

## Citation, Style Manual, and Grammar Resource Guide

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There are many citation styles, publication manuals, and handbooks for proper English usage that students and researchers in a wide variety of disciplines use. The following guide lists a selection of print manuals and online resources that will help you construct and write a research paper and cite your sources. If the print style manual or grammar guide you are looking for is not listed, please consult the [Suffolk University Library Catalog](#) to check for it.

Besides the resources listed below, remember that we have specific guides that detail the usage of the two main citation styles used at Suffolk:

If you are using the Modern Language Association (MLA) method for citing your sources, please also consult our [Research Papers: MLA Style for Citing Your Sources](#) guide.

If you are using the American Psychological Association (APA) method for citing your sources, please also consult our [Research Papers: APA Style for Citing Your Sources](#) guide.

And if you are ever unsure as to what term paper format you should be using, ***Check With Your Instructor!***

### **Library Databases**

## [RefWorks](#)

RefWorks is a very elaborate tool that allows you to download, organize and store your citations in any number of citation styles, including major ones like MLA, APA, Chicago and AMA. They call it "Your Online Research Management, Writing and Collaboration Tool," so it can do more than construct a bibliography. Although most researchers will enjoy the option of exporting citations directly from databases into their account. To start using RefWorks, please login in for the first time ON CAMPUS, where the program can pick up the Suffolk IP range and assign you to the Suffolk account. Then click the option to "sign up for an individual account."

In many databases, like those on EbscoHost, there is an icon or link right on the record of an article you plan on quoting or using (in Ebsco, it is a white page with a green arrow), that will allow you to export the citation elements to RefWorks. However, be advised that RefWorks is so sophisticated that it does have a learning curve. For best results, do NOT wait until an hour before the paper is due to try to figure it out. If you would like to step through some educational materials at the RefWorks website, you might want to take a look at [Tutorial](#) and their [Help Area](#).

## [NoodleBib via NoodleTools](#)

If you find RefWorks more complicated than you want, or if you want to actually understand the mechanics of a bibliography, NoodleBib might be a better option. It actually steps you through the process of creating a proper citation. When logging into NoodleBib for the first time, identify yourself as a student, and create a personal ID and password. Then, after selecting a citation type, MLA Advanced or APA Advanced (never use MLA Starter), the software provides field-by-field assistance for every citation element. This, of course, includes all manner of online and Web sources.

A student can keep their various bibliographies in a "Personal Folder," which can be shared with others, if the student wishes. Contents of bibliographies are automatically generated in alphabetical order. In addition, NoodleTools offers NoodleBib notecards or "e-index cards," which allow a student to pull out, organize, and integrate research information. Notes may be linked to sources and/or created separately as independent ideas and then organized within the "Personal Folder."

## **Print Style Manuals**

### [MLA Handbook for Writers of Research Papers](#)

REF LB2369 .G53 2003 (Copies at Reference Desk and on Permanent Reserve)

This is the full guide to the Modern Language Association (MLA) format. This is usually the preferred style used for English 102 and other literature and humanities term papers. The MLA also produces a [MLA Style Manual and Guide to Scholarly Publishing](#), which discusses grammar and publishing guidelines in more detail. However, the *Manual* is published less often, and therefore doesn't cover the constantly changing aspects of electronic publishing and the citing of

non-print media. Therefore, for most students it is a less useful resource.

### [Publication Manual of the American Psychological Association](#)

REF BF76.7 .P83 2001 (Copies at Reference Desk and on Permanent Reserve)

The "APA" style is increasingly used in the social sciences. It is especially preferred by Psychology and Communications professors here at Suffolk. This is the extensive guide to APA formatting.

### [The Bluebook : A Uniform System of Citation](#)

REF KF245 .U5 (Latest edition in Reference Stacks or on Course Reserve)

Compiled by the editors of major law reviews, this citation guide is the bible for legal references and is primarily used by Suffolk's paralegal program.

### [A Manual for Writers of Research Papers, Theses, and Dissertations](#)

REF LB2369 .T8 2007 (Ref. Desk, or on Course/Permanent Reserve)

Often referred to by its original (late) editor's name, if a teacher tells you to do your paper in the "Turabian" style, consult this manual. This style guide uses a more traditional approach, and gives examples of "notes" (aka footnotes), as well as the more modern parenthetical references. It also allows for traditional bibliographies, as well as the "reference list" approach. Published by the University of Chicago Press, this long-standing research guide is closely related to [The Chicago Manual of Style](#), which is a very detailed overview of all aspects of scholarly publishing.

