Formatting a Document in Word using MLA style



 Using MS Word - various versions
 Using MLA Handbook for Writers of Research Papers 7th ed. (2009)
 The 7th ed. is also in Term Paper Assistance section of the library

Be Prepared – Must Have All note cards and rough draft Rough draft includes full citation information for each source used Pen or pencil for corrections Storage device to save your work Style manual or setup requirements Money for print charges



Formatting the paper – Word 2007 & 2010



Select a <u>standard</u> Font such as Times New Roman and size 12.

Do NOT choose larger type or bold or italic type.

MLA Handbook section 4

Keep heading as normal.

Use black type.



Formatting the paper – other Word versions



MLA Handbook section 4



Turn off automatic hyphenation Word 2007 & 2010

	7 •) =					Do	cument1 - I	Microsoft W	ord		
Home	I sert	Page Layout	Ref. ences	Mailings	Review	View	Developer	Add-Ins			
Themes Colors		as Orientation	Size Columns	Breakr y Line Nu be- Hyphen Mone Autor	mbers • ation •		Page Page Color + Borders ackground	Indent 한쪽 Left: 0" 한국 Right: 0"	Spacing	0 pt 🛟 10 pt 🛟	Posit
			I	Manu		ons					

Turn off automatic hyphenation-Other Word versions





Word 2007 & 2010 – Set margins 1" top, bottom, both sides



Set margins 1" at top, bottom, & both sides – Other Word versions

			Page Setup	X
1	l Do	cyment4 - Microso	And	
1	<u>F</u> ile	<u>E</u> dit <u>V</u> iew <u>I</u> nser		
		<u>N</u> ew	La 🍄 🚉 🔏 🖻 🖺 🏈 🕤 Lop: 🔟 🗘 Bottom: 1" 💌	
		Open Ctrl+O	es New Roman 🔻 12 🗸 🖪 🗾 📕 Left: 1" 🗘 Right: 1" 🗘	/
		⊆lose	Insert Word Field & Sec E E E E	
Ē		<u>S</u> ave Ctrl+S	Orientation	_
		Save <u>A</u> s		
		Page Setyp		
	4	Print Pre <u>v</u> iew	Portrait Land <u>s</u> cape	_
	4	Print Ctrl+P	Multiple pages: Normal V	
		*		
	-		Preview	-
	:		Apply to:	
	:			
Тé		u want the m	argins to stay for all Click OK to save the setting	g
	-			
10		e documents	, adjust Default here	
		L		

Indent the first word of each paragraph ½" or 5 spaces from left margin Word 2007 & 2010

🔟 🖬 17 · O 🖛	Document1 - Microsoft Word	
File Home Insert Page Layout References M	ilings Review View Developer Add-Ins	~ ?
Themes O + Margins I Size + III Line Numbers + Margins I Columns + be Hyphenation + II P	ge Color → ≢ 0° 🛟 ‡≣ 0 pt 🛟 🛄 📲	Bring Forward 후 ট Align 후 Send Backward 후 탄 Group 후 Selection Pane 실 Rotate 후 Arrange
	Paragraph ? X	
Be sure the Tab key is set for 5 spaces	Qutline level: Body Text ▼ Indentation Left: 0° ↓ Special: B <u>Y</u> : Right: 0° ↓ (none) ▼ ↓	
	Spacing Before: 0 pt After: 10 t Multiple 1.15 Don't add space between paragraphs of the same style Preview Preview Sample stamp to findual forgraph findual f	
· · · · · · · · · · · · · · · · · · ·	Table Set As Default OK Cancel	

Indent the first word of each paragraph 1/2 " or 5 spaces from the left margin – Other Word versions Use the Tab key – it is pre-set for 5 spaces

If you need to change indentations, use

ier	114 - N	AICTOSO	it Word									
lit	⊻iew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble	<u>W</u> indow	Contrib <u>u</u> te	Help				
2	b	3 3	💁 🍣	🕰 X	b C	3 🗸 🕹) - (2 -	😫 🍃		🗏 🛃 🔍] ¶ 80%	- 🕜 💵
ıal		 Times 	New Rom	an 🝷 12	- 1	B I U	≣≣	≣≣	‡≣ - ≒∃	i 🗄 🗱 🕯	🗐 🔛 🖻 🗮	2 • <u>A</u> • 📮
ľ		e e	Insert W	ord Field •	ABC		3 14 4			Decre	ase Indant	3 -
• •	1	8	1	••••	····		3 • • • • •	••• 4 •••	5			
-												

