Guide to
APA and MLA Writing Styles

Brought to you by the
Gateway Technical College
Academic Support Centers and Libraries
Disclaimer

- Individual instructor requirements may vary and deviate from these examples.
- Always follow your instructor’s requirements for success!
For Additional Assistance

- For additional assistance with proofreading, outlining, and other writing requirements, please visit or contact your campus Academic Support Center:

  Elkhorn (262) 741-8020 or Room N 211
  Kenosha (262) 564-2006 or Room A 128
  Racine (262) 619-6216 or Room L 014
Table of Contents
(click on a chapter to jump to that chapter)

1. APA Key Elements
2. MLA Key Elements
3. Using Landmark’s “Son of Citation Machine” (video)
4. Setting Margins
5. Line Spacing
6. Page Numbers and Page Headers
7. Using the Toolbar in Microsoft Word
APA Key Elements

Use standard 8 ½ x 11 white paper
Print on only 1 side

Font: Times New Roman or Courier
Font size: 12 pt.
Margins: 1” top, bottom, sides
Spacing: Double spaced throughout
Page Number: Upper right-hand corner of every page, including Title Page.
Page Header: 2 or 3 words of the title, 5 spaces to the left of the page number on each page.
APA Key Elements Cont.

- **Quotations**
  1. The symbol “&” links two authors in an in-text citation rather than “and”.
  2. Periods and commas always go inside the quotation marks.
  3. In-text citation includes 3 bits of information: (author last name, YYYY, p. 123)
  4. Title page (See sample)
  5. Double space and double indent for a quote that is 4 lines or longer

- **“References” page**
  1. Title of bibliography page: References (centered, not underlined, not in bold)
  2. Double-space
Apes and Language: A Review of the Literature

Yasar Shaw

Psychology 110, Section 2
Professor Verdi
March 4, 1999
Block Quotation - APA

- “Display a quotation of 40 or more words in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block about ½ in.... The entire quotation should be double-spaced.” (APA, 2001, p. 117)

Example:

In a later study, Kanzi’s abilities to understand spoken language were shown to be similar to those of a 2-1/2-year-old human, Alia. Rumbaugh (1995) reported that “Kanzi’s comprehension of over 600 novel sentences of request was very comparable to Alia’s; both complied with the requests without assistance on approximately 70% of the sentences” (p. 722). A recent monograph provided examples of the kinds of sentences both Kanzi and Alia were able to understand:

- For example, the word ball occurred in 76 different sentences, including such different requests as “Put the leaves in your ball,” “Show me the ball that’s on TV,” “Vacuum your ball,” and “Go do ball slapping with Liz.” Overall, 144 different content words, many of which were presented in ways that required syntactic parsing for a proper response (such as “Knife your ball” vs. “Put the knife in the hat”), were utilized in the study.

(Savage-Rumbaugh et al., 2000, pp. 101-102)

The researchers concluded that neither Kanzi nor Alia could have demonstrated understanding of such requests without comprehending syntactical relationships among the words in a sentence.

What Are the Implications of the Ape Language Studies?
References


# APA References: Books

**Reminder:** Double space References page

|-----------------------------------------|--------------------------------------------------------------------------------------------------|
### APA References: Journal Articles

**Reminder:** Double space References page

|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
### APA References: More Journal Articles

**Reminder: Double space References page**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Reference</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stand alone document, no author identified, no date</td>
<td>GVU’s 8\textsuperscript{th} WWW user survey. (n.d.). Retrieved August 8, 2000, from <a href="http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/">http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/</a></td>
</tr>
</tbody>
</table>
MLA Key Elements

- Use standard 8½ x 11 white paper, one side
- Choose a standard, easily readable font and type size (e.g., Times Roman and 12 point)
- Double space throughout. Margins of 1”.
- Use quotation marks (“ ”) for direct quotes.
- Periods and commas always go inside the quotation marks.
- No title page (see Sample Page 1)
MLA Key Elements Cont.

