Writing Citations

According to the APA

Materials prepared by Doris A. Mainville © 2004 Cambridge College Writing a research paper..... What is a "citation"?..... What is APA style? Writing an in-text citation..... Author's name General quidelines 2. If the author's name is included in the sentence 3. If the author's name is included in parentheses after the sentence 4. Citing a quotation that has 40 or more words..... 5. Citing a summary or paraphrase 6. Two authors..... 7. Three, four, or five authors 8. Six or more authors 9. Group or organization as the author..... 10. Publication with no author 11. Personal, unpublished communication such as a conversation, interview, memo, email, letter, or class notes (sources which are non-retrievable by someone else)..... 12. Citing an author who was cited in someone else's publication..... Date of publication 13. General guidelines 14. Date for a personal, non-published communication 15. The date includes a year, month, and day 16. No date is given 17. The document was retrieved from the internet...... Page number..... 18. General guidelines 19. Online articles from a published source 20. Online articles without page numbers 21. Online articles with no page or paragraph numbers..... 22. Online articles with no page numbers, paragraph numbers, or section headings.....

writing a reference citation
23. General guidelines for the References page
Author's name
24. General guidelines
25. Two to six authors
26. Seven or more authors
27. No author given
28. No author or organization
29. Article in an anthology (a book with articles by many authors)
Date of publication
30. General guidelines
31. The date includes a year, month, and day
32. No date is given
Title of document (book, article in a periodical, chapter in an
anthology, or an article retrieved from the internet)
33. General guidelines
34. Should the name of a book be italicized or underlined?
35. Should the name of a chapter in an anthology or an article from
a journal or newspaper be italicized or underlined?
36. Should the title of an internet document be italicized or underlined?
Publication information
37. Books
38. Article from a journal or newspaper
39. Chapter in an anthology
40. Documents retrieved from the internet
a. Article is based on a print source but retrieved from the internet (including
articles from the EBSCOhost database printed in PDF format)
b. Article is based on a print source but has been changed from the original
c. Article is only available in an internet journal
d. Article is only available as a web page
e. Educational Resources Information Center (ERIC) document
f. Article from a database such as WilsonSelectPlus or from the EBSCOhost
database printed in HTML format
APA web sites
Example of a References page

The focus of this document is to summarize the main points a student at Cambridge College will need to write in-text and reference citations for research papers including ILPs and IRPs. The information is based on the *Publication Manual of the American Psychological Association* (5th Edition); refer to it for details about citing sources not covered in this paper. A copy of this manual may be found in the Writing Support Center on the third floor of Cambridge College at 1000 Massachusetts Avenue, Cambridge, MA.

Writing a Research Paper

The process of writing a research paper includes reading what others have written on the topic. Sometimes students want to include some of what other authors have said in their own papers. This may be done as a summary, a paraphrase, or a quotation. However, because these are not the student's own thoughts or words, credit must be given to the authors who developed the thoughts and wrote the words: this is referred to as "citing the author." If the student does not give appropriate credit to the author, the student can be accused of plagiarism, a very serious offense.

What is a "citation"?

When a writer uses facts, information, ideas, or quotations from someone else's writing, the writer must tell the readers where they came from. This is called a "citation." "Cite" is the verb for giving the citation.

It is <u>extremely important</u> that the writer <u>gather the information</u> needed for citations as he/she uses the publication! <u>Do not plan on going back</u> to the source "<u>later</u>" for the details needed for a citation!

Record the following information for each source document:

- title of document (whether it be a book, an article in a periodical, a chapter in an anthology, or an article on-line)
- author's name (if given) as well as editor's name (if given)
- date of publication (if given); this is <u>not</u> the date of retrieval from the internet for online documents
- publisher and place of publication (for a book)
- name of periodical or newspaper in which the article was found, plus the date of the publication, its volume number, issue number, and page numbers of the article
- URL (http address) for articles from the internet
- date of retrieval for internet articles
- identifier numbers (if given) for articles from databases

Sometimes it is best to copy pages of the document on which this information is located so that the information will be readily available for the writing of both in-text and References citations.