If Tab spacing is not set at 1/2" or 5 spaces, it can be corrected

Alignment: Left Qutling level: Body text Image: Constraint of the stop position in the stop positep position in the stop position	Paragraph	22		
Alignment: Left O" Left: O" Bight: O" Spacing Before: Opt Single I.S lingle I.S lingle <tr< td=""><td>Indents and Spacing Line and Page Breaks</td><td></td><td></td><td>Rent Rent</td></tr<>	Indents and Spacing Line and Page Breaks			Rent Rent
Indentation Left: 0" Bight: 0" O" Image: Special: Bight: 0" Image: Special: By: Bight: Image: Special: Image: Special: By: Bight: Image: Special: Image: Special: By: Special: Image: Special: Image: Special: By: Special: Image: Special: Image: Special: By: Image: Special: Special: Image: Special: Image: Special: Image: Special: Image: Special: Image: Special: Special: Image: Special: Special: Image: Special: Special:			Tabs	
Indentation Left: 0" ③ pecial: By: Right: 0" (none) Image: Control of the second seco	Alignment: Left <u>O</u> utlinglevel: Boo	ody text 🞽	Tab stop position:	De <u>f</u> ault tab stops:
Left: 0" Right: 0" Spacing Before: 0 pt Interspacing: At: After: 0 pt Don't add space between paragraph Single Preview	Indeptation			0.5"
Right: 0" Or Spacing Before: 0 pt Ingespacing: At: After: 0 pt Single Ingespacing: On't add space between paragraph Single Ingespace words Preserve Market Person Preserve Preview State Clear Output State Clear Clear All State State State Clear All OK				Tab stops to be cleared:
Spacing Before: 0 pt Aftgr: 0 pt Single Image: Single Don't add space bet/een paragraph Image: Single Image: Single Image: Single <tr< td=""><td></td><td>and the second se</td><td></td><td></td></tr<>		and the second se		
Before: 0 pt After: 0 pt Opt Single On't add space between paragraph Single On't add space between paragraph Preview Preview Preview Before: Single Negetyph Ferrors Pregrege Accross Pregrege Periods Pregrege			~	
After: 0 pt Don't add space between paragraph Don't add space between paragraph Don't add space between paragraph Single //e Double //e Preview //e Preview //e Preview //e Simple Text Sample Text Samp	Spacing	al the stand of	Alignment	·
Arter: 0 pt single single single vie Don't add space between paragraph Single vie Preview At least Exactly Exactly Exactly Exactly Simple Text Simpl	Before: 0 pt Line spacing: At:	1000		ter 🚫 <u>R</u> ight
Preview Preview At least Exactly Previous Pragety for Sample Text	After: 0 pt 🗢 Single 🔽	\$		
Preview At least Exactly Preview At least Exactly Preview At least Exactly Preview Exactly Sample Text				0.1
Exactly Periods Pregnation Strength Periods Pregnation Periods Periods Periods Pregnation Periods Periods Periods Periods Per	At loost			03
Pregraph Per of Pregraph Per outs Pregraph Per outs Pregraph Per outs Pregraph Per outs Pregraph Per outs Pregraph Per outs Pregraph Per outs Pregraph Semple Text Sample Tex	Exactly		<u> </u>	
Simple Text Sample Text Sample Text Sample Text Sample Text Simple Text Simple Text Sample Text Sample Text Sample Text Sample Text Sample Text Simple Text Sample	Pangaph Previous Pangaph Previous Pangaph Previous Pangaph Previous Pangaph Previous Pangaph		Set	Clear All
Following Amgangh Following Pangangh	Sample Text_ample Text Sample Text Sample Text Sample Text Sample Text Sample Text	111111		
Fail C. Pennesk Failuting Reports Failuting Property Failuting Property	Following rangemph Following Prangemph Following Prangemph Following Prangemph Following Prangemph Following Prangemph Following Prangemph		Γ	OK Cancel
	En Person Fallusia Rement Fallusia Rement Fallusia Rement			
Iabs OK Cancel Always click OK to save change	Iabs OK			_

