

Style Manuals

APA/MLA/Chicago

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What is a style guide?

- Style guides are formalized standards for writing documents
 - Generally are set by specific fields, organizations, or publications
 - Create consistency in adhering to writing and design rules
 - Provide formatting styles for citations and bibliographies
 - Receive periodic review to ensure they address contemporary trends

What style guide do I use?

- Determining the style guide one uses oftentimes depends on the document
 - Some disciplines require adherence to a distinct style
 - Example:
 - History – Chicago Style
 - Some publications require submission in a specific style
 - Example:
 - *Comparative Politics* – Chicago Style
 - *Comparative Political Studies* – APA Style
 - Some organizations may create their own style guidelines for internal and external documents

Inside a Style Manual

- Style manuals are your best resources.
- They contain suggestions and rules for:
 - **Manuscript Structure and Writing Suggestions**
 - Organization Recommendations
 - **Clear and Concise Writing**
 - Reducing Bias
 - Preventing Plagiarism
 - **Mechanics of Writing**
 - Punctuation, Spelling, Abbreviations, and Numbers
 - **Results**
 - Table and Data Display Rules
 - **Citation Guidelines**
 - Reference Rules
 - Reference Examples
 - And additional style-specific information

APA Style Guide

- APA stands for the American Psychological Association.
 - This style's latest manual is the 6th edition of the *Publication Manual of the American Psychological Association*.
 - Online resource: <http://www.apastyle.org/>
- APA is generally used by the social and behavioral sciences.
 - Created by the United States National Research Council.
- Two basic citation characteristics:
 - In text citation (Author, Year, pp. ##-##)
 - Page number for direct quotes or specific references
 - “References” of all cited documents in alphabetical order at end of manuscript

Example of APA

- In-text citations are required for other scholar's ideas and research, as well as quotes.
 - As Hochstetler (2006) identifies the importance of street protests in presidential failure, I attempt to examine this relationship.
- References
 - Hochstetler, K. (2006). Rethinking presidentialism: Challenges and presidential falls in South America. *Comparative Politics* , 38 (4), 401-418.

MLA Style Guide

- MLA stands for Modern Language Association
 - The style has two style manuals:
 - *MLA Style Manual and Guide to Scholarly Publishing* (3rd edition - 2008) – directed at graduate students and scholars
 - *MLA Handbook for Writers of Research Papers* (7th edition - 2009) – directed at undergraduate students and their teachers
- Largely used for documentation in the humanities, specifically languages and literature, including English, modern languages, and comparative literature.
- Basic citation characteristics:
 - Minimized in-text citation (Author, #)
 - “Works cited” of all cited documents in alphabetical order at end of manuscript

Example of MLA

- In-text citations are required again, but only require information needed to identify the reference.
 - According to Levitsky, the Peronist Party possessed a structure that provided stability while guaranteeing unique flexibility (31).
- Works Cited
 - Levitsky, Steven. "An 'Organised Disorganisation': Informal Organisation and the Persistence of Local Party Structures in Argentine Peronism." *Journal of Latin American Studies* 33.1, (Feb. 2001): 29-66. Print.

Chicago/Turabian

- Refers to the *Chicago Manual of Style* (CMS or CMOS) first published by the University of Chicago Press in 1906.
 - Shares a close relationship to Turabian style, named for Kate L. Turabian, author of *A Manual for Writers of Research Papers, Theses, and Dissertations* - published by the same company.
- Primarily used by writers and students in humanities; particularly in the field of history.
- Latest editions: CMOS (16th edition); *A Manual for Writers of Theses and Dissertations* (7th edition)
- Basic Characteristics:
 - Footnote/Endnote system for notation.
 - Reverse indention for long bibliography entries.
 - The use of “Ibid.” for repeated referencing of sources.

Examples of Chicago/Turabian

- In-text citations are denoted with a superscript at the end of sentences that reference either a footnote or an endnote.
- Notation (Footnote):
 - 1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.
- Bibliography:
 - Lash, Scott and John Urry. *Economies of Signs & Space*. London: SAGE Publications, 1994.
- Use of Ibidem:
 - ¹Faulkner, *Absalom*, 270.
 - ²Ibid.
 - ³Ibid., 305.

Other Styles

- AMA – *AMA Manual of Style* published by the editors of the Journal of the American Medical Association (JAMA). Used internationally for scholarly publications in medicine.
- ACS – standard style used for writing documents related to chemistry developed by the American Chemical Society.
- AP Stylebook (*The Associated Press Stylebook and Briefing on Media Law*) – style and usage guide used by newspapers and the news industry in the United States.
- ASA – style guide published by the American Sociological Association

Academic Dishonesty

Take n from UNM Pathfinder. <http://pathfinder.unm.edu>

- **Academic Dishonesty**
- **Adopted by the President June 15, 1992**
ALSO SEE FACULTY HANDBOOK D100
Subject to Change Without Notice
- Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.
Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; **claiming credit for work not done or done by others**; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Avoiding Plagiarism

- Plagiarism is the practice of stealing and passing off the work, ideas, and thoughts of another as one's own.

Avoiding Plagiarism

- Plagiarism carries stiff penalties, including expulsion from a university, termination from an academic position, and/or loss of credibility.
- Many student plagiarists do so unintentionally.

Avoiding Plagiarism

- There are different ways of referencing the work of others in your own writing:
 - Direct quotations – must be enclosed in quotations.
 - Paraphrasing – putting someone else's idea in your own words while still giving them credit for it.
 - Summarizing – describing an idea or set of ideas in a few words or sentences.
 - Associating the originator with his/her idea or concept in the sentence.

Avoiding Plagiarism

Learning the rules of proper citation of the style in use is mandatory in avoiding plagiarism.

FAILURE TO PROPERLY
CITE SOURCES COULD
RESULT IN A CHARGE OF
PLAGIARISM.

Additional Resources

- Endnote – <http://www.myendnoteweb.com/>
- Bibme - <http://www.bibme.org/>
- Zotero – <http://www.zotero.org/>
- *The Elements of Style* (or Strunk & White) – written by William Strunk, Jr. and E. B. White

Style-Specific Resources

- Purdue Online Writing Lab -
<http://owl.english.purdue.edu/owl/>
- MLAFormat.org
- APAStyle.org
- ChicagoManualofStyle.org
- Turabian Citation Guide -
http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html
- Amazon.com
- [Barnes & Noble](http://Barnes&Noble.com)