

## Citations: why and how

### Video Transcript

There are many different standardized style guides used in academic writing. In addition to MLA, APA, and Chicago style, there are dozens of others.

The purpose of these style guides is to make things easier for the person reading your work. A standardized format allows readers to quickly identify your sources and understand the structure of your writing.

Following a standard style also signals that you have mastered the form and conventions of academic writing.

Style guides have rules about how your paper is formatted, and about how your citations should be written in your text and bibliography.

Each style guide uses a different format for citations, but they all have the same basic elements: Author, title, publisher, and date.

This is true whether your source is a print book or something you found online.

You'll probably have to use different styles guides for different classes, which can get confusing.

It is not necessary to memorize all the citation rules for each style guide, you just need to know where to look them up.

Below this video we have links to websites that you use can use to look up the rules for APA, MLA, and Chicago style.

These sites will help you figure out the trickier aspects of academic citations, such as how you cite an interview you conducted or a YouTube video.

Library databases, Zotero, EasyBib, and other digital tools can automatically format citations for you.

It is fine to use software to format your citations, but they don't always work perfectly. Often words will end up in caps lock, which no style guide calls for.

It is on you to make sure that your citations are correct. That's why we encourage you to use the links below to review your bibliography, even if a computer helped you format it.

If you can't find the answer to your citation and formatting questions online, email a reference librarian at [askalib@mills.edu](mailto:askalib@mills.edu), or stop by the reference desk for help.