



**Basic Features of APA and MLA  
Formatting Styles  
by  
EssayOx**





# APA Formatting Style



# Running head

Running head is a shortened version of the paper's full title (**Note:** *it should not be completely different from the title*).

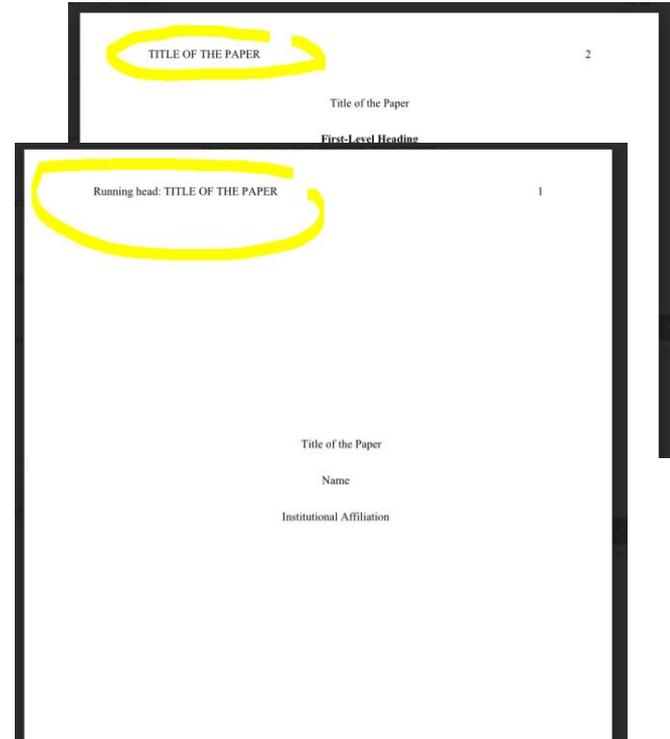
It cannot exceed 50 characters, including spaces and punctuation (as a rule, 5 words maximum).

The running head should be in capital letters.

It should be flush left, and page numbers should be flush right.

Only on the title page should the running head include the words "Running head" followed by a colon (:)

For pages following the title page, one should repeat the running head in capital letters but without the words "Running head."



# Title page

The title should be centered on the page, typed in 12-point Times New Roman Font.

It should not be bolded, underlined, or italicized.

It should be in **title case**\*

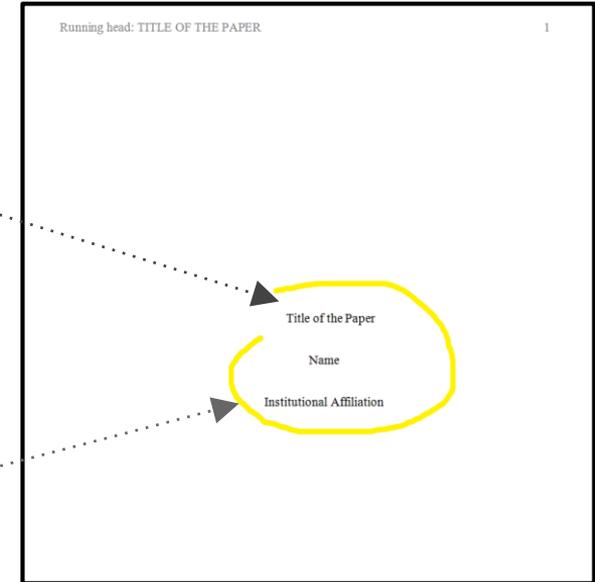
**Note:** *Title case* means that all the notional parts of speech (verbs, nouns, pronouns, adjectives, and adverbs) and secondary parts of speech which are four letters long or longer should start with a capital letter. The first word in the title or the first word after the dash or the colon should always start with a capital letter.

The title should correspond to the topic of the paper and reflected in the running head.

The author's name and institution should be double spaced and centered.

They should not be bolded, underlined, or italicized.

**Note:** *Sometimes, the customers request the topic to be per the writer's choice. In such a situation, the writers should make the title on their own based on the topic revealed in the paper. Moreover, very often the customers point out the subject to which the topic relates as a title of the paper (e.g. Sociology). It cannot be the title of the paper. The writers should also make the title on their own based on the topic revealed in the paper.*



## Abstract

The second page of the paper is dedicated to Abstract.

