Introduction to APA & MLA Style Citation
What is Citing?

The way you tell your readers that certain material in your work came from another source.

It also gives your readers the information necessary to find that source again, including:

• information about the author
• the title of the work
• the name and location of the company that published your copy of the source
• the date your copy was published
• the page numbers of the material you are borrowing

Source: Plagiarism.org
What are citation styles?

Citation styles, such as APA and MLA, provide a set of rules for:

- Citing your sources
- Formatting your essays

Use the citation style required by your instructor
Seneca Libraries Citation Guides

The library’s citation guides provide information on:

• Citing various information sources
• Creating in-text citations
• Formatting your essay and other assignments

seneca.libguides.com/citingsources
APA Style Formatting
APA Citation Guide: Reference List, Sample Paper, Headings

Sample APA Paper

This sample paper includes a title page, sample assignment page and references list in APA format. It can be used as a template to set up your assignment.

NB: “The template is a word document which may display incorrect margins. Please double check with page layout to ensure 1” margins both top and bottom.

Quick Rules for an APA Reference List

Your research paper ends with a list of all the sources cited in the text of the paper. Here are nine quick rules for this Reference list:

1. Start a new page for your Reference list. Centre the title, References, at the top of the page.
2. Double-space the list.
3. Start the first line of each reference at the left margin; indent each subsequent line five spaces (a hanging indent).
4. Put your list in alphabetical order. Alphabetize the list by the first word in the reference. In most cases, the first word will be the author’s last name. Where the author is unknown, alphabetize by the first word in the title, ignoring the words a, an, the.
5. For each author, give the last name followed by a comma and the first (and middle, if listed) initials followed by periods.
6. Italicize the titles of works: books, audiovisual material, internet documents and newspapers, and the title and volume number of journals and magazines.
7. Do not italicize titles of parts of works, such as: articles from newspapers, magazines, or journals / essays, poems, short stories or chapter titles from a book / chapters or sections of an Internet document. In titles of non-periodicals (books, videotapes, websites, reports, poems, essays, chapters, etc.) capitalize only the first letter of the first word of a title and subtitle, and all proper nouns (names of people, places, organizations, nationalities).
8. If more than one place of publication is listed give the publisher’s home office. If the home office is not given or known then choose the first location listed.

Headings

If your instructor requires you to use APA style headings and sub-headings, this document will show you how they work.

Appendix

If you are adding an appendix to your paper there are a few rules to follow that comply with APA guidelines:

View the APA Sample Paper Template
Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title. Note that the title is not bolded, italicized or underlined. The first paragraph is an introduction which should include some historical or background information on your topic. This should be followed by your purpose statement, thesis, or the research question that you are trying to answer.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012). At the end of your paper, you will list all your sources in a References list. The References page begins on a new page and must be included in every research paper. If you are required to use headings in your paper, follow the examples below.


MLA Style Formatting
MLA Style doesn't require a title page

Include your last name and page number in the header

Title is centered

Double-Spacing

First Line Indented

In-text Citations

Main Body of Research Paper

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Student's Name
Professor's Name
EAC150NCC

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Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source word for word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple words of the title in quotation marks.

At the end of your paper, you will list all of your sources in a Works Cited List. The Works Cited List begins on a new page and must be included in every research paper.


Citing Sources
There are 2 parts to citing:

1. In-text citations

2. Reference List citations

Note: This example is in APA Style
Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson & Liang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012).

At the end of your paper, you will list all of your sources in a References list. The References page begins on a new page and must be included in every research paper.
Paraphrasing example

Using your own words to describe an author’s idea

APA

Developing self-awareness is a lifelong process that requires continual work (Mohr, 2003).

MLA

Developing self-awareness is a lifelong process that requires continual work (Mohr 3).
Example of Quoting Directly

Using an author’s exact words

APA

“Social cognition includes self-knowledge, your knowledge of other people, others’ knowledge of themselves, and their knowledge of you" (Bosacki, Varnish, & Akseer, 2008, p. 190).

MLA

“Social cognition includes self-knowledge, your knowledge of other people, others’ knowledge of themselves, and their knowledge of you" (Bosacki et al. 190).
Full Title of Research Paper

Begin the first paragraph of your research paper with a half-inch indent. Avoid the temptation of using the heading “Introduction” at the start of your paper. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that “duplicate the original source word for word” (Jones & Brook, 2011, p. 3). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Xiang, Cooper, Wilson, & Lang, 2012). Even if your information came from a website without an author, you must cite that source (Corporation, 2012).

At the end of your paper, you will list all of your sources in a References list. The References page begins on a new page and must be included in every research paper.

Remember!
All sources in your References List (APA) or Works Cited List (MLA) must have a matching in-text citation within the body of your paper.

Note: This example is in APA Style
Check out the “How do I Cite?” tab to learn how to cite different sources
## Example: Citing a Book with One Author

<table>
<thead>
<tr>
<th>APA References List Citation</th>
<th>Title of book: Subtitle if given (edition if given and is not first edition). Publication City, Province, State or Country: Publisher Name often shortened.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MLA Works Cited List Citation</th>
<th>Title of Book: Subtitle if Any. Edition if given and is not first edition, Publisher Name often shortened, Year of publication.</th>
</tr>
</thead>
</table>
### Example: Citing an Infographic by a Group Author

<table>
<thead>
<tr>
<th>APA References List Citation</th>
<th>Group’s Name. (Year infographic was posted, Month Day if given). Title of infographic: Subtitle if given [Infographic]. Retrieved Month Day, Year, from URL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MLA Works Cited List Citation</th>
<th>Author's Last Name, First Name or Group Author's Name. “Title of Infographic: Subtitle if Available.” Title of Website, Date Posted or Updated, URL.</th>
</tr>
</thead>
</table>

**Note:** Begin your citation with the title of the infographic if the author is the same as the title of the website.
Digital Assignments

e.g., presentation slides, videos, websites
Citing Sources in Digital Assignments

• Check with your professor on their preferred citation style

• You may be required to use formal citation (e.g., APA, MLA) or informal citation (e.g., including the source and creator)
We’re here to help!

Visit Seneca Libraries for more help with citation

seneca.libanswers.com