CREATING CITATIONS AND BIBLIOGRAHIES USING APA & MLA CITATION STYLE

LIBRARY AND INFORMATION COMMONS

RHETCOM SESSION – CLASS OF 2023

# OVERVIEW – WHAT WE ARE GOING TO LEARN TODAY?

- What is citation and common citation standards?

- Getting to know citing elements and how to identify them?

- What is In-text Citation and how to do it?

- What are important page formatting guidelines and how to use Microsoft Word for formatting pages?

- How to prepare reference list / bibliography and works cited page

- Useful resources for further learning.

Citation: A brief Introduction

https://www.youtube.com/watch?v=IMhMuVvXCVw
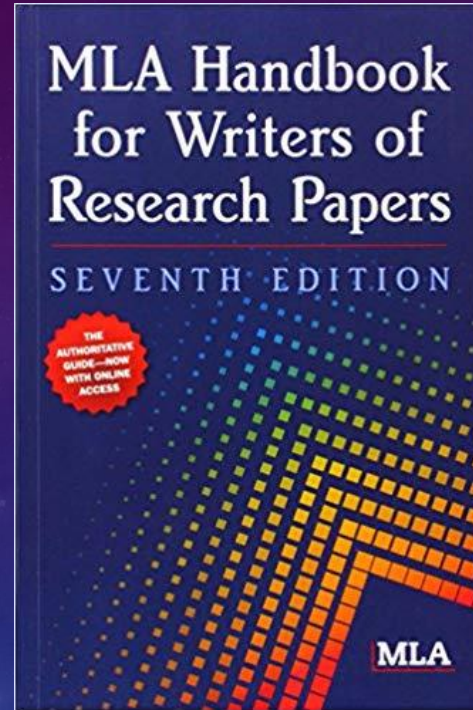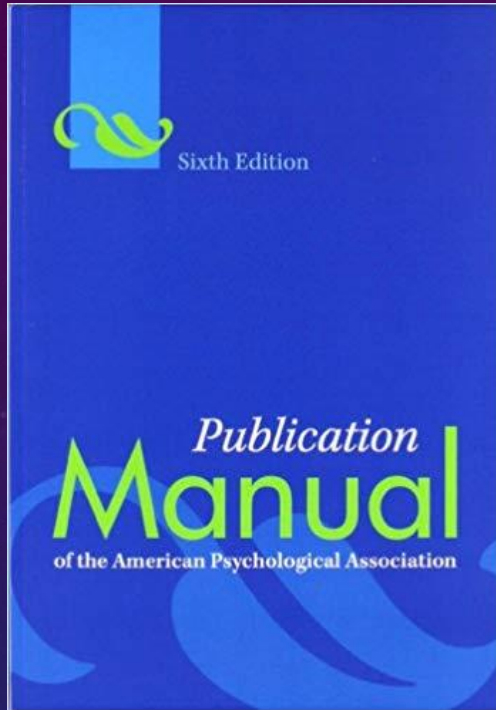
Always ask your faculty members about citation style they recommend for your course.

Information Sources / Resources

Print	Online	Digital
• Book	• E-Book	• Film
• Magazine	• Website	• Youtube video
• Journal Article	• Blog	• Images
• Manuscripts	• E-newspaper	• Audio Recording/files
• Thesis	• Online Article	
• Reports	• Conference proceedings	
• Newspapers	• Government Reports	
• Conference proceedings		
• Government Reports		

Interviews, Social Media

CITING ELEMENTS

- Author or agency or corporate body
- Date of publication
- Title of the work/source
- Edition
- Publisher
- Place of publication
- Volume and issue number
- URL or DOI
- Type of publication (print, online etc.)

IDENTIFYING CITING ELEMENTS OF A BOOK

- Cover page
- Title page
- Verso of the title page

ROBOTICS

Robotics: Fundamental Concepts and Analysis is designed to fully meet the requirements of undergraduate students of mechanical engineering for a course in robotics. With the inclusion of some key advanced topics, the book also serves as an introductory text for postgraduate students specializing in robotics.

The book introduces the science and engineering of robotics and provides in-depth coverage of mechanical manipulation. It emphasizes the fundamental mathematical concepts and analytical tools required for a topic, develops the relevant theory and algorithms, and then illustrates the theory with the help of worked-out examples. The book presents all key areas of kinematics, dynamics, and control of manipulators in a single text and treats the kinematics and dynamics of serial and parallel manipulators in a unified way.

Newer robotic architectures such as parallel manipulators, flexible manipulators, and mobile robots have also been discussed at length. The book also uses computational software MATLAB and MAPLE for problem solving. Written in a comprehensive and concise manner, the text is student friendly and includes several examples and exercise problems.

Key Features

- Emphasizes the fundamental concepts and tools for analysis
- Incorporates a lucid style of writing with easy-to-understand mathematics
- Reinforces theoretical concepts through numerous examples
- Includes a large number of end-chapter exercises to test understanding
- Provides insight into advanced topics such as flexible manipulators and mobile robots

Ashitava Ghosal obtained his BTech in mechanical engineering from the Indian Institute of Technology Kanpur, MS in mechanical engineering from the University of Florida at Gainesville, and PhD from Stanford University, California (USA). Currently Professor at the Indian Institute of Science Bangalore, he has been actively involved in teaching and research both in India and abroad. He has conducted several sponsored research projects funded by the Department of Science & Technology and Indian Space Research Organization.

Professor Ghosal has several research papers in reputed international and national journals to his credit. His research interests include analysis and design of robots and other computer-controlled mechanical systems, mechanical design, and CAD/CAM.

