

Research Writing Guide

By **Elia Kazan**

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THE BIG FOUR CITATION TYPES: MLA, APA, CHICAGO STYLE, AND AP

In classroom settings, students and instructors might use the terms “short cite” and “long cite” but these are informal terms.

For the “short cite”, the official term used by the MLA and APA is the in-text citation (or the parenthetical citation). In the Chicago Notes and Bibliography system, it is officially termed a shortened note (which follows a full footnote or endnote).

For the “long cite”, MLA’s official term is a Works Cited entry. For APA, it is a Reference List entry. In Chicago style, it is termed a bibliography entry.

The latest editions are as follows:

- APA 7th Edition: Published in October 2019
- MLA 9th Edition: Published in April 2021
- Chicago 18th Edition: Published in September 2024

As far as anticipated updates, there probably won’t be one for about ten years for each of them.

MLA (9TH EDITION)

Modern Language Association

Used in: Humanities, especially English, Foreign Language, and Cultural Studies.

The focus is on the author and the text itself.

In-text citation:

“_____” (Author Page).

“_____” (Smith 32).

Name of references at end of paper: Works Cited

APA (7TH EDITION)

American Psychology Association

Used in: Science and Social Science, including STEM and Psychology. The focus is on the date because research must be recent.

In-text citation:

“_____” (Author, Year)

“_____” (Smith, 2014, pages)

Name of references at end of paper: References

For APA, if you are using the exact words from a source, you must include the page number.

Format: (Author, Year, p. #)

Example: “The data suggest a correlation” (Smith, 2023, p. 14).

Multiple Pages: Use “pp.” for a range (e.g., pp. 14–16).

If you are putting an idea into your own words (paraphrasing), APA only requires the Author and Year. However, APA encourages you to include the page number if the original idea is located on a specific page of a long work (like a book) to help the reader find it.

THE CHICAGO MANUAL OF STYLE (CMOS) (18TH EDITION)

University of Chicago Press

Used in: Humanities, Social Sciences, and Professional Book Publishing. The focus is on source detail and archival documentation.

Rather than using in-text citation, Chicago style uses footnotes. In Word, go to the top, select “References”, then “Insert Footnote”. It becomes super easy and second nature. Full footnotes will be placed at bottom of page (easier to check for the reader), or, collection of all full footnotes placed at the very end of the document (endnotes, less distracting). I personally prefer footnotes instead of endnotes, because I find it a bit laborious to have to flip to the back of the book. However, if you have a bookmark, I suppose this is easy. For the first-time mention of a source, you use the full footnote or endnote, and subsequent citations use a shortened note.

Name of references at end of paper: Bibliography

AP STYLE (57TH EDITION)

Short for Associated Press Style, this is the “gold standard” for journalism, news writing, and public relations. While MLA is designed for academic beauty and deep literary analysis, AP is built for speed, efficiency, and saving space in a newspaper or on a smartphone screen. You should use AP style if you are writing a press release, a blog post, a news article, or professional marketing copy. It makes your writing feel “current” and objective. If MLA is a formal dinner party where you spell out “one hundred,” AP is a quick, clear news bulletin that just says “100.” However, for your college English paper or a formal essay, stick to the MLA style we discussed earlier.

Unique Rules of AP Style

1. The Number Rule: Unlike MLA (which spells out anything under two words), AP is strictly 1–9 are words; 10 and above are numerals.
 - *MLA*: “He has seventy-five followers.”
 - *AP*: “He has 75 followers.”
2. The “No Oxford Comma” Rule: AP generally drops the final comma in a simple list. “I bought apples, oranges and bananas.”
3. Brevity is King: AP uses many more abbreviations (like Jan., Feb., or St.) to keep sentences lean and punchy.

In AP Style, “said” is the gold standard. While academic writing might use *claims*, *argues*, *posits*, or *illustrates*, news writing prefers the neutral “said” to avoid appearing biased.

AP Style does not use a formal citation system like MLA or APA. Since AP Style is for newspapers and magazines, journalists don’t use parentheses or bibliographies. They use attribution, a form that integrates the source directly into the sentence. Readers shouldn’t have to flip to a “Works Cited” page at the end of a news article.