In the abstract, the writers should briefly summarize the paper, which allows readers to quickly review its main points and purpose.

The abstract should be between 150-250 words.

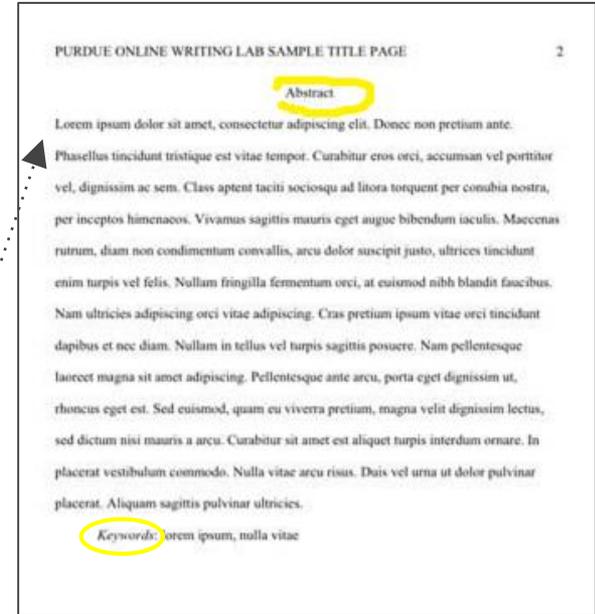
Abbreviations and acronyms used in the paper as well as other keywords should be defined in the abstract.

The word “Abstract” should be centered and typed in 12 point Times New Roman.

It should not be bolded, underlined, or italicized.

The first line of the abstract paragraph should be flush left (flush-left, or not indented, means that there should be no spacing before the first line of the paragraph).

**Note:** *customers sometimes do not require the Abstract to be included into the papers. But please, make sure the writers insert it when they deal with more complicated orders, say University papers, research papers and so on.*

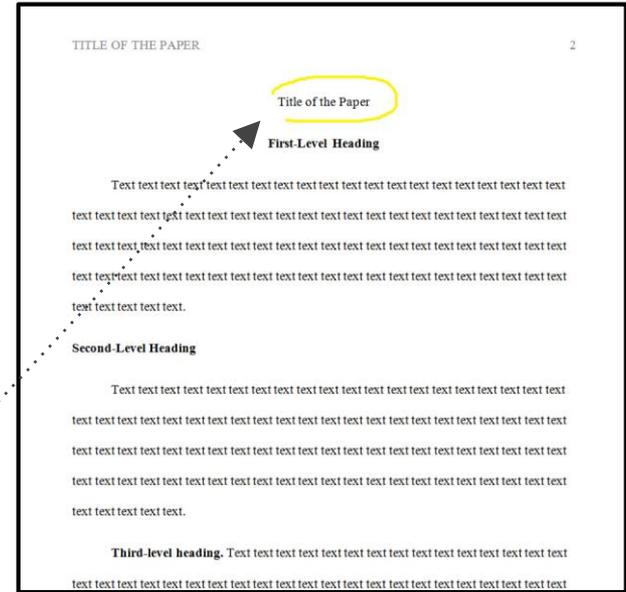


## The page following the Abstract

The page following the Abstract (or the second page if the Abstract is not required) should begin with the title of the paper, which should be centered on the page, typed in 12-point Times New Roman Font.

It should not be bolded, underlined, or italicized.

It should be in title case.



**Note:** *Some writers erroneously regard the title of the paper as the heading of the 1st level. It is wrong. The title is just the title. It is neither the 1st level heading nor the A-level heading (according to another terminology). The same concerns Abstract and References.*



## In-text citations

APA format presupposes the author-date method of in-text citation: the author's last name and the year of publication for the source should appear in the text and a complete reference should appear in the References at the end of the paper.

In-text citations that are direct quotes should include the author's/ authors' name/s, the publication year, and page number/s: (James, 2014, p. 150). Do not forget about the comma between the author's last name and the year of publication and the period after 'p.'

If you are just paraphrasing a source, you only have to make reference to the author and year of publication and not the page number in your in-text reference: (James, 2014). Do not forget about the comma between the author's name and the year of publication.