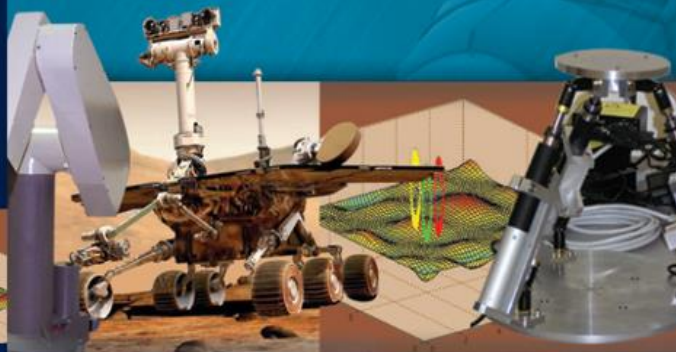**OXFORD**
UNIVERSITY PRESS

www.oup.com

ISBN 0-19-567391-3

9 780195 673913

Rs 225

ROBOTICS
Fundamental Concepts and Analysis

GHOSAL

OXFORD

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ROBOTICS
Fundamental Concepts and Analysis

ASHITAVA GHOSAL

Publisher

Title & subtitle

Author

Title Page

(Second or third right-hand page).

- Title & subtitle
- Author or body
- Publisher, Place and Date of Publication

The
Time Machine

novel by
H.G. WELLS

AVALON PRESS
SEATTLE, WA
2013

Verso of the title page

Back of the title page is called Verso of the title page or Copyright Page.

Year of Publication /Copyright Date

Catalog in Publication

JOURNAL ARTICLE PAGE

Journal title

Date

Article title

Author

Volume/issue

Long Titles Look More Impressive Than Short One

JONATHAN S. DOE*

University of Technology, Delft

frits@howtoTeX.com

Lorem ipsum dolor sit amet, consectetur adipiscing elit, tempor sed facilisis vel, porta et turpis. Sed et felis a massa dictum posuere. Aliquam hendrerit rhoncus ipsum sit amet placerat. Duis fringilla est eu arcu mollis faucibus non sit amet eros. Vestibulum risus nibh, dapibus vitae laoreet eget, fringilla quis nisl. Proin consequat nibh sit amet mauris suscipit tincidunt. Sed rutrum, purus nec aliquam faucibus, quam libero venenatis nisi, ut tempor mi sapien vel diam. Pellentesque sagittis elit non risus malesuada accumsan. Morbi consequat urna et lacus hendrerit sodales. Proin at urna neque, ut dapibus urna. Curabitur venenatis molestie convallis. Vestibulum blandit vulputate risus, quis sodales sapien porttitor non.

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Suspendisse id urna vel risus venenatis ultrices ut vel odio. Donec aliquet est at magna tincidunt ut rutrum lacus cursus. Praesent ultricies aliquam erat quis scelerisque. Vestibulum interdum interdum augue, at placerat turpis tempus nec. Vestibulum feugiat, tellus ultrices tempor fermentum, ipsum dolor vestibulum eros, sed vulputate felis eros eget ipsum. Fusce ultricies dapibus turpis non
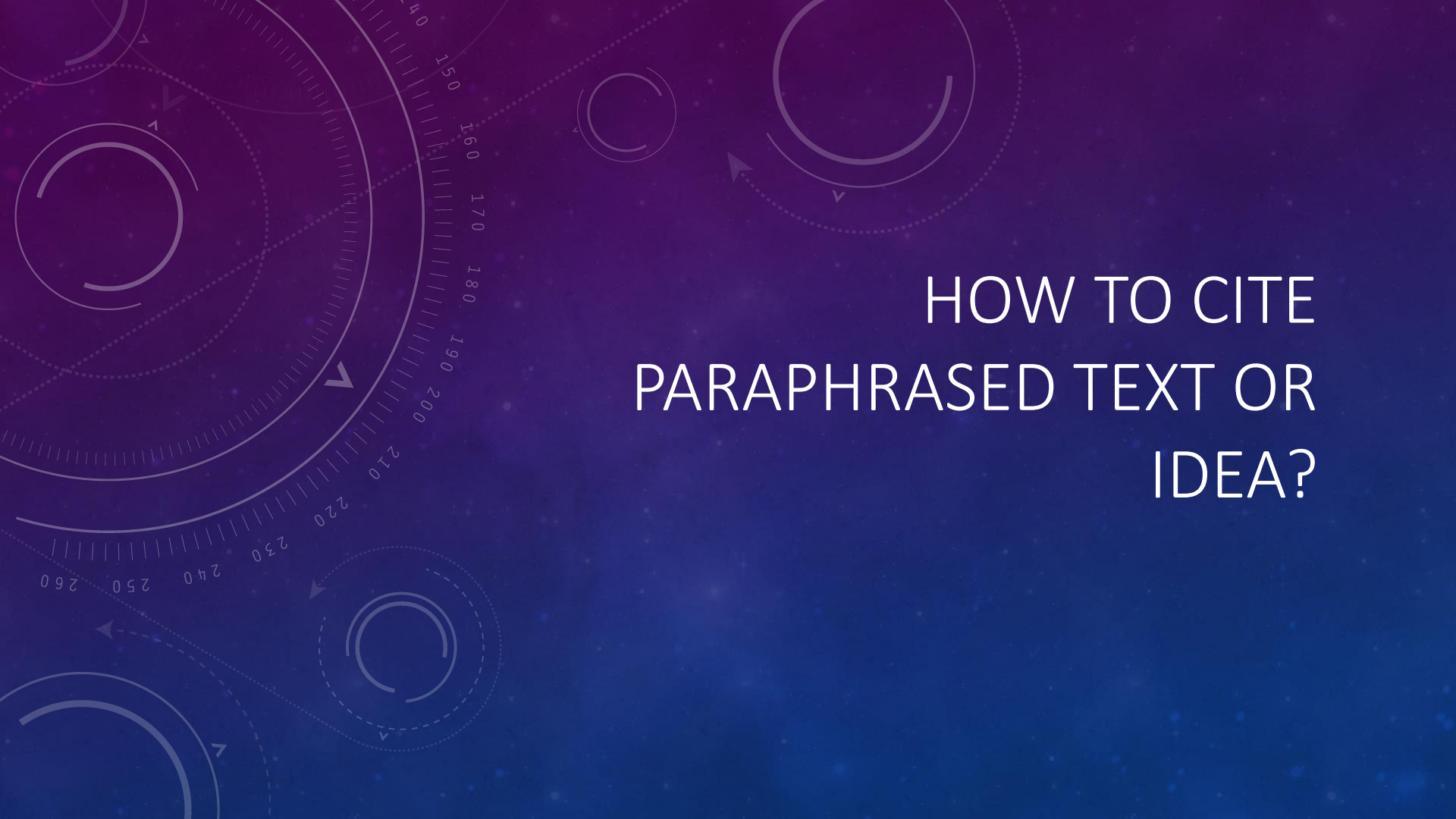
pretium. Suspendisse potenti. Integer porttitor, lorem ac mattis fermentum, metus neque scelerisque sapien, vel lobortis orci erat at sapien. Mauris convallis nisi feugiat velit porttitor mollis. Nunc cursus est cursus erat malesuada sit amet cursus magna malesuada. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed eget dolor mauris. Aenean lobortis nunc vel velit lobortis quis tincidunt libero porta. Nunc hendrerit aliquet porttitor.