Here is how you handle “citations” in AP Style:

1. The “Short Cite” (In-Text Attribution)

In AP, you simply name the person or organization and use the word “said” (or occasionally “according to”). For the first reference, use the person’s full name and title. “The policy is a step forward,” said Jane Doe, director of the Humanities Institute. For subsequent references, use only the last name: “Doe also noted that the budget is limited.”

2. The “Long Cite” (Reference Attribution)

If you are citing a study, a book, or a specific document, you describe it within the prose. Also, there are no italics in AP style; instead, you use quotation marks for titles. “According to a report titled ‘Modern Grammar Trends’ published by the Pew Research Center, usage is shifting.”

For a Website: If the source is online, you don’t list a URL such as *nytimes.com*. You simply name the site: “The data, first reported by The New York Times, suggests...”

SUBJECTS AND CITATIONS

Humanities subjects: philosophy (including ethics and rhetoric), literature and writing, languages, linguistics, history, religious studies, art history, fine arts, performing arts, classics, cultural studies, media studies, museum studies, gender studies. These use MLA. Except for history, philosophy, religion, and classic—these use Chicago style.

Education and communication tend to overlap between humanities and social science, with more of a lean towards social science. These might use MLA or APA depending. Education studies uses APA generally, since it relies heavily on empirical social science data (psychology, statistics, policy).

Rhetorical/media criticism leans toward MLA, while quantitative communication studies (mass communication, interpersonal research) lean toward APA.

Psychology, sociology, social work, cognitive science, education: APA is the undisputed dominant style.

Political science uses APSA (American Political Science Association), which is a variation of Chicago Author-Date.

Economics uses Chicago Author-Date or journal-specific styles (e.g., American Economic Association style).

Anthropology and archaeology use AAA (American Anthropological Association) or SAA (Society for American Archaeology), both built on Chicago Author-Date.

Law does not use APA: it uses Bluebook (or ALWD) citations.

Business studies varies widely. Management and marketing rely on APA. Finance and economics lean toward Chicago Author-Date.

**REFERENCE LISTS AT THE END:
WORKS CITED ENTRIES (MLA),
REFERENCE LIST ENTRIES (APA), AND
BIBLIOGRAPHIC ENTRIES (CHICAGO STYLE)**

MLA (9TH EDITION)

One author

Author Last Name, First Name. "Article Title." Title of Container (Book or Journal), Other Contributors, Version (Volume), Number (Issue), Publisher, Publication Date, Location, Page Range, URL. Date of Access (optional, but helpful).

Smith, John. "The Effects of Climate Change." *Scientific American*, vol. 12, no. 4, 2023, pp. 45-50. doi.org/10.1080/01.

Doe, Jane. "Walking in the Rain". *Stories of Nature*, edited by Mike Ross, Penguin Press, 2021, pp. 102-115.

Note: In American English, a period is placed before the closing quotation mark, even if it is not part of the original title. In British English, the period goes after the quotation mark. If you are expecting a U.S. audience, put the period inside the quote. But at the same time, I'm all for artistic and stylistic choice, so you do you.

Two authors

Last name, First Name, and First and Last name.

Smith, John, and Jane Doe. "Climate Change Patterns." *Nature*, vol. 615, no. 7952, 2023, pp. 420–425. https://doi.org/10.1038/s41586-023-01234-x.

Three or more authors

Last name, First Name, et al.

Smith, John, et al. "Global Weather Trends." *Science Journal*, vol. 42, no. 3, 2024, pp.15–22. https://doi.org/10.1016/j.scijour.2024.01.005.

The Digital Object Identifier (DOI) is a unique identifier and is often a required or highly recommended when citing online scholarly journal articles in both MLA and APA styles.

PMID (PubMed Identifier) and PMCID (PubMed Central Identifier) identifiers are specific index numbers for the databases PubMed and PubMed Central. You generally do not include the PMID or PMCID in a standard MLA or APA reference list entry for a journal article.