Paragraph Dialog Box – Word 2007



Paragraph Dialog Box – Other Word versions





Spacing – double-spaced for all pages – Word 2007 & 2010



Spacing – double-spaced lines for all pages – other Word versions

	Paragraph ?X
Document4 - Microsoft	Vord ····
Eile Edit View Inser.	Format Tools Table Window Control Indents and Spacing Line and Page Breaks
: 🗅 📂 🖃 🖪 🖓 🕼	A Eont General
44 Normal - Tines	Alignment: Left 🗸 Outline level: Body text 🗸
	Borders and shading
	Indentation
	Background ► Left: 0" ♦ Special: By:
-	AutoFormat
	All Styles and Formatting
	Object Spacing
: I L	Before: 0 pt 🗘 Line spacing: At:
÷ .	Derore: 0 pt ✓ Line spacing: At: After: 0 pt ♦ Single ♥
	Single
	Done and space between participant graph 1.5 lines
-	Preview At least
	Exactly
2	Previous Paragraph Par
	Sample Text Sample
	Click OK to save the setting
1	
	Iabs OK Cancel

Heading & Title

MLA does not require a title page
If instructor wants a title page, follow his direction

 Heading is required on the first page – your name, instructor
 Souble space between components name, course #, date



Double space and enter the title. Capitalize the 1st word, last word and all principal words.

Document4 - Microsoft Word Edit View Insert Format <u>T</u>ools Table <u>W</u>indow Contrib<u>u</u>te 📴 🖬 🔁 🗇 💁 🕰 🦃 🎇 👗 🐁 🛍 🏹 🍠 • 🗠 • 🧶 🥪 🎟 📷 🎫 🌄 🖓 80% : 🕂 Normal + Cente ▼ Times New Roman ▼ 12 ▼ B I U 📰 🧮 🚍 🚍 🗮 🖽 🗄 🗄 🗮 🕂 🚽 🕹 🔲 Insert Word Field 🔻 🎎 🖹 👫 🗿 🚺 🗸 Laura N. Josephson Professor Bennett Humanities 150 -29 October 2007 Ellington's Adventures in Music and Geography **Double space after the title** and begin typing your paper.

> Follow all punctuation rules in Chapter 3 of the MLA Handbook.



Use automatic page numbering Word 2007 & 2010



Place cursor to the left of the number, space, then type your last name



Your last name will appear on each sheet and the pages will be numbered 1, 2, 3, etc.

Use automatic page numbering – other Word versions

Document4 - Mic soft Word File Edit View Insert Format Tools Table Window Contribute Help Image:	
: 🗅 🜈 🛄 📙 Header and Footer 🔰 🗶 👔 😭 😴 🖓 🗸 🖓 🗸 🖓 🗸 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓	
i An Normal - Line	
: La martine and the second field	
L 1 · · · · · · · · · · · · · · · · · ·	
	80% 🔻 🔞
: <u>44</u> Header • Times New Roman • 12 • B I I 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三 三	🚽 📲 🗕
: 🔁 📷 💕 📄 📄 🗐 Insert Word Field 🕶 🚟 🖻 🖓 😰 M 🔍 Align Right 🕅 🗛 🔍 🚱 🤧	<u>h</u> 13 -
Laura N. Josephson 1 · · · · · · · · · · · · · · · · · ·	· · 🛆 · · · 7 ·
- Professor Bennett	
Humanities 150	
- <u>Header</u> 29 October 2007	·i
Laura N. Josephson	
When Header box appears,	
click on align right	
enek on angir right	
Ellington's Adventures in Music and Geography	

