MLA vs. APA (Citation, Formatting, & Commonly Overlooked Rules)

HOW THIS WORKS:

RULE #6: CAPITALIZATION. Capitalize the titles of your sources according to the *style guide,* not the source. For "first/last" rules, those count for both the title and any **subtitles** the source might have; a subtitle counts as a whole new title in terms of capitalization. Capitalization rules are minor but important (particularly for APA).

MLA	APA
For **all titles** (regardless of type), capitalize the first and last words, always. Then, capitalize everything else except…	For **periodicals,** capitalize the first, last, and major words (nouns, verbs, adjectives, adverbs, pronouns, and all words of 4+ letters) (aka "title case").
Articles (a, an, the)	
Prepositions	For **anything else** (including books), use
Coordinating conjunctions	

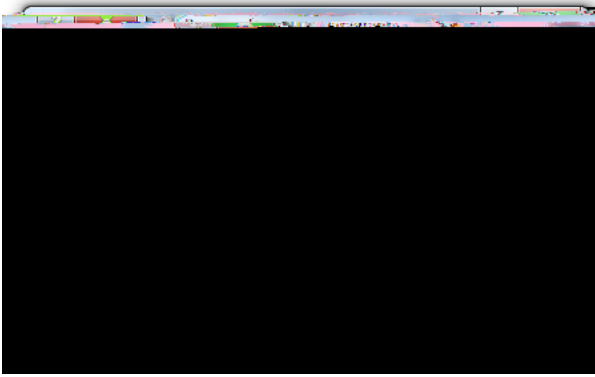Figure 1. Hanging indent in Word.   Figure 2. Hanging indent in Google Docs.
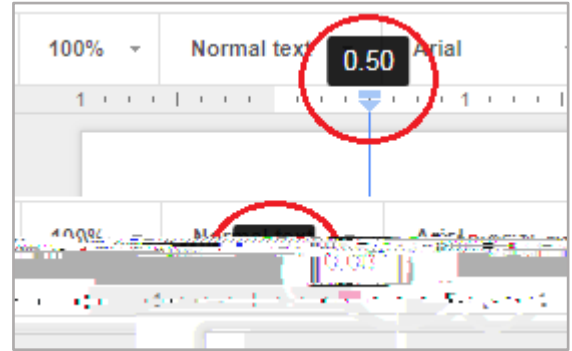

Figure 1: highlight the segment you want to hanging indent. Then, open the "paragraph" settings and select "hanging" under the special indentation options. Remember: in Word, Ctrl/ ⌘ T will do this automatically.

Figure 2: highlight the segment you want to hanging indent. Then, slide the blue ruler markers to 0.50 inch (click and drag the *bottom*, arrow-shaped marker to get both to move together) as shown above. Then click and drag the *top*, rectangle marker back to 0.0.

Student Success Center

Busch Student Center, Suite 331

314-977-3484

University Writing Services

wrting@slu.edu

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