When formatting a bibliographic entry, using a Digital Object Identifier (DOI) is significantly better than a PubMed URL because it provides a permanent, universal, and high-credibility link to the primary “version of record.” While a PubMed URL merely points to a specific database entry, a DOI is managed by a central registry to ensure the link never breaks, even if a journal moves its website or archives its content. To format it professionally, you should present the DOI as a clickable link using the <https://doi.org/> prefix, such as: Author Name, “Article Title,” *Journal of Clinical Medicine* 8, no. 7 (2019): 1058, <https://doi.org/10.3390/jcm8071058>. By prioritizing the DOI, you signal academic rigor and ensure that researchers can always locate the paper across any library or database worldwide.

APA (7TH EDITION)

One author

Author Last Name, Initials. (Year). Title of article. Title of Periodical, Volume (Issue), Page Range. <https://doi.org/xxxx>

Academic Article

Gomez, L. R., & Chen, H. (2024). Cognitive barriers in digital learning environments. *Journal of Educational Psychology*, 115 (3), 210–225.
<https://doi.org/10.1037/edu0001>

Website article

Jackson, P. (2025, February 14). Why urban farming is the future of city planning. *Green Horizon News*. <https://www.greenhorizon.com/urban-farming-future>

Book (APA)

Miller, T. J. (2022). *The hidden architecture of dreams: A study in neuroscience*. Penguin Press.

For APA, if you are citing a journal, you include the volume and issue. If you are citing a website, you include the URL. If you are citing a book, you include the publisher. But you should not include them all together into one single formula like MLA does.

Two authors

Smith, J. A., & Doe, J. B. (2025). Title of the book. Publisher.
(Smith & Doe, 2025, pages)

Three or more

Smith, J. A., Doe, J. B., Brown, R. C., Miller, T., Jones, S., ... Williams, K. (2025). List up to 20 authors by name. If more than twenty, uses ellipsis (...) and then list the final author's name, as shown.
(Smith et al., 2025, pages)

THE CHICAGO MANUAL OF STYLE, OR SIMPLY CHICAGO STYLE (18TH EDITION)

There are two systems: Notes and Bibliography system, and Author–Date system.

I. NOTES AND BIBLIOGRAPHY SYSTEM

Commonly used in the History, Arts, and Humanities

Academic article

Bibliographic Entry: Author Last Name, First Name. "Title of the Article." Title of the Journal Volume, no. Issue (Month or Season Year): Page Range. DOI/URL.

Full Footnote (First mention): Author First Name Last Name, "Title of the Article," Title of the Journal Volume, no. Issue (Month or Season Year): Page Number, DOI/URL.

Shortened Footnote (Subsequent mentions): Author Last Name, "Shortened Article Title," Page Number.

Book

Bibliography Entry: Author Last Name, First Name. Title of Book. City: Publisher, Year.

Full Footnote (First mention): Author First Name Last Name, Title of Book (City: Publisher, Year), Page Number.

Shortened Footnote (Subsequent mentions): Author Last Name, Shortened Title, Page Number.

II. AUTHOR–DATE SYSTEM

Commonly used in the Physical, Natural, and Social Sciences

Reference List Entry

Author Last Name, First Name. Year. "Title of the Article." Title of the Journal
Volume (Issue): Page Range. DOI/URL.

In-Text Citation (Parenthetical): (Author Last Name Year, Page Number)

E.g. (Gomez 2025, 115)

EXAMPLES

The same citation, re-written. The first is MLA, the second is APA, the third is
Chicago Style.

Gallegos, T. J., et al. "Hydraulic Fracturing Water Use Variability in the United States
and Potential Environmental Implications." *Water Resources Research*, vol. 51, no.
8, 2015, pp. 5839-45. <https://doi.org/10.1002/2015WR017278>.

Gallegos, T. J., B. A. Varela, S. S. Haines, and M. A. Engle (2015), Hydraulic fracturing
water use variability in the United States and potential environmental implications,
Water Resources Research, 51, 5839–5845, doi:10.1002/2015WR017278.

Gallegos, Tanya J., Brian A. Varela, Seth S. Haines, and Mark A. Engle. "Hydraulic
Fracturing Water Use Variability in the United States and Potential Environmental
Implications." *Water Resources Research* 51, no. 8 (2015): 5839–45.
<https://doi.org/10.1002/2015WR017278>.

IS IT YOUR ORIGINAL IDEAS OR AI'S IDEAS?

