Purpose of this handout:
This handout has been created to serve as a quick reference guide for RCC students. It does not cover all types of documentation or types of research.

RCC Research & Citation Guide
with MLA and APA
Sample Citations

as recommended by the RCC English Faculty
in cooperation with James Library
Revised 7/07
Where can I find more information?

- Internet Resources for MLA Style:
  <http://www.mla.org/style_faq>
  <http://owl.english.purdue.edu/owl/resource/557/01/>

- Internet Resources for APA Style:
  <http://owl.english.purdue.edu/owl/resource/560/01/>

- Books on Reserve:

Visit our Web Page
Gerald B. James Library
<http://www.rockinghamcc.edu/library>

HOW TO BEGIN:

Choosing a topic:

In many instances your instructor will offer you a list of topics from which to choose. If not, consider several factors:

- your interests
- your area of study
- your background knowledge
- the availability of sources

The more interesting or more useful a topic is to you, the more you will learn and enjoy your research.

WHERE TO RESEARCH

Materials available at the James Library:

- Books and Audiovisuals
- Periodicals: Magazines, Journals, and Newspapers
- Electronic Resources
  Discovering Authors *
  New York Times index*
  NCLIVE**
  <http://www.nclive.org>

* Available only in the library
** requires password for remote access; request password at circulation desk
MLA STYLE

The MLA Style was established by the Modern Language Association. It is used most often in the Humanities disciplines, such as English, and foreign languages. Both a name and page number are required within the text.

In-text or Parenthetical Citations:

Use present tense:
The author indicates that poetry is the most elevated form of communication.

Use of author’s name:
First reference use entire name:
Critic John Sampson notes several things about the text.
Other references use last name
Sampson notes several things about the text.

Paraphrases (indicate page number):
Critic Michael Farmer stresses that the poet intentionally downplays the tension in the scene (35).

Quotations (indicate page number):
Author Miles Jones states, “The poet’s primary concern is the notion of variation” (78).

Works Cited

Abbreviations:
Abbreviate all Publisher’s names
UP= University Press
U of North Carolina P= University of North Carolina Press

Other Basic Citation Differences

<table>
<thead>
<tr>
<th>MLA</th>
<th>APA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author/editor name</strong> followed by a period</td>
<td><strong>Author/editor last name</strong> followed by a comma and the initials</td>
</tr>
<tr>
<td><strong>Title of the article</strong> within quotation marks</td>
<td><strong>Title of the article</strong> not within quotations and with only major words capitalized</td>
</tr>
<tr>
<td><strong>Name of the book, journal, or complete work</strong> underlined or italicized</td>
<td><strong>Name of the book, journal, or complete work</strong> italicized. <em>Note:</em> If you cannot italicize, then underline</td>
</tr>
</tbody>
</table>
| **Publication Information**
Books: Publication information followed by a period
Place, publisher, and date for books |
| **Publication Information**
Books: Year of publication, followed by a comma |
| Magazines & newspapers: Year of publication, followed by a comma, then month and day within parentheses; Volume number if listed italicized or underlined |
| Newspapers: use “p.” or “pp.” before the numbers; if the journal has a volume number, omit “p.” or “pp.” |
### Basic In-text Citation Differences

<table>
<thead>
<tr>
<th></th>
<th>MLA</th>
<th>APA</th>
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</thead>
<tbody>
<tr>
<td><strong>Present Tense</strong></td>
<td>The author indicates that poetry is the most elevated form of communication.</td>
<td>Present Perfect Tense: The author indicated (or has indicated) that poetry is the most elevated form of communication.</td>
</tr>
<tr>
<td><strong>Use of Author’s Name</strong></td>
<td><strong>First reference:</strong> Critic John Sampson notes several things about the text.</td>
<td><strong>All references use last name only:</strong> Sampson (2000) has noted several things about the text.</td>
</tr>
<tr>
<td><strong>Subsequent references:</strong> Sampson notes several things about the text.</td>
<td></td>
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<tr>
<td><strong>Paraphrases</strong></td>
<td>Critic Michael Farmer stresses that the poet intentionally downplays the tension in the scene (35).</td>
<td>Farmer (1993) has stressed that the poet intentionally downplays the tension in the scene.</td>
</tr>
<tr>
<td><strong>Quotations</strong></td>
<td>Author Miles Jones states, “The poet’s primary concern is the notion of variation” (78).</td>
<td>Jones (1997) stated, “The poet’s primary concern is the notion of variation” (p. 78).</td>
</tr>
</tbody>
</table>

**Capitalization:**
Capitalize all first words and principle words of book, magazine, and newspaper titles.
- An Early Fragment from Central Nepal.
- Complications in Academia: Sexual Harassment and the Law.

