1967) found the following:
 - Children raised . . . [assuming quotation is 40 or more words long]. (p. 438)
- You may need to obtain copyright permission long quotations.



APA STYLE (continued)

IN-TEXT CITATIONS

- APA style uses the author-date format for in-text citations.
- All references cited in the text should also appear in the reference list (except for classical works and personal communications).

One author

- ... the photoelectric effect (Einstein, 1906)
- Einstein's description of the photoelectric effect (1906)
- In 1906, Einstein published a paper on the photoelectric effect.

Two to five authors

- First use in a paper: Barrett, Waters, and Tang (1997) found ...
- First use in a paragraph after already used in a paper: Barrett et al. (1997) found ...
- Further uses within the same paragraph: Barrett et al. found ...
- Within parentheses, use an ampersand: ... (Barrett, Waters, & Tang, 1997)

More than five authors

- **First use in a paper:**
 - Zuckerman et al. (1987) found ...
- **Further uses within the same paragraph:**
 - Zuckerman et al. found ...
- If two or more papers would have the **same abbreviation under APA rules** (e.g., Einstein, Rush, and Oppenheimer, 1950, and Einstein, Bohr and Teller, 1950, both would abbreviate to Einstein et al., 1950), provide as many names as are needed to distinguish between the papers:
 - Einstein, Rush, et al. (1950) and Einstein, Bohr, et al. (1950) found ...

No author

- Include the title and date:
 - ... the book *Pregnancy and Poverty* (1979)
- For articles or book chapters, put the title in double quotation marks:
 - ... the study on health care ("America suffers," 1997)
- If the writer is listed as "Anonymous," cite accordingly: (Anonymous, 1956)

Multiple works within the same citation

- To cite two or more works by the same author, list the author's name once, followed by the dates of publication in chronological order:
 - ... as has been shown (Hewlett 1989, 1993, 1994)
- To cite different authors, separate the authors using semicolons and list them in the order in which the works appear in the reference list:
 - ... seminal papers in physics (Einstein, 1905a, 1905b; Oppenheimer and Bohr, 1940; Teller, 1951)
- To separate a major citation from other citations, list the primary source first, followed by a semicolon, then insert a "see also" before listing the remaining citations in alphabetical order:
 - ... studies suggest (Strickley, 1997; see also Blake, 1995; Masters, 1986)

Cross-listings

- To cite two or more works published in a single year by the same authors, distinguish between them in the text and in references by adding a letter to the year:
 - Crowley et al., 1923a, 1923b, 1923c
- If two authors cited have the **same last name**, give their initials in all references:
 - A. J. Einstein and Wilson (1905) and J. C. Einstein and Hartley (1961) found ...

Classical works

- Classical works, such as the Bible and Greek and Roman texts, should be cited in the text but do not need to be included in the reference list at the end of the paper.
- Translations of classical works should be noted: (Plato, trans. 2001). Translations also should be included in the reference list.
- When citing specific sections of classical works, use line numbers, chapters, and so on instead of page numbers, which typically apply only to a single edition.
- When citing a reprint of an older work, indicate both the date of the original publication and the date of the reprint, separated by a slash: (Freud, 1901/1961)

Personal communications

- (Such as email, letters, or conversations)
- Cite in the text but do not include in the reference list: (J. M. Hamilton, personal communication, December 17, 2003)

Indirect references

- (works not referenced directly but discussed in a secondary source)
- If you wish to mention an article by Jones that you did not read directly but learned about in a book by Adamson, cite as follows: Jones's study (as cited in Adamson, 1994)
- Include the secondary source (in above example, Adamson) in the reference list.

Works still in press

- Rather than cite a predicted publication date, indicate that the work is still in press: (Horace, in press)

REFERENCES LIST

- All works cited in the main text should be included in the references list and vice versa (aside from exceptions mentioned above).
- Start the reference list on a new page, with the title "References" centered at the top.
- List references in **alphabetical order**.
 - If there are multiple works by the same principal author, order alphabetically by the second (or third, etc.) author.
 - If there are multiple works by the same authors, order by date with earliest work first.
 - If there are multiple works by the same authors in the same year, add lowercase letters after the year (e.g., 1991a, 1991b) to distinguish the works. Then, alphabetize by title.
 - Works by anonymous authors should be alphabetized under author name "Anonymous."
 - Works with no author should be alphabetized by title.