### [Style Guide / American Sociological Association](#)

REF DESK HM569 .A54 2007

The third edition of this very brief (108 page) style manual represents the official word on scholarly style and format for ASA authors.

### [Scientific Style and Format : The CSE manual for Authors, Editors, and Publishers](#)

REF T11 .S386 2006

Formerly known as the *CBE Manual*, The Council of Science Editors produces this guide on scientific writing. This manual covers both general and scientific publication styles and formats for all forms of scientific writing. The text includes many examples of recommended styles, cross-references and summary tables. And it presents both American and British preferences.

### [The ACS Style Guide: Effective Communication of Scientific Information](#)

REF QD8.5 .A25 2006 (Often also on Course Reserve)

This guide details scientific writing and citation according to the American Chemical Society. This extensive revision of The ACS Style Guide thoroughly examines electronic tools now

available to assist scientific, technical, and medical (STM) writers in preparing manuscripts and communicating with publishers. Valuable updates include discussions of markup languages, citation of electronic sources, online submission of manuscripts, and preparation of figures, tables, and structures. In keeping current with the changing environment, this edition also contains references to many resources on the internet.

### [Associated Press Stylebook and Briefing on Media Law](#)

REF PN 4783 .A83 (Latest edition often on Course Reserve)

Here is a style guide specifically for journalistic writing. Most of the content relates to standard English usage in general reporting. However, there are sections for specific types of reporting (like sports writing), as well as a final section of media law that covers issues like libel and copyright. For another manual for reporters, see the slightly older [UPI Stylebook](#).

### [The Business Writer's Handbook](#)

REF HF 5726 .B874 2003 (Latest edition often on Course Reserve)

This manual for business writing includes lots of grammar tips, as well as examples of specific business documents from "progress and activity reports" to proposals.

### [A Pocket Style Manual](#)

REF PE 1408 .H26 2008 (Latest edition often on Course Reserve)

Author Diana Hacker writes this short manual to help students with, as the subtitle ungrammatically indicates "clarity, grammar, punctuation and mechanics, research, MLA, APA, Chicago, usage/grammatical terms."

### [Cite Right](#)

REF PN 171 .F56 L55 2006 (Kept at Reference Desk)

Here's another guide that gives you a brief overview of multiple citation formats. In fact, its subtitle is "a quick guide to citation styles--MLA, APA, Chicago, the sciences, professions, and more." It is published by the University of Chicago Press, creator of the aforementioned Turabian and Chicago Manual of Style.

## **Online Citation Guides**

### [Modern Language Association \(MLA\)](#)

[http://www.mla.org/publications/style/style\\_faq/style\\_faq4](http://www.mla.org/publications/style/style_faq/style_faq4)

The MLA assumes that you'll want to buy their *MLA Handbook*, so they don't give away much in the way of term paper citation help. This page details how to cite electronic resources. It is part of a larger "MLA Style" [F.A.Q.](#)

For an excellent general guide to citing both print and electronic resources using the MLA style, take a look at our [Research Papers: MLA Style for Citing Your Sources](#) guide produced by the Sawyer Library staff.

### [APAStyle.org](#)

<http://www.apastyle.org/eleceref.html>

This APA webpage tells you how to cite electronic references according to the 5th edition of the *APA Publication Manual*. As styles change, the website will be updated with new examples. This does not cover traditional print resources (since they want you to buy their publication manual).

For an excellent general guide to citing both print and electronic resources using the APA style, take a look at our [Research Papers: APA Style for Citing Your Sources](#) guide produced by the Sawyer Library staff.

### [APA Research Style Crib Sheet](#)

<http://www.docstyles.com/apacrib.htm>

Although there is no substitute for consulting the complete *APA Publication Manual*, many find this "crib sheet" a useful free resource. Created and updated by Russ Dewey of Georgia Southern University.

### [ASA Quick Style Guide](#)

<http://www.asanet.org/page.ww?name=Quick+Style+Guide&ion=Sociology+Depts>

Here is the page that the American Sociological Association has posted at their website to give researchers a basic view of the ASA style.

### [Chicago Manual of Style: Tools: Chicago-Style Citation Quick Guide](#)

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

Although less used today than it was twenty years ago, many people--including some Suffolk faculty--still prefer the "Chicago" or "Turabian" style of referencing. The publisher, the University of Chicago Press, provides this web "Quick Guide," which is part of a larger "Tools" section. (You can explore other tool pages on topics like Manuscript Preparation and Proofreading by clicking the topics in the left frame.) Besides the examples provided here, you might want to take a look at the [Q & A](#) section, as well.

