Ivy Tech Citation Handbook:
Citing Sources with MLA & APA

A Region 12 Publication
Academic Year 2006 - 2007
## Contents

### Part One: Information to Get You Started
- Academic Honesty Standards .......................................................... 3
- Plagiarism .................................................................................. 3
- Fundamental Differences Between the MLA and APA Formats .............. 4
- APA Cover Page Example .............................................................. 5
- MLA First Page Example ............................................................... 6

### Part Two: In-Text Citations, Works Cited, and References
- In-Text Citation Format ............................................................... 8
- Basic Works Cited and References Formats ..................................... 9
- Works Cited and References Examples ......................................... 10
- Audio Recording ......................................................................... 10
- Books:
  - Books: One Author .................................................................. 10
  - Books: Two or Three Authors .................................................. 11
  - Books: Four or More Authors ................................................... 11
  - Books: Edited .......................................................................... 12
  - Books: Multiple Editions ........................................................... 12
  - Books: Corporate Author .......................................................... 12
- Computer Software ..................................................................... 13
- E-books .................................................................................... 13
- Encyclopedia .............................................................................. 13
- Film, Video Tape, or DVD ............................................................ 14
- Government Documents: Testimony in Congress ............................ 14
- Ivy Tech State College, Carter Library – Virtual Library Databases:
  - CQ Researcher ........................................................................ 16
  - EBSCOHost ............................................................................ 17
  - ProQuest .................................................................................. 17
- Periodicals:
  - Journal: Multiple Authors ....................................................... 15
  - Magazine: No Author .............................................................. 15
  - Newspaper: No Author ........................................................... 16
- Personal Communications ............................................................. 17
- Personal Interview ....................................................................... 18
- Radio Broadcast .......................................................................... 18
- Television:
  - News Broadcast ..................................................................... 19
  - Series Episode ......................................................................... 19
- Website ........................................................................................ 20
- Work in an Anthology ................................................................. 20
Part One: Information to Get You Started

Academic Honesty Standards

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but are not limited to the following: Verbal reprimand; Restitution for damages; Restriction of privileges; Failure of the assignment or course; Withdrawal from a course, program or the College for the remainder of the semester or term; Suspension from the College (one calendar year); Dismissal from the College (five years; student may appeal for reinstatement).

Source: Student Handbook: 2006-2007 Southwest Indiana

Plagiarism

The MLA defines plagiarism as “using another person’s ideas, information or expressions without acknowledging that person’s work” (Gibaldi 66). APA similarly states “that an author does not present the work of another as if it were his or her own work” (Publication Manual, 2001, p.349).

Does not need to be cited:
- Common knowledge
- Well-known quotations or proverbs
- Your own ideas and discoveries

Needs to be cited:
- Direct quotations
- Paraphrases or summaries
- Another person’s ideas and discoveries
- Statistics, charts, tables, and graphs


Plagiarism is a type of cheating. You may receive help writing your paper; however, it cannot be written for you. Purchasing a research paper or having any other person write a paper for you is plagiarism. As a student of Ivy Tech College, plagiarism is a serious offense. The penalty could be the failure of that assignment, the failure of the course, or the suspension from college. Further explanation of your rights and responsibilities can be found on pages 43-45 of the Ivy Tech Student Handbook.
### Always ask for your instructor’s preference!

#### Fundamental Differences Between APA and MLA Formats

<table>
<thead>
<tr>
<th>American Psychological Association (APA)</th>
<th>Modern Language Association (MLA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Used in social and natural sciences</td>
<td>• Used for humanities: art, literature, history</td>
</tr>
<tr>
<td>• Requires in-text citations (author’s last name, year, and page) for quotations, paraphrasing, and references to specific passages (pages not required for general references)</td>
<td>• Requires in-text citations (author’s last name and page) for quotations, paraphrases, or summaries of material from print sources</td>
</tr>
<tr>
<td>• Alphabetizes sources on a double-spaced References page</td>
<td>• Alphabetizes sources on a double-spaced Works Cited page</td>
</tr>
<tr>
<td>• Does not capitalize all words in books and articles but does capitalize names of magazines and journals</td>
<td>• Follows conventional capitalization rules</td>
</tr>
<tr>
<td>• Initializes the authors’ first names</td>
<td>• Uses the authors’ full first names</td>
</tr>
<tr>
<td>• Does not abbreviate months</td>
<td>• Abbreviates months (except May, June, July)</td>
</tr>
<tr>
<td>• Emphasizes the author and the date of publication by placing them near the beginning of the entry.</td>
<td>• Emphasizes the author and the title of the publication by placing them near the beginning of the entry.</td>
</tr>
<tr>
<td>• Requires the topic of the paper and page in the header (Antibiotic Resistance 3)</td>
<td>• Requires the student’s last name and page in the header (Oatis 1)</td>
</tr>
</tbody>
</table>
Full Title:
Subtitle if Included
Student’s Name
Course Title and Section
Professor’s Name
Month Day, Year