Automatic page numbers – other Word versions

ent4 - N	AICTOSOT	tword												
t <u>V</u> iew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble	<u>W</u> indow	Contrib <u>u</u>	:е <u>Н</u>	elp						
3 🔒	3 4	💁 💞	🕰 X	b 🕻	L 🛷 🖌	<mark>9 -</mark> (°' -		1			3 🖓	¶	80%	- (
er	 Times 	New Roma	an 🝷 12	- B	<i>I</i> U		1	■ ‡≡	-	≡ :Ξ	< >	= 📑	- • 🕸	' - <u>A</u>
/ D		Insert W	ord Field -	ABC		3 M -		►	M			}	h. I s	Ŧ
	<u>A</u>	1 .		• 2 • •		<u>a</u>	•••4			5 • • •		<u>6</u> ·	· · 🍐 ·	• • 7 •
	_ Heade Laura l	∎ J.Josepha	 50n										1	
	Profess	or Benne	tt			C	lic	k o	n I	nse	rt I	Pa	ge I	Nun
	Human	ities 150				a	uto	oma	atio	call	y a	pp	ear	s in

29 October 2007

Ellington's Adventures in Music and Geography





er and 1

he Header box

Automatic page numbering – other Word versions



If instructor does not want page # on the 1st page



If instructor does not want page # on the 1st page – other Word versions

4 - Microsoft Word

⊻iew		Preak Page Numbers Date and Time AutoText Field	Go to Insert, Page B Z U E E E E E E E E E E E E E E E E E E
	1	Symbol Comment Reference	number on first / age
	10	Web Component	Header
	; •	– Diagram Te <u>x</u> t Box	Josephson 1
		File Object Bookmark	ton's Adventures in Music Professor Bennett
	8	Hyperlink Ctrl+K Header and Ingert A	Footer Humanities 150 Position: Preview AutoText • 29 October 2007 Alignment: •
		73.6	Ellingt
			Be sure to click OK to save the setting

Charts, Graphics, Illustrations

Must be labeled
Must give the source of the information
Double spaced
Appear close to the related text
See Chapter 4 of MLA Handbook for Writers of Research Papers 7th ed.



Spelling, Punctuation, Grammar

Essential that your completed paper be "read" as you intend Use Chapter 3 in MLA Handbook or use Writing Guide link in library web page Or use writing text for ENL class MLA has specific rules about using numbers, capitalizing, spacing after periods, abbreviations, outlining, etc.

Use Spell/Grammar Check – Word 2007 & 2010

8	י ט 🖬 🖉	9 ·) =		Do	cumerta		os ft W	ord				-		x
	Home	Insert	Page Layout	References	Mallings	Review	View	Develope	er A	dd-Ins				0
AB Spellin Gram	Ig & Th-	slate ABC	New Comment	Track Changes +	Balloons	Final Showi Show Marku Reviewing P. Tracking	ip •		Accept	 ➢ Reject ▼ ➢ Previous ➢ Next Changes 	Compare	Protect Document	•	
		, 	,			,								C ₂
										Joseph	son 1			
			N. Josephson sor Bennett											
		Human	ities 150											
		29 Oct	ober 2007											
				Ellington'	s Adnxxx e	es in Music	nad Geo	oranhy						

Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.

Use Spell/Grammar Check – other Word versions

licrosoft Word T<u>a</u>ble <u>W</u>indow Contribute Туре Insert Format Tools Help Spelling and Grammar... F7 🗐 🛕 膋 Language Times New Roma Letters and Mailings 🝷 Show 👻 🔤 AutoCorrect Options... N R I V I B & S . Insert W

Gershwin, Henry Cowell Alan Hovhaness, and John Cage

Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.



Select Spelling/Grammar check here.

psoft Wr. d
ert Format <u>T</u> ools Table <u>W</u> indow Contribute <u>H</u> elp
nes New Roman • 12 • B I U EE B Be sure this box is checked if you want the
Show • 🚱 🏵 • 🏷 • 🐚 👻 • 🎲 🛛 program to review your grammar also.
🗐 Insert Word Field 🕶 🎎 🖹 🔁 👔 🕼 🔺 💶 🕨 🕅 🖡 🔍 🗊 🚑 🎭 🚱 📮
1 • • • • • • • • • • • • • • • • • • •
Ger Spelling and Grammar: English (U.S.)
Not in Dictionary:
composers, music historians tend to discuss such figures as Aaron Copland George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage Suggestions: Suggestions:
Change Change All AutoCorrect
Click on Options – see next page





Choices are given if you agree the spelling is incorrect. In this box you can change the word.