I. SECTION TITLE EXAMPLE

Maecenas sed ultricies felis. Sed imperdiet dictum arcu a egestas.

- Donec dolor arcu, rutrum id molestie in, viverra sed diam.
- Curabitur feugiat,
- turpis sed auctor facilisis,
- arcu eros accumsan lorem, at posuere mi diam sit amet tortor.
- Fusce fermentum, mi sit amet euismod rutrum,
- sem lorem molestie diam, iaculis aliquet sapien tortor non nisi.
- Pellentesque bibendum pretium aliquet.

In-text Citation

HOW TO CITE PARAPHRASED TEXT OR IDEA?

In-text citation

APA In-text Paraphrase
When the solution had been sitting for a number of months, the employees tested for bacteria **(Murphy, 1998).**

MLA In-text Paraphrase
Delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena **(Murphy 11).**

HOW TO CITE SHORT QUOTATIONS?

In-text citation

A traumatic response frequently entails a **"delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena" (Murphy, 1996, p. 11).**

Murphy explains that   delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena**(11).**

HOW TO CITE LONG QUOTATIONS?

MORE THAN 40 WORDS

IN-TEXT CITATION APA

Long quotation

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time

citing sources. This difficulty could be attributed to the fact that many students

failed to purchase a style manual or to ask their teacher for help. (p. 199)

IN-TEXT CITATION MLA

Long quotation

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

HOW TO CITE A BOOK?

BOOK BY ONE AUTHOR

Book by One Author

APA

Author. | (Date of Publication). | Title of Book.

Metheny, N.M. (2012). *Fluid and electrolyte balance: Nursing considerations.* Sudbury, MA: Jones &

Bartlett Learning.

Publisher.

Publication Location:
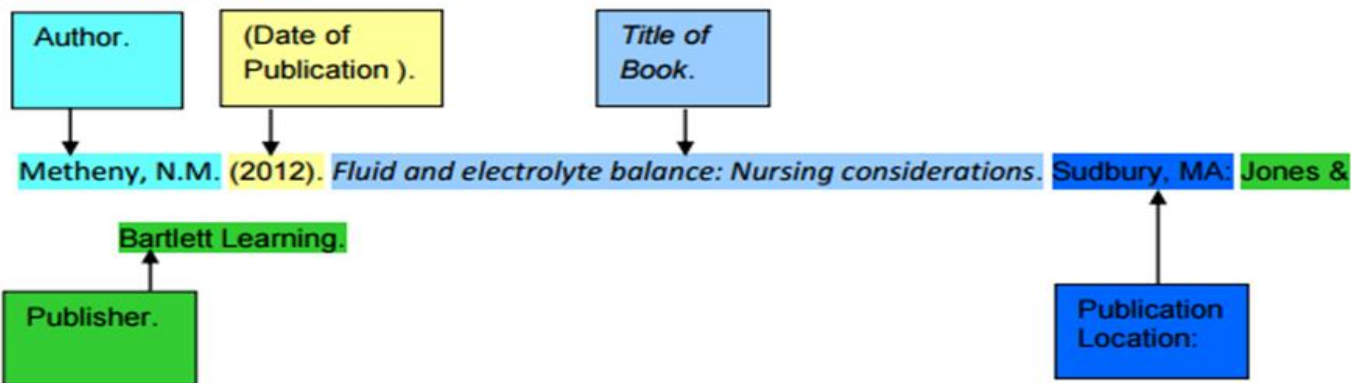
- Intext citation for a direct quote: (Metheny, 2012, p. 261)
- Intext citation for a paraphrase: (Metheny, 2012)

MLA

Author. | Place of Publication: | Date of Publication:

Nelson, Gil. *Trees of Florida.* Sarasota: Pineapple, 1994. Print.

