Dear Murphy Institute Students,

So far, our bi-weekly writing tips have covered topics such as analyzing assignments and ways to reference other people’s ideas—steps that are important for a well-developed paper. However, as the semester closes and you begin to complete your final assignments, it is also important to keep this in mind as you polish and prepare to submit your papers:

**Formatting & Citation Resources**

*Formatting is how your paper needs to be organized, including how your citations should look.*

How to format your papers is a big topic that cannot be covered in a single, brief tip. However, what this tip will do is provide you with resources that may answer most of your formatting questions. But first:

1. **What’s Your Style?**
   Most academic papers are written according to formatting standards determined by the field you are in. The three most common styles are:
   - **MLA (Modern Language Association) Style – 8th Edition**
   - **APA (American Psychological Association) Style – 6th / 7th Edition**
   Find out which style you are using by checking the assignment guidelines or asking your professor. *Make sure you use the appropriate edition too!*

2. **Access Format & Citation Resources**
   These resources include physical Citation Style Manuals or online guides. We strongly recommend you review the Style guides on Purdue OWL (Online Writing Lab). Click **hyperlinks** to access the:
   - **MLA style guide**
   - **APA Style Guide**
   - **Chicago Manual of Style**
   Also, review the Sample Student Papers Purdue OWL provides, which explains how to format yours:
   - **MLA Sample Paper**
   - **APA 6th Edition Sample Paper**
   - **APA 7th Edition Sample Paper (Student)**
   - **CMOS Sample Paper**

   If you have questions or want to put this into practice, feel free to contact me! 😊

---

**Sign Up for a One-On-One Tutoring Session**

1. Visit [mywco.com\murphyinstitute](http://mywco.com\murphyinstitute)
2. **Register for an account**
3. Log in and select the “Murphy Queens Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

I look forward to working with you soon!

**Jean Soto, Writing Specialist**

[Jean.Soto@qc.cuny.edu](mailto:Jean.Soto@qc.cuny.edu)
(929) 265-2101