

A **Citation Style** is a system of formatting the information of a citation. Make sure you understand the style and use it consistently. Effective formatting can improve your ethos.

Each time you use a **Quotation** from someone else's work, or talk about someone else's ideas, you need to put a citation in the text that will point to the source.

Each **"In-text" Citation** refers the reader "References" citation (for APA), which is an entry that appears in a list at the end of your paper and provides your reader with additional information.

Basic Formatting: Set up your paper so that it adheres to basic APA formatting standards. This shows that you have educated yourself about the standards of the community you are writing to.

FORMATTING

APA – for additional APA formats & examples go to: <http://owl.english.purdue.edu/owl/resource/560/01/>

Book	Author, A. A. (Year of publication). Title of work not all capitals. Location including state abbreviation: Publisher. Harris, A. B. (1994). <i>Broadway Theatre</i> . London, UK: Routledge.
Scholarly Journal Article (electronic) <i>Also showing: multiple authors.</i>	Author, A. A., Author, B. B., & Author, C. C. (Date of publication). Title of article not all capitals: Subtitle not all capitals. Title of Journal, volume number, page range. Retrieved from http://www.someaddress.com/full/url/ only include URL if article is hard to find Reddy, S. K., Swaminathan, V., & Motley, C. M. (1998). Exploring the determinants of Broadway show success." <i>Journal of Marketing Research</i> 35, 370-383.
Magazine/Newspaper Article (online) <i>Also showing: URL.</i>	Author, A. A. (Year, Month Day). Title of article not all capitals. Title of Newspaper. Retrieved from http://www.someaddress.com/full/url/ use URL of site/journal/blog not of the article Pogrebin, Robin. (2003, Mar 11). Theatre strike ends after all-night talks." <i>New York Times</i> . Retrieved from http://www.nytimes.com
Single Chapter/Essay from an Edited Book <i>Also showing: corporate name.</i>	Author, A. A. (Year of publication). Title of chapter not all capitals. In A. Editor & B. Editor (Eds.), Title of book not all capitals: Subtitle not all capitals (pages of chapter). Location including state abbreviation: Publisher. Le Gallienne, E. (2009). On repertory and audiences. In American Theatre Magazine Staff (Eds.), <i>American Theatre reader: Essays and conversations from American Theatre Magazine</i> (29-31). New York, NY: Theatre Communications Group.
Page of a Website	Author, A. A. (Year, Month Day of publication). Title of document not all capitals. Retrieved from http://Web address Simonson, R. (2011, Apr 4). When did Broadway shows start offering Sunday performances? Retrieved from http://www.playbill.com/news/article/149291-ASK-PLAYBILLCOM-When-Did-Broadway-Shows-Start-Offering-Sunday-Performances

General APA Guidelines:

Your essay should be typed, double-spaced with 1" margins on all sides. You should use a clear font that is highly readable. Include a **page header** (also known as the **running head**) at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

APA Format is used most commonly within the social sciences when authors are concerned with current sources.

Major Paper Sections

Your essay or research paper can include up to four major sections. These include the title page, the abstract, the main body, and the references page. For the purposes of our course, the abstract will be replaced by your cover sheet, which should include the enthymeme for each argument, the rhetorical situation, a consideration of your audience, and your contract statement.

Title Page:

The title page should include a running head. It will be slightly different from the running head for the rest of the paper.

In Header:

- Flush left type Running Head: and then type abbreviated title with no more than 50 characters in ALL CAPS. This is for the title page only.
- All other pages should include the 50 character abbreviated title left justified, as well as a page number. Page numbers will be right justified.

Centered on the title page:

- Title of paper, double spaced, important words capitalized.
- Name
- Name of institution or class.

In Text Citations:

- Cite in text every time you use an author's words. (quotes)
- Cite in text every time you use an author's ideas and place them in your own words. (paraphrasing)
- Cite in text to refer the reader to the source you are pulling ideas from, even if they are vague and well connected to your own ideas. (summary)
- Place the name of author(s), followed by a comma, and then the date of publication. If there is no date, use the abbreviation n.d. (Smith, 1999)
- Direct quotes should include a page number after the date (Smith, 1999, pg. 23). Follow parenthesis by terminal punctuation.
- If the authors name is used in the text, the citation should include the date and page number (1999, pg.23).
- Every resource cited must also be on the reference page.

Basic Setup: Times New Roman, 1" margins, Double space, Normal paragraph indentations, Align left margins.

Additional Resources:

APA Style.org

Blog.APASStyle.org

Diana Hacker's online Research and Documentation site.

Owl Purdue Online Writing Lab

Citation Machine (This is not perfect. Double check)



Formatting First:

- Title Header- left justified, 50 characters of the title in caps.
- Page #-right justified
- Title, author name, and class or institution, center justified