Formatting Citations

Many UMSL Library databases offer formatting features for well-known citation styles like APA, MLA and Chicago Author-Date. While these formatting features are helpful, they are not perfect. Sometimes you will need to alphabetize citations or change capitalizations (i.e., article titles or author names might be completely capitalized). Some of the databases may not add URL links to articles, or they may not state from which database citations were retrieved, etc., so you might have to add the missing information yourself. Users should check over citations that have been reformatted and correct potential errors or problems.

Formatting Citations in EBSCOhost Databases

Citations in any EBSCOhost database can easily be formatted for APA, MLA and Chicago Author-Date style. EBSCOhost databases at the UMSL Libraries include Academic Search Complete, America: History & Life, CINAHL, Education Full Text, ERIC, MLA International Bibliography, PsycINFO and many others.

1) After performing a search, click under any citation you want to format:

2) After selecting citations, click the icon at the very top-right of the search screen:

3) At the next screen click the box to Select your citations,
4) **UNCHECK** the box for **HTML Full Text** (otherwise all articles you select will be printed),

![Image of checkbox and options]

select your **Citation Format** (in this example, **MLA** has been selected) and then click the **Save** button on the left.

5) **SCROLL DOWN** until you see the citations reformatted in the style that you chose. You can print the citations, or copy and paste them into your document. **REVIEW** the citations and make any necessary corrections (for example, they will NOT be in alphabetical order). You MIGHT also need to add information, such as Library Name (use: **University of Missouri-St. Louis Libraries**).

6) Alternate method: the word **CITE** appears in the right hand column when an article is retrieved. Click **CITE** and copy and paste the correct citation into your document.

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**Formatting Citations in Databases**

Citations in any **ProQuest** databases can be easily formatted for **APA**, **MLA** and **Chicago Author-Date** style. **ProQuest** databases at the UMSL Libraries include **ABI/Inform**, **Dissertations & Theses**, and **Philosopher's Index**.

1) After performing a search, click the checkbox next to any citation you want to format:

![ProQuest citation example]

2) At the top right of the search results screen click the **Cite** icon:

![Citation options]

3) Choose your citation format. Then, copy and paste them into another document, or you can **Email**, **Print**, **Download** them.
Formatting Citations in Scopus

Citations in the Scopus database can be easily formatted for APA, MLA, Chicago Author-Date and other citation styles.

1) After performing a search, click the checkbox next to any citation you want to format:

2) Click on “More” and then Create bibliography.

3) At the next screen, select your desired citation format and click Create. In the example below, APA 5th Edition citation style has been selected:

4) You will see your citations in a NEW WINDOW or TAB. You can print the citations, or copy and paste them into your document. REVIEW the citations and make any necessary corrections (for example, they might NOT be in alphabetical order). You MIGHT also need to add information, such as Library Name (use: University of Missouri-St. Louis Libraries).

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