



MLA & APA Documentation Guide

Based on the 6th edition of the MLA Handbook & the 5th edition of the APA Handbook

<http://webport.cgc.maricopa.edu/published/h/um/humanities/home/1/>

BASIC RULES FOR BOTH STYLES:

Bibliographical References:

- The Works Cited (**MLA**)/References (**APA**) page must be alphabetized, double-spaced throughout the page.
- Both styles require one inch margins on all sides of the text and on the Works Cited/References page.
- Both sources require a running head on the upper right hand corner, right justified and approximately 1/2" down from the top of the paper. The **APA** running head requires a shortened version of the essay title with the page number, and starts on page one: [Example: Rules of Life 1] The **MLA** running head requires your last name with the page number, and begins on page 2, but it does include the first page in the page count: [Example: Smith 2]
- The Works Cited (**MLA**)/References (**APA**) page must begin on a new page after the end of the text.
- The title Works Cited (**MLA**)/References (**APA**) must appear at the top of the page, centered and one inch from the top of the page.
- Both MLA & APA use hanging indent for each additional line of each bibliographical entry. In other words, each entry begins on the left hand margin. Each additional typed line must be indented 1/2". A word processing program's hanging indent feature will format the entries correctly and help you to avoid losing the formatting.
- Alphabetize by the author's last name.
- For sources with no author, alphabetize by the article title [NOT by the periodical or book title].
- Both MLA & APA require parenthetical in-text citations as shown in the models in this guide.

In-text Citations:

- In-text citations must alphabetically match the bibliographical entry on the Works Cited/Reference page.
- Use in-text citations for quotation, paraphrase and summary.
- When using a quote (required for both styles) or paraphrasing a specific portion of the text (required for **MLA**, strongly recommended for **APA**), supply the page number of the text whenever possible.
 - **MLA** Exceptions: If the source is an electronic source that does not provide original page numbers, or if it is a one page article, then you do not need to supply the page number.
 - **APA** Exceptions: If the source is an electronic source that does not provide original page numbers, or if it is a one page article, then you do not need to supply the page number. However, **APA** recommends that you cite the paragraph when using a quote, especially if the source numbers the paragraphs. Use the ¶ symbol or the abbreviation "para.": (Smith, 1999, para. 2). If the source uses headings, and neither page numbers nor paragraphing numbers are visible, use the headings to indicate the location of the quoted material: (Swanson, 2004, Introduction section, para. 1). When no page or paragraph numbers are available and when no headings are used (or are confusing/too lengthy), omit the location reference.
- If you use the author's name in the text, do not include it again in the in-text citation. **MLA**: Johnson wrote that education was the key to advancement (35). **APA**: Johnson (1993) wrote that education was the key to advancement (p. 35). Johnson wrote that education was the key to advancement (1993, p. 35).

BASIC RULES FOR BOTH STYLES (CONT):

- The first time a source is cited, both **APA** and **MLA** recommend that you provide information about the source within the sentence. For **MLA**, include the full name of the author if available. For **APA**, the last name is acceptable. Provide relevant information about the author or source. This strategy helps strengthen the credibility of your text. Thereafter, cite the author's last name in the text or in the in-text citation.
- When using an in-text citation, place the period after the citation because the citation becomes part of the sentence. If you are quoting the source, the quotation marks are placed at the end of the quoted text, then insert the in-text citation, then end the sentence with a period. It is formatted in this way because the citation is part of the sentence, but not part of the quote:
 - **MLA**: John Smith noted that "this New World, although full of dangers and death, promises us a new life" (qtd. in Brown 255).
 - **APA**: John Smith noted that "this New World, although full of dangers and death, promises us a new life" (as cited in Brown, 1955, p. 255).
- When **APA** or **MLA** requires an electronic address and you have to split the address in the bibliographical entry, divide it after a slash or a period.
- **MLA** abbreviates the names of the month if they have more than 4 letters. **APA** never abbreviates the names of the month.

