

METHODS OF DOCUMENTATION: AN OVERVIEW

To the dismay of students, there is not just one way of indicating where information was found. The method varies from one course to another; and even within the same field of study, there are changes from time to time. You should always check with your instructor about the preferred method and ask for the department guidelines. At this stage of your career, you should become familiar with the basic systems.

All methods of documentation consist of two parts:

1. A *textual reference*. In your paragraph, you briefly indicate that there is a source. Depending on which method you use, the reference can be woven into your sentence structure, placed in parentheses, or indicated with a number. *The parenthesis system* uses parentheses within the text to give enough information so that the reader can locate the citation in the list of sources. This system eliminates the need to duplicate information in both a note and a list of sources. Consequently, the parenthesis system is favored by most academic departments.

2. A *list of sources* (a bibliography) at the end of your paper. The list gives all the information that a reader would need to locate the source you have used, but the textual reference provides just enough information so that the reader can find the full citation in the list of sources. The list is called **Works Cited** in the MLA system; it is called **References** in the APA system.

APA (American Psychological Association) System

The *APA (American Psychological Association) System* requires a textual reference that identifies the author (or brief title if no author is given) and date. This system makes sense in any field where the date of the research is important. It is used exactly or with slight variation in many of the social sciences (Sociology, Economics, Geography, Anthropology, Archaeology, Linguistics, Law), some applied sciences (Social Work, Child Development and Family Relations, Education, Home Economics, Law Enforcement/Criminal Justice, Sports and Leisure Studies, Business), and some of the sciences (Botany, Zoology, Geology).

Example:

Textual Reference:

Each box of cereal lists its ingredients by descending weight in product makeup, which means breakfast may well be a bowl of sugar (Carey, 1989).

References (list at the end of your paper):

Carey, J. (1989, October 9). Now I've read the label, what's in the package? Business Week, p. 133.

MLA (Modern Language Association) System

The *MLA (Modern Language Association) System* requires a textual reference that identifies the author (or short title if no author is given) and page(s) on which the information was found. It is used in Literature, Languages, and sometimes in Political Science, Education, and History.

Example:

Textual reference:

Each box of cereal lists its ingredients by descending weight in product makeup, which means breakfast may well be a bowl of sugar (Carey 137).

Works Cited (list at the end of your paper):

Carey, John "Now I've Read the Label, What's in the Package?" Business Week 9 Oct. 1989: 133.

COMPARATIVE MODELS: MLA AND APA

Now that you have an overview of the basic systems of documentation, you can use the following models to help you set up the documentation in your paper. For each specific kind of source, you will find a set illustrating variations in the different systems. The first entry (MLA) illustrates the parenthesis and the Works Cited page for the MLA system, and the second entry (APA) illustrates the parenthesis and the Reference page for the APA system.

Books

A Book With One Author

MLA

Textual Reference:
(Fox x)

Works Cited:

Fox, Michael Allen, The Case for Animal Experimentation: An Evolutionary and Ethical Perspective. Berkeley: U of California P, 1986.

APA

Textual Reference:
(Fox, 1986, p. x)

Reference:

Fox, M.A. (1986). The case for animal experimentation: An evolutionary and ethical perspective. Berkeley: University of California Press.

A Book With Two (Or Three) Authors

MLA

Textual Reference:
(Fairholme and Pain 21)

Works Cited:

Fairholme, Edward G. and Wellesley Pain. A Century of Work for Animals: The History of the RSPCA. London: J. Murray, 1924.

APA

Textual Reference:
(Fairholme & Pain, 1924, p. 21)

Reference:

Fairholme, E. G., & Pain, W. (1924). A century of work for animals: The history of the RSPCA. London: J. Murray, 1924.

A Book With More Than Three Authors

MLA

Textual Reference:
(Hendee et al. 76)

Works Cited:

Hendee, W. R., et al. Use of Animals in Bio-medical Research. The Challenge and Responsibility Chicago, IL: American Medical Association, 1988.

APA

Textual Reference:
(Hendee et al., 1988, p. 76)

Reference:

Hendee, W. R., Loeb, J. M., Schwarz, M. R., & Smith, S. J. (1988). Use of animals in bio-medical research. The challenge and responsibility. Chicago: American Medical Association.