DECIDING WHEN TO CITE, DISCLOSE, OR CLAIM OWNERSHIP

The core principle of academic citation is attribution of intellectual origin: you cite a source when the substance, expression, or creative output originates outside of your own mind. When using generative AI, determining whether to formally cite the tool depends on who provided the core intellectual direction and how the output was integrated into your work.

1. AI AS A CO-CREATOR OR SOURCE (CITATION REQUIRED)

If the AI tool generates original text, synthesizes information, or produces creative ideas that you quote, paraphrase, or adopt directly into your paper, you must include a formal citation. For example, asking AI, "What are the primary causes of the 1908 Messina earthquake?" and incorporating its generated bullet points or phrasing into your writing requires a citation. As a general rule, if the AI is supply-side information or original phrasing, the reader needs to know where those words or arguments originated.

2. YOU AS THE DIRECTOR / AI AS THE TOOL (NO CITATION NEEDED)

If you are supplying 100% of the substance, arguments, structure, and original analysis, and you are using the AI solely as a functional tool to process, format, or execute your ideas, you do not cite the AI as an information source. You are directing the tool; the intellectual property remains yours. For instance, prompting AI with your own written rough notes—such as inputting 500 words of your own analysis on Hamlet's delay and asking it to reformat those bullet points into a clean outline—does not require a citation. Similarly, inputting a paragraph you wrote yourself and asking the AI to check for passive voice or minor grammatical flow falls into this category. The underlying rule is that you do not cite an AI for executing instructions grounded entirely in your original thoughts, just as you would not cite Microsoft Word for running a spell-check or organizing a bulleted list.

3. CONCEPTUAL BRAINSTORMING & EDITING (ACKNOWLEDGEMENT VS. CITATION)

There is a middle ground between formal citations and standard word processing. Major citation standard bodies (including MLA, APA, and Chicago) distinguish between citing content and acknowledging a process. For structural or proofreading assistance such as asking AI as a sounding board to suggest a stronger verb or reword a clunky sentence you wrote, a formal Works Cited entry is generally unnecessary. However, some instructors or disciplines require a brief disclosure

statement in a footnote or acknowledgment section. For example, stating that generative AI was used to assist with copyediting and sentence clarity, while all original ideas and analyses belong to the author.

SUMMARY RULE OF THUMB

Ask yourself, *Who did the thinking?* If the AI supplied the thought, cite it. If you supplied the thought and the AI merely carried out your explicit command, the work is yours.

GENERATIVE AI WRITING: HOW TO CITE

CHATGPT

MLA

Full Citation: "Title of your specific prompt/chat." ChatGPT, 14 Mar. version, OpenAI, 2025, chat.openai.com. Accessed

In-Text: (OpenAI)

APA

Full Citation: OpenAI. (2025). ChatGPT (Mar 14 version) [Large language model].

<https://chat.openai.com>

In-Text: (OpenAI, 2025)

Chicago style

Notes and Bibliography System (common for Humanities)

First footnote Entry: ChatGPT, response to "Explain the concept of alexithymic fog," OpenAI, March 14, 2025.

Subsequent Footnotes (Shortened): ChatGPT.

Author-Date System (common for Sciences)

Reference List Entry:

OpenAI. 2025. ChatGPT (March 14 version). [Large language model].

<https://chat.openai.com>.

In-Text Citation:

(OpenAI 2025)

GOOGLE GEMINI

MLA Style

Full Citation: “Title of your specific prompt/chat.” Gemini, 14 Mar. version, Google, 2025, gemini.google.com. Accessed [Insert Date].

In-Text: (Google)

APA Style

Full Citation: Google. (2025). Gemini (Mar 14 version) [Large language model].

<https://gemini.google.com>

In-Text: (Google, 2025)

Chicago Style

Notes and Bibliography System (Humanities)

First Footnote Entry: Gemini, response to “Explain the concept of alexithymic fog,” Google, March 14, 2025.

Subsequent Footnotes (Shortened): Gemini.

Author-Date System (Sciences)

Reference List Entry: Google. 2025. Gemini (March 14 version). [Large language model]. <https://gemini.google.com>.

In-Text Citation: (Google 2025)

INTRODUCING A QUOTE

What is the best way to introduce a quote in your writing? For the first time you introduce you a particular source, you should introduce it thoroughly.

