

Citation Quick Reference Cards

Print, Cut, and Keep While Writing

CARD 1: IN-TEXT CITATIONS - BASIC FORMATS

APA 7th Edition

Basic Format: (Author, Year) or (Author, Year, p. #)

One author: - (Smith, 2024) - (Smith, 2024, p. 45) - Smith (2024) argues...

Two authors: - (Smith & Jones, 2024) - Smith and Jones (2024) found...

Three or more authors: - (Smith et al., 2024) - Smith et al. (2024) discovered...

No author: - ("Article Title," 2024) - ("Article Title," 2024, para. 3)

Direct quote: - "Quote here" (Smith, 2024, p. 45) - Smith (2024) stated, "Quote" (p. 45)

Multiple sources: - (Jones, 2023; Smith, 2024; Williams, 2025)

KEY RULES: - Use & in parentheses, "and" in text - Include "p." or "pp." for page numbers - Comma between author and year

MLA 9th Edition

Basic Format: (Author Page) or (Author)

One author: - (Smith 45) - Smith argues that... (45)

Two authors: - (Smith and Jones 45) - Smith and Jones argue... (45)

Three or more authors: - (Smith et al. 45) - Smith et al. state... (45)

No author: - ("Article Title" 45) - ("Article Title")

Direct quote: - "Quote here" (Smith 45) - Smith states, "Quote" (45)

Multiple sources: - (Jones 23; Smith 45; Williams 67)

No page numbers: - (Author) - (Author, sec. 3)

KEY RULES: - NO comma between author and page - NO "p." or "pp." before page numbers - Use "and" (never "&")

Chicago 17th Edition

Basic Format: Superscript number with footnote

In text: Research shows this finding.¹

At bottom of page or end of paper:

¹John Smith, Book Title (Place: Publisher, 2024), 45.

Shortened (subsequent references):

1Smith, Book Title, 67.

OR use “Ibid.” if same source immediately before:

1Ibid., 89.

KEY RULES: - Number after punctuation - Full citation first time - Shortened citations after - See footnote/bibliography cards for full formats

CARD 2: REFERENCE FORMATS - BOOKS

BOOK - ONE AUTHOR

APA:

Smith, J. A. (2024). Book title in sentence case.
Publisher Name.

MLA:

Smith, John A. Book Title in Title Case. Publisher,
2024.

Chicago Bibliography:

Smith, John A. Book Title in Title Case. Place:
Publisher, 2024.

Chicago Footnote (first):

1. John A. Smith, Book Title (Place: Publisher,
2024), 45.

Chicago Footnote (short):

5. Smith, Book Title, 67.

BOOK - TWO AUTHORS

APA:

Smith, J. A., & Jones, M. B. (2024). Book title.
Publisher.

MLA:

Smith, John, and Mary Jones. Book Title. Publisher,
2024.

Chicago Bibliography:

Smith, John, and Mary Jones. Book Title. Place:
Publisher, 2024.

Chicago Footnote:

1. John Smith and Mary Jones, Book Title (Place: Publisher, 2024), 45.

BOOK - THREE OR MORE AUTHORS

APA:

Smith, J. A., Jones, M. B., & Williams, K. (2024).
Book title. Publisher.

List all authors (up to 20).

MLA:

Smith, John, et al. Book Title. Publisher, 2024.

Chicago Bibliography:

Smith, John, Mary Jones, and Karen Williams. Book
Title. Place: Publisher, 2024.

OR

Smith, John, et al. Book Title. Place: Publisher,
2024.

EDITED BOOK

APA:

Smith, J. A. (Ed.). (2024). Book title. Publisher.

Smith, J. A., & Jones, M. B. (Eds.). (2024). Book
title. Publisher.

MLA:

Smith, John, editor. Book Title. Publisher, 2024.

Smith, John, and Mary Jones, editors. Book Title.
Publisher, 2024.

Chicago Bibliography:

Smith, John, ed. Book Title. Place: Publisher, 2024.

Smith, John, and Mary Jones, eds. Book Title. Place:
Publisher, 2024.

CHAPTER IN EDITED BOOK

APA:

Author, A. A. (2024). Chapter title. In E. Editor
(Ed.), Book title (pp. 45-67). Publisher.

MLA:

Author, First. "Chapter Title." Book Title, edited by
Editor Name, Publisher, 2024, pp. 45-67.

Chicago Bibliography:

Author, First. "Chapter Title." In Book Title, edited by Editor Name, 45-67. Place: Publisher, 2024.