## In-text citations

As a rule, in-text citations are put at the end of the idea paraphrased:

**Example:** In Africa, beating the heat is largely done by using the most traditional means of shade and water (James, 2014).

**Note:** *the period is put after the in-text citation.*

If **while paraphrasing the idea** the author's name is mentioned in the text, only the year of publication is included into parenthesis which directly follows. No in-text citation is used in the end:

**Example:** According to James (2014), in Africa, beating the heat is largely done by using the most traditional means of shade and water.

But if the author's name is mentioned before he/she **is quoted directly**, the year of publication is included into parenthesis which directly follows and the page number is put in the parenthesis at the end of the quotation:

**Example:** According to James (2014), "In Africa, beating the heat is largely done by using the most traditional means of shade and water" (p.150).





## In-text citations

If the direct quotation is 40 words, or longer, it should be put in a free-standing block of lines. No quotation marks should be used.

One should start the quotation from the new line, indented (in the same place one would begin a new paragraph). Each line which follows should be also indented as the first one. Double-spacing should be maintained. The parenthetical citation should come after the closing punctuation mark.

### **Example:**

James's (2014) research founded the following:

In Africa, beating the heat is largely done by using the most traditional means of shade and water. Shade comes mostly from trees - Johannesburg is known for having the largest man-made forest in the world with over 10 million trees planted across the city of gold. It is these trees that come in handy when it is very hot. People simply sit under the trees in the shade.





## In-text citations

When a print source has a corporate author, one may use the name of the corporation followed by the year for the in-text citation for the first time.

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

**First citation:** (World Trade Organization [WTO], 2000)

**Second citation:** (WTO, 2000)

When the author of the work is unknown, one should cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks.

**Example:** ("Annual Marathon", 2014).

If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

To cite multiple sources in the same parenthetical reference, separate the citations by a semicolon

**Example:** . . . as has been discussed elsewhere (James, 2014; Dewey, 2015).





## Reference to sources

While referring to the title of a source within the paper, **title case** should be used.

**Example:** *A Darkness More Than Night*

While using the title of a source in References, **sentence case** should be used.

**Note:** *Sentence case means that only the first word, proper nouns and some other words alike should start with a capital letter.*

**Example:** Connelly, M. (2001). *A darkness more than night* . NY: Little Brown and Company.





## Reference to sources

Remember how the titles of different sources should be formatted in the text:

### **Italicized**

- books
- edited collections
- movies
- television series
- documentaries
- albums

### **In quotation marks**

- journal articles
  - articles from edited collections
  - television series episodes
  - song titles
- 

## Reference to Author(s)

Please, remember how to refer to one or more authors in the text of the paper as well as in the parenthesis when they are mentioned **for the first time in the paper**:

Number of Authors	In the text of the paper	In the parenthesis	Comments
Two Authors	According to James and Kameron (2014)	(James & Kameron, 2014)	& is called ampersand
Three to Five Authors	According to James, Brown, and Kameron (2014)	(James, Brown, & Kameron, 2014)	List all the authors Do not forget to put a comma before 'and' and before the ampersand
Six and more Authors	According to James et al. (2014)	(James et al., 2014)	Do not forget: period is put after 'al.' and not after 'et'

## Reference to Author(s)

Please, remember how to refer to one or more authors in the text of the paper as well as in the parenthesis when they are mentioned **for the second time in the paper and subsequently**:

Number of Authors	In the text of the paper	In the parenthesis
Two Authors	According to James and Kameron (2014)	(James & Kameron, 2014)
Three to Five Authors	According to James et al. (2014)	(James et al., 2014)
Six and more Authors	According to James et al. (2014)	(James et al., 2014)

# Headings

In order not to be confused, for our company we have chosen **the numeric system** of defining the level of headings. So, further on, we will speak about 1st, 2nd, 3rd level headings and elude A, B, C level headings.