Formula: A study entitled “Name of Study”, conducted by X, Y, and Z people, published in Name of Journal on this date, states how: “insert quote” (in-text citation).

Example: A study entitled “What Are Conspiracy Theories? A Definitional Approach to Their Correlates, Consequences, and Communication” by Karen Douglas and Robbie Sutton, published in the *Annual Review of Psychology* in September 2022, explains how “insert quote” (Douglas, 2022, page 50).

For subsequent quotes from this same article, you do not need to re-introduce it. That would be redundant. Subsequent quotes should still have the in-text citation in parenthesis (also called the ‘parenthetical in-text citation,’ the ‘parenthetical short cite,’ or simply the ‘short cite’), placed at the end of the quote.

You also have the option of paraphrasing (summarizing the author’s point or points in your own words). To paraphrase, you really have to understand what the author is saying and you need to capture it with a sense of simplicity and clarity, using your own words. At the end of the paraphrase goes the in-text citation, just like a quote.

In sum, tell you reader: 1. The name of the article, 2. The author/publisher, then 3. Insert quote. For example: In the article entitled “Greenhouse Gases by the Industry; a Study” written by Earl Vogel and published by *Nature*, it is stated that “vehicles cause nearly 75 percent of the carbon monoxide pollution in the United States”. In such scenario, one does not need a short citation at the end of the quote because such information is already provided in the preceding context. For subsequent quotes of the same study, you do not need to ‘introduce’ the source again, and you can use the short-cite at the end (Vogel, page 43).

Alternatively, one may provide the quote without first saying where it comes from, but make sure to place the in-text citation at the end. For example: “Transportation is the largest source of heat-trapping emissions in the United States” (Jones, 43). The reader can then go to the Works Cited to find “Jones” and read further from there if they wish.

If the author's name is unknown, put the "Title of the Article or Study". For example: "Transportation is the largest source of heat-trapping emissions in the United States" ("Greenhouse Gases by the Industry; a Study", page 43).

IN-TEXT CITATION

The following three sentences are all the same. The objective is to quiz you on where the quotation marks and punctuation should go at the end of the sentence.

Incorrect: "Foods that support nervous-system health includes meat, fish, dairy, nuts, leafy greens, eggs, legumes, avocados, berries, whole grains, and even dark chocolate. (Last Name, Year, Page)"

Incorrect: "Foods that support nervous-system health include meat, fish, dairy, nuts, leafy greens, eggs, legumes, avocados, berries, whole grains, and even dark chocolate." (Last Name, Year, Page).

Correct: "Foods that support nervous-system health includes meat, fish, dairy, nuts, leafy greens, eggs, legumes, avocados, berries, whole grains, and even dark chocolate" (Last Name, Year, Page).

If a quote ends in an exclamation or question mark, leave such intact (before the quotation mark). It is seen as integral to the quote. It's only if the quote ends in a period do you omit that and only put a period at the very end. The period stands for finality, thus it is placed at the very end, after the short-cite. Answer: When quoting and using MLA citation, the period punctuation is omitted at the end of the quote and is instead put at the very end, after the short citation. For example, "quote" (Last Name Page Number). The reason is because the rule in writing that a period belongs at the very end, concluding or 'sealing' an entire sentence or thought. The exception is if there is an exclamation or question mark at the end of the quote, that will remain intact. For example, "quote!" (Last Name Page Number), or "quote?" (Last Name Page Number). Another exception are block quotes (usually 4+ lines), where the period comes before the citation.

If the text does not include page numbers, (as seen in many online articles), then omit. Do not make up page numbers.

For the in-text citation, MLA requires no year. APA requires the year. While this may be unconventional and idiosyncratic, I prefer teaching students to write (Author Last Name, Year, Page) altogether because that way all the information is there and

they can change it as necessary, rather than having to look up page numbers for the quote.

Why does MLA not require the year for the in-text citation but APA does? I would argue that scientific subjects emphasize the year because scientific data evolves rapidly, and timing matters. For example, a finding from a more recent study may supersede a previous year's finding. But when writing an article in the humanities and in literature, it is generally not urgent to have the year in the in-text citation since literary themes are typically timeless. Analyzing the character of The Misfit in Flannery O'Connor's "A Good Man Is Hard to Find" would not change so much based on the year of the publication.

