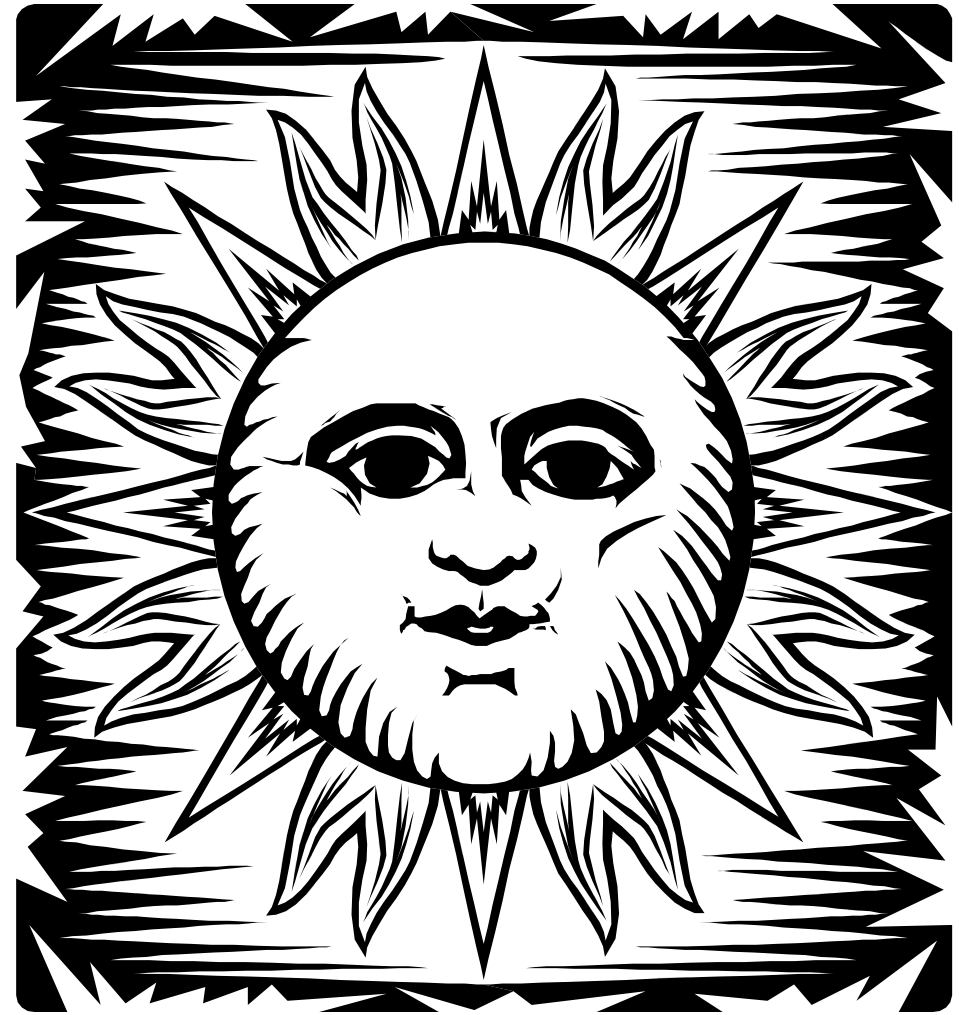


***Purpose of this handout:***

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.



*as recommended by the RCC English Faculty  
in cooperation with James Library  
Revised 7/07*



# RCC Research & Citation Guide

with MLA and APA  
Sample Citations





### *Where can I find more information?*

- **Internet Resources for MLA Style:**  
 <[http://www.mla.org/style\\_faq](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/>>  
 < <http://www.wisc.edu/writetest/Handbook/DocAPAResferences.html>>

- **Books on Reserve:**

Concise Rules of APA Style. Washington, DC: American Psychological Assoc., 2005.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Assoc. of America, 2003.

Lester, James D. Writing Research Papers: A Complete Guide. 9th ed. New York: Longman, 1999.

Publication Manual of the American Psychological Society. 5th ed. Washington, DC: American Psychological Assoc., 2001.

