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| **Element** | **APA** | **MLA** |
| *Line Spacing* | Double space entire document, including reference list. Do not double-double space (i.e. between paragraphs). **(8.03)** | Same. |
| *Paragraphs* | Indent the first sentence of a new paragraph 5-7 spaces. **(8.03)** | Same. Using the “Tab” key is recommended. |
| *Font* | Use standard 12-point font. Times New Roman is the APA preferred font. **(8.03)** | Same.  |
| *Margins* | Use one-inch margins throughout. Align margins flush left and “ragged” right (i.e. don’t align the right margin flush). **(8.03)** | Same. |
| *Reference List or Works Cited List* | Begin reference list on its own page after the body of the paper. Title page References --capitalized and centered at the top. List references alphabetically by author. Double space and indent all lines after the first of any given reference 5-7 spaces (this is called a hanging indent). Do not double-double space between citations. ANY and ONLY works cited in-text should be included on the reference list. **(6.22-6.26)** | Same *except* title the page Works Cited.  |
| *In-text Headings* | Headings must be logical, hierarchical, and consistent. **(3.03)** | Number sections with an Arabic number and a period followed by a space and the section name. (i.e. 1. Gender Definitions, 2. Modern Feminism, 3. Conclusion). **(from the Purdue OWL)** |
| *Spacing after punctuation marks* | No space after: periods in internal abbreviations (e.g., a.m.).One space after: commas, colons, semi-colons, periods that separate parts of a reference citation, periods after the initials in first names. Double Space: after a period that ends a sentence. **(4.01)**Do not insert periods in: abbreviations in state names, acronyms, metric and non-metric abbreviations. **(see 4.02 for additional rules)** | Single Space: after a period that ends a sentence. |
| *In-text Citations* | Reference ideas, summaries, and quotes from other works using parentheses (called parenthetical citation) in the body of your paper. The basic format is (Last Name, Year). If the author is named in the sentence only include the year in parentheses. For direct quotes include the page number (Last Name, year, p. #). If you are ending the sentence with parentheses, the period comes after the close parentheses. **(6.11-6.21)** | Same *except* the basic format is (Last Name Page). Do not include the year. |
| *Running Header* | On the title page, type **Running head:** and the title of your paper (shortened to 50 characters or less and in all capital letters) in the document header. On the same line and flush right type the page number. On all subsequent pages, the title in all caps (without Running head) should appear in the header. **(8.03)** | No running head. In the header, numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. **(from the Purdue OWL).**  |
| *Title Page* | APA style requires a title page. Type your **title** in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length.. Double space all text.Beneath the title, type the **author's name**: first name, middle initial(s), and last name.Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research. **(from the Purdue OWL)** | n the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Double space all text. Double space and center the title. Do not underline, italicize, or place your title in quotation marks; do not use all caps. In the header, type your last name in front of the page number. **(from the Purdue OWL)** |
| *Special Circumstances* | There is a rule for almost everything in APA and that rule can almost always be found in the APA manual. When in doubt, look it up! | Consult the MLA Handbook for Writers of Research Papers. |

**Reference List Citation Formatting Basics**

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| **APA** | ***Position A*** | ***Position B*** | ***Position C*** | ***Position D*** | ***Position E*** | ***Position F*** |
| ***Book*** | Author(s): **Last Name, Initials** | Date of Publication: **(Year).** | Title: **Italicized. Only capitalize the first word and proper nouns of title and sub-title. End with a period.** | City of Publication and Publisher: **City: Publisher. End with a period.** | None. | None. |
| ***Article*** | Author(s): **Last Name,** **Initials** | Date of Publication: **(Year).** | Title of article: **Capitalize only first word and proper nouns of title and subtitle. End with a period.** | Title of Periodical: **Italicize and capitalize all major words. End with a comma.** | Volume and issue: ***volume number* (issue number). Italicize volume number, do not italicize issue number. End with a comma.**  | Pages: **##-##. End with a period.** |

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| **MLA** | ***Position A*** | ***Position B*** | ***Position C*** | ***Position D*** | ***Position F*** |
| ***Book*** | Author(s): **Last Name, First Name** | Title: **Italicized. Capitalize the first word and major words in the title and sub-title. End with a period.** | City of Publication, publisher, and year of publication:**City: Publisher, Year. End with a period.** | Medium of Publication. i.e.: Print. | None. |
| ***Article*** | Author(s): **Last Name,** **First Name.** | Title of article: **In quotations. Capitalize the first word and major words of title and sub-title. End with a period inside the close quotation.** | Title of Periodical Day Month Year: **Italicize and capitalize all major words in title. Abbreviate month and do not italicize day, month and year. Do not use commas. End with a colon.**  | Pages. End with a period. | Medium of publication.  |