## APA Headings

**1 level: Centered, Boldface, Title Case Headings**

**2 level: Left-aligned (= Flush left), Boldface, Title Case Heading**

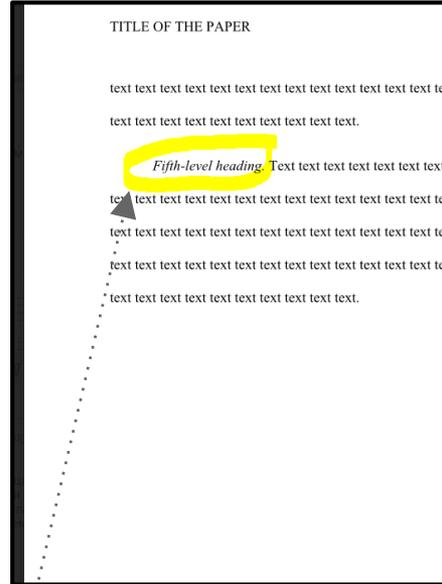
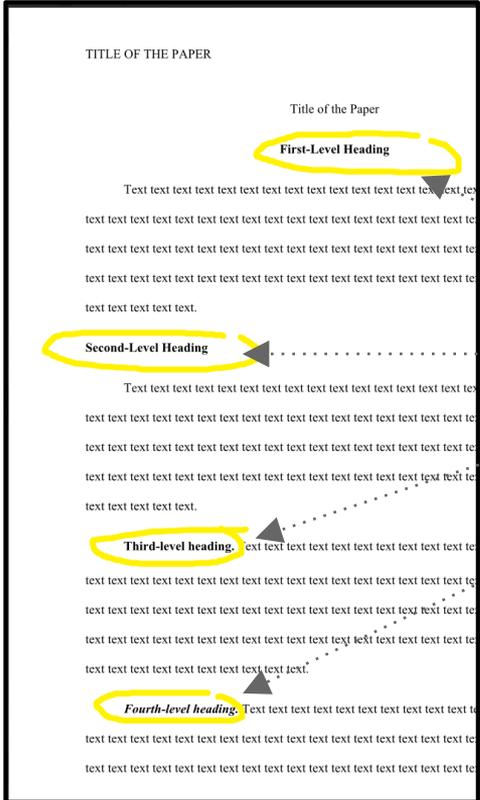
**3 level: Indented, boldface, sentence case heading with a period.** Begin the text after the period.

**4 level: *Indented, boldface, italicized, sentence case heading with a period.*** Begin the text after the period.

**5 level: *Indented, italicized, sentence case heading with a period.*** Begin body text after the period.

**\*flush left** means that the heading is on the left and there is no spacing before it

**\*indented** means that the heading is on the left but there is some spacing before it (as a rule, 0.5" which equals to 1.27 cm)



# References

The list of sources used in the paper should appear at the end of the paper.

It should begin on a new page separate from the text of the essay.

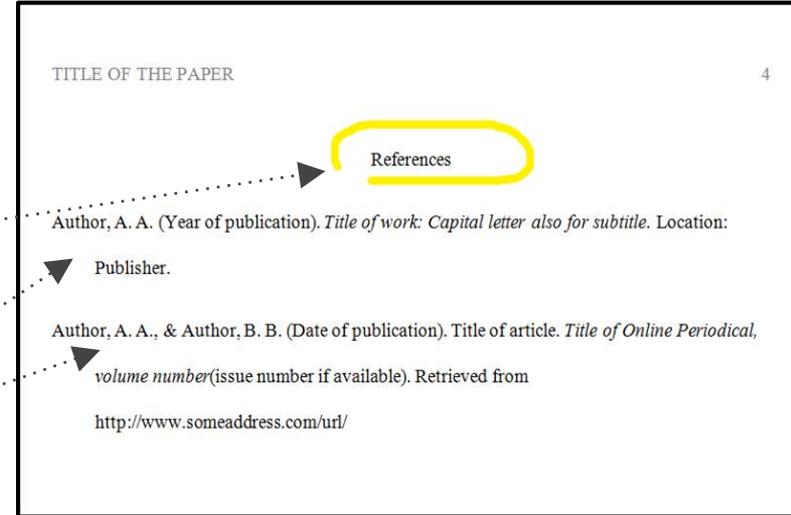
It should be labelled 'References' (without any other variants; and if only one source is used, it should be in plural anyway)

The word 'References' should be centered at the top of the page (NOT bolded, not underlined, not italicized, not in quotation marks).

