**USING THE DOCUMENTATION SECTIONS** **OF *Writing in Action***

Here’s a secret: Nobody memorizes all the documentation guidelines. *Writing in Action’s* sections on MLA, APA, *Chicago*, and CSE styles are designed so you can quickly look up the information you need, when you need it.

Make sure you know which documentation style your instructor wants you to follow, and then check the color coding on the pages to confirm that you’re in the right place. In MLA, for instance, the edges of the pages are bright green, and in APA they’re gray.

At the beginning of each documentation section, a directory for in-text citations helps you find models for citing sources in the *body* of your essay or presentation,

and a *second* directory a few pages later points you toward models for citing sources at the *end* of your project.

Check out the sections on the basics of MLA, APA, and Chicago style to review how the two parts of the citation work together.

The models are annotated, with parts of the citation labeled in brackets, to help you see which information goes where. Make sure you’re looking at the right type of model—for instance, you need to indicate whether you’re using a source in print or in another medium.

Source maps, like this one for citing a work from a Web site in MLA stye, both explain and show the information you need to find for your citation.

There are a lot of possible variations for every kind of model, and no book can include every one. You may need to combine pieces of different models—or even figure out which source that *is* in the book is most like the kind of source you want to cite that *isn’t.*

So remember: nobody has all the details of documentation guidelines memorized. Plan to do as the experts do, and *look up* the information you need!