Chicago Footnote:

1. First Author, "Chapter Title," in Book Title, ed. Editor Name (Place: Publisher, 2024), 50.

CARD 3: REFERENCE FORMATS - ARTICLES

JOURNAL ARTICLE

APA:

Author, A. A. (2024). Article title in sentence case. Journal Title, 45(2), 123-145.
<https://doi.org/10.xxxx>

MLA:

Author, First. "Article Title in Title Case." Journal Title, vol. 45, no. 2, 2024, pp. 123-145.

Chicago Bibliography:

Author, First. "Article Title." Journal Title 45, no. 2 (2024): 123-145.

Chicago Footnote:

1. First Author, "Article Title," Journal Title 45, no. 2 (2024): 125.

MAGAZINE ARTICLE

APA:

Author, A. A. (2024, May 15). Article title. Magazine Name, 45(3), 34-39.

MLA:

Author, First. "Article Title." Magazine Name, 15 May 2024, pp. 34-39.

Chicago Bibliography:

Author, First. "Article Title." Magazine Name, May 15, 2024, 34-39.

NEWSPAPER ARTICLE

APA:

Author, A. A. (2024, May 15). Article title. Newspaper Name. <https://www.url.com>

MLA:

Author, First. "Article Title." Newspaper Name, 15 May 2024, pp. A1+.

OR for online:

Author, First. "Article Title." Newspaper Name, 15 May 2024, www.url.com.

Chicago Bibliography:

Author, First. "Article Title." Newspaper Name, May 15, 2024.

CARD 4: REFERENCE FORMATS - ONLINE SOURCES

WEBSITE / WEBPAGE

APA:

Author, A. A. (2024, May 15). Page title. Site Name.
<https://www.url.com>

No author:

Page title. (2024, May 15). Site Name.
<https://www.url.com>

No date:

Author, A. A. (n.d.). Page title. Site Name.
Retrieved May 15, 2024, from <https://www.url.com>

MLA:

Author, First. "Page Title." Website Name, Day Month Year, www.url.com.

No author:

"Page Title." Website Name, Day Month Year,
www.url.com.

No date:

Author, First. "Page Title." Website Name,
www.url.com. Accessed 15 May 2024.

Chicago Bibliography:

Author, First. "Page Title." Website Name. Date.
<https://www.url.com>.

No date:

Author, First. "Page Title." Website Name. Accessed May 15, 2024. <https://www.url.com>.

Chicago Footnote:

1. First Author, "Page Title," Website Name, Date, URL.

ONLINE ARTICLE (with DOI)

APA:

Author, A. A. (2024). Article title. Journal Name, 45(2), 123-145. <https://doi.org/10.xxxx>

MLA:

Author, First. "Article Title." Journal Name, vol. 45, no. 2, 2024, pp. 123-145, doi:10.xxxx.

Chicago:

Author, First. "Article Title." Journal Name 45, no. 2 (2024): 123-145. <https://doi.org/10.xxxx>.

YOUTUBE VIDEO

APA:

Username or Channel. (2024, May 15). Video title [Video]. YouTube. <https://www.youtube.com/watch?v=xxxxx>

MLA:

Username or Channel. "Video Title." YouTube, 15 May 2024, www.youtube.com/watch?v=xxxxx.

Chicago Bibliography:

Username or Channel. "Video Title." YouTube video, 5:32. May 15, 2024. <https://www.youtube.com/watch?v=xxxxx>.

SOCIAL MEDIA POST

APA:

Author [@username]. (2024, May 15). First 20 words of post [Type of post]. Platform. <https://www.url.com/post>

MLA:

@username. "First 20 words of post or full text." Platform, 15 May 2024, www.url.com/post.

Chicago:

Author (@username). Platform, Date and time. <https://www.url.com/post>.

CARD 5: SPECIAL CASES - NO AUTHOR

NO AUTHOR SITUATIONS

APA

In-text: - ("Article Title," 2024) - ("Article Title," 2024, p. 12)

Reference:

Article title in sentence case. (2024, May 15).
Publication Name. <https://www.url.com>

Alphabetize by: First significant word of title (ignore A, An, The)

MLA

In-text: - ("Article Title" 45) - ("Article Title")

Works Cited:

"Article Title in Title Case." Publication Name,
15 May 2024, www.url.com.

Alphabetize by: First significant word of title

Chicago

Footnote:

1. "Article Title," Publication Name, Date, URL.

Bibliography:

"Article Title." Publication Name. Date. URL.

Alphabetize by: First significant word of title

CARD 6: SPECIAL CASES - MULTIPLE AUTHORS

TWO AUTHORS

APA

In-text: (Smith & Jones, 2024) **Reference:** Smith, J. A., & Jones, M. B.