Title of Book. | Publisher, | Publication Medium.
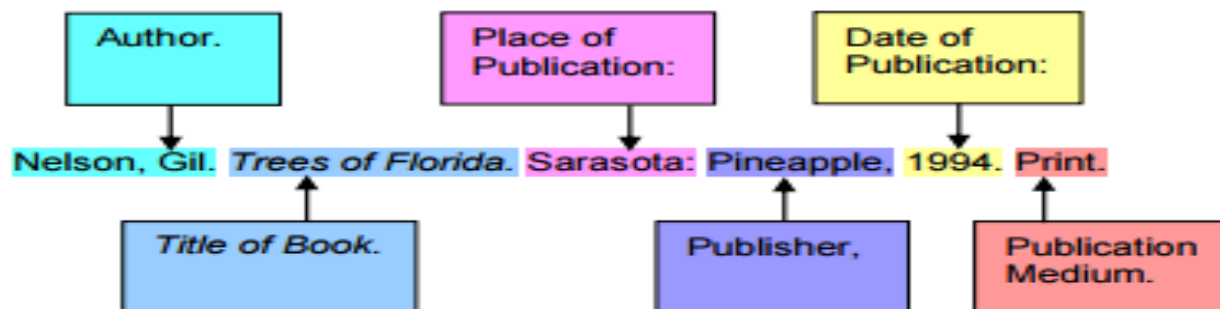
In-text citation: Gil Nelson explains that "text of quotation" (45).
OR
"Text of quotation" (Nelson 45).

BOOK BY TWO OR THREE AUTHORS

APA

Book by Two Authors

Authors. — Nelson, S. J., & Ash, M. M.

(Date of Publication). — (2010).

Title of Book. — *Wheeler's dental anatomy, physiology, and occlusion.*

Publication Location: — St. Louis, MO:

Publisher. — Saunders/Elsevier.
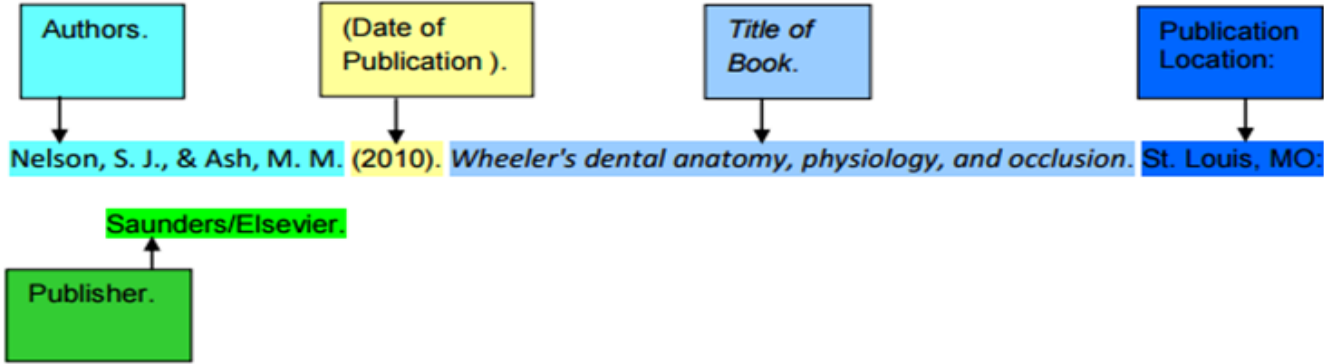
- Intext citation for a direct quote: (Nelson & Ash, 2010, p. 72)
- Intext citation for a paraphrase: (Nelson & Ash, 2010)

MLA

Authors. — Kennedy, Eugene C., and James D. Smith.

Title of Book. — *The Unhealed Wound: The Church and Human Sexuality.*

Place of Publication: — New York:

Publisher, — St. Martins,

Date of Publication. — 2001.

Publication Medium. — Print.
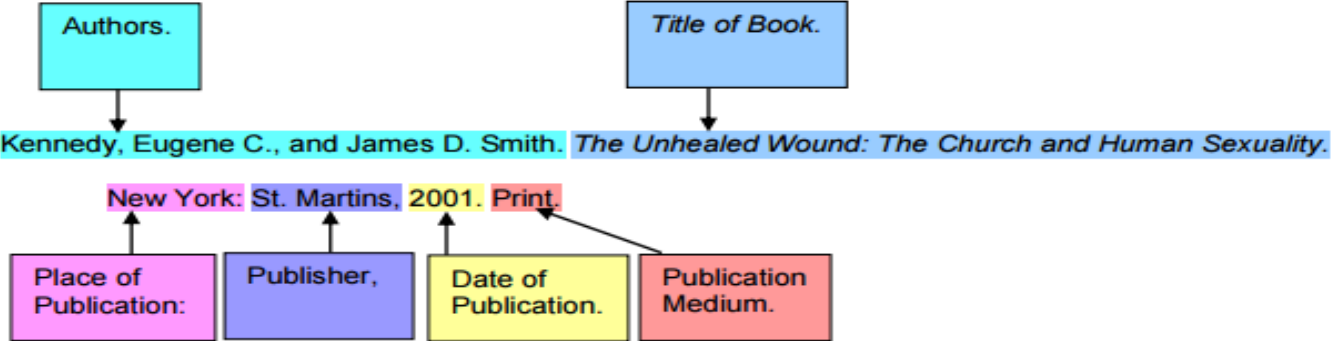
In-text citation: Kennedy and Smith explain that "text of quotation" (45).
OR
"Text of quotation" (Kennedy and Smith 45).