An Anonymous Book

MLA

Textual Reference:
(Wildlife and Sporting Paintings 10)

Works Cited:

Wildlife and Sporting Paintings. New York: Kennedy Galleries, 1979.

APA

Textual Reference:
(Wildlife and Sporting Paintings, 1979, p. 10)

Reference:

Wildlife and sporting paintings. (1979). New York: Kennedy Galleries.

A Book Edited By One Person

MLA

Textual Reference:
(Regan ix)

Works Cited:

Regan, Tom, ed. Animal Sacrifices: Religious Perspectives On Use of Animals in Science. Philadelphia: Temple U P, 1986

APA

Textual Reference:
(Regan, 1986, p. ix)

Reference:

Regan, T. (Ed.). (1986). Animal sacrifices: Religious perspectives on use of animals in science. Philadelphia: Temple University Press.

A Book Edited By Two Or Three People

MLA

Textual Reference:

(Godlovitch, Godlovitch and Harris xxiii-xxiv)

Works Cited:

Godlovitch, Stanley, Roslind Godlovitch, and John Harris, eds. Animals, Men and Morals: An Enquiry into the Maltreatment of Non-humans. New York: Taplinger, 1972

Somebody Else's Book Edited By One Person

MLA

Textual Reference:

(Roosevelt 117)

Works Cited:

Roosevelt, Theodore. Wilderness Writing, Ed. Paul Schullery. Salt Lake City: Peregrine Smith, 1986.

A Revised Or Subsequent Edition Of A Book

MLA

Textual Reference:

(Dasmann 82)

Works Cited:

Dasmann, Raymond F. Wildlife Biology, 2nd ed. New York: Wiley, 1981.

A Book That Is A Volume In A Series By Different Authors

MLA

Textual Reference:

(Hunt 117)

Works Cited:

Hunt, R. O. Nonhuman Primate Models for Human Diseases. New York: Academic Press, 1978. Vol. 4 of Recent Advances in Primatology. Eds. D. J. Chivers and E. H. R. Ford. 4 vol.

A Translation Of A Book

MLA

Textual Reference:

(Chantraine 3)

Works Cited:

Chantraine, Pol. The Living Ice: The Story of the Seals and the Men Who Hunt Them in the Gulf of St. Lawrence. Trans. David Lobdell. Toronto: McClelland and Stewart, 1983.

A Book With A Corporate Author

MLA

Textual Reference:

(International Conference on the Biology of Whales 17)

Works Cited:

International Conference on the Biology of Whales. The Whale Problem: A Status Report. Cambridge, MA: Harvard UP, 1974.

APA

Textual Reference:

(Godlovitch, Godlovitch and Harris xxiii-xxiv)

Reference:

Godlovitch, S., Godlovitch, R., & Harris, J. (Eds.). 1972. Animals, men and morals: An enquiry into the maltreatment of non-humans. New York: Taplinger.

APA

Textual Reference:

(Roosevelt, 1986, p. 117)

Reference:

Roosevelt, T. (1986). Wilderness writing, (P. Schullery Ed.). Salt Lake City: Peregrine Smith Books.

APA

Textual Reference:

(Dasmann, 1981, p. 82)

Reference:

Dasmann, R. F. (1981). Wildlife biology, 2nd ed. New York: Wiley.

APA

Textual Reference:

(Hunt, 1978, p. 117)

Reference:

Hunt, R. O. (1978). Nonhuman primate models for human diseases (D. J. Chivers and E. H. R. Ford, Eds. Recent advances in primatology, Vol. 4). New York: Academic Press.

APA

Textual Reference:

(Chantraine, 1983, p. 3)

Reference:

Chantraine, P. (1983). The living ice: The story of the seals and the men who hunt them in the Gulf of St. Lawrence. (D. Lobdell, Trans.). Toronto: McClelland and Stewart.

APA

Textual Reference:

(International Conference on the Biology of Whales, 1974, p. 17)

Reference:

International Conference on the Biology of Whales. (1974). The whale problem: A status report. Cambridge, MA: Harvard University Press.

A Reprinted Book

MLA

Textual Reference:
(Darwin 79)

Works Cited:

Darwin, Charles. Diary of the Voyage of H. M. S. Beagle. 1845. New York: Kraus, 1969.