Periodicals

- **General form:**
 - Connors, J. L. (1999). Digestion in healthy infants. *Scientific Mothering*, 14, 246–278. (14 is the volume number, 246–278 are page numbers)
- **Two to six authors:**
 - Linney, M. B., & Palmer, G. (1987). Steroid use in professional cycling. *Sports Medicine*, 72, 89–123.
- **More than six authors:**
 - Resnick, L. K., Friedman, H. R., Klein, W., Hermann, J. S., Ng, A., Zucker, M., et al. (1992). The cognitive behavior of patients undergoing chemotherapy. *The Journal of Cancer Studies*, 73, 645–787.

Books

- **General form:**
 - Norris, G. H., & Canting, L. L. (1965). *Culture and class in Hungary*. Bloomington, IN: Hashford Press.
- **No author or editor listed:**
 - *Pregnancy and poverty: The crisis in North American cities*. (1979). Chicago: Crampton and Sons.
- **Edited:**
 - Crawford, A. F., & Gregor, T. B. (Eds.). (1980). *Urban development in America*. Los Angeles: Smith-Folley.
- **Revised edition:**
 - Gonzalez, M. Y. (1996). *The discovery of the neutron* (Rev. ed.). New York: Academic Press.
- **Multiple editions:**
 - Gonzalez, M. Y. (1997). *The discovery of the neutron* (3rd. ed.). New York: Academic Press.
- **Multivolume work:**
 - Lancashire, K. S. (2000). *Peer pressure in adolescent interaction* (Vols. 1–3). Houston, TX: Scribe Press.
- **Author same as publisher:**
 - American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author. (Use the word "Author" for publisher.)
- **Non-English book:**
 - Galvin, E. G. (1988). *Les jeux d'enfants* [Children's games]. Paris: Danton & Marceaux.
- **English translation of non-English book:**
 - Galvin, E. G. (1990). *Children's games* (T. C. Thomas & Y. H. Serron, Trans.). New York: Academic Press. (Original work published 1988)
- **Encyclopedia or dictionary with author or editor listed:**
 - Harris, T. F. (1955) *Dictionary of ornithology* (3rd ed., Vols. 2-3). Princeton, NJ: Dashford.
- **Encyclopedia or dictionary with no author or editor listed:**
 - Crofton's dictionary of colloquial English (4th ed.). (1993). Kansas City, MO: Crofton Press.

Chapters or articles in books

- **General form:**
 - Nguyen, C. F. (1983). Marital Communication. In E. R. Bailey & H. A. McArthur (Eds.), *Essays on marriage* (pp. 43–98). London: Sociological Press.
- **Two authors, two editors:**
 - Clarke, E., & Anderson, B. (1997). Heart disease and sodium intake. In E. J. Huang and M. V. Egan (Eds.), *Cardiac arrest: The risk factors* (pp. 100–123). New York: Doone.
- **In a multivolume work:**
 - Piaget, F. (1978). Hypersensitivity in toddlers. In E. I. Erickson (Ed.), *Developmental psychology: Vols. 1–2. Infancy to early childhood*. Amsterdam: Deutsche Press.
- **With different series and volume editors:**
 - Hawley, L. L. (1993). Multiple personality disorders. In E. H. Stafford (Series Ed.) & J. L. Durst (Vol. Ed.), *Child development: Vol. 2. Social disorders* (2nd ed. pp. 72–80. Pittsburgh, PA: Moore Press.
- **In an encyclopedia:**
 - Hailey, T. G. (1990). Quantum mechanics. In *The new encyclopaedia Britannica* (Vol. 5, pp. 100–126). Chicago: Encyclopaedia Britannica.

Works still in press

- Do not list year, volume, or page numbers until the work is published.
- Horace, G. (in press). The testosterone effect. *Journal of Gender and Sexual Studies*.

Online sources

- **Internet-only periodical:**
 - Smith, P., & Dobbs, L. S. (2001, January 8). The use of aloe in healing. *Today's Medicine*, 17, 32–34. Retrieved April 16, 2001, from <http://www.todaymedicine.com/article/2001volume17/aloeinhealing.htm>
- **General form for other online documents:**
 - O'Neill, S. K., & Brown, F. (2000). *Geriatric health care in Canada*. Retrieved January 3, 2002, from <http://www.eldecares.org/health-care/canadiansurvey.htm>
- Identify the Internet location by using the appropriate address (e.g., a uniform resource locator (URL), file transfer protocol (FTP) address, telnet address, gopher address, etc.).
- Double-check to make sure that you spell the address correctly. Keep in mind that some types of Internet addresses may be case-sensitive.
- Never insert a hyphen to break an Internet address across lines. If an address does not fit on one line, break it only after a slash or before a period.
- When citing a multi-page Internet document, provide the title and URL of the starting or home page.