## **HOW TO BEGIN:**

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### **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**

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### **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

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## MLA STYLE

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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:

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**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

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**Abbreviations:**

Abbreviate all Publisher’s names

UP= University Press

U of North Carolina P= University of North Carolina Press

### Other Basic Citation Differences

MLA	APA
<b><u>Author/editor name</u></b> followed by a period	<b><u>Author/editor last name</u></b> followed by a comma and the initials
<b><u>Title of the article</u></b> within quotation marks	<b><u>Title of the article</u></b> not within quotations and with only major words capitalized
<b><u>Name of the book, journal, or complete work</u></b> underlined or italicized	<b><u>Name of the book, journal, or complete work</u></b> italicized. <i>Note:</i> If you cannot italicize, then underline
<b><u>Publication Information</u></b> <b>Books:</b> Publication information followed by a period Place, publisher, and date for books  <b>Magazines &amp; newspapers:</b> Volume and year of journal Exact date of a magazine Date and description for government documents	<b><u>Publication Information</u></b> <b>Books:</b> Year of publication, followed by a comma  <b>Magazines &amp; newspapers:</b> Year of publication, followed by a comma, then month and day within parentheses; Volume number if listed italicized or underlined  <b>Newspapers:</b> use “p” or “pp.” before the numbers; if the journal has a volume number, omit “p.” or “pp.”

## Basic In-text Citation Differences

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

**Capitalization:**

Capitalize all first words and principle words of book, magazine, and newspaper titles.

An Early Fragment from Central Nepal.

Or

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**

Gabor, A. Einstein's Wife: Work and Marriage in the Lives of Five Great Twentieth-Century Women. New York: Viking, 1955.

**Book with two authors**

Welsch, Roger L., and Linda K. Welsch. Cather's Kitchens: Foodways in Literature and Life. Lincoln: U of Nebraska P, 1987.

**Book with three authors or editors**

Reinking, James A., Andrew W. Hart, and Robert von der Olsten. Strategies for Successful Writing. 6th ed. Upper Saddle River, N.J.: Prentice Hall, 2002.

**Book with four or more authors or editors**

Smith, William, et al. North Carolina Wildlife. Chapel Hill: UNC P, 2003.

**Magazine article - Weekly**

Block, T. G. "Riding the Waves." Forbes 11 Sept. 1995: 182+.

**Magazine article - Monthly**

Moran, S. P. "A Deviant Star." Natural History June 1983: 24-29.

**Newspaper article**

Matthews, J. "More Public Schools Using Private Dollars." The Washington Post 28 Aug. 1995: A1.

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

Roberta, Sheila. "A Confined World: A Rereading of Pauline Smith." World Literature Written In English 24 (1984) Rpt. in Twentieth Century Literary Criticism. Ed. Dennis Poupard. Vol. 25. Detroit Gale, 1988. 399-402.

Howard, William. "The Questing Soul." Have We Gone Too Far?: Readings in Man's Quest for Immortality. Ed. Edward Smith. New York: Oxford UP, 2003. 127-39.

**Previously published book chapter/essay in an anthology**

Solomon, Eric. Stephen Crane: From Parody To Realism (1963) 301. Rpt. in Twentieth-Century Literary Criticism. Ed. Dennis Poupard. Vol. 11. Detroit: Gale, 1983. 154-156.

**Online magazine article**

Stover, D. (1999, February). Fountain of youth. *Popular Science*. Retrieved February 2, 2003 from the World Wide Web: <http://www.popsoci.com>

**Online journal article**

Little, M. & Fearnside, M. (1977). On trust. *Online Journal of Ethics*, 18. Retrieved February 1, 2003 from the World Wide Web: <http://www.depaul.edu/ethics/ontrust.html>

Trehin, P. (1994). Computer aided teaching. [6 paragraphs]. *Computer Technology and Autism*, p. 15. Retrieved April 28, 2003 from the World Wide Web: [http://web.syr.edu/~jmwobus/autismLINK.htm#Section\\_1.0.1](http://web.syr.edu/~jmwobus/autismLINK.htm#Section_1.0.1)

