

	MLA	APA
<b>TITLE PAGE</b>	No title page	Includes <b>centered horizontally</b> : Title in boldface (4 DS lines down from top) Student's name (after skipping 1 DS line from title) School name Course name and number Instructor name Due Date (Month DD, YYYY) No abbreviations
<b>HEADER AND PAGE NUMBERS</b>	On top right side of every page includes: <ul style="list-style-type: none"> <li>student's last name</li> <li>space</li> <li>page number</li> </ul>	On p. 1 [title page], top right: 1  On subsequent pages: Top right: <b>subsequent page numbers</b>
<b>HEADING</b>	Uses heading only on first page on the top left side [not in the header]: <ul style="list-style-type: none"> <li>student's name</li> <li>instructor's name</li> <li>course</li> <li>due date (DD Month YYYY)</li> </ul>	No heading
<b>TITLE</b>	<ul style="list-style-type: none"> <li>on first page</li> <li>center title after heading</li> </ul>	<ul style="list-style-type: none"> <li>centered on title page in bold on top half of page</li> <li>centered again in bold above paragraph 1</li> </ul>
<b>PARAGRAPH STYLE</b>	<ul style="list-style-type: none"> <li>indented first line</li> <li>double spaced</li> <li>Times New Roman (12) throughout the paper</li> </ul>	<ul style="list-style-type: none"> <li>indented first line</li> <li>double spaced</li> <li>Times New Roman (12) throughout the paper</li> </ul>
<b>IN-TEXT CITATION</b>	In parentheses: <ul style="list-style-type: none"> <li>author's last name</li> <li>space</li> <li>page number(s) (Smith 117)</li> </ul> A shortened version of the title is included if no author's name is known. *Present tense signal phrase **See examples on back	In parentheses: <ul style="list-style-type: none"> <li>author's last name, comma</li> <li>publication year, comma</li> <li>page num(s) or paragraph num (if HTML) (Smith, 2017, p.117) (Smith, 2017, para. 5)</li> </ul> A shortened version of the title is included if no author's name is known, followed by a comma and publication date, followed by another comma with page number, if available. *Past tense signal phrase **See examples on back
<b>BIBLIOGRAPHY</b>	<ul style="list-style-type: none"> <li><i>Works Cited</i> centered at the top of last page—not in bold print or italics</li> <li>bibliography entries alphabetized by last name of author or first word of title</li> <li>hanging indentation for each entry</li> <li>capitalize first and all major words of titles</li> <li>place quotation marks around article, poem, and short story titles</li> <li>italicize book, newspaper, magazine, and journal titles</li> </ul> Usually works cited entries include the title, publisher, and date. When referring to websites on bibliography page, web address must be cited first and then the access date.	<ul style="list-style-type: none"> <li><i>References</i> centered at the top of last page— in bold but not italics</li> <li>bibliography entries alphabetized by last name of author or first word of title</li> <li>hanging indentation for each entry</li> <li>capitalize only first word of article with no quotations around title (proper nouns and proper adjectives are exceptions to rule)</li> <li>italicize title of journal and volume number</li> <li>italicize title of a book, capitalizing only the first word and proper nouns/adjectives</li> <li>italicize title of a journal, capitalizing first word and all major words</li> </ul> Most references entries include the publication year of the source in parentheses after the name and include the city and state before the publisher. When referring to websites on bibliography page, one must state "Retrieved from" and then the website with no access date or period.

## **\*\*MLA - Examples of in-text citations when paraphrasing:**

According to a study done by Kent and Giles, student teachers who incorporate technology into their lessons keep using technology for as long as they continue teaching (12).

One study reports that student teachers who incorporate technology into their lessons keep using technology for as long as they continue teaching (Kent and Giles 12).

## **MLA - Examples of in-text citations when quoting:**

Kent and Giles report, "Student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers" (12).

One study suggests, "Student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers" (Kent and Giles 12).

According to Jones, "Students often had difficulty using APA style" (199), so teachers should use this to inform their instruction.

One expert says, "Students often have trouble using APA style" (Jones 199), but she did not offer an explanation as to why.

## **APA - Examples of in-text citations when paraphrasing:**

According to a study done by Kent and Giles (2017), student teachers who incorporate technology into their lessons keep using technology for as long as they continue teaching (p. 12).

One study reported that student teachers who incorporate technology into their lessons keep using technology for as long as they continue teaching (Kent & Giles, 2017, p. 12).

*NOTE: The APA makes the page number for a paraphrase optional, but we recommend using the page number in both paraphrases and direct quotes.*

## **APA - Examples of in-text citations when quoting:**

Kent and Giles (2017) found that "student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers" (p.12).

One study found, "Student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers" (Kent & Giles, 2017, p.12).

Jones (1998) found "students often had difficulty using APA style" (p.199), so teachers should use this to inform their instruction.

One author stated, "Students often have trouble using APA style" (Jones, 1998, p.199), but she did not offer an explanation as to why.