CONTINUED ON OTHER SIDE

APA STYLE (continued)

Monographs

- **With issue and serial numbers:**
 - Olivetti, G. F. (1993). Title of monograph. *Title of Series*, 5 (2, Serial No. 128). (5 is the volume number, 2 is the issue number, and 128 is the serial number)
- **As a supplement to a journal:**
 - Olivetti, G. F. (1993). Title of monograph. *Title of Series*, 5 (2, Pt. 2).
- **Bound into a journal with continuous page numbers:**
 - Olivetti, G. F. (1993). Title of monograph [Monograph]. *Title of Series*, 5, 126–238.

Dissertations and theses

- **Unpublished dissertation or thesis:**
 - Waters, S. C. (1989). *Title of dissertation or thesis*. Unpublished doctoral dissertation, University, Location. (If a thesis, write "Unpublished master's thesis".)
- **Abstracted in Dissertation Abstracts International (DAI):**
 - Chiang, E. (2001). Title of dissertation or thesis. *Dissertation Abstracts International*, 5, 230A. (5 is the volume number; 230A is the page number; use A to indicate *The Humanities and Social Sciences* series; B to indicate *The Physical Sciences and Engineering* series; C to indicate the *Worldwide* series, formerly titled *European Abstracts*)
 - If you obtained the abstract from UMI, give the UMI number in parentheses after the reference: (UMI No. 10000)
 - If you obtained the dissertation from a university, put (Doctoral dissertation, University name, year obtained) in parentheses after the title of the dissertation.

Technical reports

- **General form:**
 - Jones, J. Y., & Siegel, B. (2001, October). *Gender discrepancies: The benefits of single-sex education* (University of Chicago Research Report No. 34). Chicago: University of Chicago, Center for Educational Psychology.
- This format should be adapted to reports of different types or from different sources, e.g., if the document is printed by the National Technical Information Service (NTIS), put the NTIS number in parentheses at the end of the entry. The goal, as with references in general, is to provide enough information so that the original report can be retrieved readily.

Reviews of books, motion pictures, etc.

- **General form:**
 - Grey, L. H. (2001). A man for all seasons. [Review of the motion picture *Mr. Riley*]. *Cinema Today*, 5, 120–156.

Audiovisual recordings

- **Motion picture:**
 - Joffe, C. (Producer), & Allen, W. (Director). (1979). *Manhattan* [Motion picture]. United States: United Artists Pictures.
- **Television series:**
 - Brooks, J. L. (Executive Producer). (1989) *The Simpsons* [Television series]. Los Angeles: 20th Century Fox Television.
- **Single episode from a television series:**
 - Charles, L. (Writer), & Cheronos, T. (Director). (1994). The marine biologist [Television series episode]. In J. Seinfeld (Producer), *Seinfeld*. New York: NBC Television.
- **Television broadcast:**
 - Pratt, C. (Executive Producer). (2003, November 16). *Face the nation* [Television broadcast]. New York: CBS Television.
- **Music recording:**
 - Dylan, B. (1965). Like a rolling stone. On *Highway 61 revisited* [record]. New York: Columbia Records. (Include recording date if not the same as copyright date.)
- **Music recording (if recording artist and songwriter are not the same):**
 - Perry, L. (2002). Beautiful [Recorded by C. Aguilera]. On *Stripped* [CD]. New York: RCA Records. (Include recording date if not the same as copyright date.)

IV. FIGURES AND TABLES

FIGURES

- Provide figures on separate sheets of paper, one figure per sheet, labeled Figure 1, Figure 2, etc. Do not include figures in the body of your paper.
- Use a sans-serif font, such as Arial or Helvetica, for all text within figures.
- Always refer to and briefly explain figures in main text:
 - As shown in Figure 5, the correlation between . . .
 - The population data (see Figure 8) suggest . . .