What is APA style?

There are a number of styles for preparing manuscripts, which include the instructions for writing citations. For example, both the American Psychological Society (APA) and the Modern Language Association (MLA) have prepared guidelines; *The Chicago Manual of Style* (CMS), 14th ed., also is a standard.

The standard usually used at Cambridge College is the APA style, which is the standard for academic papers in the social sciences such as psychology and education. In an APA style paper, the citation is given twice in the paper: in the body of the text and on a separate page titled References.

The "in-text" citation

- This is located in the body of the paper and gives enough information for a reader to find the publication on the References page of the document.
- Information in the in-text citation includes the <u>author's name</u>, <u>date of publication</u>, and—if the cited material is a quotation—the <u>page number</u>.

The <u>citation in the References section</u>

- APA uses the title "References" for the pages of complete publishing information for all in-text citations in the paper. The References page is near the end of the paper; only the Appendix (if the paper has one) goes after it.
- The reference citation for <u>books</u> includes the author's name, date of publication, name of the book, and publishing information. There are slight differences, however, between citations for books, articles from print sources such as periodicals and newspapers, and documents retrieved from the internet. These differences in citing are addressed in this handout.
- "References" only include information for sources cited in the text. (A
 "bibliography" is a list of every book and article the writer looked at
 whether an in-text citation is included in the paper or not. A bibliography is
 rarely required for papers at Cambridge College.)

Writing an in-text citation

In-text citations include:

- Author's name
- <u>Date of publication</u>
- Page number (for quotations)

Author's name

1. General guidelines:

- Give *only* the author's *last name* in the in-text citation.
- The author's name may be included as part of the sentence or after the sentence in parentheses.

2. If the author's name is included in the sentence:

 Always use the past tense or present perfect tense to introduce the summary, paraphrase, or quote:

As Green (1994) stated, "if children were fed adequately at home, schools would not need lunch programs" (p. 25).

3. If the author's name is included in parentheses after the sentence:

 Separate the author's name from the date of publication with a comma and one space.

- If the citation is for a quotation, separate the date of publication from the page number with a comma and one space.
- Note that the *final punctuation* for the sentence goes <u>after</u> the closing parenthesis.

As one expert stated, "if children were fed adequately at home, schools would not need lunch programs" (Green, 1994, p. 25).

4. Citing a quotation which has 40 or more words:

- The above examples are for quotations less than 40 words long. <u>If a quotation has 40 or more words</u>, it must be written as a block quote using the "long quote" form (see below).
- Set the quote off in a block by starting a new line and indenting all of it five spaces from the left margin.
- The quote must still be introduced as a quote, such as:

As Romain (1998) stated:

- No quotation marks are used.
- Double space the entire quotation.
- End the last sentence with appropriate punctuation.
- Put the page number in parentheses right after the long quote.
- Do <u>not</u> put a period after the parentheses.

Example of a long quote:

As Romain (1998) stated:

Being cliquey can make the clique feel secure (because being part of a group is a kind of protection). Think about how wild dogs form packs in the wilderness, or how gangs hang out in the streets. Cliques aren't as dangerous, but the idea is the same. They stick together because there's safety in numbers. (p. 9)

5. Citing a summary or paraphrase:

 A <u>citation for a summary or paraphrase</u> of the above is exactly the same as for a quotation <u>except</u> that the page number is not given. <u>This is also</u> <u>true for all of the examples below</u>. The following are examples of proper citation for a summary or paraphrase.

Romain (1998) suggested that people form cliques because they feel safer being part of a group.

or

One expert suggested that people form cliques because they feel safer being part of a group (Romain, 1998).

6. Two authors:

- <u>Never</u> change the order in which the authors' names appear.
- Write out the word "and" if the authors' names are included in the sentence:

As Green and Jones (1993) stated, "if children were fed adequately at home, schools would not need lunch programs" (p. 74).