### [Citation Guides](#)

<http://www.lib.umich.edu/govdocs/cite.html>

The Government Documents Center at the University of Michigan maintains this page. It links the viewer to other website guides detailing different citation format systems. It includes MLA, APA, and Turabian formats, as well as guides to citing electronic information and, of course, government documents.

### [Columbia Guide to Online Style](#)

<http://books.google.com/books?id=s0gU0tUSSxQC>

Here is a Google Book edition of *The Columbia Guide to Online Style* by Janice R. Walker and Todd Taylor (Columbia University Press, 2006). This Columbia University Press book explains citing electronic sources, first describing the general principles, and then providing examples in both "humanities style" (like MLA and Chicago), and "scientific style" (like APA and CBE). [Note: Google Books can be browsed, searched and read, but cannot be printed.]

### [Citing Sources and Listing References](#)

<http://www.mhhe.com/mayfieldpub/tsw/csxlr.htm>

This handy webpage is associated with the *Mayfield Handbook of Technical & Scientific Writing*. Especially useful for scientific writers, the rest of the site is also worth exploring. This section, number 10, deals specifically with citations. It provides some tips related to MLA and APA style, but also Chicago and the more scientific styles from the Council of Biology Editors (CBE) and the Institute of Electrical and Electronics Engineers (IEEE) system.

### [Council of Science Editors: Scientific Style and Format](#)

<http://www.councilscienceeditors.org/publications/style.cfm>

The CSE (formerly the CBE) has just revised their biology style manual entitled *Scientific Style and Format*. The Page for this new edition does include the introduction, preface, the "complete index" (as a PDF), and other explanatory materials, but it does NOT include any real examples of the citation style itself.

### [Using CBE Style](#)

<http://contentselect.pearsoned.com/CBE-style.html>

For a fuller discussion of existing CBE style, using both the Citation Sequence (C-S) system and the Name and Year System, take a look at this page from the publisher, Pearson Education. (Note: this webpage is associated with a fee-based database you will not be able to access.)

### [ACS Books: Reference Style Guidelines](#)

<http://pubs.acs.org/books/references.shtml>

The American Chemical Society has provided this page with useful examples of their own style of citation. It is brief, but covers some of the major sources most often cited. The Chemistry Library at the UC Berkeley also produced a useful summary of the American Chemical Society style of citation, called the [ACS Style Guidelines Quick Guide](#).

### [ONLINE! Citation Styles: Index](#)

<http://www.bedfordstmartins.com/online/citex.html>

A handy guide to citing online sources according to several different citation styles, including MLA, APA, Chicago, CBE, and others. Online types include: world wide web; email; web discussion forum postings; listserv messages; newsgroup messages; real-time communication; telnet, FTP, and gopher sites.

### [Library & Information Science: Citation Guides for Electronic Documents](#)

<http://www.ifla.org/I/training/citation/citing.htm>

This guide, from the International Federation of Library Associations and Institutions (IFLA) links to a variety of resources that specifically address issues and style guidelines for citing internet resources.

### [EbscoHost: Styles of Citation](#)

Sawyer Library gets many of its databases from Ebsco--these include Academic Search Premier and Business Source Premier. This page links you to their bibliography tips for the APA, Chicago, MLA and Turabian styles of referencing. This information is also available from within the database, from the Help link in the upper-right corner. Also, keep in mind that the the database will help you get the citation information, too. The "Save" option that is available while using a database, allows you to save it in a particular "Citation Format" (which can be MLA, APA, or one of four others).

### [Citing References from LexisNexis Academic](#)

[http://wiki.lexisnexis.com/academic/index.php?title=Citing\\_References](http://wiki.lexisnexis.com/academic/index.php?title=Citing_References)

Using articles from LexisNexis Academic? Take a look at this wiki page from the publisher. And if you are using LN's Primary Sources in U.S. History, take a look at their citation help at [this link](#). And there is also a help page for citing [LexisNexis Statistical](#).

### [How to Cite InfoTrac and GaleNet Sources](#)

<http://support.gale.com/article.asp?article=1467&p=10>

At Sawyer Library, we have access to several InfoTrac databases. This is the guide produced by the publisher of InfoTrac, to help users site materials from their databases. So, if you pulled an article from Academic OneFile, General Business File ASAP, Biography Resource Center, or one of the other InfoTrac databases, this guide might be useful. But keep in mind that while you are using the database, there is usually going to be a "How to Cite" link right on the individual results record that will help you create your citation in MLA or APA style.