All lines after the first line of each entry in the list should be indented one-half inch from the left margin. This is called hanging indentation.

Double-space all entries.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.



# References

References should be arranged in the alphabetical order.

Remember that the titles of books and periodicals are italicized in the References as a rule.

The articles or the chapters are not italicized. No quotation marks for them.

For the titles of books the **sentence case** should be used.

For the titles of periodicals the **title case** should be used.

For the online sources, the word Retrieved is used (without any other variants). The exception is when the writer uses the electronic book which is not directly available online or must be purchased. In this case 'Available from' is more logical than 'Retrieved from'.

**Note:** *Since the aim of this presentation is to stress the most typical features of APA and MLA formatting styles, in particular, those where the writers often make mistakes, we do not provide information about how each type of source should be formatted in the References.*

For more details, please, see the [Citation Style Chart](#).

TITLE OF THE PAPER 4

References

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location:  
Publisher.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical,*  
*volume number*(issue number if available). Retrieved from

TITLE OF THE PAPER 4

References

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location:  
Publisher.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical,*  
*volume number*(issue number if available). Retrieved from  
<http://www.someaddress.com/url/>

\*The APA sample with the correct formatting of headings and some other parts of the paper will be attached to this ppt



# Title Case and Sentence Case Capitalization in APA

Let's resume what is the difference between the title case and the sentence case and when they should be used in the APA.

**Title case** refers to a capitalization style in which most words are capitalized, and **sentence case** refers to a capitalization style in which most words are lowercased. In both cases, proper nouns and certain other types of words are always capitalized.

## Title Case

Title case is used to capitalize the following types of titles and headings in APA Style:

- Titles of references (e.g., book titles, article titles) when they appear in the text of a paper

- Titles of inventories or tests

- Headings at Levels 1 and 2





# Title Case and Sentence Case Capitalization in APA

## Directions for implementing APA's title case:

1. Capitalize the first word of the title/heading and of any subtitle/subheading;
2. Capitalize all “major” words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., *Self-Report* not *Self-report*); and
3. Capitalize all words of four letters or more.

This boils down to using lowercase only for “minor” words of three letters or fewer, namely, for conjunctions (words like *and*, *or*, *nor*, and *but*), articles (the words *a*, *an*, and *the*), and prepositions (words like *as*, *at*, *by*, *for*, *in*, *of*, *on*, *per*, and *to*), as long as they aren't the first word in a title or subtitle.





# Title Case and Sentence Case Capitalization in APA

## Sentence case

Sentence case is used in a few different contexts in APA Style, including for the following:

The titles of references when they appear in reference list entries and

Headings at Levels 3, 4, and 5

Here are directions for implementing sentence case in APA Style in these two contexts:

1. Capitalize the first word of the title/heading and of any subtitle/subheading;
  2. Capitalize any proper nouns and certain other types of words;
  3. Use lowercase for everything else.
- 

Here are some examples of different types of (capitalized) proper nouns, along with some (lowercased) regular or common noun corollaries:

Noun type	Proper noun example	Common noun example
Author or person	Freud, Skinner, von Neumann	the author, the investigator, the scientist
Company, institution, or agency	American Psychological Association, University of Washington, Department of Sociology	the association, a university, a sociology department
Product	Advil, Xerox, Prozac (brand names)	ibuprofen, photocopy, fluoxetine (generic names)
Test or inventory	Beck Depression Inventory, Child Behavior Checklist	a depression inventory, a behavior checklist
Website or database	PsycINFO, Facebook, Survey Monkey, Internet	a database, a social media page, a website, online
Periodical (journal, magazine, newspaper)	<i>Journal of Counseling Psychology, Time, The Washington Post</i>	a psychology journal, a magazine, a newspaper
Software, program, or app	SPSS, Mplus, Davis's Drug Guide for iPhone	statistical software, a computer program, a mobile app drug guide
Legal materials (statutes, acts, codes, bills, regulations, constitutions, etc.)	Americans With Disabilities Act, FDA Prescription Drug Advertising Rule, U.S. Constitution	antidiscrimination laws, drug advertising legislation, a constitution
most nouns when they are followed by numerals or letters	Table 1, Figure 2, Panel A	if they are not followed by the numerals or letters: table, figure, panel

Let's sum up how different types of sources should be formatted in APA. The following table summarises what font and case should be used for the longer works and for their parts in the text of the paper and in References.