• Use the ampersand ("&") between the names of the authors if they are not included in the sentence but noted in parentheses after the sentence:

As experts stated, "if children were fed adequately at home, schools would not need lunch programs" (Green & Jones, 1993, p. 74).

7. Three, four, or five authors:

- **Never** change the order in which the authors' names appear.
- Write <u>all</u> the authors' names the <u>first time</u> the reference occurs, using "and" when the names are included in the sentence but "&" when the names are in parentheses after the sentence:

Lett, Grant, Neville, Davis, and Koh (1997) suggested that "benzodiazepines could be useful in the treatment of anorexia nervosa" (p. 26).

or

Experts suggested that "benzodiazepines could be useful in the treatment of anorexia nervosa" (Lett, Grant, Neville, Davis, & Koh, 1997, p. 26).

- After fully citing three or more authors once (as detailed above), write
 only the surname of the first author followed by "et al." in subsequent intext citations.
 - The words "et al." mean "and others" in Latin.
 - The words "et al." should <u>not</u> be italicized.
 - There should be a period after "al."

Lett et al. (1997) reported, "the mechanism by which benzodiazepines enhance eating is unclear" (p. 26).

 If the citation is given after the sentence in parentheses, there is a comma after the "al." before the date:

"The mechanism by which benzodiazepines enhance eating is unclear" (Lett et al., 1997, p. 26).

8. Six or more authors:

- **Never** change the order in which the authors' names appear.
- Use only the surname of the first author and "et al." (Follow the guidelines above for the use of "et al.")

For example, the citation for the book *The Snakes of Central and South America* (2nd ed.) by J. Miller, M. Richards, E. Harris, H. Wade, M. Hill, M. Lee, and A. Adams is always:

Miller et al. (1999) documented the continuing efficacy of the program.

or

Subsequent investigations documented the continuing efficacy of the program (Miller et al., 1999).

9. Group or organization as the author:

• In the first citation, write out the entire name of the group or organization. If the name is long, give an appropriate abbreviation for it in brackets immediately after the full name.

(National Institute of Mental Health [NIMH], 1977)

• In subsequent citations, use the abbreviation instead of the very long name.

(NIMH, 1977)

10. Publication with no author:

- Use the title of the publication in place of an author's name.
- Italicize (or underline) the title of a book, periodical, brochure, or report.

(Times Atlas of the World, 1990)

• Enclose in double quotation marks the title of a chapter or the name of an article.

("After the Game Is Over," 1992)

Note: the comma after the title (before the year) goes **before** the final quotation mark.

- 11. Personal, unpublished communication such as a conversation, interview, memo, email, letter, or class notes (sources which are non-retrievable by someone else):
 - Give the first initials or first name as well as the credentials of the person:
 - R. L. Brown, a researcher on nutrition at Massachusetts General Hospital, stated that non-fat dairy products are unacceptable (personal communication, November 30, 1994).
 - Personal, unpublished communications are <u>not listed in the References</u> <u>page</u> because these sources cannot be retrieved.
- 12. Citing an author who was cited in someone else's paper:

 If you want to include in your paper a <u>quote which another author included</u> in <u>his/her document</u>, you must still give credit to the person who wrote the words.

For example: you read a book by Green who quoted White. To quote White in your paper, you would write:

White (as cited in Green, 1994, p. 25) gave reasons for the benefits of a healthy breakfast, including "stamina, strength, and good health."

If you never looked at White's actual article, you cannot cite it. You can only cite Green's article, in which she cited White.

Date of publication

13. General guidelines:

• If a quotation is being cited, put a comma after the date and leave one space before writing the page number(s).

Green claimed, "there are many superfoods" (1994, p. 22).

