

Documentation Basics

Consult any recent writing handbook, such as the *Holt Handbook*, for examples and help.

MLA—English, humanities

APA—health science, sociology, psychology, education

CMS (Chicago Manual of Style or Turabian)—theology, history

MLA allows more quotations than APA, but paraphrasing is usually best in any discipline. For either quotations or paraphrases, you must cite the source of your information. It is important to integrate the source material smoothly into your own analysis of it. Don't just drop the quotations in without discussing the ideas.

In-text citations

Place in parentheses, before end punctuation. Be sure the name or title words are the same as the first words in the bibliography entry. If no author is given, use a shortened version of the title.

MLA—(Author [page] number).

APA—(Author, year, p. number). Give page numbers only for direct quotations or precise statistics.

If the name of the authority is in your sentence, do not repeat the name in the parentheses.

MLA—give full name, a bit about authority in your text.

APA—use surname only.

Bibliography

MLA--**Works Cited** Capitalize all important words in titles. Use hanging indentation.

Book--Author Surname, First Name. Title of Book. Publication place: Publisher, date. [page numbers if only part of book is applicable].

Article--Author Surname, First Name. "Title of Article." Title of Journal date: [page] numbers.

APA—**References** Capitalize only the first word of titles. Use hanging indentation.

Book—Author Surname, Initials. (year). Title of book. Publication place: Publisher.

Article—Author Surname, Initials. (year, month). Title of article. [no “ ”] Journal or book, [page] numbers.

Interviews

MLA--put on Works Cited page

APA--cite in text only

Primary research, surveys

Describe in an appendix and refer to the appendix when discussing your findings in your text.

Check these websites for the latest documentation information, particularly for documenting the Internet..

All formats

http://www.columbia.edu/cu/cup/cgos/idx_basic.html

Details on documenting electronic sources for humanities style (MLA and CMS) and Scientific style (APA).

<http://www.bedfordstmartins.com> Details on all the documentation styles.

<http://www.lib.memphis.edu/gpo/citeweb.htm> Brief Guide to Citing Government Publications

APA

www.apastyle.org/eleceref.html Great new APA site for documenting electronic sources.

MLA

<http://www.mla.org>

Click on MLA style; then click on Frequently Asked Questions about MLA Style

CMS (Turabian)

<http://www.people.memphis.edu/~mcrouse/elcite.html>