Tips for finding the right model for citing sources (APA emphasis):

For all types of sources,

- Notice if you have multiple authors, and check how the style you are using handles that number of authors. (APA examples on pages 191 of Research and Documentation in the Electronic Age or 557-58 of Rules for Writers)

- You will need to adjust things like capitalization, italics, dates, etc. to the conventions of the style you are using.

For MLA Style (only), the medium of publication is stated in the Works Cited entry. Most often this will be Print or Web, but see p. 134 of Research and Documentation or 491 of Rules for Writers for some other types you might run into. Note that Print means you found the source in printed form; something you printed out from the web is still a Web source.

For books (APA examples start on page 196 or 562):

- Be sure to notice whether the book is by a single author (or multiple authors working together) or is a collection of articles (edited book, anthology) written separately by various authors. Check the table of contents.
  - Remember that articles in a collection have to be treated as separate sources! Use APA example “article or chapter in an edited book or anthology” (#22 in Research and Documentation or Rules for Writers).
  - Check for original publication information (look for Credits or Acknowledgements near the front or back of the book, if that information is not given with the article), and include that information. Use Reference list entries for argument paper as examples.

- Notice if your book is an edition other than the first, part of a series, in multiple volumes.

- Notice that there is a model for dictionary or encyclopedia entries.

- Remember that when a style asks for the place of publication, this means the city.

- Note whether names of publishers are abbreviated (MLA does, some styles don’t).
For **articles** (APA examples start on page 192 or 559):

- Figure out what type of periodical your article is in: newspaper, magazine, or journal.
  - The Ulrich’s directory link available through the library is a good guide to this. Find the “document type” line. (“Academic/Scholarly” means journal.) Use the “Journals A-Z” pick from the library homepage and enter your periodical title to get to this.
  - Otherwise, you can make an educated guess based on frequency of publication, length of article, length of whole periodical, visual appearance (if you have a pdf), presence of notes or other formal citations, difficulty, etc.

- Notice if your item is a special case, such as a letter, an editorial, or a book review.

- For articles you get electronically, that information needs to be included. Use APA example #34 (p. 201 or 567) if you got it in a database (through the library), #30, 31, or 32 if it’s generally available on the internet.

  - Note: Example #34 may need to be adjusted for your periodical type.

  - This example may be better for articles in databases (created by the library of California State University Chico):


For **web pages** (APA examples start on p. 204 or 569):

- The author’s name, sponsoring organization, and other information used in citations may be found by snooping around the site, if it’s not right on the page you are using.

Notice that there are models for other types of material, such as videos, interviews, etc. Especially notice government documents, #53 on page 210 or #54 on 519.

There are even more in the *Publication Manual*, which you can find in the Reference Room of the library, call # BF76.7 .P83 2010.

**Above all, ask if you can’t figure something out or aren’t sure!**