

Formatting Cheat Sheet

APA (write in past tense)

- header with 1-2 word abbreviated title and page number in the top right corner
- in-text citation, author and date in parentheses (and page number for quotations)
- block quote format for citations longer than 40 words (no quotation marks, include page number after punctuation, in parentheses, with “p.” or “pp.” followed by a space)
- title page (with header described above upper right-hand corner), centre all

APA Citation Examples

In a recent study, Gilmour (2010) argued that Providence College students are brilliant.

OR

Gilmour (2010) claimed “Providence College students are a cut above the rest” (p. 5).

References

Gilmour, M. J. (2010). Smart students and a really big bell: Life in Otterburne. *Journal of Prairie Education, 24*, 326-342.

Gilmour, M. J. & Alias, M. J. (1925). The wonderful world of Providence College. *Fake Peer-Reviewed Academic Journal, 17(1)*. Retrieved January 23, 2011, from <http://www.fakewebsite.com/full/url/>

Gilmour, M. J. (1967). *Tim Horton runs and a good winter coat: A guide to surviving the Providence College school year*. Otterburne: ProvPress.

MLA (write in present tense)

- header with your last name and page number in the top right corner
- in-text citation, author’s last name and page number (no comma in between)
- write in present tense
- block quote format for longer citations (no quotation marks, include author’s last name and page number after punctuation, in parentheses)
- usually no title page; place your name, instructor’s name, course number and name, and date in the top left corner of the first page (double spaced)

MLA Citation Examples

In a recent study, Gilmour argues that Providence College students are brilliant (56). He also claims “Providence College students are a cut above the rest” (Gilmour 59).

Works Cited

Gilmour, Michael J. "Smart Students and a Really Big Bell: Life in Otterburne." *Journal of Prairie Education* 24 (2010): 326-42.

---. *Tim Horton Runs and a Good Winter Coat: A Guide to Surviving the Providence College School Year*. Otterburne: ProvPress, 1967.

Gilmour, Michael J., and Michael J. Alias. "The Wonderful World of Providence College." *Fake Peer-Reviewed Academic Journal* 17.1 (1925): 45 pars. 23 January 2011
<<http://www.fakewebsite.com/full/url/>>.

Turabian (write in present tense)

- page number on top centre or top right of page (on bottom centre for page one and pages with title, like WORKS CITED page)
- footnotes, no in-text citations unless instructed otherwise
- block quote format for longer citations (no quotation marks, insert footnote number at end of citation, after punctuation)
- use a title page; upper case and centre all; include title, your name and student number, instructor's name, course number and name, and due date

Turabian Citation Examples

In a recent study, Gilmour argues that Providence College students are brilliant.¹ He also claims, "Providence College students are a cut above the rest."²

WORKS CITED

Gilmour, Michael J. *Tim Horton Runs and a Good Winter Coat: A Guide to Surviving the Providence College School Year*. Otterburne: ProvPress, 1967.

_____. "Smart Students and a Really Big Bell: Life in Otterburne." *Journal of Prairie Education* 24 (2010): 326-42.

Gilmour, Michael J., and Michael J. Alias. "The Wonderful World of Providence College." *Fake Peer-Reviewed Academic Journal* 17.1 (2010). <<http://www.fakewebsite.com/full/url/>> (23 January 1925).

¹Michael J. Gilmour, *Tim Horton Runs and a Good Winter Coat: A Guide to Surviving the Providence College School Year* (Otterburne: ProvPress, 2010), 56.

²*Ibid.*, 59.