### [Research and Documentation Online](#)

<http://dianahacker.com/resdoc/>

Here's a useful website! Ever wish you could actually see a complete example of a term paper showing the citations and document formatting in a real-life context? You can, here. Examples are offered, in PDF format, based on several documentation styles including MLA, APA, the Chicago style, and CBE. This website, by Diana Hacker, is the online version of a booklet published by Bedford/St. Martin's called *Research and Documentation in the Electronic Age*, so the example papers do a good job of showing database and other web citations. An older [Model Documents Gallery](#) page is also maintained and can still be very useful, because it includes examples beyond "term papers." Other sample documents include persuasive memorandums, proposals, and appropriate and inappropriate business emails, as well as an example of a laboratory report.

### [Galeschools: Research Tools](#)

[http://www.galeschools.com/research\\_tools/src/index.htm](http://www.galeschools.com/research_tools/src/index.htm)

Thomson Gale, the company that produces our InfoTrac databases and Gale Virtual Reference Library, have posted this array of pages on preparing for and completing a research paper or presentation. The writing is clear and the sections are easy to step through. The pages cover everything from writing your topic sentence to creating visual representations of data. One downside is the coverage of citation style. When they say "How to Footnote" they really mean old-fashioned footnotes, which most Suffolk Instructors do not require. So the other "research tools" provided here are the more useful ones. For citation rules and procedures, use one of the resources above, instead.

## **Print Grammar Guides**

### [The Little, Brown Handbook](#)

REF PE 1112 .F64 2004 (Latest Edition Often on Course Reserve)

This handbook is often used for English courses here at Suffolk. It includes term paper citation style pointers as well as grammar and usage information.

### [The Elements of Style](#)

REF PE1408 .S772 2000

Often referred to as "Strunk and White" even though both of the original authors have long-since died, this slim book is considered essential reading for advice on proper English usage. And if you prefer the classic approach to proper English, another well-respected (and quite old) guide to the English idiom is [The New Fowler's Modern English Usage](#), published by Oxford University Press.

### [Longman Grammar of Spoken and Written English](#)

REF PE1112 .L66 1999

A very detailed--over 1200 pages!--book that provides guidance on spoken English as well as the written language. The Conceptual Index is useful if you know your grammatical concepts, but if you wouldn't even know to look up "adverbial clause as circumstance adverbial," then the Lexical (word) Index that precedes it will likely be much easier to use.

### [The Cambridge Guide to English Usage](#)

REF PE1464 .P47 2004

A straight dictionary-style design makes this handbook simple to use. It gives usage and spelling tips for specific words and concepts and even defines many "foreign" terms like *lingua franca* and *in situ*.

### [The Merriam-Webster Dictionary of English Usage](#)

REF PE1625 .M44

Another dictionary-style usage guide. This one is very much oriented towards American English, with lots of examples of usage taken from contemporary journalism and the works of major authors.

## Online Grammar Guides

### [American Heritage Guide to Contemporary Usage and Style](#)

<http://0-www.xreferplus.com.library.law.suffolk.edu/book.do?id=459>

This readable and well-researched guide to contemporary English usage offers 1500 entries "that show not only correct and incorrect usage but also the relative effectiveness of different expressions in context." You can step through, by letter, to browse the entries in the book. Or you can use the search box in the lavender border above to search for a keyword concept across the entire content of the volume. Note: Because this is part our of our Credo Reference database (a good source for online basic reference books like dictionaries), you will need to authenticate yourself as a Suffolk user through our proxy server for off-campus use.

### [Good Word Guide](#)

<http://0-www.xreferplus.com.library.law.suffolk.edu/book.do?id=551>

The Good Word Guide offers information and advice on spelling, grammar, punctuation, pronunciation. It is especially good at explaining confusable words and terms and the latest buzzwords. Credo claims it provides "clear, straightforward answers to everyday language problems." Note: Because this is part our of our Credo Reference database (a good source for online basic reference books like dictionaries), you will need to authenticate yourself as a Suffolk user through our proxy server for off-campus use.

### [Strunk's Elements of Style](#)

<http://www.bartleby.com/141/index.html>

Bartleby reproduces classic reference books, now in the public domain. This online book is the full-text of William Strunk's *Elements of Style* (1918), with links to individual chapters. Later versions of this book, revised by E. B. White, are in the Sawyer collection, and often on reserve for one course or another. However, most of the principles of grammar and usage have not changed in the last century. So, this free online version can come in handy. Unfortunately, Bartleby usually comes with obnoxious pop-ups, so make sure your pop-up blocker is operational when you visit this site.