- Use different types of graphs to display different types of quantitative data:
 - **Bar graphs** for categorical independent variables
 - **Scatter plots** for correlations
 - **Line graphs** to illustrate the relationship between two variables
 - **Circle/pie graphs** for percentages
 - **Pictorial graphs** to show quantitative differences between groups
- Use other types of figures to display data that cannot be conveyed in a graph:
 - **Charts** to show hierarchies and sequences
 - **Dot maps** and **shaded maps** (data superimposed on a map) to show population densities, averages, and percentages
 - **Drawings** to show perspectives and angles
 - **Photographs** to show specimens (use black-and-white photos only; if color is absolutely necessary, consult with your publisher)
- Use legends and captions to explain the content of figures:
 - **Legends** explain the symbols used in a figure. Include legends within the figure.
 - **Captions** explain the contents of a figure. Provide captions to your publisher on a separate sheet of paper.
- Provide figures to your publisher in either electronic form or high-quality photographic proof.

TABLES

- Use tables to display crucial data or to clearly present information that would be difficult to incorporate smoothly into the text.
- Number tables in the order they are mentioned in the text: Table 1, Table 2, etc.
- Refer to each table in the main text and describe what it contains: As shown in Table 3, the rate of change . . .
- Give each table a **title** that describes the measure(s) and the relevant variable(s).
- Give each column and row of each table a descriptive **heading**.
- Segregate different measures (e.g., mean, standard deviation, sample size) in different parts of the table
- Use horizontal lines to separate rows, but do not use vertical lines to separate columns.
- Place **table notes** directly below the table, e.g., *Note*. Values enclosed in parentheses indicate . . . Include information in the following order (although not all three types are always necessary):
 - **General:** Begin with general information about the table, including an explanation of the abbreviations used.
 - **Specific:** If necessary, explain specific features of the table relating to particular columns or rows.
 - **Probability:** If necessary, explain symbols in the table that represent probability or significance levels. Fewer asterisks represent greater probabilities, for example: * $p < .10$, ** $p < .05$. To distinguish between one- and two-tailed tests, use different symbols, such as asterisks and daggers.

V. HEADINGS AND SERIES

LEVELS OF HEADINGS

- Five levels of heading are specified. The first level shown, level 5, is used only in papers that require all five levels:

Level 5: CENTERED UPPERCASE HEADING
 Level 1: Centered Uppercase and Lowercase Heading
 Level 2: Centered, Italicized, Uppercase and Lowercase Heading
 Level 3: Flush Left, Italicized, Uppercase and Lowercase Side Heading
 Level 4: Indented, italicized, lowercase paragraph heading ending with a period.

- Papers with fewer than five levels of headings should use the following heading levels:
 - **One level:** Level 1
 - **Two levels:** Levels 1 and 3
 - **Three levels:** Levels 1, 3, and 4
 - **Four levels:** Levels 1–4

SERIES

- Enumerate series within a sentence by using lowercase letters surrounded by parentheses: The sample was composed of (a) students who scored over 700 on the SAT math, (b) students who scored between 580 and 700, and (c) students who scored lower than 580.
- Enumerate series of paragraphs by using Arabic numerals followed by a period:
 - Dr. Belfour predicted the following:
 1. Patients following a rigorous exercise program . . . [paragraph continues].
 2. Patients following a moderate exercise program . . . [paragraph continues].
 3. Patients who were inactive would . . . [paragraph continues].

MLA STYLE

I. FORMATTING THE MANUSCRIPT

BASIC GUIDELINES

- **Paper and margins:** Use standard 8.5"x11" paper with margins of at least 1" on all sides.
- **Spacing:** Double-space every line, including references.
- **Numbering:** Number all pages, including the first page, with a heading that includes your last name and the page number: Rodriguez 12. Place this heading in the upper right-hand corner, 0.5" from the top of the page.
- **Underlining vs. italics:** MLA style prefers underlining over the use of italics. If you wish to use italics instead, check with your instructor or editor for clarification.

HEADING AND TITLE

- Do not create a separate title page.
- At the top left corner of the first page, type your name, your instructor's name, the course name, and the date. Double-space these lines.
- Place your title one double-space below your heading, centered on the page. Capitalize the first word and all principal words. Do not underline any words except for words (e.g., titles of books) that normally would be underlined in text. Double-space all titles longer than one line.

Bosworth 1

Peter Bosworth

Professor Henderson

History 404

17 December 2003

The Investiture Conflict and the Medieval Catholic Church

The political and theological debates that raged during the thirteenth

century over the ordination of priests can best be understood in terms of . . .

MLA STYLE (continued)

TABLES AND FIGURES

- Label all tables numerically: Table 1, Table 2, Table 3, etc. Always include a short caption.
- Label all images, drawings, and other non-textual material numerically: Fig. 1, Fig. 2, Fig. 3, etc. Always include a short caption.
- Number your tables and figures independently, i.e., the first figure and first table should be labeled Table 1 and Fig. 1 (not Table 1 and Fig. 2).