SPECIFIC RULES FOR MLA STYLE:

Bibliographical References:

- For sources with more than one author, reverse only the first author's name. The rest of the authors are listed first name, last name order: Smith, Frank, and John Joseph.
- In **MLA** either underline or italicize titles of books, periodicals, etc. Be consistent—do not combine underlining and italicizing within the text/Works Cited page.

In-text Citations:

- **MLA** uses the Author Page number system for in-text citations (Smith 255).
- There are no commas between the author's name and the page number.
- When citing multiple sources by one author, provide additional information in the in-text citation. Use a shortened version of the book or article title to clarify source usage: (Johnson, *War* 35) (Johnson, "Sweet" 42).
- If citing a source cited in another of your sources, acknowledge both sources: Smith notes that "many students today want high grades, but are not willing to do the work required to earn those grades" (qtd. in Johnson 305). The in-text citation should alphabetically match a bibliographical entry on the Works Cited page that provides complete bibliographical information on the article by Johnson.
- When quoting more than four lines of text, set off the quote in block format. Indent the extended quote 10 spaces on the left hand margin and omit the quotation marks. Introduce the quote with a complete sentence followed by a colon. Place a period at the end of the quotation to indicate the end of the quote. Place the in-text citation immediately following the period.

SPECIFIC RULES FOR MLA STYLE (CONT):

- When summarizing the same idea from more than one source, **MLA** allows multiple sources within one in-text citation. Separate each source within the citation with a semi-colon [Example: (Johnson 35; Smith 25) or (Smith 25; and also Johnson 25)]. The first example tells your reader that both sources convey the same information. If so, list each author (in alphabetical order). The second example tells your reader that Smith is perhaps the better or more developed source, but that Johnson also states the same information.
- If using two or more authors with the same last name, the in-text citations should also include a shortened version of the article or book title: (Smith, "Song" 7) (Smith, Behold 9).

SPECIFIC RULES FOR APA STYLE:

Bibliographical References:

- For sources with more than one author, give all the names in reverse order: Smith, F., & Joseph, J.
- APA requires you to use initials for the author's first and middle names.
- If no date is given, write "n.d." in parenthesis: Smith, D. (n.d.). *Sweet songs*. *Popular Songs in Western Culture*, 65, 1154-1156.
- APA requires italics rather than underlining to indicate such items as the title of a book or a periodical.
- A source with multiple authors requires special formatting both in the text and on the References Page. See the Special APA Note under the **BOOKS** section for applicable rules.

In-text Citations:

- APA uses the Author Date system for in-text citations (Smith, 2005).
- APA uses a comma between the author's name and the date and page numbers.
- When citing multiple sources by one author, the date usually identifies the source. However, when using two or more sources by an author that are published in the same year, provide additional information in the in-text citation. Use a shortened version of the book or article title to clarify source usage: (Johnson, 2005, *War*, p. 35) (Johnson, 2005, "Sweet," p. 42.)
- If citing a source cited in another of your sources, acknowledge both sources: Smith notes that "many students today want high grades, but are not willing to do the work required to earn those grades" (cited in Johnson, 2004, p. 305). The in-text citation should alphabetically match a bibliographical entry on the References page that provides complete bibliographical information on the article by Johnson.
- When quoting more than forty words of text, set off the quote in block format. Indent the extended quote 5 spaces from the left margin and omit the quotation marks. Introduce the quote with a complete sentence followed by a colon. Place a period at the end of the quotation to indicate the end of the quote. Place the in-text citation immediately following the period.
- APA** allows multiple sources within one in-text citation. List each author (in alphabetical order) and provide the date. Separate each source within the citation with a semi-colon [Example: (Johnson, 2003; Smith, 2004)].
- If using two or more authors with the same last name, the in-text citations should include initials: (Smith, J., 2000) (Smith, M., 1999).
- Personal Communication such as an interview, an email, a memo, etc. cannot be listed on the References page because it is not "retrievable" information. However, do cite it within the text using the following format: (Batty, P., personal communication, date).
- Title of articles require quotation marks in the text, but are not used on the References page.

Below are sample models of MLA and APA style. If you need a model not listed here, consult a handbook, the **MLA book**, the **APA book**, or an online resource such as Purdue's OWL. *For space issues, the entries below are shown single-spaced. APA and MLA both require double spacing.*

IMPORTANT NOTE: In order to format and cite your sources correctly, you must first identify what type of source you are using.