**APA Cover Page Example**

- All margins should be set at 1”.
- Use Header tool to place title and page number in top right corner, ½” down.
- Title page information is centered vertically and horizontally
- Entire paper is double spaced.
Student’s Name

Instructor’s Name

Course Name

Day Month Year

Paper Title

The first line of the paper starts here. Paragraphs are indented five spaces from the left-hand margin. Everything in the entire paper is double-spaced. All margins are one inch. A cover sheet is not required for an essay written in MLA format unless an outline is included with the paper.

MLA First Page Example

- A Cover Sheet is not required for MLA essays unless an outline is included in the essay.
- All margins are to be set at 1”.
- Use Header tool to place student last name and page number in the top right corner, ½” down.
- Entire paper is double spaced.

Part Two: In-Text Citations, Works Cited, and References

The Basic Rules for MLA/APA Style
You are to cite the sources you use in your paper, according to the style and format assigned by your instructor. The following pages of this guide provide some examples of in-text and works cited or reference citations, but they are examples only, and do not (or cannot) represent all of the situations you may encounter when citing your sources. Use these basic citation forms and examine the citation examples that follow. Consult the following sources for more complete information and examples:

**MLA style:**

“MLA Formatting and Style Guide.” Purdue University Online Writing Lab. 2006. 20 July 2006

<http://owl.english.purdue.edu/owl/resource/557/01/>.

**APA style:**


**General Notes:**
- Whether you underline or italicize titles of books and journals, be consistent within the same assignment. The Modern Language Association prefers students use underlining; thus, all MLA examples in this guide use underlining. APA examples, however, are italicized.
- The citation examples in this guide demonstrate hanging indentation. The first line of each entry is flush to the left-hand margin, but each subsequent line in the entry is indented five character spaces (one half inch).
- In general, double spacing is required throughout the document, but check with your instructor.
- If a source does not provide a particular piece of information (i.e., no author’s name is listed), skip it and move to the next part of the citation.
- Remember that you cite sources to give credit to their authors and to provide your readers with enough information to locate that source for further consideration.
In-Text Citation Format

MLA:

If the author is named in the signal phrase, only a page reference (if available) is needed for in-text citations:

According to Fortune editor Andy Serwer, “The rate of oil discovery worldwide has been in decline for decades” (67).

If the author is unnamed in the sentence, provide the name and page number at the end:

One Fortune editor claims, “The rate of oil discovery worldwide has been in decline for decades” (Serwer 67).

APA:

If the author is named in the signal phrase, include the year of publication in parentheses and a page reference at the end to refer to a specific passage:

According to Serwer (2004), a Fortune editor, “The rate of oil discovery worldwide has been in decline for decades” (p. 67).

If the author is unnamed in the sentence, provide the name, date and page number at the end:

One Fortune editor claims, “The rate of oil discovery worldwide has been in decline for decades” (Serwer, 2004, p. 67).

In this manual, the APA or MLA in-text citations follow paraphrased passages or quotations in which the author is unnamed.
Basic Works Cited and Reference Page Formats:

Use these examples as a guide. If your source does not list a particular piece of information, skip it and move on to the next piece of your citation. Please note that the entry examples in this handbook are single spaced; however, in an essay they should actually be double spaced.

CAUTION: Before assuming that a Web source has no author, do some detective work. Often the author's name is available but may be hard to find. For example, it may appear at the end of the source, in tiny print, or it may appear on another page of the site, such as the home page.

You may omit the page number if a work lacks page numbers, as is the case with many Web sources. Although printouts from Web sites usually show page numbers, printers don't always provide the same page breaks; for this reason, MLA recommends treating such sources as unpaginated. When the pages of a Web source are stable (as in PDF files), however, supply a page number in your in-text citation. If a Web source uses paragraph or section numbers, give the abbreviation "par." or "sec." in the parentheses: (Smith, par. 4).

