

MLA and APA Documentation Styles Workshop

Handy Resources

- Online Writing Lab (OWL) at Purdue University

MLA = <https://owl.english.purdue.edu/owl/resource/747/01/>

8th ed. <https://owl.english.purdue.edu/owl/resource/747/22/>

APA = <https://owl.english.purdue.edu/owl/resource/560/01/>

Extensive information on formatting a paper, in-text citations, and Works Cited / Reference pages.

- Citation Machine = <http://www.citationmachine.net/>

- MS Word

These two will format citations for you after you type in the information.

Using Citation Machine and MS Word

Citation Machine -

Citation Machine automatically generates citations in MLA, APA, Chicago, Turabian, and Harvard.

Choose your style:

APA

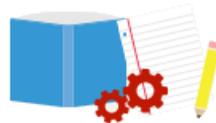
MLA

Chicago

More +

How Citation Machine Works

Citation Machine uses an easy to use 3 step process to create your citations



1 Choose your style

Citation Machine supports MLA, APA, Chicago, and Turabian formats

2 Search

Then make your selection from the list of search results

3 Edit and Create

Edit information and create a citation for your works cited or bibliography

CITATION MACHINE HELPS STUDENTS AND PROFESSIONAL RESEARCHERS

to properly credit the information that they use. Its primary goal is to make it so easy for student researchers to cite their information sources, that there is virtually no reason not to

APA **MLA** Chicago

Book Magazine Newspaper Website Journal Film Other

Auto-fill mode Manual entry mode Cite a chapter

The Master Tutor Search Books

Powered by WorldCat

YOUR BIBLIOGRAPHY EDIT

Any citations you add to your bibliography will appear here! If you need, you can edit or delete any of your citations.

Choose the kind of source and type in the necessary information. Click on "search."

APA **MLA** Chicago

Book Magazine Newspaper Website Journal Film Other

Auto-fill mode Manual entry mode Cite a chapter

The Master Tutor Search Books

Powered by WorldCat

The master tutor: a guidebook for more effective tutoring
Ross MacDonald - Cambridge Stratford Study Skills Institute - 1994 **Select**

Tutor trainer's manual for the master tutor: a guidebook for more effective tutoring
Ross MacDonald - Ross MacDonald - Cambridge Stratford Study Skills Institute - 2000 **Select**

If there are several books with similar titles, find the one you want in the list and click "select."

APA **MLA** Chicago

Book Magazine Newspaper Website Journal Film Other

Auto-fill mode Manual entry mode Cite a chapter

The Master Tutor Search Books

Powered by WorldCat

Generate MLA citations for Books

In print E-book: online Online database E-book: other

Citing The whole book

Contributors Author Ross B. MacDonal Remove
First MI / Middle Last / corp. Suffix

+ Add another contributor

In print publication info

Source title The master tutor: a guidebook for more effective

Advanced info Vol. Edition Series

Publication info Cambridge Stratfor Williamsville, NY 1994
Publisher City Year

Add Annotation

Create Citation

You can select a source for the book.

Add an annotation, if that is required, and click "Create Citation."

APA **MLA** Chicago

You can add another citation without having to go back to the first page.

Your Bibliography EDIT

Save your work Download to Word Delete Switch Format

Add another citation to your bibliography →

MacDonald, Ross B. *The Master Tutor: A Guidebook for More Effective Tutoring*. Williamsville, NY: Cambridge Stratford Study Skills Institute, 1994. Print.

Copy & Paste

Your citation has been created. Copy and paste it into your document. You may need to adjust the line spacing after it is pasted.

MacDonald, Ross B. *The Master Tutor: A Guidebook for More Effective Tutoring*. Williamsville, NY: Cambridge Stratford Study Skills Institute, 1994. Print.

This creates a Works Cited or Reference page entry. To create an in-text citation, follow the guidelines in an MLA/APA guide.