USING QUOTATIONS

- **Quotations from text**
 - **Four lines or fewer:** Include the quotation in the text, surrounded by double quotation marks.
 - **More than four lines:** Set the quotation off from the main text in indented block form (1" from left margin of text), without quotation marks.
- **Quotations from poetry**
 - **Three lines or fewer:** Include the lines within the text, with each line break indicated by a solidus (/) with a space on either side:
 - "Ruin hath taught me thus to ruminate, / That time shall come and take my love away."
 - **More than three lines:** Set the lines off from the main text in indented block form (1" from the left margin of text), with line breaks included. Do not use solidi to signal line breaks:
 - . . . as in Keats's "On First Looking into Chapman's Homer":
Much have I travell'd in the realms of gold,
And many goodly states and kingdoms seen;
Round many western islands have I been
Which bards in fealty to Apollo hold. (1-4)
- To **indicate errors** in the original source, use "sic," in brackets if placed within the quotation or in parentheses if placed outside the quotation:
 - Taylor notes that "Roosevelt [sic] remained in office until his death from a cerebral hemorrhage on April 12, 1945."
 - In several instances, Jones refers to Lincoln as "the Great Emancipater" (sic).
- To **omit words or phrases from a quotation**, use an ellipsis: "Doug ran quickly to school." becomes "Doug ran . . . to school."
- To **omit one or more sentences from a quotation**, use an ellipsis with an extra period: "Doug ran quickly to school. He ate lunch. Then he went home." becomes "Doug ran quickly to school. . . . Then he went home."
- To **insert clarifying material**, use brackets:
 - "[President-elect] Roberta Ford opened the NRA meeting with a bang."
 - Marjorie wrote that she "care[d] little for green beans."

II. CITING YOUR SOURCES

IN-TEXT CITATIONS

For every quotation or reference in the text of your paper, indicate the author and page number of the work you are citing, usually in a parenthetical note immediately following the reference. Cite the author even if you do not quote directly—you must cite ideas as well.

One author

- If you do not name the author in the text, include the author's last name and the page number in parentheses after the quotation:
 - One writer contends that "all men may be created equal, but not all men live equally well" (Howard 421).
- If you name the author in the text, include only the page number in parentheses after the quotation:
 - Howard insists that "all men may be created equal, but not all men live equally well" (421).

Two or three authors

- Include each author's name in the parentheses, separated by "and":
 - "A man who knows where the fish eat may soon eat fish himself" (Rogers and Llewellyn 15).

More than three authors

- Either list all the authors in the parenthetical note, in the same order that they appear in the Works Cited section (see *below right*), or list only the first author, followed by "et al.":
 - The Platonic theory of forms, though expressed in Plato's writings in the dialogue of Socrates, had nothing to do with the older philosopher, and "probably would have been entirely unfamiliar to him during his life" (Cheng et al. 301).

Works with editors or translators instead of authors

- Format in the same fashion as a citation for a book with author, but use the editor's name in place of the author's name: (Bloom 57)

Translated works with authors

- Cite the original author's name rather than the translator's name: (García Márquez 202)

Two or more works by the same author

- To distinguish between different works by the same author, include an abbreviated version of the cited work's title, separated from the author's name by a comma:
 - In her theory, she is interested less in notions of beauty than in notions of "linguistic accuracy" (Martin, *Language* 143).
- If you mention the author's name in the text, include only the abbreviated title and the page number:
 - In her later work, Martin contrasts the idea of beauty she developed in *The Goblin on the Bloom* with an idea of "linguistic accuracy" (*Language* 143).
- If you mention both the work's title and the author's name in the text, include only the page number:
 - In *Language and Structure*, Martin advocates an ideal of "linguistic accuracy" quite different from her earlier ideal of beauty (143).

Multiple sources in the same citation

- Use semicolons to separate different sources within one parenthetical citation:
 - Several writers have commented on the precipitous decline in street crime in the last eight months (Johnson 23; Branford 142; Eleheum 9; Kirchner 14).

Works with no author listed

- In place of the author's name, include the work's title in the parenthetical note:
 - "As political pressure on Mendenthal increases, the likelihood that he will accomplish his promised reforms decreases" ("Missouri Governor's Popularity Slipping" 23).

Government documents

- If an author is listed, follow the rule for works with no author (see *above*).
- If no author is listed, use the government agency that produced the report:
 - Alcohol-related accidents are down 9% this year (Department of Transportation 32).