Sometimes, an individual author's name is omitted because the text is a work-for-hire or a corporate publication. In these scenarios, the organization or company is treated as the author. For example, the in-text citation would use the organization's name: (Center for Psychedelic Research, 2024).

In professional and academic writing, it is quite rare for a source to have no author or corporate creator. However, there are four scenarios where this might occur, and you would simply use the ("Title of the Article," Year) for the in-text citation. These scenarios are: reference works (dictionaries and encyclopedias), collaborative Wikipedia pages, news updates from news publication staffs as opposed to formal reports from the company, and ancient or religious texts.

EXAMPLES

A definition for "Psilocybin" in the Merriam-Webster Dictionary.
("Psilocybin," 2025)

The "History of Psychedelics" page on Wikipedia.
("History of Psychedelics," 2025)

A brief news update titled "New Legislation on Psilocybin Therapy."
("New Legislation," 2025)

Beowulf
(Beowulf 42)

REMINDERS FOR IN-TEXT CITATION

- One does not need a short cite when the author's name and title of the article are stated at the beginning of the sentence. For example: Dr. Mercola, in his article entitled "Why you should limit intake of saturated fats for cardiovascular health" (2018) states that "insert quote." For subsequent referrals, you do not need to reintroduce the article, but be sure to use a short-cite.
- If there are two authors, "put both last names in the in-text citation" (Kazan and Proctor, 2014).
- If three or more authors, list only the first author's last name and follow with "et al." which is Latin for "and others" (Johnson et al., 2015).
- Paraphrasing is an effective way to use your own words in summarizing points or describing what the research says without using a direct quotation. I only recommend this if you have a strong comprehension of the work. In such instance, one may summarize the position or statements in their own words and place a short cite at the end (Proctor 65).

PERIOD INSIDE OR OUTSIDE THE QUOTE?

British-English: ‘The period goes “after” the quotation mark’. British use single-quotes for containers and double-quotes for interiors.

American-English: “In the United States, the period ‘inside’ the quote.” Americans use double-quotes for containers and single-quote for interiors.

When one quotes material, “Be sure to remove the period from the original sentence, and only punctuate at the very end after the short-cite” (Last Name Page).

Exception. If the quote ends in a question mark (?) or exclamation mark (!), leave it intact. King Lear cried out “Halt! Move not further!” (252). The question mark or exclamation is vital to meaning of the sentence, so it is left where it is originally found, but still a period is placed at the end.

BLOCK QUOTING

If your quote is four (4) lines or longer, you have to make it into a block quote that is indented.

Example (from Jhumpa Lahiri's "A Temporary Matter")

The story's two main characters, Shoba and Shukumar, stand together at a fork in the road. Is Shukumar experiencing a merely personal issue, or is their relationship at stake? Let's analyze this scene:

He ran his tongue over the tops of his teeth, he'd forgotten to brush them that morning. It wasn't the first time. He hadn't left the house at all that day, or the day before. The more Shoba stayed out, the more she began putting in extra hours at work and taking on additional projects, the more he wanted to stay in, not even leaving to get the mail, or to buy fruit or wine at the stores by the trolley shop. (Author Last Name, Page Number).

This image of dichotomy, of two separate branches growing in opposite directions, serves as an understanding of their relationship throughout the short story: disconnected and distancing.

Block quoting helps the reader see larger snippets of information more easily. It's like making a documentary with interviews. A block quote may be only four lines, or it may be longer. If it is the whole article, that would be 'featuring' and it would probably be best to sectionize it as its own thing.

FOOTNOTES

The Modern Language Association (MLA) and American Psychological Association (APA) styles primarily rely on parenthetical in-text citations. The former uses (Author Page), and the latter uses (Author, Year, Page).

MLA and APA do allow footnotes, however for secondary purposes such as providing additional, tangential information that would otherwise interrupt the flow of the main text, such as extra commentary, supplementary examples, or copyright attribution. In Microsoft Word, go to the top, select “References” then “Insert Footnote”. You should also consider adjusting the size of your footnote (click control + A to highlight all of them) and make them slightly smaller than the body text.