BOOKS:

- one author**

MLA:

Denes, Martha. Castles Burning. New York: Norton, 1997.
In-text citation: (Denes 72-73)

APA:

Denes, M. (1997). *Castles burning*. New York: Norton.
In-text citation: (Denes, 1997, pp.72-73)

Special APA Note: In the bibliographical entry, only the first word of a book title or article title is capitalized [except for proper nouns and the first word following a colon in a title: Open hands, open hearts: Working with native youth in the schools (Title of an article demonstrated)].

- two or more authors (Basic form: list in order given on the title page)**

MLA:

Denes, Martha, and Ben Shilling. Castles Burning. New York: Norton, 1997.
In-text citation: (Denes & Shilling 35)

Branson, James, et al. Educating Rita. New York: Norton, 2003.
In-text citation: (Branson 10-11).

APA:

Denes, M., & Shilling, B. (1997). *Castles burning*. New York: Norton.
In-text citation: (Denes & Shilling, 1997, p. 35)

Branson, J., Brooks, T., Swenson, M., Pettigrew, K., Larson, B., Melrose, P., et al. (2003). *Educating Rita*. New York: Norton.
In-text citation: (Branson et al., 2003, pp.10-11)

Special APA Note: In APA, when any work has two authors, always cite both authors in the text and on the References page. If a work has three to five authors, within the text, cite all of the authors the first time you refer to them. Thereafter, cite only the first author and use the abbreviation "et al.". (Swanson, Smith, Rogers, 2004) (Swanson et al., 2004). List all the authors in the bibliographical entry on the References page. If a work has 6-7 authors, within the text, cite only the first author's surname followed by et al., and then the year, but list all the authors on the References page. For works with 8 or more authors, on the Reference page, list the first six authors' names in the bibliographical entry, followed by "et al." for the seventh and subsequent authors.

- two works by the same author (alphabetize by the work titles)**

MLA:

Denes, Martha. Castles Burning. New York: Norton, 1997.
---. Ships Burning. New York: Knopf, 1999.
In-text citation: (Denes, Castles 36-37)
In-text citation: (Denes, Ships Burning 56)

APA:

Denes, M. (1997). *Castles burning*. New York: Norton.
Denes, M. (1999). *Ships burning*. New York: Knopf.
In-text citation: (Denes, 1997, pp. 36-37)
In-text citation: (Denes, 1999, p. 56).

Special APA note: To differentiate between multiple sources by the same author published in the same year, use letters **both** in the bibliographical entry and in the text citation (the letters indicate the alphabetical order of the titles: (Denes, 1997a, p. 36); (Denes, 1997b, p. 52).

BOOKS (CONT):

- **work in an anthology or a series**

MLA:

Frost, Robert. "Out, Out." American Poetry. Ed. Catherine Simpson. New York: Mayfield, 1995. 12-14.

In-text citation: (Frost 12)

Shinn, Merideth, and Bradley Cooper Weitzman. "Homeless Families are Different." Homeless in America. Ed. Jerald Baumohl. Phoenix, AZ: Oryx Press, 1996. 118-120.

In-text citation: (Shinn & Weitzman 118)

Bethell, Tom. "The Quality of Public Education has Declined." Education: Opposing Viewpoints. Ed. Mary E. Williams. San Diego, CA: Greenhaven Press, 2005. 3-6.

In-text citation: (Bethell 3)

APA:

Frost, R. (1995). Out, out. In C. Simpson (Ed.), *American poetry* (pp. 12-14). New York: Mayfield.

In-text citation: (Frost, 1995, p. 12)

Shinn, M., & Weitzman, B.C. (1996). Homeless families are different. In J. Baumohl (Ed.), *Homeless in America* (pp. 118-120). Phoenix, AZ: Oryx Press.

In-text citation: (Shinn & Weitzman, 1996, p. 118)

Bethell, T. (2005). The quality of public education has declined. In M. E. Williams (Ed), *Education: Opposing Viewpoints* (pp. 3-6). San Diego, CA: Greenhaven Press, 2005.