Classic works of literature

- Because older literary works often exist in many editions, it is helpful to include information that allows readers to find the passage in any edition. Include chapter and/or book numbers after the page reference, separated from the page number by a semicolon, and from one another by a comma: (Dickens 241; book 4, ch. 9)

Poems and verse dramas

- Rather than cite page numbers, cite act, scene, and line numbers, separated by periods. Do not use Roman numerals: (Shakespeare, *Hamlet* 1.23.218–219)
- For poems that are not divided into acts or scenes, cite only line numbers: (Keats 14–16) or (Keats lines 14–16)
- When poems are offset in block quotes (more than three lines), include the parenthetical citation next to the last line of the quote. If it does not fit there, include it on the next line, flush with the right margin of the page:
 - April is the cruellest month, breeding
Lilacs out of the dead land, mixing
Memory and desire, stirring
Dull roots with spring rain. (1–4)
- If two separate sections of a poem are combined into one block quote, use a single parenthetical note with the line numbers separated by commas: (Peiffer 1–2, 18–19)

Articles in reference books

- If you are citing a single article by a single author in a single work, use a standard parenthetical citation: (Gates 131).
- If the article gives no author, or if you are citing several articles in a single reference book, replace the author's name with the title of the article(s): ("New York City" 23)

Two authors with the same last name

- Include enough information to differentiate between the authors, either a first initial or a full first name if necessary: (K. Smythe 13), (L. Smythe 912)

Works by corporate or group authors

- Put the group's name where the author's normally goes: (Shakespeare Society 21)
- If the group has a long or unwieldy name, try to include it in the text itself to avoid an over-long parenthesis:
 - The American Association for Market-Correction Theory in a Sociohistorical Context has speculated that "no three-decade span will ever be free from a significant period of stock deflation" (36).

Indirect citations (sources cited within other sources)

- If you are citing a quote from one person that appears in the writing of another person, use the abbreviation "qtd." to indicate so: . . . was, as Harrison said, "fortuitously timed" (qtd. in Blanchett 104)

Works with multiple volumes

- If your paper references more than one volume of a given work, indicate which volume you are citing and separate it from the page number with a colon: (Jarvis 2: 451)

The Bible

- Include the book you are citing along with chapter and verse numbers: (Revelation 16.16)
- You may also include the version of the Bible you are citing, using the standard abbreviations: (KJV, Acts 13.13–52). Standard abbreviations include:
 - American Standard Version (ASV)
 - Contemporary English Version (CEV)
 - English Standard Version (ESV)
 - International Children's Bible (ICB)
 - International Standard Version (ISV)
 - King James Version (KJV)
 - New King James Version (NKJV)
 - Revised Standard Version (RSV)
 - New Revised Standard Version (NRSV)

Works in anthologies

- Cite the author's name, not the editor's name, in your parenthetical note.

Electronic sources (websites, etc.)

- If the work has an author and uses page numbers, follow the standard rules for parenthetical citations.
- If the work has no author, substitute a short version of the title: ("Geology Graduate Programs Listing," 2)
- If the work does not use page numbers, substitute a section number or paragraph number, using the abbreviations "sec." and "par": ("Heisman Winner," par. 3)

THE WORKS CITED SECTION

- Every work that you cite parenthetically within the text of your paper also should appear in the Works Cited section.
- Start this section on a new page at the end of your paper, with the title "Works Cited" centered 1" below the top of the page.
- Align the first line of each entry flush with the left margin of the page. Indent each subsequent line of each entry 0.5" from the left margin (known as "hanging indent format").
- Alphabetize the Works Cited list by author's last name. For works that do not have a listed author, alphabetize by title, ignoring "A," "An," or "The."
- Use "UP" to abbreviate the words "University Press," which appear often in academic citations.

MLA STYLE (continued)

Simmons 17

Works Cited

- Henderson, Jonathan. *Processes of Consciousness Encoded in Semiotic Sign-Sequences: A Political Approach*. New York: Oxford UP, 1987.
- Rowling, Montague K. *The End of the Line: A Post-Structuralist Theory of Railroads*. Waynesville, KY: Big Jack River Press, 1991.
- Ryder, Martin. *Semiotics for Beginners*. 22 Dec. 2003. <http://carbon.cudenver.edu/~mryder/ite_data/semiotics.html>.

