

# FORMATTING & IN-TEXT CITATIONS

## GENERAL FORMATTING:

*Font*— Times New Roman, size 12.

*Margins*—1" top, bottom, left and right.

*Header*—Last name and page number flush with the right margin.

*Line Spacing*—Double.

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Last Name Page #

Student's Name

Professor's Name

Course Name

Date (Day Month Year)

Title of the Paper

First line of each paragraph is indented 1/2" from the left margin.

## IN-TEXT CITATIONS:

Used to denote referenced materials listed in the Works Cited: quoted, paraphrased, summarized, or statistics.

*Paraphetical*—(Author's Last Name Page #).

*Narrative*— Author's name is in the body of the sentence. The page number in parentheses is at the end of the sentence.

**NEW: For narrative in-text citations, the first time provide the author's first and last names. Afterwards, use only the author's last name.**

### **One Author:**

**(Author's Last Name Page Number).**

*Paraphetical:* (Weintraub 233).

*1st Narrative:* According to David Weintraub, ... (233).

*2nd Narrative:* Weintraub ... (321).

### **Two Authors:**

**(1st Author's Last Name and 2nd Author's Last Name Page Number).**

*Paraphetical:* (Impey and Henry 88)

*1st Narrative:* Chris Impey and Holly Henry ... (88).

*2nd Narrative:* Impey and Henry ... (88).

### **Three or More Authors:**

**(1st Author's Last Name et al. Page Number).**

*Paraphetical:* (Hobbes et al. 398).

*1st Narrative:* Thomas Hobbes and others ... (398).

*2nd Narrative:* Hobbes et al. ... (398).

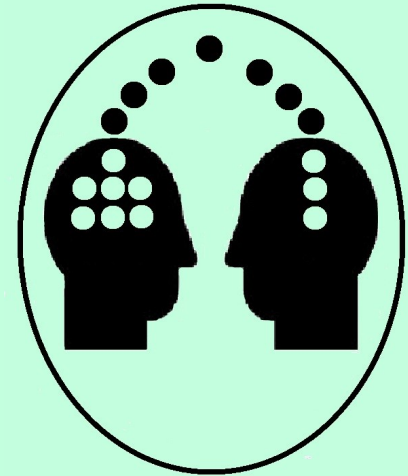
### **Unknown Author:**

*Paraphetical*—**Provide the 1st one to three words of the title:** (*Scientific* 58).

*Narrative*—**Provide the primary title:** *Scientific Papers*... (58).

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# WORKS CITED

The words Works Cited are centered at the top of the page; they are not bolded, underlined, enclosed in quote marks, or italicized. Items are double spaced, and in a hanging paragraph indented format. The indentation is 1/2 inch from the paragraph. When there is not an author, use the source's title. **NEW: The accessed date, is not required, but it is recommended when there is not a publication or copyright date available.**

## BOOKS:

### **One Author:**

**Last Name, First Name MI. Title of Book. Publisher, Year.**

Weintraub, David A. *Life on Mars: What to Know Before We Go*. Princeton University Press, 2018.

### **Two Authors:**

**Last Name, First Name MI, and First Name MI Last Name. Title of Book. Publisher, Year.**

Impey, Chris, and Holly Henry. *Dreams of Other Worlds: The Amazing Story of Unmanned Space Exploration*. Princeton University Press, 2013.

**Three or More Authors:** List only the first author's name, followed by et al.

**Last Name, First Name MI, et al. Title of the Book. Publisher, Year.**

Hobbes, Thomas, et al. *Three Discourses: A Critical Modern Edition of Newly Identified Work of the Young Hobbes*. University of Chicago Press, 1995.

### **Unknown Author:**

**Title of the Book. Publisher, Year.**

*Scientific Papers: Physics, Chemistry, Astronomy, Geology: With Introductions and Notes*. P.F. Collier, 1910.

### **Corporate Author:**

**Corporate Author's Name. Title of Book. Publisher, Year.**

National Academies of Sciences, Engineering, and Medicine (U.S.). Committee on Strengthening Research Experiences for Undergraduate STEM Students. *Undergraduate Research Experiences for Stem Students : Successes, Challenges, and Opportunities*. Edited by James Gentile et al., National Academies Press, 2017.

### **EBOOKS BOOKS- (E.G. Kindle):**

**Last Name, First Name MI. Title of Book. E-book, Publisher, Year.**

Pogue, David. *How to Prepare for Climate Change: A Practical Guide to Surviving the Chaos*. E-book, Simon & Schuster, 2021.

### **VIDEO (YouTube):**

**Author's Last Name, First Name, MI.**

**"Title." uploaded by Name (if different from the author), Date uploaded, URL.**

Central Texas College. Hobby Memorial Library. "How to Series: APA Style." uploaded by Margaret Handrow, 2021, [https://www.youtube.com/watch?v=d9M\\_QTWMBqk](https://www.youtube.com/watch?v=d9M_QTWMBqk)

### **DATABASES:**

#### **E-books:**

**Last Name, First Name MI. Title of Book. Publisher, Year, Database, DOI or URL, Accessed date (if applicable).**

Wong, Kaufui Vincent. *Climate Change*, Momentum Press, 2015, *ProQuest Ebook Central*, <https://ebookcentral-proquest-com.ezproxy.ctcd.edu/lib/ctcd-ebooks/detail.action?docID=4307182>.

#### **Articles:**

**Last Name, First Name MI. "Article Title." Journal Title, vol. #, issue #, Year, Page range, Database, DOI or URL. Accessed date (if applicable).**

Moore, Marianne V., et al. "Climate Change and the World's 'Sacred Sea'-- Lake Baikal, Siberia." *BioScience*, vol. 59, no. 5, May 2009, pp. 405–417. *EBSCOhost*, doi:10.1525/bio.2009.59.5.8.

#### **Films on Demand:**

**"Video Title." Producer, Year, Database, URL. Accessed date (if applicable).**

"NASA Paves Way for Commercial Space Exploration." Films Media Group, 2011, *Films On Demand*, [https://fod-infobase-com.ezproxy.ctcd.edu/p\\_ViewVideo.aspx?xtid=56305&tScript=0](https://fod-infobase-com.ezproxy.ctcd.edu/p_ViewVideo.aspx?xtid=56305&tScript=0).

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