

# How to Cite Information From This System

How you cite material from this system will depend on the style you have been asked to use. This document covers three styles:

- [Chicago style](#)
- [Modern Language Association \(MLA\) style](#)
- [American Psychological Association \(APA\) style](#)

Note that XAP Corporation publishes many different online systems with different names. In our examples, you will have to substitute the name of the system you are using (for example, WaytogoRI.)

If you are not sure what your system is called, ask your teacher.

## Chicago Style

In your document, you can choose to cite your references using one of these formats:

- **Footnote format:** A superscript number at the end of the related phrase/sentence in the main text (after any punctuation), and the full citation at the bottom of the same page.

**Example:** About 800 schools in North America offer education in baking and related culinary arts.<sup>1</sup>

The full citation would be at the bottom of the same page.

- **Endnote format:** A superscript number at the end of the related phrase/sentence in the main text (after any punctuation), and the full citation in a separate section at the end of the document.

**Example:** About 800 schools in North America offer education in baking and related culinary arts.<sup>1</sup>

The full citation would be at the end of the document in a separate section.

- **Bibliography format:** Name of article or author in parentheses before the punctuation at the end of the related phrase/sentence in the main text, and the full citation in a separate section at the end of the document. Parentheses look like this: ( ).

**Example:** About 800 schools in North America offer education in baking and related culinary arts (“Baker”).

The full citation would be at the end of the document in a separate section.

You may be asked to provide endnotes/footnotes AND a bibliography. This is because a bibliography can include references that weren't cited in the text for specific information, but provided you with general information about the topic.

The general rule for writing out the citation of online sources of information using Chicago style is to include:

- **Number of the reference (i.e. 1, 2, 3, etc.) if using endnote/footnote referencing:** This is the number in superscript after the information being cited.
- **Name of author (if available):** Authors' names do not usually appear on this system, so you can leave this item out.
- **Title of the work (in quotation marks):** This would be the heading on the web page you are citing, such as the name of the career profile (for example: "Baker").
- **Owner of the site:** XAP Corporation.
- **Date of publication or revision (if available):** This doesn't appear on this system, so you can leave this out.
- **Date of access:** The day you found the information online.
- **URL:** The link to the article.

In the **footnote** at the end of the page OR in the **endnote** in a separate section at the end of the document, the citation would look like this example (note that the items are separated by commas):

1. "Baker," XAP Corporation, accessed Jan. 1, 2014, <insert URL here>

In the separate **bibliography** section at the end of the document, the citation would look like this example (note that the items are separated by periods):

XAP Corporation. "Baker." Accessed Jan. 1, 2014. <insert URL here>

Punctuate every citation with a period at the end, even after the URL. When the URL must break across lines, do not insert a hyphen or break at a hyphen—instead, break the URL after a slash or a double slash or before any other mark of punctuation.

In **endnotes/footnotes**, entries are arranged by reference number (1, 2, 3, etc.) Entries are double-spaced, with single-spacing used within each entry. The second and subsequent lines of an entry are indented.

In the **bibliography**, entries are arranged in alphabetical order (since the author is not listed.)

For more information about Chicago style, visit:

**Chicago Manual of Style: Chicago-Style Citation Quick Guide**

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Purdue Online Writing Guide: Chicago Manual of Style 16th Edition**

<http://owl.english.purdue.edu/owl/resource/717/01/>

## Modern Language Association (MLA) Style

In the main part of the text, the MLA style favors what is known as parenthetical citation. Parentheses look like this: ( ). In MLA style, this means placing the first part of the cited source in parentheses after the related phrase or sentence, but before any punctuation, as in the example below:

About 800 schools in North America offer education in baking and related culinary arts (“Baker”).

The first part of the source that appears in parentheses has to match the full source information you provide in a separate section titled **Works Cited** at the end of the document. All sources cited in the text must appear in the Works Cited section.

The general rule for writing out the citation of online sources of information using MLA style is to include:

- **Name of author** (if available): Authors’ names do not usually appear on this system, so you can leave this out.
- **Title of the work** (in quotation marks): This would be the heading on the web page you are citing—for example, the name of the career profile (“Baker”).
- **Title of website** (in italics): This will be the name of the system you are using—for example, WaytogoRI).
- **Version or edition** (if available): This is not available on this system, so you can leave this out.
- **Publisher of website**: XAP Corporation
- **Date of publication**: No publication date is given for most of our articles, so use n.d., which stands for “no date.”
- **Medium of publication**: Web
- **Date of access** (with a period after the month and year): The day you found the information online.
- **URL** in <angle brackets>: Include a URL only if you think your readers will have trouble finding the source without one. The MLA no longer requires that you include a URL. One reason for this is that URLs are not static. They can change often.

In the separate Works Cited section at the end of the document, the citation would look like this example. Note that this writer was using the website WaytogoRI. If you are using another site, substitute the name of the site you are using.

“Baker”. WaytogoRI. XAP Corporation, n.d. Web. 1 Jan. 2014. <insert URL here>.

Note that the items, including month and year, are separated by periods. There is a period at the end of the citation.

If you do include a URL, put it right after the date of access and period. Enclose the URL in angle brackets (< >) and put a period after the closing bracket. If the URL does not fit on one line, break it only after a slash. Do not add a hyphen to the break.

Entries are arranged in alphabetical order by title (since the author is not listed in this system). Entries are double-spaced, with single-spacing used within each entry. The second and subsequent lines of an entry are indented.

For more information about MLA style, visit:

**Purdue Online Writing Lab: MLA – Electronic Sources (Web Publications)**

<http://owl.english.purdue.edu/owl/resource/747/08/>

## American Psychological Association (APA) Style

In the main part of the text, the APA format favors parenthetical citation. Parentheses look like this: ( ). In APA style, this means placing in parentheses, and before any punctuation, the title or author, the date, and if appropriate, a more specific location like a page or paragraph number, as in the example below:

About 800 schools in North America offer education in baking and related culinary arts (“Baker,” n.d., para. 1.).

This first part of the source in parentheses has to match the full source information you provide in the separate reference list at the end of the document, titled References. All sources cited in the text must appear in this reference list.

The general rule for citing online sources of information using APA style is to include:

- **Name of author** (if available): Authors’ names do not usually appear on this system, so you can leave this out.
- **Title of the work**: This would be the heading on the web page you are citing—for example, the name of the career profile (“Baker”).

- **Date of publication** (if available) in parentheses: No publication date is given for our articles, so use n.d., which stands for “no date.”
- **Title of website** (in italics): If you are using WaytogoRI, say *WaytogoRI*. If you are using another site, use the name of that website.
- **Date of access**: The day you found the information online.
- **Publisher of website**: XAP Corporation.
- **URL**: The link to the article.

In the separate **References** section at the end of the document, the citation would look like this example:

Baker, (n.d.). In *WaytogoRI*. Retrieved Jan. 1, 2014, from <insert URL here>

Note that APA style makes separations using periods as well as commas. There is no period at the end of the citation.

When a URL must break across lines, do not insert a hyphen or break at a hyphen. Instead, break the URL after a slash.

Entries are arranged in alphabetical order by title (since the author is not listed in our articles). Entries are double-spaced, with single-spacing used within each entry. The second and subsequent lines of an entry are not indented.

For more information about APA style, visit:

**APA Style FAQ**

<http://www.apastyle.org/learn/faqs/index.aspx>