Journal articles

- **General form:**
 - Satchel, Marcus. "Shakespeare's Women." *Shakespearean Times* 26.7 (1982): 34-41. (26 is the volume number, 7 is the issue number, 34-41 are page numbers)
 - Bronstein, Deliah. "Cooking Tips." *Gourmet Food* 17 (1990): 22-24.

Newspaper or magazine articles

- **General form:**
 - Tang, Heather. "Mosquito Alert." *New York Times* 27 May 1992, late ed.: C8+.
 - Oppenheimer, Wallace. "Swing, Daddy, Swing." *The Atlantic Monthly* June 1999: 21-30.
- **Editorials:**
 - "Tax Fraud." Editorial. *New York Times* 5 August 1987, late ed.: A21.
- **Letters to the editor:**
 - Dreary, Gregory. Letter. *Science Press* Dec. 1967: 11.

Books

- **One author:**
 - Rogers, Karl. *To Run with the Night*. New York: Oxford UP, 1961.
- **Two authors:**
 - Watson, Michael and Samantha Willis. *Chemistry and Chemists*. New York: Random House, 1982.
- **Three authors:**
 - Johnson, Sam, Frank Klimt, and Wayne Newberry. *Quantum Theory and Cats*. Bloomington, IN: Indiana UP, 2000.
- **More than three authors:** You may use "et al." after the first author's name:
 - Kramer, Devin, et al. *Microwave Cooking and You*. Boston: Chef's Press, 1992.

Two or more works by the same author

- Sort alphabetically by title. For each entry after the first, replace the author's name with three hyphens:
 - Kelley, Randolph. *My Time in Eden*. Los Angeles: El Dorado Press, 1990.
 - ---. *You Can So Go Home Again*. Los Angeles: El Dorado Press, 1972.
 - Lewis, Karl. *Without Sleep*. Millburn, NJ: Delta Press, 1965.
 - ---, ed. *Studies of Sleep Patterns*. Detroit: Clifford and Sons, 1967.

Works with no author listed

- Sort alphabetically by title, ignoring "A," "An," and "The":
 - *Never No Lament*. Ann Arbor, MI: Michigan UP, 1920.
 - "Spying in Middle America." *Time* 7 Nov. 1954: 27-38.

Works with editors or translators

- **Both author and editor/translator listed:** Include the name of the editor or translator after the title, abbreviating "editor" to "Ed." and "translator" to "Trans.":
 - Eliot, George. *Middlemarch*. Ed. Philippa Howitzer. New York: Overlook Press, 1981.
 - Montoni, Antonio. *Poems in Italian*. Trans. Daniel Owens. Overlook, CO: Mountain Stream, 1976.
- **Multiple editors:** Follow the guidelines for multiple authors and affix "eds." to the list:
 - Wamberg, Cora and Fredrick Baynes Jackson, eds. *Under the Ninth Seal*. New York: Rizzoli, 1993.
- **No author listed:** Include the editor or translator in place of the author, with "ed." or "trans." after the name:
 - Wafer, Harold, trans. *Gilgamesh*. Weston, CA: Weston Publishers, 1969.

Works by corporate or group authors

- Use the name of the group in place of the name of the author:
 - American Metaphysics Association. *On Metaphysics*. Chicago: U of Chicago P, 2001.

Anthologies

- Cite both author and editor:
 - Fevbre, Jacques. "The Ice Cadet." *New American Short Stories*. Ed. Wallace Klemperer. New York: Storyville, 1985. 1001-1007.
- You may also cite the original publication information, followed by the abbreviation "Rpt. in" (for "reprinted in") and the anthology information:
 - Fevbre, Jacques. "The Ice Cadet." *The New Yorker* 2 June 1984: 26-31. Rpt. in *New American Short Stories*. Ed. Wallace Klemperer. New York: Storyville, 1985. 1001-1007.

Abstracts

- For abstracts taken from abstract journals, begin with the publication information for the specific article (the abstract for which you read in the abstract journal), then add the relevant information about the abstract journal:
 - Leone, Harriet. "Magic and Myth in Matriarchal Societies." *Anthropology* 53 (1980): 32-56. *Anthropological Abstracts* 73 (1981): item 5634.
 - Reikoff, Carol. "Prisoners in Need: Toward a More Rehabilitative Approach." Diss. Yale U, 1990. *DAI* 37 (1991): 2340B.

- If the title of the journal does not clearly indicate that you are citing an abstract, add the word "Abstract" before the publication information for the abstract journal:
 - Flout, Frederick. "The Art of Pantomime." *Art Today* 46 (1998): 89-113. Abstract. *Index to Art Writing* 17 (2000): item RG387.

