

Citation Conversion Worksheet

Convert Sources Between APA and MLA Formats

Quick Reference Guide for Students | Updated December 2025

HOW TO USE THIS WORKSHEET

Step 1: Identify the source type (book, journal article, website, etc.)**Step 2:** Find the corresponding conversion template below**Step 3:** Fill in your source information in the original format**Step 4:** Follow the conversion formula to create the new format**Step 5:** Check your converted citation against the example

CONVERSION QUICK REFERENCE

Key Differences at a Glance

| Element | APA Format | MLA Format |
|------------------|---------------------|---------------------------------------|
| Author Name | Last, F. M. | Last, First Middle. |
| Date Placement | After author (Year) | End of citation |
| Title Case | Sentence case | Title Case |
| Journal Volume | Vol(Issue) | vol. #, no. # |
| Page Numbers | pp. or p. | pp. |
| Publisher | Full name | Abbreviated (UP for University Press) |
| In-Text Citation | (Author, Year) | (Author Page) |

SECTION 1: BOOKS

Template: Single Author Book

APA Format:

Author, A. A. (Year). Title of book in sentence case. Publisher Name.

MLA Format:

Author, First Last. Title of Book in Title Case. Publisher, Year.

Conversion Worksheet: Your Book

STEP 1: Enter Your APA Citation

STEP 2: Extract Information

- Author Last Name: _____
- Author First Name: _____
- Author Middle Initial: _____
- Publication Year: _____
- Book Title: _____
- Publisher: _____

STEP 3: Convert Title to Title Case

Original (sentence case): _____

Converted (Title Case): _____

STEP 4: Your MLA Citation

Example Conversion: Book

APA:

Morrison, T. (1987). *Beloved*. Alfred A. Knopf.

CONVERSION STEPS:

1. Expand first name: T. → Toni
2. Move year to end: (1987) → 1987
3. Convert title: *Beloved* → *Beloved* (already title case)
4. Keep publisher: Alfred A. Knopf → Knopf
5. Adjust punctuation

MLA:

Morrison, Toni. *Beloved*. Knopf, 1987.

Practice Exercise 1: Convert This Book

APA:

Gladwell, M. (2008). Outliers: The story of success. Little, Brown and Company.

Your MLA Conversion:

Answer Key:

Gladwell, Malcolm. Outliers: The Story of Success. Little, Brown and Company, 2008.

SECTION 2: JOURNAL ARTICLES

Template: Journal Article with DOI

APA Format:

Author, A. A., & Author, B. B. (Year). Title of article in sentence case. Journal Name, Volume(Issue), page-page. <https://doi.org/xx.xxxx>

MLA Format:

Author, First Last, and First Last. "Title of Article in Title Case." Journal Name, vol. #, no. #, Year, pp. page-page, <https://doi.org/xx.xxxx>.

Conversion Worksheet: Your Journal Article

STEP 1: Enter Your APA Citation

STEP 2: Extract Information

- First Author: Last _____ First _____ Middle _____
- Second Author: Last _____ First _____ Middle _____

- Year: _____
- Article Title: _____
- Journal Name: _____
- Volume: _____ Issue: _____
- Page Range: _____ - _____
- DOI: _____

STEP 3: Convert Elements

- Article title to Title Case: _____
- Journal name (keep as is): _____
- Volume format: Volume(Issue) → vol. Volume, no. Issue
- Page format: page-page → pp. page-page

STEP 4: Your MLA Citation

Example Conversion: Journal Article

APA:

Smith, J. R., & Johnson, M. L. (2023). The effects of social media on adolescent mental health. *Journal of Youth Studies*, 26(4), 567-589. <https://doi.org/10.1080/13676261.2023.123456>

CONVERSION STEPS:

1. Expand names: Smith, J. R. → Smith, John R.
2. Expand names: Johnson, M. L. → Johnson, Mary L.
3. Change connector: & → and
4. Move year: (2023) → 2023
5. Convert title: The effects... → "The Effects of Social Media on Adolescent Mental Health"
6. Add quotation marks to article title
7. Italicize journal name (keep as is)
8. Reformat volume/issue: 26(4) → vol. 26, no. 4
9. Change page format: 567-589 → pp. 567-89 (or pp. 567-589)
10. Move DOI to end, add period

MLA:

Smith, John R., and Mary L. Johnson. "The Effects of Social Media on Adolescent Mental Health." *Journal of Youth Studies*, vol. 26, no. 4, 2023, pp. 567-89, <https://doi.org/10.1080/13676261.2023.123456>.