MLA

In-text: (Smith and Jones 45) **Works Cited:** Smith, John, and Mary Jones.

Chicago

Footnote: John Smith and Mary Jones **Bibliography:** Smith, John, and Mary Jones.

KEY: APA uses "&", MLA/Chicago use "and"

THREE OR MORE AUTHORS

APA

In-text: (Smith et al., 2024) **Reference:** List all authors (up to 20)

Smith, J. A., Jones, M. B., Williams, K., &
Brown, L. (2024).

MLA

In-text: (Smith et al. 45) **Works Cited:**

Smith, John, et al. Book Title. Publisher, 2024.

Chicago

Footnote: John Smith et al. **Bibliography:** Can list all OR use “et al.”

KEY: “et al.” = “and others”

21+ AUTHORS (APA ONLY)

APA Reference: List first 19 authors, then “...”, then final author:

Smith, J. A., Author 2, Author 3, ... Author 19, ...,
Last, Z. Z. (2024).

In-text: (Smith et al., 2024)

CARD 7: SPECIAL CASES - ORGANIZATIONS & GROUPS

CORPORATE / ORGANIZATION AUTHOR

APA

In-text (first use): - (American Psychological Association APA, 2024)

In-text (subsequent): - (APA, 2024)

Reference:

American Psychological Association. (2024). Title.
Publisher.

MLA

In-text: - (American Psychological Association) - (American Psychological Association
45)

Works Cited:

American Psychological Association. Title. Publisher,
2024.

Chicago

Footnote:

1. American Psychological Association, Title (Place: Publisher, 2024), 45.

Bibliography:

American Psychological Association. Title. Place: Publisher, 2024.

Alphabetize by: First significant word (ignore “The”)

CARD 8: SPECIAL CASES - DATES

NO DATE

APA

In-text: (Author, n.d.) **Reference:**

Author, A. A. (n.d.). Title. Publisher.

MLA

In-text: (Author) **Works Cited:**

Author, First. "Title." Website Name, www.url.com.
Accessed 15 May 2024.

Use “Accessed [date]” when no publication date.

Chicago

Footnote:

1. First Author, "Title," Website Name, accessed May 15, 2024, URL.

Bibliography:

Author, First. "Title." Website Name. Accessed May 15, 2024. URL.

MULTIPLE WORKS BY SAME AUTHOR

APA

Different years: - (Smith, 2023) - (Smith, 2024)

Same year: - (Smith, 2024a) - (Smith, 2024b)

Reference: List chronologically; add a, b, c to year

MLA

In-text: Include short title - (Smith, “First Work” 45) - (Smith, “Second Work” 67)

Works Cited: Alphabetize by title

Chicago

Footnote: Include short title

1. Smith, First Work, 45.
2. Smith, Second Work, 67.

Bibliography: List chronologically; use em dash (——) for repeated author:

Smith, John. Earlier Book. Place: Publisher, 2023.
——. Later Book. Place: Publisher, 2024.

CARD 9: SPECIAL CASES - PAGE NUMBERS

NO PAGE NUMBERS

APA

Use alternative locators: - (Author, 2024, para. 5) ← paragraph number - (Author, 2024, Introduction section) ← section heading - (Author, 2024) ← if nothing available

Common for: Websites, e-books without pages

MLA

Use alternative locators: - (Author sec. 3) ← section number - (Author, ch. 2) ← chapter - (Author) ← if nothing available

Common for: Websites, Kindle books

Chicago

Footnote:

1. Author, Title (Place: Publisher, 2024), chap. 3.

OR

1. Author, "Article Title," Website, Date, URL.

Common for: E-books, websites

MULTIPLE PAGES

APA

- (Author, 2024, pp. 45-47) ← page range
 - (Author, 2024, pp. 12, 15, 18) ← non-consecutive
-

MLA

- (Author 45-47) ← page range

- (Author 12, 15, 18) ← non-consecutive
-

Chicago

Footnote:

1. Author, Title (Place: Publisher, 2024), 45-47.
-

CARD 10: SPECIAL CASES - INDIRECT SOURCES

CITING A SOURCE QUOTED IN ANOTHER SOURCE

Try to find and cite the original source. If not possible:

APA

In-text: - Hemingway's study (as cited in Smith, 2024) - (Hemingway, 1950, as cited in Smith, 2024)

Reference: Only list Smith (the source you actually read)

MLA

In-text: - (Hemingway, qtd. in Smith 45)

Works Cited: Only list Smith

Chicago

Footnote:

1. Ernest Hemingway, Original Work (Place: Publisher, 1950), 23, quoted in John Smith, Later Work (Place: Publisher, 2024), 45.