In-text citation: (Bethell, 2005, p.3)

- **pamphlet (treat as a book)**

MLA:

London Bridges. New York: Trip Builders, 1999.

In-text citation: (London Bridges)

APA:

London Bridges [Pamphlet]. (1999). New York: Trip Builders.

In-text citation: (*London Bridges, 1999*)

REFERENCE BOOKS:

- **article in specialized encyclopedia/reference work**

Special Note: (Include article author if given; For MLA ,include full publication information if encyclopedia is considered less well-known. For APA, include full bibliographical information) (If articles are not alphabetized in the encyclopedia, include the page numbers).

MLA:

"House Plants." The Encyclopedia Americana. 10th ed. 1999.

In-text citation: "House Plants."

Hernandez, Julia. "House Plants." The Encyclopedia of Botany. Ed. Sue Davis. 13 vols. New York: Macmillan, 1999.

In-text citation: (Hernandez).

APA:

House plants. (1999). In *The encyclopedia Americana* (Vol 2, pp. 86-97). New York: Macmillan.

In-text citation: ("House plants," 1999).

Hernandez, Julia. (1999). House plants. In *The encyclopedia of botany* (Vol. 7, pp. 45-75). New York: Macmillan.

In-text citation: (Hernandez, 1999).

PRINT ARTICLES:

- **article in a newspaper**

MLA:

Brown, Sue. "A New Art." Washington Post 25 Jan. 1998: A4.

In-text citation: (Brown A4)

APA:

Brown, S. (1998, January 25). A new art. *Washington Post*, p. A4.

In-text citation: (Brown, 1998, p. A4)

PRINT ARTICLES (CONT):

Special APA Note: In the bibliographical entry of an article in APA, do not place the title of the article in quotation marks. However, when you refer to the article within the text, place the article or shortened version of the article in quotation marks: [Example: In the article, "A new art," Brown (1998) notes that current art forms meld common household objects with paintings.]

- **letter to the editor or editorial**

MLA:

Ozick, Kathy. Letter. Arizona Republic 31 Oct. 2000: A8.

In-text citation: (Ozick A8)

Gergen, David. "No Names." Editorial. Arizona Republic 11 Feb. 2001: A18.

In-text citation: (Gerben A18)

APA:

Ozick, K. (2000, October 31). [Letter to the editor]. *Arizona Republic*, p. A8.

In-text citation: (Ozick, 2000, p. A8)

Gergen, D. (2001, February 11). No names [Letter to the editor]. *Arizona Republic*, A18.

In-text citation: (Gerben, 2001, A18).

- **article in a magazine**

MLA:

Garcia, Juan. "Who's Reading Your Email?" Fortune 3 Feb. 1994: 57-59.

In-text citation: (Garcia 57)

APA:

Garcia, J. (1994, February 3). Who's reading your email? *Fortune*, pp. 57-59.

In-text citation: (Garcia, 1994, p. 57).

Special Note: In APA, if the bibliographical entry does not include a volume number for the periodical, use the abbreviation p. or pp. This rule applies both to magazine and journal articles. Newspaper articles always include the p. or pp.

- **article in a scholarly journal (with continuous pagination—the numbering of each issue begins where the previous issue ended)**

MLA:

Brown, Paul. "New Architecture Today." Art Digest 25 (2002): 303-13.

In-text citation: (Brown 303)

Special note: The number 25 in the entry indicates the volume number of the publication. Because the numbering of each issue begins where the previous issue ended, you do not need to include the issue number. However, if you are unsure about the pagination of an article, MLA and APA recommend including both the volume and the issue number to avoid confusion (see the next category for an example).

APA:

Brown, P. (2002). New architecture today. *Art Digest*, 25, 303-13.

In-text citation: (Brown, 2002, p. 303)

Special APA Note: Both the title of the journal and the volume number are italicized.

