

# Citation Conversion Worksheet

## How to Use This Worksheet

**Purpose:** Convert citations from one style to another by identifying key elements.

**Steps:** 1. Identify the source type (book, article, website, etc.) 2. Extract the core elements (author, title, date, etc.) 3. Rearrange elements according to target citation style

## Quick Conversion Reference

### Key Differences: APA → MLA

Element	APA Format	MLA Format
Author	Last, F. M.	Last, First Middle
Connector	&	and
Date	(2023) after author	2023. at end
Title caps	Sentence case	Title Case
Article title	No formatting	“Quotation marks”
Page format	pp. 45-67	pp. 45-67
URL	https://www...	www...

## Conversion Template

### Step 1: Break Down the Original Citation

Original citation in [APA/MLA/Chicago]:

Extract these elements:

- Author(s): \_\_\_\_\_
- Publication year: \_\_\_\_\_
- Title of source: \_\_\_\_\_
- Title of container: \_\_\_\_\_
- Volume/Issue: \_\_\_\_\_
- Page numbers: \_\_\_\_\_
- Publisher: \_\_\_\_\_
- DOI or URL: \_\_\_\_\_

### Step 2: Apply New Format

Target style: ☐ APA ☐ MLA ☐ Chicago

Converted citation:

# Practice Exercises

## Exercise 1: APA to MLA Conversion

**Given (APA format):** Smith, J. M. (2023). The impact of technology on education. *Journal of Educational Research*, 45(3), 123-145. <https://doi.org/10.1234/jer.2023.0056>

### Step 1: Extract elements

- Author: John Michael Smith
- Year: 2023
- Article title: The impact of technology on education
- Journal: Journal of Educational Research
- Volume: 45
- Issue: 3
- Pages: 123-145
- DOI: 10.1234/jer.2023.0056

### Step 2: Convert to MLA

Smith, John Michael. "The Impact of Technology on Education." *Journal of Educational Research*, vol. 45, no. 3, 2023, pp. 123-145, doi:10.1234/jer.2023.0056.

## Exercise 2: MLA to APA Conversion

**Given (MLA format):** Johnson, Mary Ann, and David Lee Brown. *Modern Education Practices*. Academic Press, 2024.

### Step 1: Extract elements

- Authors: Mary Ann Johnson and David Lee Brown
- Title: Modern Education Practices
- Publisher: Academic Press
- Year: 2024

### Step 2: Convert to APA

Johnson, M. A., & Brown, D. L. (2024). *Modern education practices*. Academic Press.

# Blank Practice Templates

## Template 1: Convert This Citation

Original citation:

Current style:

Break down elements: - Author(s):

Target style:

Converted citation:

## Template 2: Convert This Citation

Original citation:

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Current style: \_\_\_\_\_

Break down elements: - Author(s):

\_\_\_\_\_ - Year:

\_\_\_\_\_ - Title:

\_\_\_\_\_ - Container:

\_\_\_\_\_ - Other details:

\_\_\_\_\_

Target style: \_\_\_\_\_

Converted citation:

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## Conversion Checklist

### Converting APA → MLA

**Author names:** - ☐ Change initials to full first names - ☐ Change “&” to “and” - ☐ Keep Last, First format for first author

**Date:** - ☐ Remove parentheses from year - ☐ Move year to end of citation - ☐ Change to Day Month Year format (if needed)

**Titles:** - ☐ Change sentence case to Title Case - ☐ Add quotation marks to article titles - ☐ Keep italics for books/journals

**Publication info:** - ☐ Spell out “vol.” and “no.” - ☐ Add “pp.” for page numbers - ☐ Remove “https://” from URLs

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### Converting MLA → APA

**Author names:** - ☐ Change full names to initials - ☐ Change “and” to “&” - ☐ Keep Last, Initial format

**Date:** - ☐ Move year after author - ☐ Put year in parentheses - ☐ Change Day Month Year to Year, Month Day

**Titles:** - ☐ Change Title Case to sentence case - ☐ Remove quotation marks from article titles - ☐ Keep italics for books/journals/volumes

**Publication info:** - ☐ Use abbreviated volume/issue format: 45(3) - ☐ Add “pp.” only for book chapters - ☐ Add “https://” to URLs

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## Common Source Type Conversions