Basic Format for Print Sources
MLA:
Author’s Last Name, First name. Title. City: Publisher, Date.

APA:
Author’s Last Name, First Initial. (Year). Title. City: Publisher.

Basic Format for Library Online Database
Use the same APA or MLA format that you would use for print sources (books, journals, popular magazines) as previously shown with the additional information below:

MLA: Author’s Last Name, First name. Title. City: Publisher, Date. Database name, library name and location, Date of Access.

APA: Author’s Last Name, First Initial. (Year). [Electronic version]. Title. City: Publisher.

For in-text citations, use the original page numbers, the page numbers on the computer print-outs, or the paragraph number. Check with your instructor.

Basic Format for Online Sources
Use the same APA or MLA format that you would use for print sources (books, journals, popular magazines) as previously shown with the additional information below:

MLA: Author’s Last Name, First name. “Title.” Website name. Date. Date of Access. <URL>.

APA: Author’s Last Name, First Initial. (Date). Title. Website name. Retrieved insert date retrieved, from URL.
Works Cited and References Examples

Audio Recording

**MLA**

*Note:* Begin with the name of the person you want to emphasize: the composer, conductor, or performer.

*Works Cited Format:* Writer’s Last Name, First Name. “Song Title.” Performer’s Name if Different from Writer. *Recording Title.* Manufacturer, Issue Year.


*MLA In-Text Citation:* (Wildhorn).

**APA**

*References Format:* Writer’s Last Name, First Initial. (Copyright Date). Song Title. [Recorded by Artist if Different than Writer]. *Album Title.* [Recording Medium]. Location: Label. (Recording Date if Different than Copyright Date).


*APA In-Text Citation:* (Wildhorn, 2002).

**Books: One Author**

**MLA**

*Works Cited Format:* Author’s Last Name, First name. *Title.* City: Publisher, Date.


*MLA In-Text Citation:* (Delbanco 45).

**APA**

*References Format:* Author’s Last Name, First Initial. (Year). *Title.* City: Publisher.


*APA In-Text Citation:* (Delbanco, 2004, p. 45).
Books: Two or Three Authors

MLA
*Works Cited Format:* First Author’s Last Name, First Name, and Second Author’s First Name, Last Name. Title. City: Publisher, Date.


*MLA In-Text Citation:* (Miller and Paula 45).

APA
*References Format:* First Author’s Last Name, First Initial, & Second Author’s Last Name, First Initial. (Year). *Title.* City: Publisher.


*APA In-Text Citation:* (Miller & Paula, 2004, p. 45).

Books: Four or More Authors

MLA
*Works Cited Format:* First Author’s Last Name, First Name, et al. *Title.* City: Publisher, Date.


*MLA In-Text Citation:* (Hunt et al. 153).

APA
*References Format:* All Authors’ Last Names and First Initials. (Year). *Title.* City: Publisher.


*APA In-Text Citation:* (Hunt, Martin, Rosenwein, Hsia, & Smith, 2001, p. 153).

(For subsequent references, use “et al.” after the first author’s name.)

Books: Edited

MLA
*Works Cited Format:* Editor’s Last Name, First Name, ed. *Title.* City: Publisher, Date.


*MLA In-Text Citation:* (Atwan 138).
APA

References Format: Editor’s Last Name, First Initial. (Ed.). (Year). Title. City: Publisher.


APA In-Text Citation: (Atwan, 2003, p. 138).

Books: Multiple Editions

MLA

Works Cited Format: Author’s Last Name, First Name. Title. Edition Number ed. City: Publisher, Date.


MLA In-Text Citation (Fry 62)

APA

References Format: Author’s Last Name, First Initial. (Date). Title. City: Publisher.


APA In-Text Citation: (Fry, 2000, p. 62)

Books: Corporate Author

MLA

Works Cited Format: Corporate author’s name. Title. City: Publisher, Date.


MLA In-Text Citation (Gale Research Company 62)

APA

References Format: Corporate Author’s Name. (Year). Title. City: Publisher.


APA In-Text Citation: (Gale Research Company [Gale], 2002, p. 62)

Note: Supply the whole name with an abbreviation in brackets at the first reference; after that, use the abbreviation alone.
Computer Software

**MLA**
*Works Cited Format:* Author’s Last Name, First Name. *Product Title.* Edition Release or Version. Medium. City of Publication: Name of Publisher, Date of Publication.


*MLA In-Text Citation:* (Oliver).