Later editions

- Put the edition number after the title, abbreviating "edition" to "ed.":
 - Martin, Jennifer. *A Vision of Architecture*. 3rd ed. Missoula, MT: Crystal River, 2002.

Multivolume works

- Include the number of volumes before the publication information:
 - Bagshot, Basil. *World Cheeses*. 16 vols. London: Smith-Morlocke, 1902.

Introductions, forewords, afterwords

- **General form:**
 - Gogol, Henri. Introduction. *The Poetry of Walt Whitman*. Ed. Karen Tress. Philadelphia: Border Press, 1978. vii-xxiii.

Reviews

- **Unsigned and untitled:**
 - Rev. of *And Then There Were None*, by Agatha Christie. *Hitchcock Press* 7 December 1939: 45.
- **Titled but unsigned:**
 - "Masterful Suspense." Rev. of *And Then There Were None*, by Agatha Christie. *Hitchcock Press* 7 December 1939: 45.
- **Titled and signed:**
 - Walsh, Darren. "Masterful Suspense." Rev. of *And Then There Were None*, by Agatha Christie. *Hitchcock Press* 7 December 1939: 45.

Dissertations

- **Unpublished:**
 - Vendela, Terri. "The Semiotics of Slang." Diss. Harvard U, 1988.
- **Published:**
 - Frieman, Garry. *Achieving Perfection Through Thought*. Diss. College of William and Mary, 1994. Chicago: U of Chicago P, 1994. 9546344. (The final number is the UMI number, which you may include as supplemental information if the dissertation was published by University Microfilms International [UMI].)

Electronic sources

- Give as much information as is necessary to direct the reader to the online text, including author information (if available), title information (if available), the date the text was posted, company or organization information, the date you accessed the site, and the complete URL:
 - Berry, Brandon. "Dodgers Strike Out on New Stadium Deal." ESPN.com 17 December 2001. 20 December 2001 <http://www.espn.com/berry121701.html>. (In this example, 17 December is the date of publication and 20 December is the date of access.)
 - The Gap. 2 January 2004. Gap.com, Inc. 2 January 2004. <http://www.gap.com>.

Articles in reference books

- **Author listed:** List the author's name, the title of the article, the title of the work, and the publication information (including number of volumes):
 - Ellerby, Hyman. "Abraham Lincoln." *Encyclopedia of Political Leaders*. Ed. Lavar O'Denby. 4 vols. New York: Random House, 1977.
- **No author listed:** Alphabetize by article title:
 - "Prolegomena." *The Oxford English Dictionary*. 2nd ed. 1989.

Government documents

- **No author listed:** List by name of government and name of agency:
 - Oklahoma. Dept. of Transportation. *Oklahoma Highway Guide*. Oklahoma City: State Publishing Office, 1979.
- **United States Congressional Record:** Abbreviate to "Cong. Rec." and list only the date and page numbers:
 - *Cong. Rec.* 8 April 1999: 4129-4131.

Lectures

- If the lecture has no formal title, describe it in terms of content or relation to a course or program. Also list the date and place it was held:
 - Kirk, Virgil. English 101 Lecture. Clark Hall, Randolph College, Valhalla, NY. 12 Sept. 2000.

Interviews

- If you conducted the interview yourself, specify whether it was a personal interview or telephone interview:
 - Tan, Amy. Personal interview. 28 May 1999.
 - Cunningham, Michael. Telephone interview. 6 July 2003.
- **Published or recorded:**
 - Bush, George W. Interview. *New York Times* 2 Feb. 2001, late ed: A1+.
 - Bush, George W. Interview. *Politics Today*. By Richard Rosen. Detroit, MI: Percy Press, 2000.
- **Broadcast on radio or TV:**
 - Bush, George W. Interview with Terence Hanover. *Political Speak*. Natl. Public Radio. QTUR, Chicago. 2 Feb. 2001.
 - Bush, George W. Interview. *A Family Tradition*. Dir. Thomas Grey. Videocassette. Meteor, 2001.

Films

- Begin with the title of the film and always include the director, the distributor, and the year of release; you may insert whatever other relevant names before the distributor:
 - *The Games [Les jeux]*. Screenplay by Marie Danielle. Dir. Jacques Riveau. Perf. Claire Tarot, Georges Armand. Miramax, 1967.

The Bible

- The Bible is the only work that you do not need to include in your Works Cited section.

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