- **article in a scholarly journal (with separate pagination—each issue of the year is numbered beginning with page 1) (must provide both volume number and issue number but do NOT use abbreviations for the word volume or issue)**

MLA:

Bellon-Hare, Lawrence Mike, et al. "Open Hands, Open Hearts: Working with Native Youth in the Schools." Intervention in School and Clinic 38.4 (March 2003): 225-235.

In-text citation: (Bellon-Hare 225)

Special MLA Notes: Because this source has more than three authors, indicate the additional authors by the abbreviation "et al." as shown. The 38.4 indicates volume 38, issue 4 in this entry. In MLA, only scholarly journals set up the volume/issue/date in this manner.

PRINT ARTICLES (CONT):

A researcher, looking at the Works Cited page, will be able to tell which are scholarly journal articles by this formatting.

APA:

Bellon-Hare, L.M., Garrett, T.J., Garrett, T.M., Roberts, C. L., & Torres-Rivera, E. (2003, March). Open hands, open hearts: Working with native youth in the schools. *Intervention in School and Clinic*, 38(4), 225-235.
In-text citation: (Bellon-Hare, 2003, p. 225)

Special Note: The 38(4) in the entry indicates the volume and issue number. Only the volume number 38 is italicized. The issue number (4) should be in the regular font.

• report from an educational database

APA:

Brendan, L. (2005). *Exploring technology in a learning community: Combining education courses with technology courses in a college setting* (Report No? NCRTL—RR-85-3). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346849)
In-text citation: (Brendan, 2005)

• a review

MLA:

Kauffman, Rachel. "A New Look." Rev. of *The Color Purple* by Alice Walker. *New Books Reviews* 6 Mar. 2001: 239-40.
In-text citation: (Kauffman)

APA:

Kauffman, R. (2001, March 6). A new look. [Review of the book *The color purple*]. *New Books Review*, pp. 239-240.
In-text citation: (Kauffman, 2001)

OTHER SOURCE TYPES:

• lecture

MLA:

Goddard, Terry. "Phoenix Today." Honors Forum Lecture Series. Phoenix College. 17 October 2001.
In-text citation: (Goddard)

APA:

Goddard, T. (2001, 17 October). *Phoenix today*. Lecture presented for the MCCCD Honors Forum Lecture Series, Phoenix College, Phoenix AZ.
In-text citation: (Goddard, 2001)

• radio or television program

MLA:

"Frederick Douglass." *Civil War Journal*. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 April 1993.

In-text citation: ("Frederick")

"Death and Society." Narr. Joanne Silberner. *Weekend Edition Saturday*. Natl. Public Radio. KJZZ, Arizona. 25 Jan. 2002.
In-text citation: ("Death")

APA:

Haffner, Craig. (Director). (1993, April 6). Frederick Douglas. [Television broadcast.] [Narr. By Danny Glover]. In *Civil War Journal*. Los Angeles: Arts and Entertainment Network.
In-text citation: (Haffner, 1993)

Silberner, S. (Narrator). (2002, January 25). Death and Society. [Radio broadcast]. In *Weekend Edition Saturday*. Phoenix, Arizona: KJZZ.

In-text citation: (Silberner, 2002)

OTHER SOURCE TYPES (CONT):

• film or video

MLA:

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed. 1946. DVD. RKO, 2000.
In-text citation: (*It's a Wonderful*)

APA:

Capra, F. (Director). (1946). *It's a Wonderful Life*. [Film]. [With James Stewart, & Dona Reed]. United States: RKO.
In-text citation: (Capra, 1946)

• CD (sound recording)

MLA:

Holiday, Billie. *The Essence of Billie Holiday*. Columbia, 1991.
In-text citation: (Holiday)

APA:

Holiday, B. (1991). *The essence of Billie Holiday*. [CD]. New York: Columbia.
In-text citation: (Holiday, 1991)

• interview (that you conduct yourself)

MLA:

Cooper, John. Personal interview. 22 July 2000.
In-text citation: (Cooper)

APA: Cannot list on References page because it is not "retrievable" information. However, do cite it in the paper. Identify person/importance in text.