BOOK BY AN EDITOR
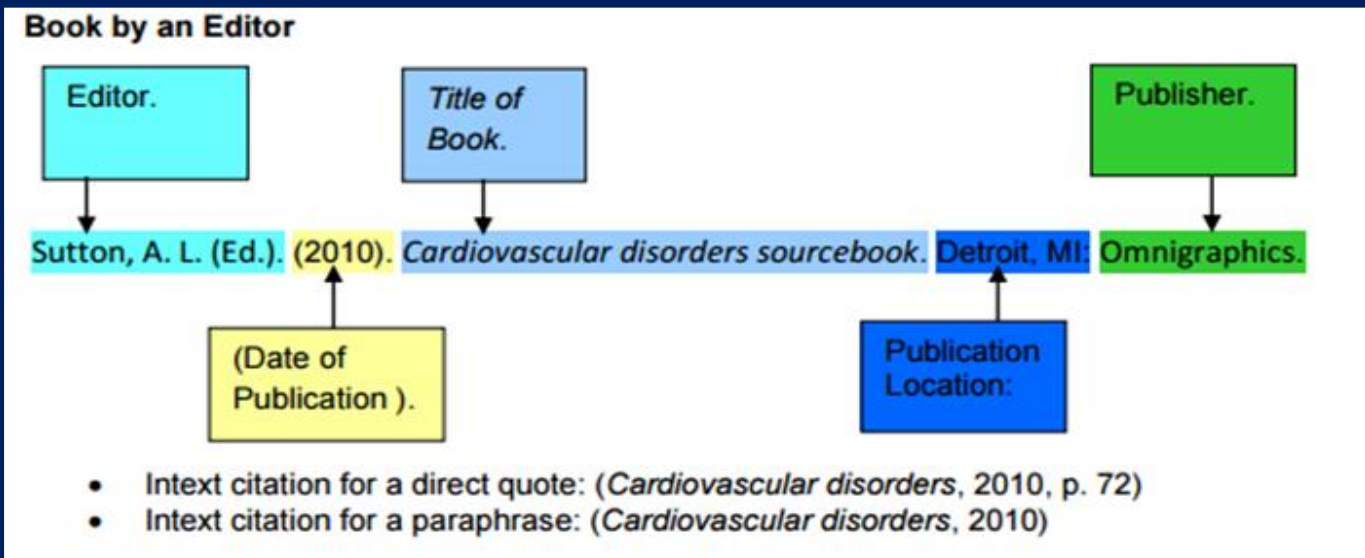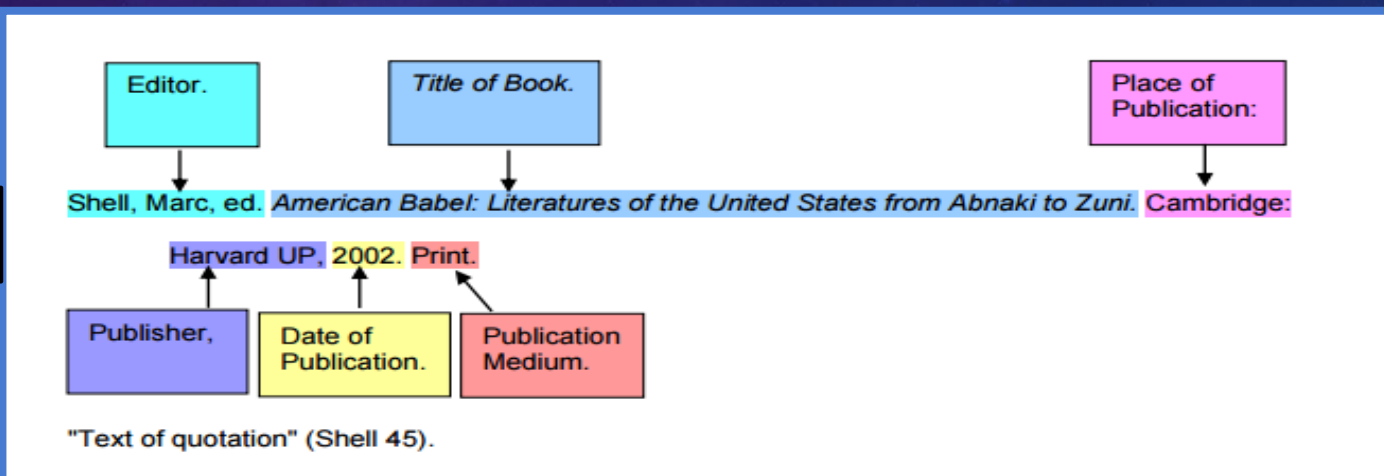
Book by an Editor

Editor.	Title of Book.		Publisher.

Sutton, A. L. (Ed.). (2010). *Cardiovascular disorders sourcebook.* Detroit, MI: Omnigraphics.

(Date of Publication).

Publication Location:

- Intext citation for a direct quote: (*Cardiovascular disorders*, 2010, p. 72)
- Intext citation for a paraphrase: (*Cardiovascular disorders*, 2010)

APA

Editor.	Title of Book.	Place of Publication:

Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni.* Cambridge:

Harvard UP, 2002. Print.

Publisher, | Date of Publication. | Publication Medium.

"Text of quotation" (Shell 45).

MLA

CITING WEBSITE

APA Citation

Web Sites

Publication Manual of the American Psychological Association, 6th Ed. p. 212, 7.09

Web Site

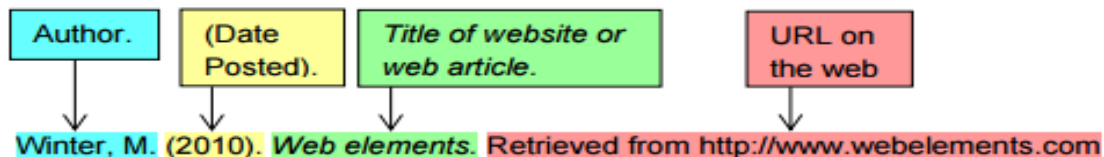| Author.	(Date Posted).	Title of website or web article.	URL on the web

Winter, M. (2010). *Web elements*. Retrieved from http://www.webelements.com

- In-text citation: (Winter, 2010)

Web Site with Group Author, No Publication Date

Author.	(Date Posted). If no date use (n.d.).	Title of website or web article.