**Miscellaneous Internet Sources**

- **No author noted**

Schools and gun violence (1999, June 13). Retrieved February 17, 2003 from the World Wide Web: [http://www.guncite.com/gun\\_control\\_gcgvscho.html](http://www.guncite.com/gun_control_gcgvscho.html)

- **Groups or organizations as authors**

Minnesota Coalition for Battered Women. (2003) Rural battered women. Retrieved February 16, 2003 from the World Wide Web: <http://www.letswrap.com/yellowMed/rural.htm>

American Textile Manufacturers Institute. (2002) Government relations: Steps for an effective meeting. Retrieved July 18, 2003 from the World Wide Web: <http://www.atmi.org/Government/meeting.htm>



**Newspaper article from NCLive**

Shaw, R. (1992, February 25). Should U.S. shut out immigrants?  
*St. Petersburg Times, 1A*. Retrieved June 24, 2003 from News-  
 Bank: <http://www.nclive.org>

**Corporate site**

Burlington Industries. (2002) About Burlington: History.  
 Retrieved July 17, 2003 from the World Wide Web: <http://www.burlington.com/about/>

Burlington Industries, Inc. (1997) Burlington's guiding principles.  
*Burlington Industries, Inc. 1997 annual report*. Retrieved July  
 17, 2003 from the World Wide Web: <http://www.reportgallery.com/burlington97/burlingt1.htm>

**Scholarly project and professional site**

Willett, P. (Ed.) (1997, April). Victorian women writers project.  
 Retrieved April 26, 2003 from the World Wide Web: <http://www.indiana.edu/~letrs/vwwp/>

Senatore, L. A. (1999, March 19). Peer relations in gifted  
 children. *Peer relations and competition in the self contained  
 gifted classroom: An ethnographic study*. Retrieved June 5,  
 2003 from the World Wide Web: <http://www.student.richmond.edu/~lsenator/honorsproposal.html>

**Abstract from an online journal article**

Kassim, S.M. (1977). The psychology of confession evidence.  
*American Psychologist, p. 52*. Abstract retrieved April 10, 1999  
 from the World Wide Web: <http://www.apa.org/journals/amp397tc.html>

**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**

McKee, Maggie. "Lawsuit Could Force Limits on US Carbon Emissions." New Scientist. 31 Jul. 2004: 13+. EbscoHost. 02 May 2007 <<http://www.nclive.org>>.

**Journal article from NCLive**

McCormick, Joseph B. "Ebola Virus Ecology." Journal of Infectious Diseases. 190.11(Dec. 2004): 13+. EBSCOhost. 02 May 2007 <<http://www.nclive.org>>.

**Newspaper article from NCLive**

Bertrand, Amy. "Ageless 80-Year-Old Stays Fit by Cycling." St. Louis Post-Dispatch 24 Jun. 1999: H6. NewsBank. 18 Apr. 2007 <<http://www.nclive.org>>.

**eBook from NCLive**

Schroeder, Paul W. The Transformation of European Politics, 1763 - 1848. Oxford, UK: Oxford UP, 1994. eBook. NetLibrary. 03 Apr. 2007 <<http://www.nclive.org>>.

**Article from a CD-ROM source**

Barboza, David. "At Young Victim's School, Reassurance and Questions." New York Times. 3 Mar. 2000: 12. New York Times Ondisc Jan 2000 – Jun 2000. CD-ROM. ProQuest Searchware, 2000.

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**Internet Sources****Online magazine article**

Stover, Dawn. "Fountain of Youth." Popular Science Feb. 2003. 2 Feb. 2003 <<http://www.popsci.com>>.

**Online journal article**

Little, Miles & Fearnside, Michael. "On Trust." Online Journal of Ethics 2.1 (1997). 1 Feb. 2003 <<http://www.depaul.edu/ethics/ontrust.html>>.

**Abstract of an online journal article**

Kassim, Saul M. "The Psychology of Confession Evidence." American Psychologist 52 (2000). Abstract. 10 Apr. 2003 <<http://www.apa.org/journals/amp397tc.html>>.