APA

Textual Reference:
(Darwin, 1845/1969, p. 79)

Reference:

Darwin, C.(1969) Diary of the voyage of H. M. S. Beagle. New York: Kraus. (Original work published 1845)

A Poem, Short Story, Essay, Or Chapter In A Book By The Same Author

MLA

Textual Reference:
(Hearne 16)

Works Cited:

Hearne, Vickie. "What Is It about the Frog," In the Absence of Horses. Princeton, NJ: Princeton U P, 1983.

APA

Textual Reference:
(Hearne, 1983, p. 16)

Reference:

Hearne, V. (1983). What is it about the frog, In V. Hearne In the absence of horses (pp. 16-17). Princeton, NJ: Princeton University Press.

A Poem, Short Story, Essay, Or Chapter In A Book Collection Of Different Authors

MLA

Textual Reference:
(Daws 362)

Works Cited:

Daws, Gavan. "'Animal Liberation' as Crime: The Hawaii Dolphin Case," In Ethics and Animals, Eds. H. B. Miller and W. H. Williams. Clifton, NJ: Humana Press, 1983. 361-371.

APA

Textual Reference:
(Daws, 1983, p. 362)

Reference:

Daws, G. (1983) "Animal liberation" as crime: The Hawaii dolphin case. H. B. Miller & W. H. Williams (Eds.) Ethics and animals (pp. 361-371). Clifton, NJ: Humana Press.

A Review Of A Book

MLA

Textual Reference:
(Singer 37)

Works Cited:

Singer, Peter. "Unkind to Animals." Rev. of Animal Liberators: Research and Morality, by Susan Sperling. New York Review of Books 2 February 1989: 36-38.

APA

Textual Reference:
(Singer, 1989, p. 37)

Reference:

Singer, P. (1989, February 2). Unkind to animals. [Review of Animal liberators: Research and morality]. New York Review of Books, 36, 36-38.

A Government Publication

MLA

Textual Reference:
(U.S. Cong. 34)

Works Cited:

United States Cong. Office of Technology Assessment. Alternatives to Animal Use in Research, Testing, and Education. Washington, DC: Government Printing Office, 1986.

APA

Textual Reference:
(Office of Technology Assessment, 1986, p. 34)

Reference:

Office of Technology Assessment. (1986). Alternatives to animal use in research, testing, and education. Washington, DC: Government Printing Office.

A Pamphlet (Follow Format For A Book As Much As You Can)

MLA

Textual Reference:
(Are You Willing)

Works Cited:

Are You Willing to be the Guinea Pig Instead. Handout. Los Angeles: CFAAR [Coalition for Animals and Animal Research], 1989.

APA

Textual Reference:
(Are You Willing to be the Guinea Pig Instead)

Reference:

Are you willing to be the guinea pig instead [handout]. (Los Angeles: CFAAR [Coalition for Animals and Animal Research].

Periodicals

An Article From A Scholarly Journal*

MLA

Textual Reference:
(Dumas 192)

Works Cited:

Dumas, C. "Cognitive Development in Kittens."
Journal of Comparative Psychology 103
(June 1989): 191-200.

APA

Textual Reference:
(Dumas, 1989, p. 192)

Reference:

Dumas, C. (1989). Cognitive development in
kittens. Journal of Comparative Psychology
103, 191-200.

An Article From A General Interest Magazine*

MLA

Textual Reference:
(Comfort 46)

Works Cited:

Comfort, N. C. "Can You Love Animals and Kill
Them?" Utne Reader, Sept.-Oct. 1989: 46-47.

APA

Textual Reference:
(Comfort, 1989, p. 46)

Reference:

Comfort, N. C. (1989, September-December). Can
you love animals and kill them? Utne
Reader, pp. 46-47.

An Anonymous Magazine Article

MLA

Textual Reference:
("Transgenic Animals" 70)

Works Cited:

"Transgenic Animals: Direct Delivery." Economist
1 July 1989: 70-71.

APA

Textual Reference:
("Transgenic Animals," 1989, p. 70)

Reference:

Transgenic animals: Direct delivery.
(1 July 1989). Economist, pp. 70-71.

***Scholarly journals usually appear four times a year and have volume numbers. General Interest magazines are the kind you find in a doctor's waiting room. General interest magazines appear weekly or monthly. Although they may have a volume number, they are identified by the date, not the volume number.**

An Article From A Newspaper

MLA

Textual Reference:
(Venant and Treadwell 12-13)

Works Cited:

Venant, Elizabeth and David Treadwell.
"Biting Back: Animal Researchers,
Industries Go on Offensive against
Increasingly Militant Activists."
Los Angeles Times 12 April 1990: sec.
E: 12-13.