<b>Type of the Source</b>	<b>In the text</b>	<b>In References</b>
Book Title	italicized, title case	italicized, sentence case
Title of the Periodical	italicized, title case	italicized, title case
Book Chapter	in quotation marks, title case	not italicized, not in quotation marks, sentence case
Article in Periodical	in quotation marks, title case	not italicized, not in quotation marks, sentence case



# Summing Up...

## Basic Features of APA

**Running head** is present on each page

**Title page** contains only three pieces of information: Title of the Paper, Name, Institution

The second page is dedicated to **Abstract**

**The page following the Abstract** starts with a title of the paper

**In-text citations** usually contain information about the author of the work and the year of publication.

Comma is necessary between them (James, 2014)

**The headings** are strictly levelled.

The word '**References**' is used for the list of sources.





To better understand the main principles of APA formatting, please, also  
download the [APA sample](#).





# **MLA Formatting Style**

**(in accordance with the 8th edition MLA  
Guide)**



# First page

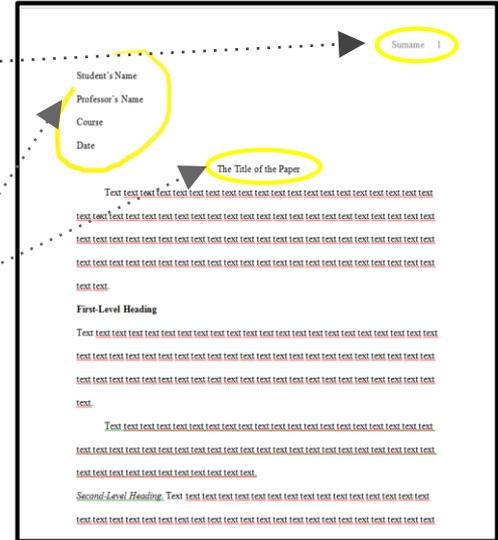
In MLA, there has to be a writer's surname and a page number in the right upper corner of each page. This header has to be flush right.

There is no title page in MLA. The paper begins with a section on the left which contains information about the student's name, the professor's name, the course number, and the date of the paper. Do not violate this order!

This section should be flush left, double-spaced.

Begin the title of the paper from the next line.

It has to be centered, not underlined, not italicized, not placed in quotation marks (unless you refer to other works in your title such as books, articles, films etc.). The Title Case has to be used for the title.



**Note:** *sometimes the customers may require a single spacing. Then you should follow the requirements. Or they may request for a title page. In such situation, they should provide you with clarifications on how the title page should look like. If not, ask for them. Do not forget about the terms of proper communication between writers and customers which you have had a chance to learn in one of our previous presentations.*



## In-text citations

In-text citations in MLA contain information about the author of the work and the page number with **no comma between them.**

As a rule, in-text citations are put at the end of the idea paraphrased:

**Example:** In Africa, beating the heat is largely done by using the most traditional means of shade and water (James 150).

**Note:** *the period is put after the in-text citation.*

If **while paraphrasing the idea** the author's name is mentioned in the text, only the page number is included into parenthesis which is located **at the end of the idea paraphrased.**

**Example:** According to James, in Africa, beating the heat is largely done by using the most traditional means of shade and water (150).





## In-text citations

Use block quotes when quotations are longer than four typed lines.

Block quotes begin on a new line, are double spaced, and are indented 1” from the margin. Do not use quotation marks. The citation information (either the author name and the page number or just the page number) **follows the punctuation mark which is at the end of the quotation.**

### Example:

James’s research founded the following:

In Africa, beating the heat is largely done by using the most traditional means of shade and water. Shade comes mostly from trees - Johannesburg is known for having the largest man-made forest in the world with over 10 million trees planted across the city of gold. It is these trees that come in handy when it is very hot. People simply sit under the trees in the shade. Water is another way of cooling down on a hot summer's day. In South Africa people tend to spend time in swimming pools either at home or in publicly run pools. There are also the ice lollies sold at traffic lights. (150)





## In-text citations

When a print source has a corporate author, one may use the name of the corporation followed by the page number for the in-text citation.