SPCA International. (n.d.). *How to save orphaned or injured wildlife.* Retrieved from

http://www.spcai.org/learn/animal-care-advice/item/78-how-to-save-a-life-spring-wildlife.html

URL on the web

Article on a Website

Author.

"Title of Article."

Title of Website.

Crowe, Liam. "Introducing a New Dog to Your Household 'Pack.'" *SPCA International.* Society for the

Prevention of Cruelty to Animals, 2010. Web. 21 July 2010.

Publisher or Sponsor.

Date of Publication.

Publication Medium.

Date of Access.

In-text citation: Liam Crowe explains that "text of quotation."
OR
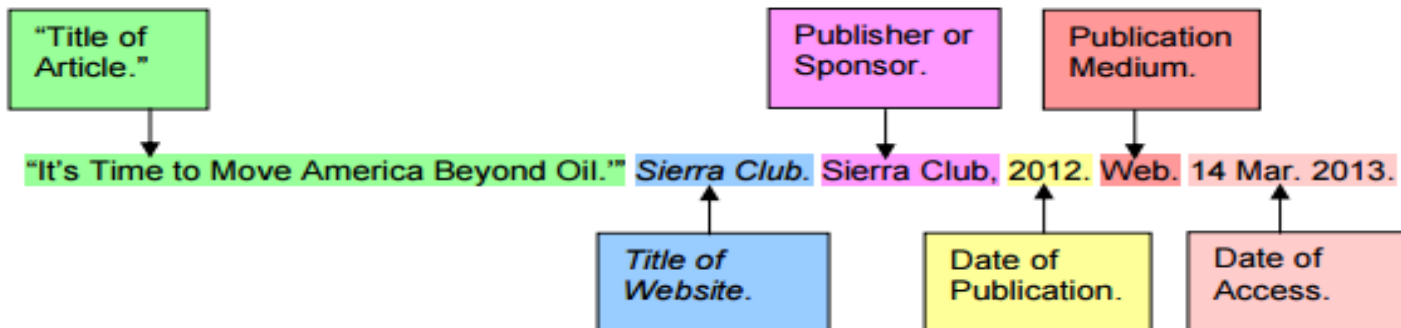"Text of quotation" (Crowe).

Article on a Website, No Author, Website Title and Publisher Are the Same

"Title of Article."

Publisher or Sponsor.

Publication Medium.

"It's Time to Move America Beyond Oil.'" *Sierra Club.* Sierra Club, 2012. Web. 14 Mar. 2013.
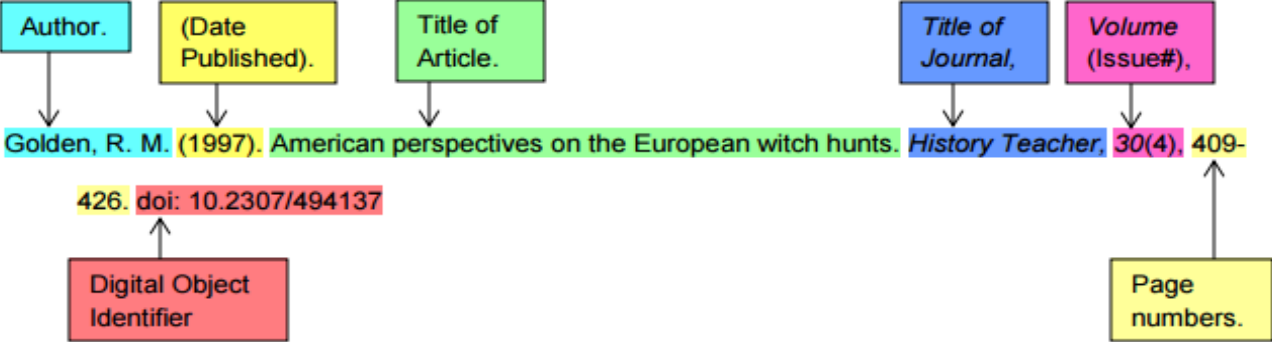
Title of Website.

Date of Publication.

Date of Access.

"Text of quotation" ("It's Time").

JOURNAL ARTICLE

JOURNAL ARTICLE BY ONE AUTHOR

APA

Article from a Scholarly Journal with DOI

Author. | (Date Published). | Title of Article. | Title of Journal, | Volume (Issue#),

Golden, R. M. (1997). American perspectives on the European witch hunts. *History Teacher,* 30(4), 409-426. doi: 10.2307/494137

Digital Object Identifier

Page numbers.
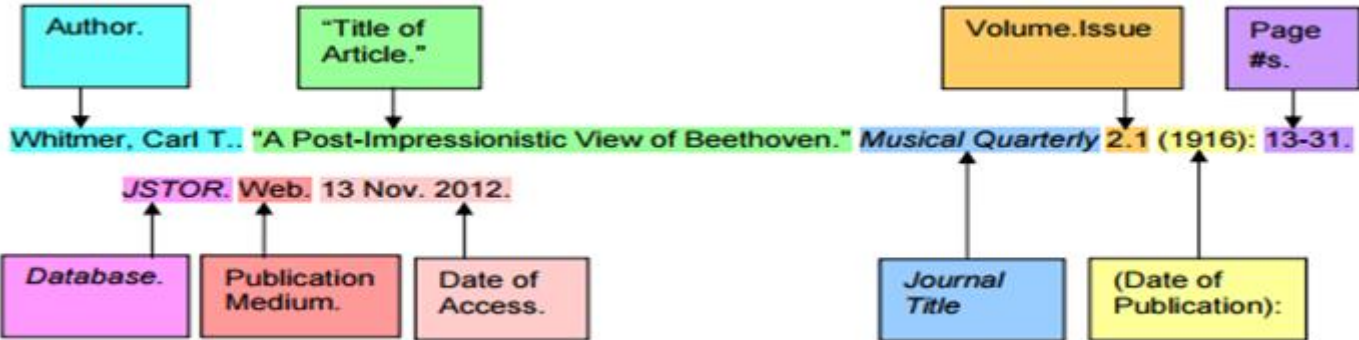
- In-text citation for a direct quote: (Golden, 1997, p. 413)
- In-text citation for a paraphrase: (Golden, 1997)

MLA

Scholarly Journal Article

Author. | "Title of Article." | Volume.Issue | Page #s.