APA

Textual Reference:
(Venant & Treadwell, 1990, pp. 12-13)

Reference:

Venant, E., & Treadwell, D. (1990, April 12).
Biting back: Animal researchers, industries
go on offensive against increasingly
militant activists. The Los Angeles Times,
sec. E, pp. 12-13.

Encyclopedias

An Article In A General Encyclopedia (That Is, One That Is Frequently Updated), Author Named

MLA

Textual Reference:
(Rose)

Works Cited:

Rose, John C., M.D. "Animal Experimentation."
Encyclopedia Americana, 1989 ed.

APA

Textual Reference:
(Rose, 1989)

Reference:

Rose, J. Animal experimentation. Encyclopedia
Americana, 1989 ed.

An Article In A Specialized Reference Work (One Not Frequently Updated)

MLA

Textual Reference:
(Zaslow)

Works Cited:

Zaslow, Robert W. "Bonding and Attachment." Encyclopedia of Psychology. Ed. Raymond J. Corsini. New York: Wiley, 1984.

APA

Textual Reference:
(Zaslow, 1984)

Reference:

Zaslow, R. W. (1984). Bonding and attachment. In R. J. Corsini (Ed.), Encyclopedia of Psychology (pp. 160-162). New York: Wiley.

An Anonymous Article In An Encyclopedia

MLA

Textual Reference:
("Hypnosis")

Works Cited:

"Hypnosis." Encyclopedia Britannica: Micropedia, 1985 ed.

APA

Textual Reference:
("Hypnosis" 1985)

Reference:

Hypnosis. Encyclopedia Britannica: Micropedia, 1985 ed.

Other Sources

A Lecture

MLA

Textual Reference:
(Hamilton)

Works Cited:

Hamilton, Bob. Lecture. Geography 10. UCLA, Los Angeles, CA. 23 October 1990.

APA

Textual Reference:
(Hamilton, 1990)

Reference:

Hamilton, B. (1990, October 23). [Lecture for Geography 10].

An Interview

MLA

Textual Reference:
(Hardin)

Works Cited:

Hardin, Garrett. Personal Interview. Santa Barbara, CA, 16 Feb. 1989.

APA

Source identified in text of paper only, not in References: Professor Garrett Hardin (personal communication, February 16, 1989) suggested that . . .

A Film

MLA

Textual Reference:
(Blade Runner)

Works Cited:

Blade Runner. Dir. Ridley Scott. With Harrison Ford, Warner Bros., 1982.

APA

Textual Reference:
(Blade Runner, 1982)

Reference:

Scott, R. (Director) & Ford, H. (Actor). (1982). Blade runner [Film]. Los Angeles, CA: Warner Bros.

World Wide Web (WWW) Sites

MLA

Textual Reference:
(Tomasson)

Works Cited:

Tomasson, Gunnar. "Anne Hath a Way." Five Notes on Shakespeare. 1993.
<http://www.globescope.com/ws/will4.htm>
(26 Feb. 1996)

APA

Textual Reference:
(Tomasson, 1996)

Reference:

Tomasson, Gunnar (1993). Anne hath a way. Five Notes on Shakespeare.
<http://www.globescope.com/ws/will4.htm>
(26 Feb. 1996)

Newsgroup Postings

MLA

Textual Reference:
(Catano)

Works Cited:

Catano, Diane. <AAASHRAN@gwuvvm.gwu.edu>
"Transforming Ethics." 6 Jan. 1996 <alt.books.reviews>
(31 March 1996).

E-Mail

MLA

Textual Reference:
(Wu)

Works Cited:

Wu, Sheila. <shelia.wu@earthlink.com> "Giacometti's
Sculpture." 3 Feb. 1996) Personal e-mail (4 Feb. 1996)

Material From A Database

Online Journal

A Live Performance (Concert Or Play)-Begin With The Most Important Person (Conductor, Performer, Author, Composer, Director, Etc.)

MLA

Textual Reference:
(Miller)

Works Cited:

Miller, Arthur. The Crucible. Dir. Bill Bushnell.
Los Angeles Theater Center, Los Angeles, CA,
13 October 1990.