You can also click on Ignore if you are satisfied with the word or grammar.

word is accepted in the future,

click on Add to Dictionary.



Acknowledging sources used

All sources must be documented Works Cited page is last page in your paper - Chapter 5 MLA Handbook Specific ways to cite materials from databases, web sites, print journal articles, books, etc. Parenthetical documentation within the paper itself – Chapter 6 of MLA Handbook

Works Cited

Complete this page before typing your paper since all parenthetical references relate to the Works Cited page List of all resources used Alphabetize by author's last name See library webpage Citing Sources, Examples of Citations, OR Use Chapter 5 of the MLA Handbook



Hanging Indent used in Works Cited

Works Cited

Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum MLA

Convention. Royal York Hotel, Toronto. 29 Dec. 1993.

Fukuyama, Francis. <u>Our Posthuman Future: Consequences of the Biotechnology Revolution.</u>

Hanging Indent

Hanging indent for Works Cited page – Word 2007 & 2010

Docu	ument1 - Microsoft Word _
	Mailings Review View Developer Add-Ins
Aa Aa Image: Size set line Numbers + nemes Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numbers + Image: Size set line Numers + Image:	M Watermark ▼ Indent Spacing Indent Bring to Front ▼ Page Color ▼ Image: Description of the second
Laura N. Josephson Professor Bennett Humanities 150 29 October 2007 Ellington's a	Paragraph Image: Spacing Line and Page Breaks Indents and Spacing Line and Page Breaks General Alignment: Centered Quitine level: Body Text Indentation

Always click on OK



Hanging Indent for Works Cited page - other Word versions

	Microsoft Word						
	<u>I</u> rsert F <u>o</u> rmat	<u>T</u> ools T <u>a</u> ble	<u>W</u> indow Contrib <u>u</u> te	e <u>H</u> elp			
	🔒 🎿 🗳 🕯	💐 🔏 🗈 🛍	I - C -	😒 🎲 🛙		🛚 🌃 🖓 📢 🕹	00% 🝷 🕜 📖
	Times New Roman	• 12 • B	<u>Ι</u> <u>Π</u> ≡≡	==:	≡ - 4≡		- 🥸 - <u>A</u> - 📮
	Insert Work	d Field 🔻 🕺 🏭					L. De
	pute 🛛 д Publish To We	ebsite 📆 Post To	_B Paragraph				? 🔀
	🛛	· 1 · · · · · ·	· Indents and Sp	acing Line	and Page	Breaks	
			General				
			Alignment:	Left	~	Outline level:	Body text 💌
			Indentation —				
			Left:	0"	\$	Special:	В <u>у</u> :
			<u>R</u> ight:	0"	\$	First line V	0.5"
			Spacing			Èirst líne	
			Before:	0 pt	\$	Hanging Line spacing:	At:
						Double	
lln	der Forma	t Sele	rt Daragr	anh	agr	aphs of the same st	yle
		-		apn			
the	n select F	langing	under				
						angroph Previous Pangroph Pr Previous Pangroph Previous Pa	
lnc	lentation-	Special			: Scatt	ple Text Sample Text Sample Te Text Sample Text Sample Text	
_		-	Stampte Texts	sample Text Sample	Text Sample Text	Sample Text Sample Text Samp	le Text
			Following Po	roaronh Enllawina I	Poessenth Enline	ina Paraarash Kalinstina Paraa	ash
			<u>I</u> abs			ОК	Cancel

Parenthetical References

Acknowledgment wherever you incorporate another's words, facts, ideas Must be able to trace research Follows sentence where information used Clearly point to specific sources in the list of Works Cited Chapter 6 of MLA Handbook



If you used a quote from the book <u>Black Rage</u> by William H. Grief

Using author's name in the sentence : Grief states that even though slavery ended, its influence is still present (26). Quoting the statement: "The practice of slavery stopped over a hundred years ago, but the minds of O This quote came from page 26 in the book written by William H. freed" (Grief 26). Grief.