- 14. Date for a personal, unpublished communication such as a conversation, interview, memo, email, letter, or class notes (a communication which can not be retrieved by someone else):
 - "Provide as exact a date as possible" (APA, 2001, p. 214).
 - R. L. Brown, a researcher on nutrition at Massachusetts General Hospital, stated that non-fat dairy products are unacceptable (personal communication, November 30, 1994)

15. The date includes a year, month, and day:

• If the publication is <u>not</u> a personal, unpublished communication (see date of publication for a personal, non-published communication above) but the date on it includes both the month and the year (or month, day, and year), <u>only use</u> the year in the in-text citation.

Lark claimed, "ADHD children are capable of achieving significant success in life" (1992, p. 3).

16. No date is given:

• Put "n.d." for "no date"

Swallow noted, "anti-violence programs in college dormitories have decreased violence 45% in just one year" (n.d., Introduction, para. 3).

17. The document was retrieved from the internet:

 If you cannot find a date on a document that has been retrieved from the internet (an "online document"), do <u>not</u> put the date of retrieval. Write "n.d." (no date) instead.

Page number

or

18. General guidelines:

1994, pp. 23-24).

 APA requires that a page number be included in the in-text citations for quotations.

```
Experts said, "The results are valid" (Green & Jones, 1993, p. 64).

However, some disagreed: "The results have not been substantiated" (Green,
```

- Be sure to put a space after the "p." or "pp." before the page number.
- This frequently presents a problem for online documents as sometimes page numbers are not provided, or they may be difficult to find. <u>Do not</u> <u>use the page numbers provided by your printer!</u> <u>Use the following</u> <u>guidelines instead.</u>

19. Online articles from a published source (such as a periodical):

• Look for indications of the original page numbers in the text. These might be found in parentheses or brackets.

20. Online articles without page numbers:

• If <u>no original page numbers</u> are indicated, look for paragraph numbers. Indicate these by a ¶ symbol, as in (author, ¶ 5), or use the abbreviation "para" followed by a period, as in (author, para. 5). Note: the symbol "¶" is found in Microsoft Word through "Insert, Symbol, Special Characters, ¶."

Smith (2002) reported, "mass inoculation is supported by many people" (¶ 5).

or

Smith (2002) reported, "mass inoculation is supported by many people" (para. 5).

21. Online articles with no page or paragraph numbers:

 If no page or paragraph numbers are visible but there are subsection headings, indicate the heading and count to the paragraph that your citation refers to. For example,

"There is no treatment for smallpox which is the reason it is feared" (Smith, 2002, Guest Editorial section, ¶ 4).

Or

"There is no treatment for smallpox which is the reason it is feared" (Smith, 2002, Guest Editorial section, para. 4).

 Note: the symbol "¶" for "paragraph" is found in Microsoft Word through "Insert, Symbol, Special Characters, ¶."

22. Online articles with no page numbers, paragraph numbers, or section headings:

If there are no original page, paragraph numbers, or section headings, you
do not need to provide page or paragraph numbers. The citation may be
(author, year). For example,

"Numerous studies have documented the success of the program" (Lamont, 2002).

Writing a Reference Citation

Reference citations are written on the "References" page, which is located almost at the end of the research paper; only the part of the paper called the "Appendix" goes after it (although not all papers have an Appendix). A reference for each in-text citation (except personal communications such as conversations, interviews, memos, e-mails, letters, class notes, and other non-retrievable sources) <u>must</u> be included on the References page, giving complete publishing information for each.

23. General Guidelines for the References page:

- All sources, whether from a book, magazine article, or electronic media (internet documents), are integrated into one list.
- The entries are listed in alphabetical order by the authors' last names.
- If you are citing more than one publication by the same author, list the
 publications by the year of publication with the one published the earliest
 listed first.
- Alphabetize group authors (government agencies or associations) by the first <u>significant</u> word of the name. Write out the full name; do not abbreviate the name in the references.
- If the document does not have an author, alphabetize it by the first significant word in the title.
- Double-space the entries. Do not skip extra spaces between items.
- The APA recommends using the "<u>hanging indent</u>" for each citation. In a hanging indent the first line of the citation is flush with the left margin; subsequent lines of the given citation are indented one tab.