**APA**
*References Format:* Primary Contributors’ Names. (Publication Date). Title [Medium]. Location of Producer: Producer.


*APA In-Text Citation:* (Oliver, 2001).

**E-books**

**MLA**
*Works Cited Format:* Author’s Last Name, First name. *Title.* City: Publisher, Date.


*MLA In-Text Citation:* (Buckley 45).

**APA**
*References Format:* Author’s Last Name, First Initial. (Year). *Title.* City. State if needed: Publisher.

Buckley, W., Jr. [2002] [Electronic version]. *Atlantic high.* New York: RosettaBooks.com

*APA In-Text Citation:* (Buckley, 2002, p. 45).

**Encyclopedia or Dictionary Entry**

**MLA**
*Works Cited Format:* Author. “Entry Title.” *Title of Reference Work,* edition number (if any). Date. 
Note: Volume and page number are not needed since the entries are arranged in alphabetical order.

*MLA In-Text Citation:* (Kunzel 540).

*APA*


*APA In-Text Citation:* (Kuzel, 2002, p. 540).

**Film, Videotape, or DVD**

*MLA*

*Works Cited Format:* Title. Dir. Director’s Name. Performers’ names. Distributor, Year of Distribution.


*MLA In-Text Citation:* (Cold Mountain).

*APA*

*References Format:* Director’s Last Name, First Initial (Director). (Distribution Date). Title. [Medium]. Country where it was made: Name of Studio.


*APA In-Text Citation:* (Minghella, 2004).

**Government Documents: Testimony in Congress**

*MLA*

*Works Cited Format:* Name of Person testifying (if applicable). Testimony, Hearing or Minutes Title. Number of Congress. Session of Congress. Date.


*MLA In-Text Citation:* (Chesemore 24).
APA
Works Cited Format: Testimony, Hearing or Minutes title. Number of Congress. Session of Congress. (Date). (Name of Person Testifying – if applicable).

*RU486: The import ban and its effect on medical research: Hearings on regulation business opportunities, and energy of the house committee on small business. 101st Cong., 2d Sess. 35 (1990). (Testimony of Ronald Chesemore).*

**APA In-Text Citation:** *(RU486: The import, 1990, p. 24)*

**Journal: Multiple Authors**

MLA


**MLA In-Text Citation:** *(Render et al. 1499)*

APA
References Format: Authors’ Last Names with First Initial. Year. Title of article. Journal Title, Volume. (Issue), Page Numbers.


**APA In-Text Citation:** *(Render, Jockel, Trautner, Spraul, & Berger, 1999, p. 1499)*

**Magazines: No Author**

MLA
Works Cited Format: “Title of Article.” Magazine Title. Date: Pages.


**MLA In-Text Citation:** (“Playing” 4).
Note: Use a shortened version of the title in the in-text citation.

APA
References Format: Title of article. Date. Magazine Title, p. Page Number.


**APA In-Text Citation:** (“Playing,” 2001, p. 4).
Note: Use a shortened version of the title in the in-text citation.
Newspapers: No Author

MLA

Works Cited Format: “Title of Article.” Newspaper Title. Date: Page.


MLA In-Text Citation: (“U.S. Scholar” A5).
Note: Use a shortened version of the title in the in-text citation.

APA

References Format: Title of article. Date. Newspaper Title, p(p). Page Number(s).


APA In-Text Citation: (“U.S. Scholar,” 2001, p. A5).
Note: Use a shortened version of the title in the in-text citation.

Ivy Tech State College Carter Library - Virtual Library databases:

Cite all databases accessed from the Virtual Library using the Basic Format for Library Online Databases on page 9.

CQ Researcher

MLA

Works Cited Format:


MLA In-Text Citation: (“Zoos” 361).

APA

References Format:


APA In-Text Citation: (“Zoos,” 2000, p. 361).
EBSCOhost

MLA
Works Cited Format:

MLA In-Text Citation: (Carmody and Higgins 35).

APA
References Format:

APA In-Text Citation: (Carmody & Higgins, 2003, p. 35).

ProQuest

MLA
Works Cited Format:

MLA In-Text Citation: (Bohacz 106).

APA
References Format:

APA In-Text Citation: (Bohacz, 2000, p. 106).

Personal Communications

MLA
Works Cited Format: Author. “Subject Line.” E-mail to paper’s author. Date.