Bibliography: List both if possible, or just Smith

KEY: "qtd. in" = "quoted in"

CARD 11: FORMATTING QUICK CHECKS

TITLE FORMATTING - ALL STYLES

ITALICIZE:

- Books
- Journals, Magazines, Newspapers (publication names)

- Websites (site names)
- Films, TV Series
- Albums, Plays
- Long poems published as books

USE QUOTATION MARKS:

- Journal, Magazine, Newspaper Articles
- Book Chapters
- Short Stories, Poems
- TV Episodes, Songs
- Web Pages (individual pages on a site)

REMEMBER: - Italics = Independent works - “Quotes” = Parts of larger works

CAPITALIZATION RULES

APA (Sentence Case for Titles):

- Capitalize: First word, first word after colon, proper nouns
- Example: *The psychology of learning: A comprehensive guide*

MLA & Chicago (Title Case):

- Capitalize: All major words
 - Lowercase: a, an, the, and, but, or, for, nor, to, prepositions
 - Example: *The Psychology of Learning: A Comprehensive Guide*
-

HANGING INDENT (All Styles)

What it is: - First line flush left - Subsequent lines indented 0.5 inch

Where to use: - APA References - MLA Works Cited - Chicago Bibliography

How to create in Word: 1. Select entries 2. Right-click → Paragraph 3. Special → Hanging 4. 0.5 inch

OR: Ctrl + T (Windows) / Cmd + T (Mac)

CARD 12: QUICK TROUBLESHOOTING

COMMON ERRORS BY STYLE

APA MISTAKES

□ (Smith and Jones) → ✓ (Smith & Jones) □ (Smith 2024) → ✓ (Smith, 2024) □ Smith p. 45 → ✓ Smith (2024, p. 45) □ www.website.com → ✓ https://www.website.com

MLA MISTAKES

□ (Smith, 45) → ✓ (Smith 45) □ (Smith & Jones) → ✓ (Smith and Jones) □ (Smith p. 45) → ✓ (Smith 45) □ May 15, 2024 → ✓ 15 May 2024

CHICAGO MISTAKES

☐ (Smith 2024) → ✓ Superscript number¹ ☐ Double-spacing footnotes → ✓ Single-space within ☐ Not indenting footnotes → ✓ Indent first line ☐ Using commas in bibliography → ✓ Use periods

WHEN YOU'RE STUCK

Can't find the rule? 1. Check official style manual 2. Search Purdue OWL (most reliable free resource) 3. Ask your instructor 4. Look at published examples in your field

Unusual source type? - Check official manual for similar examples - Adapt closest format logically - Be consistent if you make a decision

Format not specified? - Ask instructor which style to use - Default to most common in your discipline: - Sciences/Social Sciences: APA - Humanities/Literature: MLA - History/Arts: Chicago

Still confused? - Visit campus writing center - Schedule instructor office hours - Use citation management software (Zotero)

CARD 13: CITATION CHEAT CODES

TIME-SAVERS

Set up your document FIRST: - Create References/Works Cited/Bibliography page - Set hanging indent - Set up proper spacing - Save as template for future papers

Track sources as you research: - Don't wait until the end - Add each source to your list immediately - Include all info needed for citation

Use citation managers: - Zotero (free, most reliable) - Mendeley (free) - EndNote (paid) - BUT ALWAYS VERIFY OUTPUT

QUICK SELF-CHECK

Before submitting, verify:

☐ Every in-text citation has a reference entry ☐ Every reference entry is cited in text ☐ Format is consistent throughout ☐ Author names match style (First Initial vs. Full Name) ☐ Dates in correct format ☐ Hanging indent on reference list ☐ Alphabetical order ☐ Titles formatted correctly (italics vs. quotes) ☐ URLs working (if online sources) ☐ Page numbers included for quotes (if available)

CITATION PRIORITIES

Focus on these in order:

1. **Accuracy:** Is the information correct?
2. **Completeness:** All required elements present?
3. **Consistency:** Same style throughout?
4. **Format:** Proper punctuation and spacing?

Don't stress about: - Minor formatting details (one space vs. two) - Perfection in first draft - Every obscure rule

DO stress about: - Citing everything that needs citation - Not plagiarizing - Following

your instructor's requirements

CARD 14: EMERGENCY CITATION GUIDE

PAPER DUE IN 1 HOUR?