Examples of Parenthetical References – these refer to resources listed in your Works Cited

Style Varies for Parenthetical References

The author's name and page number are used or sometimes just the page number depending on how the information from the source is used These refer back to a source listed in the Works Cited page Punctuation is important Review Chapter 6 of MLA Handbook



Data needed for Works Cited & **Parenthetical References ARTICLE (in print) BOOK (in print)** Author & title of Author & title of book article Name of editor & Title of journal edition used Volume, issue, date of Name of series journal Place of publication, Volume & Page publisher, date numbers Page numbers MLA Handbook section MLA Handbook section 5.7.1-15 5.6.1-27

Data needed for Works Cited & Parenthetical References

Internet & electronic book

- Name of author, editor, compiler
- Title of the work & date of publication (posting)
- Title of web site & date viewed
- Publisher or sponsor of the site
- MLA Handbook section 5.6.2-3

Subscription Database

- Name of database & date viewed
- Author & title of article
- Title of journal, volume, issue, date of publication
- MLA Handbook section 5.6.4



Writing without plagiarizing

What is plagiarism??? Using someone else's ideas, information without acknowledging (citing) that person's work. Passing off another person's ideas or expressions as your

OWN. MLA Handbook section 2.1-2.8



Tips to prevent plagiarism

from MLA Handbook section 2.8

- Make a list of writers and viewpoints to double-check in your paper
- Keep 3 categories of notes your ideas, your summaries of others' material, exact wording you copy
- Identify the sources of all materials you use
- Check with your instructor when you are not sure
- Relates to NPC Student Code of Conduct

ABOUT NPC ACADEMIC	CS ADMISSIONS	STUDENT SERVICES BUSIN	
Degrees & Certificates Offered	Home 🕨 Academics	 Academic Advising Career Services 	
Courses Offered at NPC	Writing &	Disability Resource & Access	
Class Schedule Search Engine	Ci	Records & Registration Academic Help	
Start at NPC, then Transfer to a University	Gr	NPC Work-Study Program	
• Online Classes	APA (not	Veteran Services	
Programs by Department	(noi	Student Insurance	
College Catalog 2008-09		Activities, Organizations & Clubs	
Alternative Learning Credits		Library	
		Bookstore	

Other Research Sources

Television or radio broadcast
 Sound recording
 Film or video recording
 Performance
 Musical score Us cit

Visual art
Interview
Letter
E-mail
Digital file

USE MLA Handbook 5.7 section for help citing these specialized resources.

Assistance

Your English text

- Term Paper Assistance book section in libraries
- Online links to Writing Assistance from the library web page
- Library staff
- Writing Lab staff



Many services for students, faculty and community members are available online

Search

Library Catalog | Arts

Course Reserves | AZ 1a

% Databases | Government Documents | Electronic Books | Mobile Apps |
ms | US Tax Forms | Voter Registration

Research Assistance

Research Guides | Writing & Citation Assistance | Research Strategies | Native Americans | Copyright | Ask a Librarian



∎²0

Writing Assistance on NPC Library web pages

Home + Academics + Library + Research Assistance + Examples of Citati

Examples of Citations

See actual style manual in your library Term Paper Assistance section for co is also available online. There are numerous rules for very specific situations Bibliographies or Works Cited only - these are NOT how to credit in the body

Based on APA 5th ed. MLA 6th ed. Chicago (Turabian) 15th ed.

ELECTRONIC Sources:

(Library Subscription Databases & Internet)

Journal article in a subscription database

Journal article in an aggregate database

Newspaper article in a subscription database

Newspaper article from an INTERNET site

Document on the INTERNET

Print Sources:

Book with one author

Home Citing Sources with Style Manuals

Citing Sources with Style Manuals

Check with your instructor about which to use. Collect the needed information

Citation examples URL address for NPC databases

APA Style Manual explanation from Purdue University

Basic Legal Citation explanation from Cornell University

CBE (for science) explanation from Monroe Community College

Chicago Style (also known as Turabian) explanation from University of Wisconsin