MLA In-Text Citation: Instead of an in-text citation, use a signal phrase to identify the source: According to museum director Jennifer Coleman, renovations to the main gallery will be completed by the summer of 2006.
APA
E-mail messages, letters, telephone conversations, and other personal communications are not included in the list of References. Cite personal communication in the text only. If your instructor, however, requires personal communications be included in the list of References, you may use the following form:


APA In-Text Citation, used in place of a Reference citation:
According to museum director J. Coleman (personal communication, 2005, July 12), renovations to the main gallery will be completed by the summer of 2006.

Personal Interview

MLA
Works Cited Format: Last Name, First Name. Personal Interview. Date of Interview.


MLA In-Text Citation: Instead of an in-text citation, use a signal phrase to identify the source: According to etiquette instructor Lyudmila Bloch, "The most common problem for adults is probably inappropriate use of cell phones in public places."

APA
Personal communications are NOT included on the list of References. Cite personal communication in the text only. If your instructor, however, requires the interview be included in the list of References, you may use the following form:


APA In-Text Citation, used in place of a Reference Citation: According to etiquette instructor L. Bloch (personal communication, 2005, June 14), "The most common problem for adults is probably inappropriate use of cell phones in public places."

Radio Broadcast

MLA
Works Cited Format: “Episode Title.” Program Title. Host Host’s Name. Network Name. Local Station, City (if applicable). Broadcast Date.
Note: Depending upon the situation, give relevant information about the program’s writer (“By”), director (“Dir.”), performers (“Perf.”), or hosts (“Hosts”).


MLA In-Text Citation: (Car Talk).
APA

Works Cited Format: Host’s Name. (Broadcast Year, Month, Day). On Series Title. Place of Broadcast: Network.
Note: Use Writer’s, Director’s, Performer’s, or Host’s name, whichever is applicable.


APA In-Text Citation: (Magliozzi & Magliozzi, 2004).

Television Broadcast: News Broadcast

MLA

Works Cited Format: Broadcast Title. Network. Station’s Call Letters, City of Local Station. Broadcast Date.


MLA In-Text Citation: (Fox News at 9:00).

APA

References Format: Producer’s Last Name, First Initial. (Executive Producer). (Broadcast Year, Month, Day). Broadcast Title [Television broadcast]. Place of Broadcast: Network.


APA In-Text Citation: (Smith, 2004).

Television: Series Episode

MLA

Works Cited Format: “Episode Title.” Program Title. Network. Local Station’s Call Letters. City of the Local Station if applicable. Broadcast Date.


MLA In-Text Citation: (“The Concord Cottage”).

APA

References Format: Episode Writer’s Last Name, First Initial. (Writer), & Director’s Last Name, First Initial. (Director). (Year of Broadcast). Episode title [Television series episode]. In Producer’s First Initial and Last Name (Executive Producer), Series title. City of Broadcast: Name of Network.

APA In-Text Citation: (Marsh & Hood, 2003)

Website

MLA

Works Cited Format:

MLA In-Text Citation: (“Sticky Find”).

APA References Format: Author’s Last Name, Initial. (Date). Title of article or web page. Name of periodical or web site

APA In-Text Citation: (Sticky find, 2003).

Work in an Anthology

MLA Works Cited Format: Author(s). “Article Title”. Book Title. Book Editor(s). City: Publisher, Date.

MLA In-Text Citation: (Cowan, Myerscough, and Smith 222).
(The original date of the reprinted article is unnecessary.)

APA References Format: Author(s). Date. Article Title. Book Editors. Title. Pages. City: Publisher.

APA In-Text Citation: (Cowan, Myerscough, & Smith, 1992, p. 222).

Works Cited


Example of MLA Works Cited page

- All margins should be set at 1”.
- Use Header tool to place name and page number in top right corner, ½” down.
- Entire paper is double spaced.
- Sources are put in alphabetical order by author's last name or, if no author is listed, by the first major word in the article's title.
- Use hanging indent.
References


---

**Example of APA References page**

- All margins should be set at 1”.
- Use Header tool to place title and page number in top right corner, ½” down.
- Entire paper is double spaced.
- Sources are put in alphabetical order by author's last name or, if no author is listed, by the first major word in the article's title.
- Use hanging indent.
This handbook has been compiled for Region 12's use so that instructors and students alike may utilize the standardized formats for MLA and APA documentation in student writing assignments across the curriculum. These examples use the 6th edition of MLA (Modern Language Association) and the 5th edition of APA (American Psychological Association) formats. Also, the examples represent commonly used sources in the Carter Library.