



SCHS MLA, APA, & Chicago Quick Guide

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Format Basics			
	MLA	APA	Chicago
When do I use MLA vs. APA?	You will rarely be wrong if you use MLA at SCHS, but it is mainly used in English, history, etc.	IB and AP Psychology and some advanced science classes are the only ones that use APA at SCHS.	IB History is the only course that typically asks you to use Chicago.
Teacher Specifics	Your teacher may modify format requirements depending upon their assignment, so ALWAYS read their specific directions!		
Font	12 point Times New Roman or Arial		
Line Spaces	Double Spaced		
Margins	1" Margins		
Header Location	Look for how to insert a header into your document. On Word it is under "Insert" and "Header." The header will default to ½" from the top of the page, which is what you need for all formats. There is also an insert page number tool.		
What is in the Header?	Your last name and page number (use the insert page number tool) aligned to the right starting with first page.	Title of Paper (or a portion of the title if it is longer than 50 characters including spaces) in ALL CAPS Aligned Left. Page Number Aligned Right. The title page header also includes the phrase "Running head:" in front of the title.	Your last name and page number (use the insert page number tool) aligned to the right starting with first page.
Title on Cover Page or 1st Page?	Do not use a separate title page unless requested by teacher. Instead, include the following on the first page of the paper. In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Be sure to use double-spaced text.	You must have a title page. Type your title centered in the upper half of the page. Your title should be no more than 12 words in length. Beneath the title, type your name, then the school name. Everything is double-spaced. Some specific assignments will have additional title page requirements.	You must have a title page. The title should be centered a third of the way down the page. For subtitles, end the title line with a colon and place the subtitle on the line below the title. Your name and class information should follow several lines later. Some specific assignments will have additional title page requirements.
Do I Need an Abstract?	Not usually used unless specified by the teacher.	Required unless your teacher tells you differently. It is a 150-200 word summary of your paper. It follows the title page.	Not usually used unless specified by the teacher.
Subheadings in Text	Not usually used unless specified by the teacher.	Required unless your teacher tells you differently. They should organize your paper into sections. Many assignments will have specific subheadings provided.	Required unless your teacher tells you differently. They should organize your paper into sections. Many assignments will have specific subheadings provided.
Type of Thesis	Assert an opinion. Write the thesis as an assertion about the topic that you will show, explain or prove. It is a clear statement that asserts an opinion.	Pose a research question. The thesis answers the research question or hypothesis. It is a clear statement that tells what the research's aim was or is.	Pose a research question. The thesis answers the research question or hypothesis. It is a clear statement that tells what the research's aim was or is.

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Table of Contents	Not usually used.	Usually required. Follows the abstract.	A Table of Contents is only necessary if your paper has chapters. Yours won't.
Appendices	Not usually used unless specified by the teacher.	Usually needed. At the end of the paper. Includes all created materials.	Usually used for tables and other supporting data sets or examples, which are numbered as Appendix 1, etc.
End of Text Citations			
Reference List	At the END of the paper on its own page. All sources used for the paper MUST be listed. Listed alphabetically using the first word in each citation (usually the author's last name).		
Reference List Title	Titled "Works Cited"	Titled "References"	Titled "References" for Author Date style.
Author Names	Last name, first name (Doe, John)	Last name, first initial (Doe, J.)	Last name, first name (Doe, John)
Multiple Authors	Spell out available names alphabetically up to 3 authors. First author is last name first, rest are first then last. More than 3, list first 3 and put "et al" at the end.	Lists all authors alphabetically, but only using the last name, first initial.	List the full names for all authors alphabetically.
Reference Indent	Uses a hanging indent (first line not indented, subsequent lines are indented) for each source.		
Resources for Creating Reference List	If you are using an electronic database, there is usually a button that will give you the citation formatted for the correct style guide. If it is any other source, you can EasyBib, KnightCite, QuickCite or any of the other tools available on the media center website www.SpruceCreekMedia.weebly.com .		
EXAMPLE Reference List Format for WEBSITE	Author. Title of Site. Sponsor, Date Created (use n.d. if not given). Medium. Date Accessed.	Author. (Year [use n.d. if not given]). Article or page title. Larger Publication Title, volume or issue number. Website address.	Last Name, First Name. "Page Title." Website Title. Web Address (retrieved Date Accessed).
Parenthetical Citation/ In-Text Citations			
When to cite in the text	Each time you use information from a source (whether a direct quote or something you have put into your own words), you must cite it in the body of the paper at the end of the sentence before the period. If you have several sentences with information from the same source in a row, you can cite when shift sources and/or start a new paragraph. If you use a quote, you must cite the source at the end of the quote.		
How to cite in the text	<p style="text-align: center;">(Last name page number).</p> <p>Use the author's last name and page number in parenthesis at the end of the sentence (Smith 12). According to Smith, if you reference the author's name in the actual text, use just the page number in parenthesis at the end of the sentence (12). No page? Leave it out (Smith). No author? Shortened title in quotes or italics depending upon how it appears in your reference page ("Title" 12) or (<i>Title</i> 10).</p>	<p style="text-align: center;">(Last name, year of publication).</p> <p>Author's last name, comma, and the year the material was published (Smith, 2010).</p> <p>According to Smith (2010), if you reference the author's name in the actual text for APA format, only refer to them by their last name and just use the year in parenthesis after the author's name.</p>	<p style="text-align: center;">(Last name year of publication, page).</p> <p>There are two different documentation styles outlined by the Chicago Manual- the notes and bibliography method which requires footnotes and the author-date method. We use in-text citation. Use only the surname of the author followed by the year of publication. Include page, chapter, section or paragraph numbers. A comma is placed between the year of publication and the page, chapter, section or paragraph numbers.</p>
Incorporating longer quotes in your text	Longer quote = 4 lines or longer Blocked (indented 2 tabs over)	Longer quote = 40 words or more Indented 1 tab or 5 spaces over	Quote of five or more lines should be blocked: single-spaced, no quotation marks, leave an extra line before and after, indent the entire quotation .5"