MS Word –

Microsoft Word can create both in-text citations and Works Cited page entries. At the top of the screen in Word, click on the “References” tab and find the “Citations & Bibliography” box:

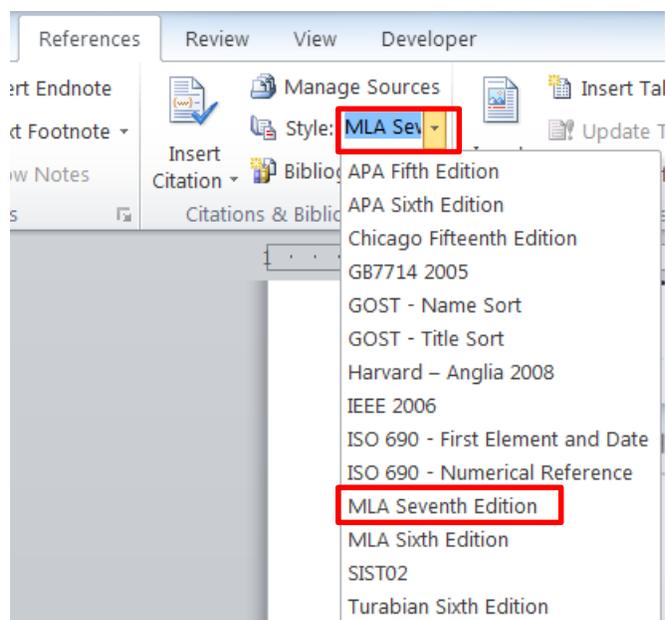
File Home Insert Page Layout **References** Review View Develop

Table of Contents Update Table

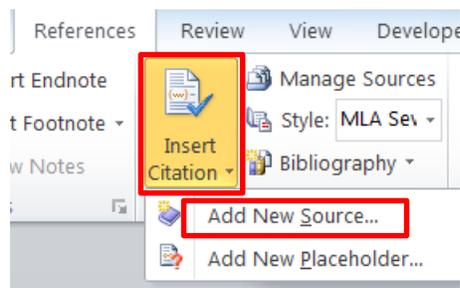
AB¹ Insert Endnote Next Footnote Show Notes

Insert Citation Manage Sources Style: MLA Sev Bibliography Citations & Bibliography

Choose the documentation style you need. Always choose the latest edition:



Click on “Insert Citation” and choose “Add a New Source” for each new resource you want to include in your paper. **(This will create an in-text citation, so put the cursor in the paper where you want the citation to appear):**



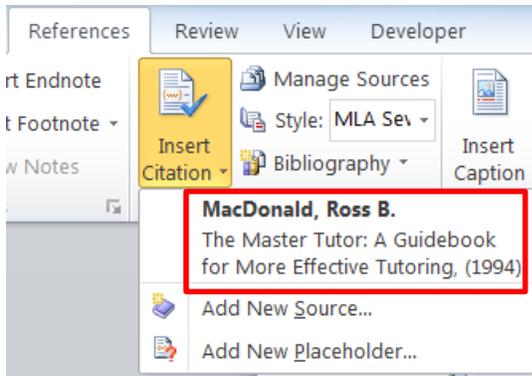
Fill in the information for your source, and click OK:

A screenshot of the 'Create Source' dialog box. The 'Type of Source' dropdown is set to 'Book'. Under 'Bibliography Fields for MLA Seventh Edition', the following information is entered: Author: MacDonald, Ross B.; Title: The Master Tutor: A Guidebook for More Effective Tutoring; Year: 1994; City: Williamsville; Publisher: Cambridge Stratford Study Skills Institute; Medium: Print. There is an 'Edit' button next to the Author field. At the bottom, there is a checkbox for 'Show All Bibliography Fields' (unchecked), a 'Tag name' field with 'Mac94', and an 'Example: Document' label. The 'OK' button is highlighted with a blue border.