### Book with Two Authors

**APA:** Smith, J., & Jones, M. (2023). *Book title*. Publisher.

**MLA:** Smith, John, and Mary Jones. *Book Title*. Publisher, 2023.

**Key changes:** - Full names vs. initials - “and” vs. “&” - Title Case vs. sentence case -

Date placement

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**Journal Article**

**APA:** Johnson, M. (2024). Article title. *Journal Name*, 25(2), 45-67.  
https://doi.org/10.xxxx

**MLA:** Johnson, Mary. "Article Title." *Journal Name*, vol. 25, no. 2, 2024, pp. 45-67,  
doi:10.xxxx.

**Key changes:** - Add quotes to article title - Spell out vol./no. - Add pp. to pages - Date at  
end - Remove https:// from DOI

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**Website Article**

**APA:** Doe, J. (2024, May 15). Page title. *Site Name*. https://www.example.com/page

**MLA:** Doe, John. "Page Title." *Site Name*, 15 May 2024, www.example.com/page.

**Key changes:** - Full name vs. initials - Date format (Day Month Year) - Add quotes to page  
title - Remove https://

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**Practice Problems**

**Problem 1: APA → MLA**

**Convert this APA citation to MLA:**

Williams, R. T., & Martinez, C. L. (2023). The future of renewable energy. *Environmental  
Science Review*, 38(4), 201-218. https://doi.org/10.5678/esr.2023.0089

**Your answer:**

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**Problem 2: MLA → APA**

**Convert this MLA citation to APA:**

Thompson, Sarah Louise. "Social Media and Mental Health in Adolescents." *Psychology  
Today*, vol. 52, no. 3, 2024, pp. 78-92, doi:10.9876/pt.2024.0012.

**Your answer:**

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**Problem 3: APA → MLA**

**Convert this APA citation to MLA:**

Brown, D. (2024, March 10). Understanding artificial intelligence. *Tech Review*.  
https://www.techreview.com/understanding-ai

**Your answer:**

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**Problem 4: MLA → APA**

**Convert this MLA citation to APA:**

Garcia, Carlos, and Emily Davis. *Digital Marketing Strategies*. Business Press, 2023.

**Your answer:**

**Answer Key**

**Problem 1 Answer (APA → MLA):**

Williams, Robert Thomas, and Carmen Luis Martinez. "The Future of Renewable Energy." *Environmental Science Review*, vol. 38, no. 4, 2023, pp. 201-218, doi:10.5678/esr.2023.0089.

**Problem 2 Answer (MLA → APA):**

Thompson, S. L. (2024). Social media and mental health in adolescents. *Psychology Today*, 52(3), 78-92. <https://doi.org/10.9876/pt.2024.0012>

**Problem 3 Answer (APA → MLA):**

Brown, David. "Understanding Artificial Intelligence." *Tech Review*, 10 Mar. 2024, [www.techreview.com/understanding-ai](http://www.techreview.com/understanding-ai).

**Problem 4 Answer (MLA → APA):**

Garcia, C., & Davis, E. (2023). *Digital marketing strategies*. Business Press.

**Element Identification Guide**

**Author Information**

**What to identify:** - Number of authors (1, 2, 3+) - Full names (first, middle, last) - Organization as author?

**APA format:** Last, F. M. **MLA format:** Last, First Middle

**Date Information**

**What to identify:** - Publication year - Month and day (if available) - No date available?

**APA format:** (2024, May 15) **MLA format:** 15 May 2024

**Title Information**

**What to identify:** - Main title - Subtitle (if any) - Article vs. book vs. website

**APA format:** Sentence case, no quotes for articles **MLA format:** Title Case, quotes for articles

**Publication Information**

**What to identify:** - Journal name - Volume and issue numbers - Page numbers - Publisher (for books) - URL or DOI

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## Quick Tips

**For APA:** - Use initials for first/middle names - Put year in parentheses after author - Use sentence case for titles - Use & before last author - Include https:// in URLs

**For MLA:** - Use full first and middle names - Put year at end - Use Title Case for titles - Use “and” before last author - Omit https:// from URLs - Add quotes to article/chapter titles

**For both:** - Italicize books, journals, websites - Use hanging indent (0.5 inch) - Alphabetize by author last name - Double-space entries

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## Self-Check Questions

**After converting, ask yourself:**

1. ☐ Did I change author name format correctly?
  2. ☐ Did I move the date to the correct location?
  3. ☐ Did I adjust title capitalization?
  4. ☐ Did I add/remove quotation marks as needed?
  5. ☐ Did I change “and” to “&” or vice versa?
  6. ☐ Did I adjust the URL format?
  7. ☐ Did I spell out or abbreviate vol./no. correctly?
  8. ☐ Did I check all punctuation?
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**Practice makes perfect! Use this worksheet to convert citations until the process becomes automatic.**