Reference citations include:

- Author's name
- Date of publication
- <u>Title of document</u> (book, article in a periodical, chapter in an anthology, or an article retrieved from the internet)
- Publication information

Author's name

24. General guidelines:

- The author's name is inverted (the last name goes first).
- Do <u>not</u> spell out the author's first name and middle name: just use the initials.
- Put a period after the name and leave one space before writing the date.

Lark, J. (1992, March 21). ADHD kids succeed. Boston Globe, pp. 3-4.

25. Two to six authors:

• Give the surnames and initials for each, last name first. Separate the names with a comma and one space except for the last two names which should be separated with a comma, space, and ampersand ("&").

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.

• <u>Never</u> change the order of names. List them exactly the same way as they are listed in the publication.

Lett, B. T., Grant, V. L., Neville, L. L., Davis, M. J., & Koh, M. T. (1997).

Chlordiazepoxide counteracts activity-induced suppression of eating in rats.

Experimental & Clinical Psychopharmacology, 5(1), 24-27. Retrieved June 11, 2003, from PsycARTICLES database.

26. Seven or more authors:

- List the first six as above and use "et al." to represent the seventh and subsequent authors.
- <u>Never</u> change the order of names. List them exactly the same way as they are listed in the publication.

Miller, J., Richards, M., Harris, E., Wade, H., Hill, M., Lee, M., et al. (1999). *The snakes of Central and South America* (2nd ed.). New York: Horton.

27. No author given:

• Use the name of the organization if one is mentioned. Write out the name in full: do not abbreviate it.

National Institute of Mental Health. (1977). *Drug abuse in teenage populations*.

Rockville, MD: Author.

28. No author or organization:

• If there is no author or organization, use the title of the publication.

Times atlas of the world. (1990). New York: New York Times.

29. Article in an anthology (a book with articles by many authors):

- Put the author of the chapter cited in the author position.
- Put the editor's name and title of the book after the name of the chapter.
 The editor's name is not inverted: the first initial is before the last name.
 "Ed." for editor, enclosed in parentheses, follows the editor's name. If
 there are two editors, neither of their names would be inverted, and they
 would be joined by an ampersand ("&"); "Eds." in parentheses would
 follow the two names.

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.

Date of publication

30. General guidelines:

 After the author's name, give in parentheses the year the document was copyrighted (if only the year was on the publication), or if unpublished, the year the work was produced.

Romain, T. (1998). *Cliques, phonies, & other baloney*. Minneapolis, MN: Free Spirit Publishing.

• Put a period after the date and leave one space before writing the title of the document.

31. The date includes a year, month, and day:

- If a document has the month or month and day in addition to the year of publication, **only** include this additional information in the reference citation if the document is a <u>magazine</u>, <u>newspaper</u>, <u>or newsletter</u>, or if the article is **only** available in an internet journal.
- Do <u>not</u> abbreviate the month.

Lark, J. (1992, March 21). ADHD kids succeed. Boston Globe, pp. 3-4.

32. No date is given:

• Write "n.d." (for "no date") in parentheses.

Swallow, H. (n.d.). *Anti-violence programs in college dormitories*. Retrieved April 3, 2001, from Indiana University, Center for Innovation in Teaching Web site: http://www.cit.indiana.edu/publications/papers/antivio.html

<u>Title of document</u> (book, article in a periodical, chapter in an anthology, or an article retrieved from the internet)

33. General guidelines:

 <u>Capitalize</u> only the first word of the title, the first word after a colon, and any proper nouns.

Smith, J. (2002). Smallpox: Mass inoculation or targeted? *Journal of Pediatric Nursing*, 5(3). Retrieved May 14, 2001, from http://jpn.org/articles.html

 Put a period after the title and leave one space before writing the publication information.

34. Should the name of a book be italicized or underlined?

• If the document is a <u>book</u>, either italicize the name or underline it: do <u>not</u> do both.