**Corporate site**

Burlington Industries. "About Burlington: History." Online Posting. 17 Feb. 2003 <<http://www.burlington.com/about/>>.

Burlington Industries, Inc. "Burlington's Guiding Principles." Burlington Industries, Inc. 1997 Annual Report. 17 Feb. 2003 <<http://www.reportgallery.com/burlington97/burlingt1.htm>>.

**Citing Internet Resources**

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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)  
(Lester, 1999, p. 288)

**Article from NCLive**

Auster, B.B. (1998, March 23). Restarting the race dialogue. *U.S. News & World Report*, 124, 9 paragraphs. Retrieved August 13, 2003 from Bell & Howell ProQuest: <http://www.nclive.org>

Lerner, B. (1996, January 29). Black future. *National Review*, 48. Retrieved August 7, 2003 from EBSCOhost: <http://www.nclive.org>



**Book with two authors or editors**

Welsch, R. L., & Welsch, L. K. (1987). *Cather's kitchens: Foodways in literature and life*. Lincoln: University of Nebraska Press.

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

Reinking, J.A., Hart, A.W., & von der Osten, R. (2002). *Strategies for successful writing*. (6th ed.) Upper Saddle River, N.J.: Prentice Hall.

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

Block, T. G. (1995, September 11). Riding the waves. *Forbes*, 46, 182.

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

Mills, L. (1997, December 22/29). Snap, crackle, pop. *Marketing Magazine*, pp. 6-7.

**Magazine article - Monthly**

Moran, S.P. (1983, June). A deviant star. *Natural History*, 92, 24-29.

**Newspaper article**

Matthews, J. (1995, August 28). More public schools using private dollars. *The Washington Post*, p. A1.

**Articles from a CD-ROM source**

Edgar Allan Poe (2000). *Discovering Authors 3.0*. [CD-ROM] Detroit: Gale.

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

Roberta, S. (1984). A confined world: a rereading of Pauline Smith. *World Literature Written In English* 24, 132-141. In D. Poupard (Ed.) *Twentieth Century Literary Criticism: Vol. 25* (pp. 399-402). Detroit: Gale.

**Scholarly project and professional site**

Victorian Women Writers Project. Ed. Perry Willett. Apr. 1997. Indiana U. 26 Apr. 2003 <<http://www.indiana.edu/~letrs/vwwp/>>.

Portuguese Language Page. U of Chicago. 4 Jan. 2002<<http://humanities.uchicago.edu/romance/port/>>.

Senatore, Lisa A. "Peer Relations in Gifted Children." Peer Relations and Competition in the Self-Contained Gifted Classroom: An Ethnographic Study. 19 Mar. 1999. 17 Feb. 2000 <<http://www.student.richmond.edu/~lsenatore/HPpeerrelations.html>>.

**Miscellaneous Internet Sources**• **No author noted**

"Schools and Gun Violence." Online Posting. 13 Jun. 1999. 17 Feb. 2000<[http://www.guncite.com/gun\\_contro\\_gcgvsscho.html](http://www.guncite.com/gun_contro_gcgvsscho.html)>.

• **Group or organizations as authors**

Minnesota Coalition for Battered Women. "Rural Battered Women." Online Posting. Sept. 1999. 16 Feb. 2000 <<http://www.letswrap.com/yellowMed/rural.htm>>.

American Textile Manufacturers Institute. "Government Relations: Steps for an Effective Meeting." 1998. Online Posting. 17 Feb. 2000 <<http://www.atmi.org/Government/meeting.htm>>.

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

Toles, Tom. "What Americans Don't Want to See in Iraq." Cartoon. US News Online. 26 Jan. 1998. 1 Feb. 1998 <<http://www.usnews.com/usnes/issue/980126/26tole.htm>>.



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## APA STYLE

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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

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#### 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

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#### 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.

*Or*

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

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#### Book

Gabor, A. (1955). *Einstein's wife: Work and marriage in the lives of five great twentieth-century women*. New York: Viking.

#### Book with editor

Howard, W. (2003). The questing soul. In E. Smith (Ed.) Have we gone too far?: Readings in man's quest for immortality (pp.127-139). New York: Oxford University Press.