In-text citation: (Cooper, J., personal communication, July 22, 2000)

• interview (that is published—begin with the name of the person interviewed)

MLA:

Kingsolver, Barbara. "The Voices of Dissent." Interview. By David Gates. *Newsweek* 19 Nov. 2001: 66-67.
In-text citation: (Kingsolver)

APA:

Kingsolver, B. (2001, November 19). The voices of dissent. [Interview with David Gates]. *Newsweek*, pp 66-67.
In-text citation: (Kingsolver, 2001)

ONLINE SOURCES:

• articles from online databases (subscription services like EBSCOHOST/INFOTRAC)

MLA:

"Frost, Robert." *Contemporary Authors Online*. April 1997. *Gale Group*. Chandler-Gilbert Community Coll. Lib., Chandler, AZ. 17 Mar. 2002 <<http://www.galegroup.com>>.

In-text citation: ("Frost")

Garcia, Jose. "New Economics." *Fortune* 15 Mar. 1999: 20-35. *Masterfile*. EBSCOhost. Chandler-Gilbert Community Coll. Lib., Chandler, AZ. 2 Mar. 2000 <<http://www.umi.com/proquest>>.

In-text citation: (Garcia 29).

Herdia, Christopher. "Cities Drawing Line on Sprawl." *Los Angeles Times* 14 Dec. 2004: A3. *National Newspapers*. ProQuest. Chandler-Gilbert Coll. Lib., Chandler, AZ. 22 April 2004 <<http://proquest.umi.com>>.

In-text citation: (Herdia)

Mantel, Barbara. "No Child Left Behind." *The CQ Researcher Online* 15.20 (2005). Chandler-Gilbert Community Coll. Lib., Chandler, AZ. 8 Aug. 2005 <<http://library.cqpress.com/cqresearcher/cqresrrr2005052700>>.

In-text citation: (Mantel)

ONLINE SOURCES (CONT1):

- McMichael, Anthony J. "Population, Environment, Disease, and Survival." *Lancet* 30 Mar. 2005: 1145+. InfoTrac Expanded Academic ASAP. Thomson Gale. Chandler-Gilbert Community Coll. Lib., AZ. 5 May 2005 <<http://www.web1.infotrac.galegroup.com>>.
In-text citation: (McMichael)
- Smith-Heavenrich, Sue. "Bullying Among Youths is a Serious Problem." *American's Youth*. Ed. Roman Espejo. Opposing Viewpoints Series. San Diego, CA: Greenhaven Press, 2003. Opposing Viewpoints Resource Center. Gale Group. Infotrac. Chandler-Gilbert Community Coll. Lib., Chandler, AZ. 8 Aug. 2005 <<http://gale.net.com>>.
In-text citation: (Smith-Heavenrich)
- Vissing, Yvonne. "The Yellow School Bus Project: Helping Homeless Students Get Ready for School." *Phi Delta Kappan* 85.4 (Dec. 2003): 321-23. ERIC. EBSCOHost. Chandler-Gilbert Coll. Lib., Chandler, AZ. 8 Aug. 2005 <<http://web26.epnet.com>>.
In-text citation: (Vissing)
- APA:**
- Frost, Robert. (1997, April). *Contemporary Authors*. Retrieved March 17, 2002, from Contemporary Authors Online.
In-text citation: ("Frost")
- Garcia, J. (1999, March 15). New economics. *Fortune*, pp. 20-35. Retrieved March 2, 2000, from Ebscohost.
In-text citation: (Garcia, 1999, p. 29).
- Herdia, C. (2004, December 14). Cities drawing line on sprawl. *Los Angeles Times*, p. A3. Retrieved April 22, 2004, from Proquest.
In-text citation: (Herdia, 2004, p. A3)
- Mantel, B. (2005, May 27). No child left behind. *The CQ Researcher Online*, 15, 469-492. Retrieved August 8, 2005, from CQ Researcher Online.
In-text citation: (Mantel, 2005)
- McMichael, A. J. (2005, March 30). Population, environment, disease, and survival. *Lancet*, 359, 1145+. Retrieved May 10, 2005, from InfoTrac Expanded Academic ASAP.
In-text citation: (McMichael, 2005)
- Smith-Heavenrich, S. (2003). Bullying among youths is a serious problem. In R. Espejo (Vol. Ed.), *America's Youth*. In Opposing Viewpoints Series. San Diego, CA: Greenhaven Press. Retrieved August 8, 2005, from Opposing Viewpoints Resource Center.
In-text citation: (Smith-Heavenrich, 2003)
- Vissing, Y. (2003, December). The yellow school bus project: Helping homeless students get ready for school. *Phi Delta Kappan*, 85 (4), 321-323. Retrieved August 8, 2005, from ERIC database.
In-text citation: (Vissing, 2003)