When the author of the work is unknown, one should use a shortened title of the work instead of an author's name. The title should be placed in quotation marks if it's a short work (e.g. an article) or italicized if it's a longer work (e.g. plays, books, television shows). Besides, the page number is to be provided.

**Example:** ("Annual Marathon" 45).

**Note:** *the full name of the article should appear first at the left-hand margin of its respective entry in the Works Cited*

**Example:** "Annual Marathon." *Sport Today*. 2014, <http://www.bbc.co.uk/programmes/p00lmvvy>. Accessed 4 May 2009.

To cite multiple sources in the same parenthetical reference, separate the citations by a semicolon

**Example:** . . . as has been discussed elsewhere (James 3; Dewey 21).





## In-text citations

If you are citing non-print sources without page numbers available, include in **the first item** that appears in the Work Cited entry that corresponds to the citation (e.g. author's name, article name, website name, film name) either to the text (then no parenthesis is needed at all) or to the parenthesis.

### Example:

During the presentation, Jane Yates stated that invention and pre-writing are areas of rhetoric that need more attention.

### OR

In the presentation it was stated that invention and pre-writing are areas of rhetoric that need more attention (Yates).

The respective entry on the Works Cited page is the following:

Yates, Jane. "Invention in Rhetoric and Composition." Gaps Addressed: Future Work in Rhetoric and Composition, CCCC, Palmer House Hilton, 2002. Presentation.





## Reference to sources

In MLA, unlike APA, both in the text of the paper and in the Works Cited, **title case** is used to refer to some particular sources.

### Examples:

**In the text:** *A Darkness More Than Night*

**In the Works Cited:** Connelly, Michael. *A Darkness More than Night*. Little Brown and Company, 2001.

But as well as in the APA, longer works are usually italicized, whereas parts of works are put in quotation marks. (See [Slide 13](#))



## Reference to Author(s)

If two or more authors have the same last name, provide both authors' first initials.

**Example:** Whereas some specialists suggest beating the heat using shade and water (R. James 150), others are for some more radical means (P. James 78).

In MLA, unlike APA, there is no difference whether the reference to the author(s) is made for the first or for the second time. Neither is any difference between the reference to the author(s) in the text of the paper and the parenthesis:

Number of Authors	In the text of the paper	In the parenthesis	Comments
Two Authors	According to James and Kameron, ... (150).	(James and Kameron 150)	Do not forget that a page number in the parenthesis should be in the end
Three and more Authors	According to James et al., ... (150)	(James et al. 150 )	1) Period is put after 'al.' and not after 'et' 2) In the Works Cited, mention all authors with the comma before 'and'



## Works Cited

The list of sources used in the paper should appear at the end of the paper.

It should begin on a new page separate from the text of the essay.

It should be labelled 'Works Cited' (both words should start with a capital letter; if only one source is used, you may use 'Work Cited' in singular).

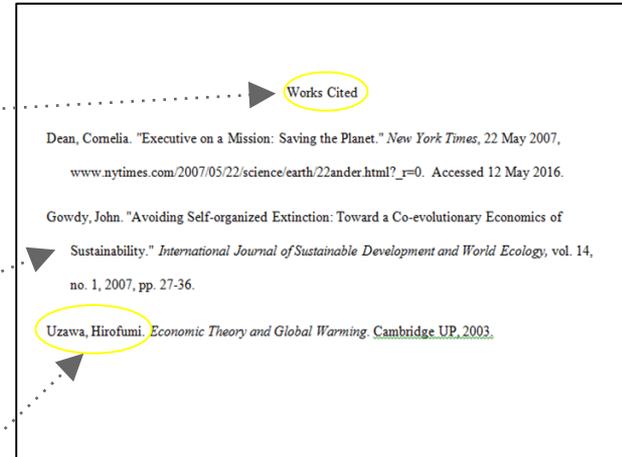
The words 'Works Cited' should be centered at the top of the page (NOT bolded, not underlined, not italicized, not in quotation marks).

Double space all citations, but do not skip spaces between entries.

Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

Sources should be arranged in the alphabetical order by the the author's last name. Author names are written last name first; middle names or middle initials follow the first name. Unlike in APA, please, try to provide full names instead of initials.

If the author of the work is unknown, alphabetize it by its title **but together with all other sources.**





## Works Cited

### **A print book with one author:**

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

Only the most essential information is included (author's name, book title, publisher, and date). Note that the city of publication is not needed, and the medium of publication is eliminated.





## Works Cited

### **An article from a scholarly journal:**

Kincaid, Jamaica. "In History." *Callaloo*, vol. 24, no. 2, Spring 2001, pp. 620-26.

This version identifies the volume (24), the number (2), and the page numbers (620-26) of the scholarly journal. Also note that punctuation is simple; only commas separate the journal title, volume, number, date, and page numbers.





## Works Cited

### Online Sources:

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, 16 Aug. 2002, [alistapart.com/article/writeliving](http://alistapart.com/article/writeliving). Accessed 4 May 2009.

For online sources, you should include a location to show readers where you found the source. Many scholarly databases use a DOI (digital object identifier). Use a DOI in your citation if you can; otherwise use a URL. Delete "http://" from URLs. The DOI or URL is usually the last element in a citation and should be followed by a period. All works cited entries end with a period.

MLA also uses the phrase, "Accessed on" to denote which date you accessed the web page when available or necessary.





## Works Cited

### **A *YouTube* Video**

With the Eighth edition you may now cite YouTube.

Video and audio sources need to be documented using the same basic guidelines for citing print sources in MLA style. Include as much descriptive information as necessary to help readers understand the type and nature of the source you are citing. If the author's name is the same as the uploader, only cite the author once. If the author is different from the uploader, cite the author's name before the title.

“8 Hot Dog Gadgets put to the Test.” *YouTube*, uploaded by Crazy Russian Hacker, 6 Jun. 2016, [www.youtube.com/watch?v=WBlpjSEtELs](http://www.youtube.com/watch?v=WBlpjSEtELs).

McGonigal, Jane. “Gaming and Productivity.” *YouTube*, uploaded by Big Think, 3 July 2012, [www.youtube.com/watch?v=mkdzy9bWW3E](http://www.youtube.com/watch?v=mkdzy9bWW3E).



## Works Cited

You do not have to put 'Print' for print sources according to the 8th edition of the MLA guide.

Instead of Web for online sources, use Accessed on.

You should use a DOI in your citation if you can; otherwise use a URL. Delete "http://" from URLs. The DOI or URL is usually the last element in a Citation and should be followed by a period.

Remember that the titles of books and periodicals are italicized in the Works Cited as a rule.

The articles or the chapters are not italicized. Use quotation marks for them.

Unlike in APA, the title case should be used for **all sources**. So, capitalize each word except articles (the, a, an), prepositions, or conjunctions unless one is the first word of the title or subtitle.

Works Cited

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*, 22 May 2007, [www.nytimes.com/2007/05/22/science/earth/22ander.html?\\_r=0](http://www.nytimes.com/2007/05/22/science/earth/22ander.html?_r=0). Accessed 12 May 2016.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology*, vol. 14, no. 1, 2007, pp. 27-36.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge UP, 2003.

\*The MLA sample with the correct formatting of headings and some other parts of the paper will be attached to this ppt.



Let's sum up how different types of sources should be formatted in MLA in the text of the paper and in Works Cited.

<b>Type of the Source</b>	<b>In the text</b>	<b>In References</b>
Book Title	italicized, title case	italicized, title case
Title of the Periodical	italicized, title case	italicized, title case
Book Chapter	in quotation marks, title case	in quotation marks, title case
Article in Periodical	in quotation marks, title case	in quotation marks, title case





# Summing Up...

## Basic Features of MLA

**Double spacing** is used throughout the whole paper

There is **no title page** as a rule

There is a **Header** in the upper right-hand corner of each page where **Surname and page number** are mentioned

There is a section on the left of **the first page** with the student's name, the professor's name, the course number, and the date of the paper

**In-text citations** usually contain information about the author of the work and the page number with no comma between them

**The headings** are levelled

The words '**Works Cited**' are used for the list of sources





To better understand the main principles of MLA formatting, please, also  
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**Thank You for Your Attention!**