The citation will appear where the cursor is located:

(MacDonald)

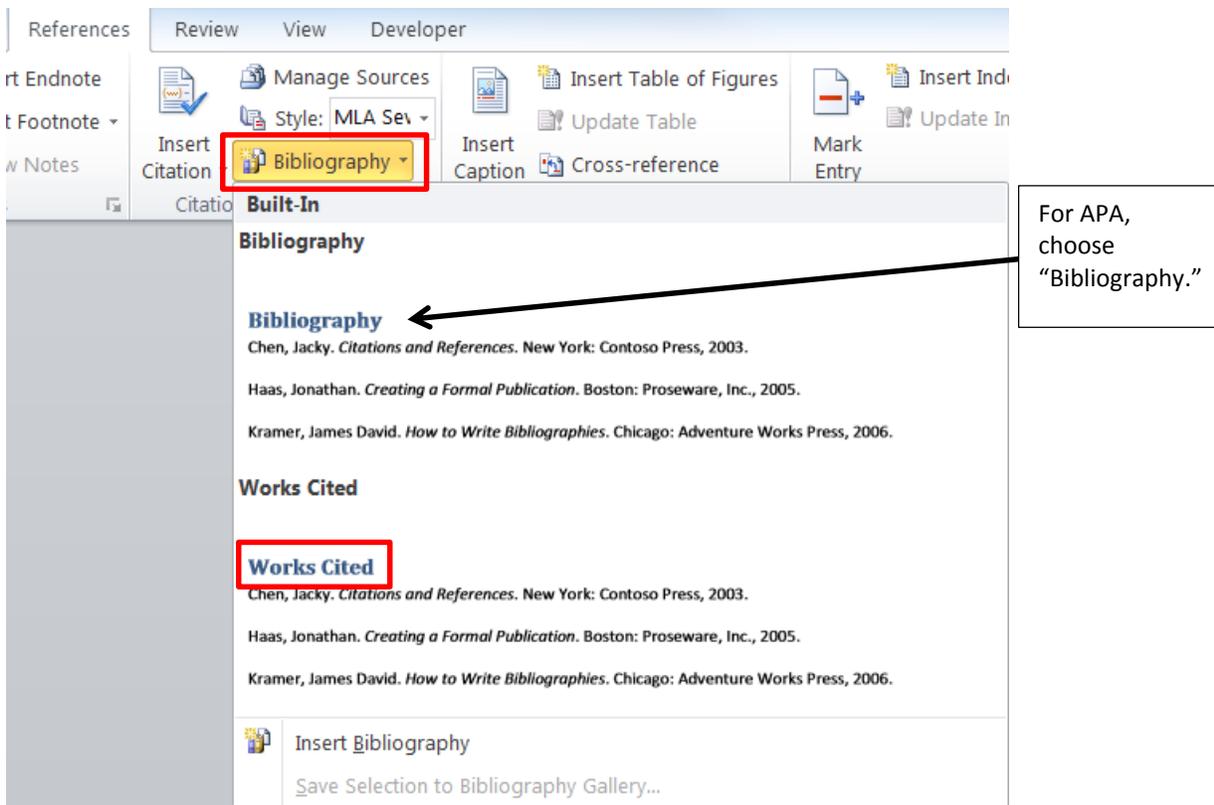
Once the source information has been entered, more citations can be created from it by putting the cursor in the right place and selecting the source from the “Insert Citation” menu:



If the citations are from different pages in the same source, you will need to add the page numbers:

(MacDonald 37)

To create a Works Cited entry, click on “Bibliography” and choose “Works Cited”:



This will put a properly formatted works cited entry where the cursor is located:

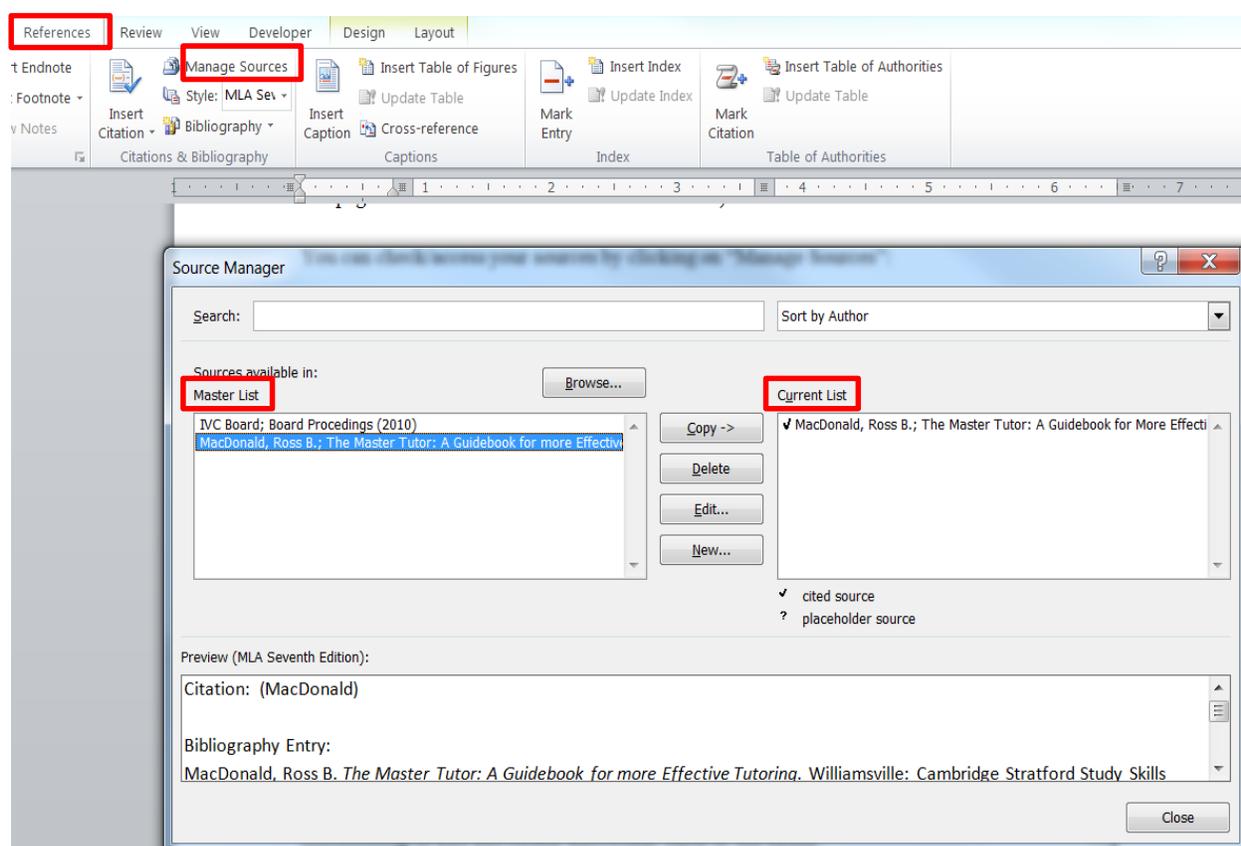
Works Cited

MacDonald, Ross B. *The Master Tutor: A Guidebook for More Effective Tutoring*. Williamsville:

Cambridge Stratford Study Skills Institute, 1994. Print.

You can delete the blue “Works Cited” heading and edit the information in the entry if necessary (i.e. add page numbers after the date – 1994. 37. Print.)

You can check/access your sources by clicking on “Manage Sources”:



All sources will be listed in the left (“Master List”) box, and those that have been cited will also appear in the right (“Current List”) box.

Sample MLA/APA Citations

MLA and APA Documentation Styles Comparison			
Citation	MLA 7	MLA 8	APA
In-text	“Evaluating another . . . calls for some thoughtfulness on your part” (MacDonald 37).	“Evaluating another . . . calls for some thoughtfulness on your part” (MacDonald 37).	“Evaluating another . . . calls for some thoughtfulness on your part” (MacDonald, 1994, p. 37).
Works Cited / References	<p>Works Cited</p> <p>MacDonald, Ross B. <i>The Master Tutor: A Guidebook for more Effective Tutoring</i>. Williamsville: Cambridge Stratford Study Skills Institute, 1994. 37. Print.</p>	<p>Works Cited</p> <p>MacDonald, Ross B. <i>The Master Tutor: A Guidebook for more Effective Tutoring</i>. Cambridge Stratford Study Skills Institute, 1994, p. 37.</p> <p>(no city of publication, date optional)</p>	<p>References</p> <p>MacDonald, R. B. (1994). <i>The master tutor: A guidebook for more effective tutoring</i> (p. 37). Williamsville, N.Y.: Cambridge Stratford Study Skills Institute.</p>