Practice Exercise 2: Convert This Article

APA:

Chen, L., Martinez, R., & Williams, K. (2024). Climate change adaptation in urban environments. *Environmental Science Quarterly*, 45(2), 112-134.
<https://doi.org/10.1234/esq.2024.5678>

Your MLA Conversion:

| |
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| |
| |

Answer Key:

Chen, Li, Rosa Martinez, and Karen Williams. "Climate Change Adaptation in Urban Environments." *Environmental Science Quarterly*, vol. 45, no. 2, 2024, pp. 112-34, <https://doi.org/10.1234/esq.2024.5678>.

SECTION 3: WEBSITES

Template: Website Page

APA Format:

Author, A. A. (Year, Month Day). Title of page in sentence case.
Site Name. URL

MLA Format:

Author, First Last. "Title of Page in Title Case." Site Name,
Publisher, Day Month Year, URL.

Conversion Worksheet: Your Website

STEP 1: Enter Your APA Citation

| |
|--|
| |
| |

STEP 2: Extract Information

- Author Name: _____
- Year: _____ Month: _____ Day: _____
- Page Title: _____
- Site Name: _____
- Publisher (if different from site): _____
- URL: _____

STEP 3: Convert Elements

- Page title to Title Case: _____
- Date format: Year, Month Day → Day Month Year
- Example: 2024, November 15 → 15 Nov. 2024

STEP 4: Your MLA Citation

Example Conversion: Website

APA:

National Aeronautics and Space Administration. (2024, November 15).
Climate change effects on Earth. NASA.
<https://climate.nasa.gov/effects/>

CONVERSION STEPS:

1. Keep organization name as is (or use acronym if established)
2. Reformat date: 2024, November 15 → 15 Nov. 2024
3. Convert title: Climate change effects on Earth → "Climate Change Effects on Earth"
4. Add quotation marks to page title
5. Keep site name: NASA
6. Add publisher if different (NASA is both site and publisher)
7. Reorder elements

MLA:

National Aeronautics and Space Administration. "Climate Change Effects on Earth." NASA, 15 Nov. 2024, <https://climate.nasa.gov/effects/>.

OR (using established acronym):

NASA. "Climate Change Effects on Earth." NASA, 15 Nov. 2024,
<https://climate.nasa.gov/effects/>.

Practice Exercise 3: Convert This Website

APA:

Smith, R. (2024, September 3). Understanding academic writing.
Purdue OWL. https://owl.purdue.edu/owl/general_writing/

Your MLA Conversion:

Answer Key:

Smith, Rebecca. "Understanding Academic Writing." Purdue OWL, Purdue
University, 3 Sept. 2024, https://owl.purdue.edu/owl/general_writing/.

SECTION 4: IN-TEXT CITATIONS

Template: In-Text Citation Conversion

APA Format:

Narrative: Author (Year) states "quote" (p. #).
Parenthetical: "Quote" (Author, Year, p. #).

MLA Format:

Narrative: Author states "quote" (#).
Parenthetical: "Quote" (Author #).

Conversion Worksheet: Your In-Text Citations

STEP 1: Enter Your APA In-Text Citation

STEP 2: Identify Type

- Parenthetical citation
- Narrative citation
- Direct quote (has page number)
- Paraphrase (no page number needed in APA)

STEP 3: Convert Elements

- Remove year from citation
- Keep/add page number
- Remove "p." or "pp." abbreviation
- Adjust punctuation

STEP 4: Your MLA In-Text Citation

Example Conversions: In-Text Citations

Example 1: Parenthetical with Quote

APA:

Recent studies show that "social media affects mental health" (Smith & Johnson, 2023, p. 45).

CONVERSION:

1. Remove year: (Smith & Johnson, 2023, p. 45) → (Smith and Johnson 45)
2. Change & to "and"
3. Remove "p."

MLA:

Recent studies show that "social media affects mental health" (Smith and Johnson 45).