Whitmer, Carl T.. "A Post-Impressionistic View of Beethoven." *Musical Quarterly* 2.1 (1916): 13-31. *JSTOR.* Web. 13 Nov. 2012.

Database. | Publication Medium. | Date of Access. | Journal Title | (Date of Publication):

In-text citation: According to Whitmer "text of quotation" (23).
OR
"Text of quotation" (Whitmer 23).

CITING A CHAPTER IN A BOOK

CITING A CHAPTER IN A BOOK

APA

Last, F. M. (Year Published). Title of chapter In *Title of book/anthology* (pp. Pages). Publisher City, State: Publisher.

Serviss, G. P. (1911). A trip of terror. In *A Columbus of space* (pp. 17-32). New York, NY: Appleton.

MLA

Last, First M. "Section Title." *Book/Anthology*. City: Publisher, Year Published. Page(s). Print.

Serviss, Garrett P. "A Trip of Terror." A Columbus of Space. New York: Appleton, 1911. 17-32. Print.

CITING A CHAPTER IN AN EDITED BOOK

APA

Last, F. M. (Year Published). Title of chapter In F. M. Last Editor (Ed.), *Title of book/anthology* (pp. Pages). Publisher City, State: Publisher.

Hemingway, E. (1999). The killers. In J. Updike & K. Kenison (Eds.), *The best American short stories of the century* (pp.78-80). Boston, MA: Houghton Mifflin.

MLA

Last, First M. Section Title. Edited by First M. Last. *Book/Anthology*. City: Publisher, Year Published. Page(s). Print.

Hemingway, Earnest. "The killers." Edited by Jonh, Updike, and Katrina, Kenison, *The best American short stories of the century* Boston, MA: Houghton Mifflin, 1999. 78-80 Print

MLA – PAGE FORMATTING GUIDELINES

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.

- Double-space the text of your paper and use a legible font (e.g. Times New Roman).

- Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are each distinct from one another. The font size should be 12 pt.

- Leave only one space after periods or other punctuation marks (unless otherwise prompted by your instructor).

- Set the margins of your document to 1 inch on all sides.

- Indent the first line of each paragraph one half-inch from the left margin. MLA recommends that you use the "Tab" key as opposed to pushing the space bar five times.

- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)

- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).

If Numbered (all flush left with no underlining, bold, or italics):

Example:

1. Soil Conservation

1.1 Erosion

1.2 Terracing

2. Water Conservation

3. Energy Conservation

If Unnumbered (by level):

Example:

Level 1: bold, flush left

Level 2: italics, flush left

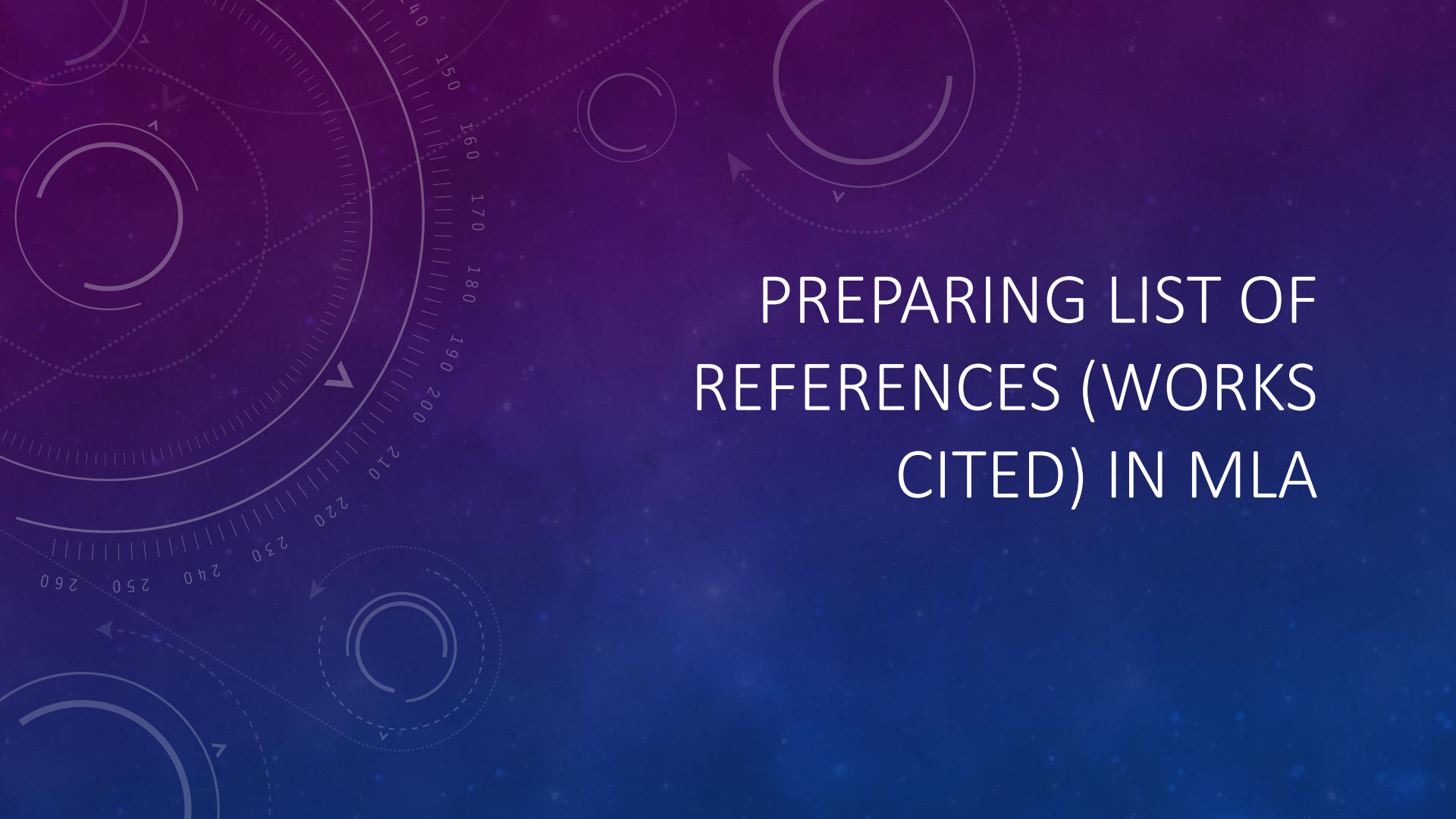**Level 3: centered, bold**

Level 4: centered, italics

Level 5: underlined, flush left

APA – PAGE FORMATTING GUIDELINES

- Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides.

- Include a **page header** (also known as the "**running head**") at the top of every page.

- The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

- Insert page numbers flush right

- **Main Headings** should be bold and centered and then sub headings should start from the left margin (bold). Further sub headings should be indented with first line of the paragraph.

APA uses a system of five heading levels

APA Headings	
Level	Format
1	Centered, Boldfaced, Upper & Lowercase Headings
2	Left-aligned, Boldface, Upper & Lowercase Headings
3	Indented, boldface, lowercase heading with a period.
4	Indented, boldface, italicized, lowercase heading with period.
5	Indented, italicized, lowercase heading with a period.

PREPARING LIST OF REFERENCES (WORKS CITED) IN MLA

Works Cited

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* New York: Modern

     Language Association, 2010. Print.

Hectopus, Hector. "It Reminds Me of the Time I Gave a Speech." *Self-referential*

     Speeches of World. Ed. Cecillia C. Above. New York: 2011. Print.

Russell, Tony, Allen Brizee, Elizabeth Angeli, and Russell Keck. "MLA Works Cited

     Page: Basic Format." *Purdue OWL.* Purdue University. Web. 30 Mar. 2011.

Smith, Harriet. "Titles of Journal Articles Go in Quotes." *Name of the Journal* 12.1

     (2010): 34-56. Web. 30 Mar. 2011.

WORKS CITED PAGE IN MLA - GUIDELINES

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.

- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.

- Only the title should be centered. The citation entries themselves should be aligned with the left margin.

- 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.

- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as pp. 225-250. If the excerpt is spans multiple pages, use "pp."   Note that MLA style uses a hyphen in a span of pages.

- If only one page of a print source is used, mark it with the abbreviation "p." before the page number (e.g., p.157). If a span of pages is used, mark it with the abbreviation "pp." before the page number (e.g., pp.157-168).

PREPARING LIST OF REFERENCES (REFERENCES) IN APA

References

Burns, R. (2015). *Child, Family, School, Community: Socialization and Support* (10th

    ed., pp. 417-433). Cengage Learning. Retrieved from

    https://books.google.com/books?id=0bIJAAAAQBAJ&dq=socialization+children

Chen, E., Corriveau, K., Lai, V., Poon, S., & Gaither, S. (2018). Learning and Socializing

    Preferences in Hong Kong Chinese Children. *Child Development, 89*(6), 2109-2117.

    http://dx.doi.org/10.1111/cdev.13083

Neal, J. W., Durbin, C. E., Gornik, A. E., & Lo, S. L. (2017). Codevelopment of preschoolers'

    temperament traits and social play networks over an entire school year. *Journal of*

    Personality and Social Psychology, 113(4), 627-640.

    http://dx.doi.org/10.1037/pspp0000135

Raising Children Network. (n.d.) *Social development* [Video]. Retrieved from

    https://raisingchildren.net.au/preschoolers/videos/social-development

REFERENCE LIST

- Place the list of references cited at the end of the paper

- Start references on a new page with References heading centralized

- Begin each entry with the left margin

- Indent subsequent lines five to seven spaces (hanging indent)

- Double space between entries

- *Italicize* the title of books, journals, magazines, etc.

- Arrange sources alphabetically beginning with author's last name

- If author has more than one source, arrange entries by year, earliest first

- Capitalize all major words in **journal** titles. When referring to the titles of **books, chapters, articles, or webpages**, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns

CITATION TOOLS

SOFTWARE AND ONLINE WEBSITES

BEST ONLINE CITATION TOOLS

Online Citation Tools

o Citation Machine

    o http://www.citationmachine.net/

o Citefast.com

    o https://www.citefast.com

o Knifecite

    o https://www.calvin.edu/library/knightcite/

Software

- Microsoft Word

- Mendeley (Open Source Software)

USEFUL SOURCES FOR FURTHER LEARNING

APA

https://owl.english.purdue.edu/owl/resource/560/06/

http://irsc.libguides.com/apa/bookwitheditorrefernceexample

MLA 7th Edition

https://irsc.libguides.com/c.php?g=146579&p=963293

MLA – 8th Edition

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

APA & MLA Citations Summary

https://owl.purdue.edu/owl/research_and_citation/using_research/citation_style_chart.html

THANKS!

Any questions?

You can find us at library@habib.edu.pk