



Campus Academic Resource Program

A Guide to Documentation Styles

Make sure you know which documentation style your instructor expects you to use. Knowing before you start the assignment will help you determine which information you need to keep track of as you research. MLA and APA are two of the most commonly used documentation styles. Please understand that the attached style guides are not meant to serve as direct sources for writing your paper. However, it can give you an introduction to the basics of the APA and MLA styles and point you to resources that can show you how to cite your sources properly.

Web Resources for Citing Sources

These websites are just a few of the many reputable online guides, but be wary of the credibility of online guides, just as you would with any website. Before you accept what they offer, find out who made the guide, if the author is an authority on the subject, and if the guide is updated regularly.

J. Paul Leonard Library: Citing References – a good place to start to find sources for online and print style guides

Where to find it: <http://www.library.sfsu.edu/instruction/guides/citref.html>

Online Writing Lab at Purdue University – a great writing lab site that includes APA and MLA style guides and “Resources for Documenting Electronic Sources”

Where to find it: <http://owl.english.purdue.edu>

Research and Documentation Online by Diana Hacker – has style guides and excellent examples for MLA, APA, Chicago, and CBE

Where to find it: <http://www.dianahacker.com/resdoc>

Citation Style for Research Papers – not comprehensive, but has color-coding that makes it easier to decipher which part of the references are which

Where to find it: <http://www.liu.edu/cwis/CWP/library/workshop/citation.htm>

Print Resources for Citing Sources

The following books are available for checking out at the SFSU library.

Trimmer, Joseph F. *A Guide to MLA Documentation : With an Appendix on APA Style*. [SFSU Library Main Collection: PN147 .T75 2006]

Hacker, Diana. *A Writer's Reference*. [SFSU Library Reserve Collection: PE1408 .H2778 2003]

Raimes, Ann. *Keys for Writers : A Brief Handbook*. [SFSU Library Main Collection: PE1408 .R16 2002]

MLA (Modern Language Association) Style Guide

Helpful References

These two guides on MLA are available in the SFSU library. Books in the reference section must be used in the library and books in the reserve room can only be checked out for a limited time.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6th edition.
[SFSU Library Reference section & Reserve Book Room: LB 2369 .G53 2003]

Amato, Carol J. *The World's Easiest Guide to Using the MLA: A User-Friendly Manual for Formatting Research Papers According to the Modern Language Association Style Guide*.
[SFSU Library Reference section: LB 2369 .A488 1999]

NOTE: Documenting electronic sources is relatively new and constantly changing. Refer to the following MLA guides to find out how to document specific web sources.

FAQ about MLA Style - www.mla.org/style_faq

MLA Handbook for Writers of Research Papers (see above) - Chapter 5, Section 9: "Citing Electronic Sources"

Main features of MLA Style

In-text citations include the last name(s) of the author or authors (or the title if no author) and the page number(s) where the information can be found. At the end of the paper, the "Works Cited" page lists sources referred to in the paper alphabetized by author's last name.

Sample in-text citations

As Hochschild notes, women have been incorporated into the workplace "on male terms" (247).

Broader social conditions would have to change in order to provide people with a better balance between work and home (Hochschild 249).

Sample list of MLA "Works Cited"

Hochschild, Arlie Russel. *The Time Bind*. New York: Henry Hold & Company, 1997.

Sears, Heather A., & Nancy L. Galambos. "Women's Work Conditions and Marital Adjustment in Two-Earner Couples: A Structural Model." *Journal of Marriage & Family* 54 (1992): 789-797. Academic Search Elite. EBSCOhost. SFSU Lib., 26 June 2005 <<http://0-search.epnet.com.opac.sfsu.edu:80/login.aspx?direct=true&db=afh&an=9409063673>>.

APA (American Psychological Association) Style Guide

Helpful References

This is the official APA publication manual that includes how to cite sources, quote sources, and how to prepare a Reference List.

Publication Manual of the American Psychological Association. [SFSU Library Reference section, Main Collection & Reserve Book Room: BF 76.7 P83 2001]

NOTE: Documenting electronic sources is relatively new and constantly changing. Refer to the following APA guides to find out how to document specific web sources.

APA Online - www.apastyle.org/electref.html

Publication Manual of the American Psychological Association (see above) - Chapter 4, Section I: "Electronic Media"

Main features of APA Style

In-text citations should include the last name(s) of the author(s) and the date of publication. For quotes and references to specific ideas, also include page numbers. At the end of the paper, the "References" list is alphabetized by authors' last names followed by the publication year and the rest of the source information.

Sample in-text citations

As Hochschild (1997) notes, women have been incorporated into the workplace "on male terms" (p. 247).

Broader social conditions would have to change in order to provide people with a better balance between work and home (Hochschild, 1997).

Sample list of APA "References"

Hochschild, A.R. (1997). *The time bind*. New York: Henry Hold and Company.

Sears, H.A., & Galambos, N.L. (1992). Women's work conditions and marital adjustment in two-earner couples: A structural model [Electronic version]. *Journal of Marriage & Family*, 54, 789-797.