Example 2: Narrative Citation

APA:

Smith and Johnson (2023) argue that social media affects mental health (p. 45).

CONVERSION:

1. Remove year from narrative: Smith and Johnson (2023) → Smith and Johnson
2. Move page to end: (p. 45) → (45)
3. Remove "p."

MLA:

Smith and Johnson argue that social media affects mental health (45).

Example 3: Paraphrase (No Page Number)

APA:

Social media has significant effects on adolescent development (Chen, 2024).

CONVERSION:

1. Remove year: (Chen, 2024) → (Chen)
2. MLA typically requires page numbers for **paraphrases** too if available
3. If no page numbers exist (website), use author only

MLA:

Social media has significant effects on adolescent development (Chen).

Practice Exercise 4: Convert These In-Text Citations

APA Citation 1:

Morrison (1987) describes the scene as "unforgettable" (p. 23).

Your MLA Conversion:

Answer: Morrison describes the scene as "unforgettable" (23).

APA Citation 2:

"Climate change requires immediate action" (NASA, 2024).

Your MLA Conversion:

Answer: "Climate change requires immediate action" (NASA).

APA Citation 3:

Research shows positive outcomes (Williams et al., 2023, pp. 112-115).

Your MLA Conversion:

Answer: Research shows positive outcomes (Williams et al. 112-15).

SECTION 5: SPECIAL CASES

Multiple Authors

APA (3+ authors):

First citation: (Smith, Jones, & Williams, 2023)
Subsequent: (Smith et al., 2023)

MLA (3+ authors):

All citations: (Smith et al. 45)
Works Cited: Smith, John, et al.

No Author

APA:

("Article Title," 2023)

MLA:

("Article Title" 45)
or
("Article Title")

Corporate/Organization Author

APA:

First: (American Psychological Association [APA], 2023)
Subsequent: (APA, 2023)

MLA:

All citations: (American Psychological Association 45)
or (APA 45) if established in text

Multiple Works by Same Author

APA:

(Morrison, 1987)
(Morrison, 1993)

MLA:

(Morrison, Beloved 23)
(Morrison, Jazz 67)

SECTION 6: CONVERSION CHECKLIST

Before Submitting Your Converted Citations

Format Check:

- Author names properly formatted for target style
- Year/date in correct position
- Titles use proper capitalization (sentence vs. Title Case)
- Article titles have quotation marks (MLA) or no quotes (APA)
- Book/journal titles italicized
- Volume and issue formatted correctly
- Page numbers formatted correctly
- DOI or URL included and formatted properly
- Proper punctuation throughout
- Hanging indent applied (for Works Cited/References)

In-Text Citation Check:

- Year removed/added as needed
- Page number format correct
- "p." or "pp." removed/added as needed
- "&" changed to "and" or vice versa
- Punctuation correct
- Citation placed before period

SECTION 7: COMMON CONVERSION MISTAKES

✗ Mistake 1: Forgetting to Change Title Capitalization

Wrong:

APA: Morrison, T. (1987). Beloved. Knopf.
 MLA: Morrison, Toni. Beloved. Knopf, 1987.

This accidentally works because "Beloved" is a single word, but watch for longer titles!

Wrong:

APA: Smith, J. (2023). The effects of social media. Publisher.
 MLA: Smith, John. The effects of social media. Publisher, 2023.

Correct MLA:

Smith, John. The Effects of Social Media. Publisher, 2023.

✗ Mistake 2: Keeping "p." or "pp." in MLA In-Text Citations

Wrong:

(Morrison, p. 23)

Correct:

(Morrison 23)

✗ Mistake 3: Forgetting to Expand First Names

Wrong:

Morrison, T. Beloved. Knopf, 1987.

Correct:

Morrison, Toni. Beloved. Knopf, 1987.

✗ Mistake 4: Incorrect Volume/Issue Format

Wrong (keeping APA format):

Journal Name, 45(3), 2023, pp. 123-145.

Correct MLA:

Journal Name, vol. 45, no. 3, 2023, pp. 123-45.