### [Companion Website for The Little, Brown Handbook, 10th Edition](#)

[http://wps.ablongman.com/long\\_fowler\\_lbh\\_10/](http://wps.ablongman.com/long_fowler_lbh_10/)

The familiar *Little, Brown Handbook* is, perhaps, the most common text reference for basic English usage and term paper mechanics. Students can access video tutorials, downloads from the textbook, and links to additional resources on the Web here. You may need to allow Active-X

controls and download a new Quicktime application to run the video, however.

### [Blue Book of Grammar and Punctuation](http://www.grammarbook.com/)

<http://www.grammarbook.com/>

Jane Strauss is the author of a guide and workbook on English grammar. She now has a website companion, as well. Pick Grammar or Punctuation from the bright blue frame to the left. On the inner page, pick a more specific topic from the pop-open window of Table of Contents. A discussion with examples will be displayed. Exercises and quizzes are also offered.

### [Common Errors in English Usage](http://www.wsu.edu:8080/~brians/errors/errors.html)

<http://www.wsu.edu:8080/~brians/errors/errors.html>

Paul Brians, a professor of English at Washington State University created this page, which is an online companion to his book by the same title. There are individual links to specific topics related to common spelling gaffes and grammatical puzzlers. (Remember, the listing is usually listed under the *error* and not under the correct spelling or usage!) There are also links to "Supplementary Pages" and "Other Good Resources" at the bottom of the main page. A very handy display of tips for a quick check on a word or usage point!

### [The Nuts and Bolts of College Writing](http://nutsandbolts.washcoll.edu/clarity.html)

<http://nutsandbolts.washcoll.edu/clarity.html>

The design of this page is a bit off-putting. Still, the information provided by author Michael Harvey (who teaches at Washington College in Maryland) can be valuable. Harvey covers everything from thinking to style to structure and mechanics.

### [Chicago Manual of Style: Q & A](http://www.chicagomanualofstyle.org/cmosfaq.html)

<http://www.chicagomanualofstyle.org/cmosfaq.html>

The Chicago Manual of Style is the definitive source for scholarly style, from term papers to dissertations to book manuscripts. At this page, you can search the questions that have been sent to the editors. They cover anything from the proper use of abbreviations to the horrors of split infinitives. Use the search engine in the left frame to find Q&A entries that might apply to your question.

### [Grammar, Punctuation, and Capitalization: A Handbook for Technical Writers and Editors](http://www.sti.nasa.gov/publish/sp7084.pdf)

<http://www.sti.nasa.gov/publish/sp7084.pdf>

This extensive writing guide, written by Mary K. McCaskill of the Langley Research Center in Virginia is a NASA publication designed for technical writers. It is, however, a good basic guide that can benefit any writer who is a little shaky on the finer points of English grammar and punctuation. The file, which is 108 pages long, is in the form of a PDF.

### [ACS Style Guide](http://www.oup.com/us/samplechapters/0841234620/?view=usa)

<http://www.oup.com/us/samplechapters/0841234620/?view=usa>

This website is affiliated with the Style Guide published by the American Chemical Society. Although the online content offers no help on the mechanics of citation systems, it does offer

several useful free sections relating to writing style, the components of the paper, and types of presentations.

### [Links for Business Writing](#)

[http://bcs.bedfordstmartins.com/alred/pages/bcs-main.asp?v=&s=01000&n=00010&i=01010.01&o=Bedford / St. Martin's](http://bcs.bedfordstmartins.com/alred/pages/bcs-main.asp?v=&s=01000&n=00010&i=01010.01&o=Bedford%20St.%20Martin's) provides this page of useful student links to other websites with materials supporting business writing. Some sections (like "Parts of Speech and Grammar") are fairly general. But others (like "Business Writing Forms and Elements") are indeed specific to business writing, and include listings of useful websites covering topics like business letters and sample brochures. Since this page is a supplement to the books *Handbook of Technical Writing* as well as *The Business Writer's Handbook*, there is another list of [Links for Technical Writing](#). (Note: In both cases, the "Topical List" is the more useful presentation.)

### [Voice of the Shuttle: Style & Grammar Guides](#)

<http://vos.ucsb.edu/browse.asp?id=2448>

Want to explore even more internet resources on grammar and academic style? Try this metasite page, from the Voice of the Shuttle project at the University of California, Santa Barbara.

### [refdesk.com: Grammar, Usage, and Style](#)

<http://www.refdesk.com/factgram.html>

While VoS (above) loves to sort materials into categories, refdesk.com simply provides a long annotated list of links. There are lots of exploration possibilities presented here. Almost 100, in fact.