**Names:**
Author/editor name, followed by a period
Use first names if available

**Titles:**
- article titles within quotation marks
- book, journal, or complete work titles underlined

**Always include:**
- Author(s)
- Title
- Place, publisher, and date

### Examples

**Book**

**Book with two authors**
Book with three authors or editors

Book with four or more authors or editors

Magazine article - Weekly

Magazine article - Monthly

Newspaper article

Previously published journal article or essay in an anthology (includes TCLC, CLC, NCLC, PC, etc.)


Previously published book chapter/essay in an anthology

Online magazine article

Online journal article


Miscellaneous Internet Sources
• No author noted

• Groups or organizations as authors

Newspaper article from NCLive

Corporate site


Scholarly project and professional site


Abstract from an online journal article

Citing Electronic Resources
Include the following information as appropriate to the source:
- Author/editor name, followed by a period
- Title of the article within quotation marks
- Website name underlined or italicized
- Publication information followed by a period
  Date last updated (if available)
  Place, publisher, and date for books
  Volume and year of journal
  Exact date of a magazine
  Date and description for governments
- Date of your access, not followed by a period
- URL (Uniform Resource Locator), within angle brackets (< >), followed by a period; in MLA style break URLs only after a virgule (/).

Include page numbers only if the internet shows them from the original printed version of a periodical. (Lester, 1999, p. 258-9)

Magazine article from NCLive

Journal article from NCLive

Newspaper article from NCLive
Citing Internet Resources

When citing sources from the Internet, include the following information as appropriate to the source:

- Author/editor last name, followed by a comma and the initials
- Year of publication, followed by a comma, then month and day for magazines and newspapers, within parentheses
- Title of the article, not within quotations and with only major words capitalized, followed by the total number of paragraphs within brackets only if that information is provided
- Name of the book, journal, or complete work italicized
  Note: If you cannot italicize then underline.
- Volume number if listed italicized or underlined
- Page numbers only if you have that data from a printed version of the journal or magazine; if the periodical has no volume number, use p or pp. before the numbers; if the journal has a volume number, omit p. or pp.
- The word “Retrieved,” followed by the date of access, followed by the source and a colon
- The complete URL (Uniform Resource Locator)

Online magazine article

Online journal article

Abstract of an online journal article

Corporate site


Article from NCLive

**Book with two authors or editors**

**Book with three or more authors or editors**

**Magazine article - Weekly, with volume number**

**Magazine article - Weekly, without a volume number**

**Magazine article - Monthly**

**Newspaper article**

**Articles from a CD-ROM source**

**Previously published journal article or essay in an anthology**

**Scholarly project and professional site**


**Miscellaneous Internet Sources**
- **No author noted**

- **Group or organizations as authors**


- **List the type of work for such items as a chart, map, cartoon, advertisement, etc.**
APA STYLE

The APA Style was established by the American Psychological Association. It is used in Social Science disciplines including political science, business, and education. Emphasis is placed on the currency of information.

In-text or Parenthetical Citations

**Past or Present Perfect Tense**

The author indicated (or has indicated) that poetry is the most elevated form of communication.

**Author's name**

All references (last name only):

Sampson (2000) has noted several things about the text.

**Paraphrases (indicate date of publication)**

In a study of reaction times (Sanders, 1997)...

Or

Sanders (1997) studied reaction times...

**Quotations (indicate date of publication)**

Page numbers are required only with a direct quote or for clarification. Page numbers are preceded by the letter(s) p. or pp. unless there is a volume number for the publication.

Jones (1997) stated, “The poet’s primary concern is the notion of variation” (p. 78).

“...” (Galizio, 1994, p.9).

References

**Abbreviations**

Do not abbreviate publishers’ names or months (as in MLA).

**Capitalization**

Only the first word and proper nouns of book, magazine, and newspaper titles are capitalized.

- An early fragment from central Nepal.
- Complications in academia: Sexual harassment and the law.

**Names**

Author/editor last name, followed by a comma and the initial of first name

**Titles**

- Articles: No quotation marks
  Only first word and proper nouns capitalized

- Book & journal titles:
  All major words capitalized
  Italicize or underline

**Numbers**

- Volume numbers are italicized or underlined.
- Page numbers: for newspaper articles only use “p” or “pp.” before the numbers

Examples

**Book**


**Book with editor**