✗ Mistake 5: Wrong Date Format

Wrong:

15 November 2024 (British style in MLA)
November 15, 2024 (American style with comma)

Correct MLA:

15 Nov. 2024

SECTION 8: QUICK CONVERSION FORMULAS

APA to MLA: Books

LAST, F. M. (Year). Title in sentence case. Publisher.

↓

Last, First Middle. Title in Title Case. Publisher, Year.

Changes:

1. Expand first/middle names
 2. Move year to end
 3. Convert title to Title Case
 4. Remove parentheses from year
-

APA to MLA: Journal Articles

Last, F. M. (Year). Article title. Journal, Vol(Issue), pp-pp. DOI

↓

Last, First Middle. "Article Title." Journal, vol. #, no. #, Year, pp. pp-pp, DOI.

Changes:

1. Expand names
 2. Add quotes to article title
 3. Title Case article title
 4. Move year after journal info
 5. Reformat volume/issue: Vol(Issue) → vol. #, no. #
 6. Ensure DOI has period at end
-

MLA to APA: In-Text Citations

(Author Page) OR Author states "quote" (Page).

↓

(Author, Year, p. Page) OR Author (Year) states "quote" (p. Page).

Changes:

1. Add year after author

2. Add comma after author
3. Add "p." before page number
4. For narrative, move year in parentheses after author name

SECTION 9: PRACTICE TEST

Convert These 5 Citations from APA to MLA

1. Book

Gladwell, M. (2008). *Outliers: The story of success*. Little, Brown.

Your answer: _____

2. Journal Article

Lee, S., & Kim, J. (2024). Educational technology in the classroom. *Teaching Today*, 34(2), 45-67. <https://doi.org/10.1234/tt.2024.001>

Your answer: _____

3. Website

Centers for Disease Control and Prevention. (2024, October 12). Understanding vaccines. CDC. <https://www.cdc.gov/vaccines/>

Your answer: _____

4. In-Text Citation

Research indicates positive results (Williams, 2023, p. 156).

Your answer: _____

5. In-Text Citation (Narrative)

According to Johnson and Lee (2024), "education transforms lives" (p. 89).

Your answer: _____

ANSWER KEY

1. Book

Gladwell, Malcolm. *Outliers: The Story of Success*. Little, Brown, 2008.

2. Journal Article

Lee, Sarah, and Jennifer Kim. "Educational Technology in the Classroom." *Teaching Today*, vol. 34, no. 2, 2024, pp. 45-67, <https://doi.org/10.1234/tt.2024.001>.

3. Website

Centers for Disease Control and Prevention. "Understanding Vaccines." CDC, 12 Oct. 2024, <https://www.cdc.gov/vaccines/>.

4. In-Text Citation

Research indicates positive results (Williams 156).

5. In-Text Citation (Narrative)

According to Johnson and Lee, "education transforms lives" (89).

SECTION 10: RESOURCES & TOOLS

Online Citation Converters

- EasyBib Citation Converter
- Citation Machine Format Switcher

- Purdue OWL Citation Guide
- BibMe Style Converter

Warning: Always verify auto-converted citations against official style guides.

Official Style Guides

- **APA:** Publication Manual, 7th Edition (2020)
 - **MLA:** MLA Handbook, 9th Edition (2021)
 - **APA Website:** apastyle.apa.org
 - **MLA Website:** style.mla.org
-

When to Seek Help

- Complex sources (films, podcasts, social media)
- Missing information (no author, no date)
- Secondary sources
- Multiple versions of same work
- Legal documents or unusual sources

Consult:

- Your instructor
 - University writing center
 - Academic librarian
 - Official style manual
-

NOTES PAGE

Use this space for your own conversion notes:

Last Updated: December 2025**Covers:** APA 7th Edition & MLA 9th Edition**Page Count:** 15 pages

This worksheet is designed as a learning tool. Always consult official style guides (APA 7th Edition or MLA 9th Edition) for complex citations or when in doubt. Different instructors may have specific preferences within these styles.

Download Additional Resources:

- Complete APA Format Guide
- Complete MLA Format Guide
- APA vs MLA Comparison Chart
- Citation Practice Exercises

Need help with your citations? Visit our blog for comprehensive formatting guides and examples.