Special APA Note: If the online article is exactly the same version of the print article, use the standard format for an article in a magazine or journal. After the article title, insert the phrase Electronic version in brackets:

Berliner, B. (2002, Summer). Educating homeless students [Electronic version]. *National Association of Elementary School Principals*, pp. 3-6.

If, however, the article includes additional information or is in a different form, then prepare an entry which identifies the electronic retrieval information:

Berliner, B. (2002, Summer). Educating homeless students. *National Association of Elementary School Principals*, pp. 3-6. Retrieved February 17, 2004, from Education Index.
In-text citation: (Berliner, 2002)

ONLINE SOURCES (CONT2):

- **entire internet sites (professional--for MLA, give as much information as can be found):**

MLA:

Mark Twain Page. 12 Dec. 2000. 18 April 2002 <http://www.ualberta.ca/_dawe/twain.html>.
In-text citation: (Mark Twain)

Biofeedback Site. Ed. Betty Brown. 12 Dec. 2000. U of California, Santa Barbara. 18 April 2004 <http://www.ualberta.ca/_horn/biofeedback.html>.

In-text citation: (Biofeedback)

APA: Does not need a References page citation if referring to an entire online professional Web Site. However, clearly identify the web site in the text. It should be capitalized. The electronic address should follow the reference in the text in parenthesis:

In-text Citation: The Mark Twain Page discusses the significance of Twain's works, especially relating his stories to the political controversies of his day. It especially emphasizes racial issues (http://www.ualberta.ca/_dawe/twain.html).

- **online encyclopedia**

MLA:

"Table Tennis." Encarta Online. 2002. 17 March 2002 <<http://www.encarta.com>>.
In-text citation: ("Table Tennis")

APA:

Table tennis. (2002). *Encarta*. Retrieved March 17, 2002, from <http://www.encarta.com>
In-text citation: ("Table," 2002)

- **electronic interview (that you conduct yourself)**

MLA:

Cooper, John. E-mail interview. 20 Aug. 2000.
In-text citation: (Cooper)

APA: Do not place on References page because it is not "retrievable" information by another researcher. However, do cite it within the text.

In-text citation: (Cooper, J., personal communication, August 20, 2000)

- **article from an online publication (NOT a subscription service)**

MLA:

Dylan, Bill. "I Need Help." New York Times on the Web 16 May 2002. 20 June 2003 <<http://www.nytimes.com/2002/05/16/help/need.html>>.
In-text citation: (Dylan)

APA:

Dylan, B. (2002, 16 May). I need help. *New York Times on the Web*. Retrieved June 20, 2003, from www.nytimes.com/2002/05/16/help/need.html
In-text citation: (Dylan, 2002).

- **an online posting**

MLA:

Ziegler, Jason. "Arizona Homeless Information Source." Online posting. 12 Nov. 2004. Community Activism Forum. 8 August 2005 <<http://forums.homessness/arizona/phoenix/issues/msg1123494085458903.html?15>>.
In-text citation: (Ziegler)

APA:

Ziegler, J. (2004, November 12). Arizona homeless information source. Message posted to the Community Activism Forum, archived at <http://forums.homessness/arizona/phoenix/issues/msg1123494085458903.html?15>
In-text citation: (Ziegler, 2004)

ONLINE SOURCES (CONT):

- **article within a web site**

MLA:

Jameson, Eliot. "NCH FACT Sheets on Homelessness." National Coalition for the homeless. 12 Aug. 1999 <<http://nch.ari.net/facts.html>>.

In-text Citation: (Jameson)

APA:

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MLA:

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