In contrast to MLA and APA, Chicago Manual of Style (CMOS) uses footnotes and endnotes rather than in-text citation.

Footnotes are similar to in-text citation, except such citations are placed at the bottom of the page it is used. Sometimes, all footnotes are placed altogether at the very end.

MLA style primarily uses parenthetical in-text citations (Author-Page format, like: (Smith 45) along with a Works Cited page. However, MLA does allow the use of footnotes or endnotes, but only for two purposes:

1. Content Notes: To provide additional explanation or commentary that is too long or tangential to include in the main text.
2. Bibliographic Notes: To cite a large number of sources at one point or to provide other complicated bibliographic details that would clutter the main text.

STEM subjects either use APA in-text citation, or they will use footnotes. What’s important is that you stick to one and be consistent throughout the paper.

Chicago Manual of Style (CMOS) uses footnotes. Subjects that use Chicago style include business, history, journalism, and library science.

In case you decide to go with footnotes, here is how to insert them in Microsoft Word: at the end of the quote or paraphrase, click to place your cursor. Then, select the ‘References’ tab at top, then select ‘Insert Footnote’.

Example: According to an article published by the National Health Society, “eating too much saturated fat can raise the level of LDL cholesterol in your blood. High levels of LDL cholesterol increase risk of heart disease and stroke.”¹

For the first time you cite, use the long citation. If there are immediate subsequent citations to the same article, simply enter ‘Id.’ for the footnote citation. This is an abbreviated term for the Latin word ‘Idem’, meaning ‘the same’.

If there are different citations in between since the last time you cited an authority, you can’t use ‘Id.’ as this term refers to the immediately preceding citation. In such scenario, use the short-cite, which is author’s last name and page number. You would not re-enter the long citation for a second time as the footnote.

Just like with an in-text or short citation, you may use a footnote at the end of a paraphrase. In professional publishing and academic writing (specifically under the Chicago Manual of Style), the rule for a “single-source paragraph” is to place the footnote at the end of the final sentence of that paragraph. If every sentence in a paragraph is derived from the same source, you do not need to footnote every sentence. That creates a “cluttered” look that distracts the reader. Instead, the footnote at the very end acts as an “umbrella” for all the preceding facts.

Example: According to Scopus database metrics for global Science and Engineering (S&E) publications, worldwide S&E publication output continues to grow on average at nearly 4% per year. From 2008 to 2018, output grew from 1.8 million to 2.6 million articles per year. In 2018, China (with a share of 21%) and the United States (with a share of 17%) were the largest producers. As a group, the EU countries (with a share of 24%) produced the most S&E articles.¹

You would only move or add footnotes if you introduced a different source in the middle of the paragraph. For example, if the first two sentences were from Scopus but the China/US statistics were from the World Bank, you would place a footnote after sentence two and another at the end of the paragraph.

In American English typesetting, the footnote number always goes outside the period. (e.g., articles.¹). It should never come before the period.

All footnotes, including citational and informational footnotes, should generally be aligned left because this “ragged right” edge maintains consistent spacing between words, which is crucial for readability in the narrow columns or smaller font sizes typically used at the bottom of a page. When text is justified, word processors often create awkward, uneven gaps known as “rivers” in it’s attempt ot stretch the text across the entire width of the margin. This can distract the reader and make technical information or long URLs difficult to scan. Furthermore, major academic standards

1 Hooper, Lee. “Reduction In Saturated Fat Intake for Cardiovascular Disease.” Cochrane Library, 2020, <https://doi.org/10.1002/14651858.CD011737.pub3>. Date Accessed: November 21, 2022.

such as APA, MLA, and Chicago Style prioritize left alignment to ensure accessibility and clarity, as it provides a predictable visual anchor for the eye to return to after finishing a line.

QUANTITATIVE AND QUALITATIVE DATA

QUANTITATIVE DATA EXAMPLES

Measurements	The height of a plant (e.g., 12 inches), the weight of a bag of apples (e.g., 2.5 kg), or the temperature of a room.
Counts	The number of cars in a parking lot, number of views, or the number of employees in a company.
Scores	Test scores, such as a student receiving an 88% on a test. Water pollution scores.