PRIORITY 1: Cite everything Better imperfect citations than plagiarism

PRIORITY 2: Be consistent Pick one style, use it throughout

PRIORITY 3: Include essentials - Author (or title if no author) - Date/Year - Title of work - Publication info or URL

PRIORITY 4: Create reference list Alphabetical order, hanging indent

BARE MINIMUM CITATION

If you only remember ONE format:

IN TEXT: (Author Year) or (Author Page)

REFERENCE LIST:

Author. (Year). Title. Publisher or URL.

This works for most situations and can be refined later.

POST-DEADLINE CLEANUP

After submitting, if you have time: - Review graded papers for citation errors - Note professor's preferences - Create personal style guide for next time - Practice citations BEFORE next deadline

CARD 15: CITATION MYTHS DEBUNKED

MYTHS VS. REALITY

MYTH: "I don't need to cite common knowledge." **REALITY:** ✓ True, but "common knowledge" is narrower than you think. When in doubt, cite it.

MYTH: "If I change a few words, I don't need to cite." **REALITY:** ✗ False. Paraphrasing requires citation. Only YOUR original ideas don't need citation.

MYTH: "Changing the citation style is super hard." **REALITY:** ✓ Mostly true. Start with correct style to avoid reformatting later.

MYTH: "Citations make my paper look less original." **REALITY:** ✗ False. Citations show you've done research and increase credibility.

MYTH: "I can just use a citation generator and it'll be perfect." **REALITY:** ✗ False.

Generators make mistakes. Always verify.

MYTH: “Different professors want different formats.” **REALITY:** ✓ Sometimes true.
Always check assignment instructions.

MYTH: “No one actually checks citations.” **REALITY:** ✗ False. Professors DO check,
and plagiarism has serious consequences.

ACADEMIC INTEGRITY REMINDERS

ALWAYS CITE: - Direct quotes (even short phrases) - Paraphrased ideas from sources -
Statistics, data, facts not common knowledge - Images, charts, tables from sources -
Ideas, theories, arguments from others

DON'T CITE: - Your own original ideas and analysis - Common knowledge (Earth orbits
the sun) - Your own primary research - Well-known historical dates

WHEN IN DOUBT: Cite it.

CARD 16: STYLE SELECTOR DECISION TREE

START HERE: What's your subject?

PSYCHOLOGY, SOCIOLOGY, EDUCATION, NURSING,
SOCIAL WORK, COMMUNICATION?
→ Use APA

ENGLISH, LITERATURE, LANGUAGES, FILM STUDIES,
CULTURAL STUDIES?
→ Use MLA

HISTORY, ART HISTORY, MUSIC, PHILOSOPHY,
RELIGIOUS STUDIES?
→ Use Chicago

BUSINESS, ECONOMICS?
→ Usually APA (but check)

SCIENCES (Biology, Chemistry, Physics)?
→ Often CSE or APA (check)

STILL UNSURE?
→ Check assignment instructions
→ Ask your instructor
→ Look at journal articles in your field

BOTTOMLINE: Always verify with your instructor!

CARD 17: QUICK REFERENCE - AT A GLANCE

Element	APA	MLA	Chicago
In-Text	(Author, Year)	(Author Page)	Footnote ¹
End List	References	Works Cited	Bibliography
Author	Last, I.	Last, First	Varies
Date	(Year)	Year	Year
&/and	Use &	Use “and”	Use “and”
Page	p. 45	45	45

QUICK TIP: Print this card and tape it to your desk!

END OF CITATION QUICK REFERENCE CARDS

HOW TO USE THESE CARDS

OPTION 1: Keep Digital - Save PDF on phone/computer - Search when needed (Ctrl + F / Cmd + F)

OPTION 2: Print All - Print double-sided - Keep in binder while writing - Highlight styles you use most

OPTION 3: Print Your Style - Print only cards for your citation style - Laminate for durability - Keep at your desk

OPTION 4: Make Physical Cards - Print and cut individual cards - Hole punch and put on ring - Flip to the card you need

ADDITIONAL RESOURCES

Official Manuals: - APA: Publication Manual (7th ed.) | apastyle.apa.org - MLA: MLA Handbook (9th ed.) | style.mla.org
 - Chicago: Chicago Manual of Style (17th ed.) | chicagomanualofstyle.org

Free Online Resources: - Purdue OWL: owl.purdue.edu - Library guides at major universities - Style-specific quick guides

Campus Resources: - Writing center - Library research help - Instructor office hours

REMEMBER: These cards cover common situations. For unusual sources or complex situations, consult the official style manual or ask your instructor.

GOOD LUCK WITH YOUR CITATIONS!