APA

Textual Reference:
(Catano 1996)

Reference:

Catano, Diane. <AAASHRAN@gwuvvm.gwu.edu> 6 Jan.
1996. "Transforming Ethics." <alt.books.reviews> (31
March 1996)

APA

Textual Reference:
(Wu 1996)

Reference:

Wu, Sheila. <shelia.wu@earthlink.com> "Giacometti's
Sculpture." (3 Feb. 1996). (Personal e-mail). (4 Feb. 1996)

APA

Textual Reference:
(Seefeldt & Lyon, 1990, March)

Reference:

Seefeldt, R. W., & Lyon, M. A. (1990, March).

Personality characteristics of adult
children of alcoholics: Fact or fiction?

Paper presented at the annual meeting of
the American Association for Counseling and
Development, Cincinnati, OH. (ERIC Document
Reproduction Service No. ED 316 784)

APA

Textual Reference:
(Memon & Stevenage, (1996, March)

Reference:

Memon, A., & Stevenage, S. (1996, March).

Interviewing witnesses: What works and what
doesn't? [32 paragraphs]. Psychology
[On-line serial]. 7 (6). Available FTP:
Hostname: princeton.edu Directory:
pub/harnad/Psychology/1996.volume.7 File:
psychology.96.7.6.witness-memory.1.memon

APA

Source identified in text of paper only, not in
References: The October 13th stage performance of The
Crucible at the Los Angeles Theater Center, clearly
demonstrated Arthur Miller's understanding of ...

A Recording

MLA

Textual Reference:
(Roel and Lewiston)

Works Cited:

Roel, Josafat and David Lewiston. Jacket notes.
Fiestas of Peru. Music of the High Andes.
Nonesuch Records Explorer Ser., H-72045, 1972.

A Radio Or Television Program

MLA

Textual Reference:
("The Decade of Destruction")

Works Cited:

"The Decade of Destruction." Frontline. New
York: PBS. KCET, Los Angeles. 18 Sept. 1990.

A Computer Program

MLA

Textual Reference:
(Pro-Cite)

Works Cited:

Pro-Cite. Computer software. Personal
Bibliographic Software, 1988.

A Work Of Art

MLA

Textual Reference:
(Leutze)

Works Cited:

Leutze, Emanuel Gottlieb. Washington Crossing
the Delaware. Metropolitan Museum of Art,
New York.

A Letter

MLA

Textual Reference:
(Hardin)

Works Cited:

Hardin, Garrett. Letter to the author. 8 August
1983.

APA

Textual Reference:
(Roel and Lewiston 1972)

Reference:

Roel, J., & Lewiston, D. (1972). Fiestas of
Peru. Music of the High Andes [Jacket notes
for audio recording No. H-72045]. New York:
Nonesuch Records Explorer Series.

APA

Textual Reference:
("The Decade of Destruction," 1990)

Reference:

Frontline. (1990, September 18). Los Angeles:
PBS-TV.

APA

Textual Reference:
(Pro-Cite, 1988)

Reference:

Pro-Cite. [Computer program]. (1988). Ann Arbor,
MI: Personal Bibliographic Software.

APA

Textual Reference:
(Leutze, 1851)

Reference:

Leutze, E. G. (1851) Washington Crossing the
Delaware [Art work]. New York: Metropolitan
Museum of Art.

APA

Source identified in text of paper only, not in
References: Biologists generally agree (G. Hardin, personal
communication, February 16, 1983) that . . .

The preceding models illustrate those most commonly needed in undergraduate papers. For more examples we refer you to the following online guides:

Writing Styles and Formats: <http://apa-mla.com/>

Columbia University Guide to Online Style: http://www.columbia.edu/cu/cup/cgos/idx_basic.html

Abbreviations

Here are the most common abbreviations used in the two major systems (MLA & APA). Plurals are indicated within parentheses.

TERM	MLA	APA
chapter	ch(s).	chap.
part	pt(s)	Pt.
volume	vol(s).	Vol.
page	p. (pp).	p. (pp).
edition	ed.	ed.
editor(s)	ed(s).	Ed(s).
revised edition		rev. ed.
section	sec(s).	
translated by	trans.	Trans.
number	no(s).	No.
no date	n.d.	
no place	N.p.	
no publisher	n.p.	
and others	et. al.	
directed by	dir.	
quoted	qtd.	
University Press	UP	