QUALITATIVE DATA EXAMPLES

Descriptions	A “friendly face,” or “infectious laugh”
Characteristics	A person’s hair color (e.g., brown, curly), or eye color (e.g., blue).
Types	The type of cuisine a restaurant serves (e.g., Italian) or the brand of shoes in a survey.
Feelings and opinions	How a resident feels about pollution in their neighborhood, or whether a product’s packaging was appealing.

STEPS TO WRITING RESEARCH

STEP 1 – READ

Read widely! Take your time. Collect as you go. One ought to become informed on all sides of an issue in order to create a fair analysis and judgment. You must read and choose peer-reviewed, scholarly/academic articles, books, and journals. Hearsay, opinion, and statements unbacked by research are not credible. Consider using databases such as your school's library search bar, NIH.gov (especially NCBI), Google Scholar, ProQuest, and JStore. If you are reading articles from a search engine such as Google, check the credentials of your authors/publishers. If it's a reputable company or author, that's good choice. Beware of opinion not based on, or supported by, study-derived data.

Wikipedia may be a beneficial starting point, as their footnotes provide links to further reading that is usually credible. You still should double-check and verify credibility.

Remember to go directly to the source. We have so many third-parties repeating information on the internet, but some of it is misguided or even outdated. Whether it's government websites; manufacturers; people; any entity really, you want to approach the authentic, original source.

STEP 2 – OUTLINE

Write out:

- Thesis. What is this essay about in total?
- Subtopics (specific questions about the topic)
- Make a list of your quotes, and try putting them in the order you plan on addressing them in your writing. By planning out the order of the quotes, you save time and can focus instead on writing to tie it all together. Find articles from Google, Google Scholar, and databases such as ProQuest, or EBSCO. While researching, copy and paste the quotes you will be using
- Works Cited. Create this as a rough draft, prior to writing, so we may now focus on the joy of writing...

RAILROAD TRACKS, MIS EN PLACE

I like to use the metaphor of “railroad tracks”. I find gathering research and writing to be like two different ways of thinking and working. I suggest that while you read and the articles are in front of you, gather your quotes and citation information. Lay it out on your document page. Put the bibliographic citations at the end. Arrange the quotes in the order you will address them (like railroad tracks). Create the in-text citations then and there. Complete the Works Cited list set up and completed. Now that that is over, you may begin the (hopefully enjoyable) process of writing the story (filling the in-between of the tracks).

Another phrase: “mise en place”. This is a French culinary term meaning “everything in its place,” referring to the practice of gathering and prepping all necessary ingredients and equipment before beginning the cooking process.

STEP 3 – ROUGH COPY

Rough draft. Open a Word doc, or Google doc, and create a header. Google Docs is a lot more limited than Word as far as what you can do, but it’s somewhat doable. Commence writing w or w/o coffee and Boston cream doughnut. Engage the reader. Make the writing lively.

STEP 4 – REVISE AND SUBMIT

- Every pass through should be an update. It’s the bane of writing. Every time we look at it, we make it better.
- Update your intro’s beginning. Make a better hook.
- Do you have a clearly and comprehensively stated thesis?
- Do your quotes support your body points?
- Make sure you have smooth transitioning between paragraphs, such as “Moving on,” “To the next point,” “Another example,” and “In conclusion.”
- Ensure a comprehensive conclusion. How is the problem solved? Or perhaps, suggest to your reader what is needed for further development.
- Professor review and peer-review

- Self-review, last check.

FINAL THOUGHTS

An essay that is organized, specific, and uses credible citations correctly will basically ensure a satisfactory grade, at the least.

What's important: what you say, and how you say it. Your tone, method of presentation, mode, etc. is up to you. How you want to express something is the artist's prerogative

Focus on reasoning, and be succinct for the sake of the audience's time.



About the Author

Elia Kazan is an author, publisher, scholar, and rap artist. For more information, visit his website eliakazanbooks.com

Colophon

This text uses Arial, size 12,
line spacing is set at exactly 16.5 points,
indented at 0.3 inch.

Spacing is 0 pt before and after paragraphs.

Text alignment is justified, with hyphenation turned on.

Margins are 1 inch top and bottom 1-inch, and 1.25 inch left and right.