- In-text citation includes 2 bits of information: (author last name, page number)
- Header on each page with your last name and page number
- Title of bibliography page: Works Cited (centered, not underlined, not in bold)
- Reminder: Double space Works Cited page
The Mountain Lion: Once Endangered, Now a Danger

On April 23, 1994, as Barbara Schoener was jogging in the Sierra foothills of California, she was pounced on from behind by a mountain lion. After an intense struggle with her attacker, Schoener was killed by bites to her neck and head (Biechler, 39). In 1996, because of Schoener’s death and other highly publicized attacks, California politicians presented voters with Proposition 197, which contained provisions repealing much of a 1990 law enacted to protect the lions. The 1990 law outlawed sport hunting of mountain lions and even prevented the Department of Fish and Game from thinning the lion population.

Proposition 197 was rejected by a large margin, probably because the debate turned into a struggle between hunting and antihunting factions. When California politicians revisited the mountain lion question, they should frame the issue in a new way. A future proposition should retain the ban on sport hunting but allow...
MLA – Sample “Works Cited”

Heading centered 1” from top of page.

List is alphabetized by authors’ last names.

First line of each entry is at left margin; subsequent lines are indented $\frac{3}{4}$” (or five spaces).


# MLA Works Cited: Books

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
</table>

Reminder: Double space Works Cited page
### MLA Works Cited: Articles

**Reminder: Double space Works Cited page**

<table>
<thead>
<tr>
<th>Type of Article</th>
<th>Author(s)</th>
<th>Title</th>
<th>Source</th>
<th>Place of Publication</th>
</tr>
</thead>
</table>
### MLA Works Cited: Electronic Resources

**Reminder:** Double space Works Cited page

<table>
<thead>
<tr>
<th>Type of Resource</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(n.d. means no date of publication on webpage)</td>
</tr>
<tr>
<td></td>
<td>(n.pag. means no pagination in article)</td>
</tr>
<tr>
<td>Type of Source</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
Quotation set off from text is clearly introduced.

Quotation longer than four lines is indented 1" (or ten spaces); quotation marks are omitted; no period is used after citation.

Short title given in parentheses because the work has no author.

Quotation:

"..."
Setting Margins

1. Using the “File” dropdown menu, choose “Page Setup”

2. Use the up and down arrows to adjust the size of the margins according to APA, MLA, or Instructor requirements.

3. Click “OK” to set new page setup
Double Spacing…

1. Using the “Format” dropdown menu, choose “Paragraph”

2. Under “Line spacing”, select “Double”

3. Click “OK” to set new format
Page Numbering and Header:  Step 1

1. Using the “Insert” drop-down menu, select “Page Numbers”. The following dialog box will pop up.

2. Under “Position”, choose either “Top of page” or “Bottom of page”.

3. Click “OK” to set page numbering.
Page Numbering and Header: Step 2

1. Double-click on the page number to insert header text. Use the toolbar to right-justify the cursor before typing.

2. Type desired text, then click the “Close” button. This header will now appear on each page along with the page number.
Using the Toolbar: Step 1

This drop-down menu allows you to select from a variety of **font types**.

This drop-down menu allows you to select from a variety of **font sizes**.

Use these buttons to make text **bold**, **italic**, or **underlined**.
Using the Toolbar: Step 2

These buttons allow you to left-justify, center or right-justify your text.

This drop-down menu allows you to select from a variety of bulleted and numbered lists.
Using the Toolbar: Step 3

- This button launches the Spelling & Grammar Check function.
- Use this button for printing, if you look close enough it looks like a printer.
- This is the Save button, use this to save a document.
For Additional Assistance

- Please visit or contact your campus Academic Support Center:
  - Elkhorn (262) 741-8020 or Room N 211
  - Kenosha (262) 564-2006 or Room A 128
  - Racine (262) 619-6216 or Room L 014

- Also, here are some websites that may offer additional information:
  - Purdue University’s Online Writing Lab
    http://owl.english.purdue.edu/
  - Capital Community College’s Writing Center
    http://www.ccc.commnet.edu/writingCenter.htm
  - University of Wisconsin’s Writing Center
    http://www.wisc.edu/writing/Handbook
  - Official site for Diana Hacker’s handbooks
    http://www.dianahacker.com
  - Doc Scribe’s Guides to Research Style
    http://www.docstyles.com
  - Write Source
    http://thewritesource.com

- Back to Table of Contents