Romain, T. (1998). Cliques, phonies, & other baloney. Minneapolis, MN: Free Spirit.

or

Romain, T. (1998). Cliques, phonies, & other baloney. Minneapolis, MN: Free Spirit.

35. Should the name of a chapter in an anthology or an article from a journal or newspaper be italicized or underlined?

• <u>No.</u> <u>Do not italicize, underline, or enclose in quotation marks</u> the title of a chapter in an anthology or an article from a journal or newspaper.

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.

36. Should the title of an internet document be italicized (or underlined)?

Yes, if the document only exists as a web page: it does not come from a
database and has never been printed in any form of periodical.

Lead poisoning is a scam! (n.d.). Retrieved May 2, 2001, from http://www.scamsforyou.com/lead.html

Yes, if the document is from a multi-section website, such as a university

Swallow, H. (n.d.). *Anti-violence programs in college dormitories*. Retrieved April 3, 2001, from Indiana University, Center for Innovation in Teaching Web site: http://www.cit.indiana.edu/publications/papers/antivio.html

 <u>Do not</u> italicize or underline the title of an internet document if neither of the above criteria applies.

Publication information

37. Books:

Give the publisher's location.

Give the city and state for U.S. publishers; use the two-letter U.S. Postal Service abbreviations for the state. The following cities may be listed without a state: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco.

The following cities may be given without a country: Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna.

If two or more publisher locations are given, use the one listed first or, if specified, the location of the publisher's home office.

- Put a colon after the publisher's location.
- Give the publishing company's name. You may omit the words "Publishers," "Co.," and "Inc." Retain the words "Books" and "Press."

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.

 If author and publisher are the same, use the word "Author" as the publisher.

National Institute of Mental Health. (1977). Drug abuse in teenage populations.

Rockville, MD: Author.

Put a period after the name of the publisher.

Romain, T. (1998). Cliques, phonies, & other baloney. Minneapolis, MN: Free Spirit.

38. Article from a journal or newspaper:

 After the name of the article, give in <u>italics</u> (or underlined) the complete name of the journal or newspaper. Use <u>both capital and lower case</u> letters.
 Put a comma and one space after the name of the journal or newspaper.

```
Lark, J. (1992, March 21). ADHD kids success. Boston Globe, pp. 3-4.
```

 If known, give the volume number of the journal, in <u>italics</u> (or underlined), after the title of the journal. Put a comma and one space after the volume number <u>if</u> there is no issue number.

```
Smith, J. (1999). Nursing today [Electronic version]. Journal of Nursing, 7, 181-183.
```

If known, give the issue number of the journal in parentheses after the
volume number. There is <u>no space</u> between the volume number and
parenthesis. The issue number should <u>not</u> be <u>italicized</u> (or underlined). Put
a comma after the issue number and leave one space before writing the
page number(s).

```
Green, J. (1994). Superfoods? Journal of Nutrition, 14(5), 22-27.
```

Give the page numbers for the article; do not use "p." or "pp." except for the pages in a newspaper or a chapter in an anthology. Be sure to leave a space after the "p." or "pp." before the page number. (Use a lower case letter "p" with a period after it ("p.") for an article which is no longer than one page; use lower case "pp" with a period after it ("pp.") for a multi-page article.)

```
Green, J. (1994, May). Superfoods? Journal of Nutrition, 14(5), 22-27.
```

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), Ethnic

foods: An anthology (pp. 62-93). New York: Bantam.

Lark, J. (1992, March 21). ADHD kids succeed. *Boston Globe*, pp. 3-4.

Put a period after the page number(s).

39. Chapter in an anthology:

- After the title of the chapter, write "In" and give the editor's name, not
 inverted but with the first letter of the first name first and then the surname.
- Follow the editor's name with "Ed." in parentheses and then a comma and one space. Use "Eds." if there is more than one editor.
- Next give the name of the book in italics (or underlined), followed by the pages of the chapter in parentheses and a period and one space. Use "pp." (for "pages") before the page numbers.
- Lastly, give the city of publication followed by a colon and then the publishing company's name followed by a period.

Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.

40. Documents retrieved from the internet:

- a. <u>Article is based on a print source but retrieved from the internet</u> (This includes articles from the EBSCOhost database which are printed in PDF format—only PDF format, however, not HTML.)
 - Write "Electronic version" after the name of the article, enclosing it in brackets. Put a period after the brackets.
 - Then give the journal name (italicized, in upper and lower case letters), journal number (italicized), issue (if known) in parentheses but not italicized (and with no space between it and the journal number), and page number(s) of the article (do <u>not</u> use "p." or "pp." to indicate page numbers).
 - Put a period after the page number(s).

Smith, J. (1999). Nursing today [Electronic version]. *Journal of Nursing*, 7, 181-183.

b. Article is based on a print source but has been changed from

the original

(Changes could include page numbers not being given or additional information being added.)

- Do not write "Electronic Version" after the title of the article.
- Instead, give the date retrieved and the uniform resource locator (URL).
- Do <u>not</u> put a period after the URL.

Smith, J. (2002). Smallpox: Mass inoculation or targeted? *Journal of Pediatric*Nursing, 5(3). Retrieved May 14, 2001, from http://jpn.org/articles.html

c. Article is only available in an internet journal

- After the title of the article, give the journal name (italicized or underlined, in upper and lower case letters), journal number (italicized or underlined), and the article number.
- Give the date retrieved (including the month and day if known) and the URL. Do not put a period after the URL.

Whitehouse, W. G., Orne, E. C., & Dinges, D. F. (2003, October 18). Demand characteristics: Toward an understanding of their meaning and application in clinical practice. *Prevention & Treatment, 5*, Article 34. Retrieved July 9, 2003, from http://journals.apa.org/prevention/volume5/pre0050034i.html

d. Article is only available as an internet web page

(The article has <u>not</u> been identified as having originated in a print or online journal.)

 After the title of the article, give the date retrieved and the URL. Do not put a period after the URL.

Lamont, D. (2002). Fear of drugs tops ADHD parent's list. Retrieved May 9, 2002, from http://www.adhd.com/talk/guest.htm

e. Educational Resources Information Center (ERIC) document

If the institution that produced the document is given, give its location
as the publisher's location and then the name of the institution as the
publisher. <u>Put the period after the publisher's name.</u> Then put the
ERIC document number in parentheses, the date it was retrieved, and
the database.

Griffith, T. (1987). The audio-visual marketing handbook for independent schools.

Boston, MA: Committee on Boarding Schools. (ERIC Document Reproduction Service No. ED315030) Retrieved April 15, 2002, from ERIC E*Subscribe database.

• If the institution that produced the document is not given, put the ERIC document number in parentheses after the title of the article. a period, the date the document was retrieved, and the database.

Suchenski, M. (2001). A comparative look at bilingual-bicultural education in Mexico and Guatemala. (ERIC Document Reproduction Service No. ED470502) Retrieved May 10, 2003, from ERIC E*Subscribe database.

- If the document includes a report number, put that in the reference citation as well.
 - Mead, J. V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Training. (ERIC Document Reproduction Service No. ED346082) Retrieved December 14, 2003, from ERIC E*Subscribe database
- f. Article from a database such as WilsonSelectPlus or from the EBSCOhost database printed in HTML format (See above for documents retrieved from the EBSCOhost database printed in PDF format.)
 - Give the date retrieved.
 - Do not give the URL.
 - Give the name of the database with a period after it.

Bower, B. (2002). ADHD may lower volume of brain. *Science News, 162*(15), 227. Retrieved June 11, 2003, from WilsonSelectPlus database.

Note: For documents retrieved from a database in EBSCOhost database, do <u>not</u> give the EBSCOhost database as the database from which the document was retrieved. Do give the database within EBSCOhost from which the document was retrieved.

APA Web Sites

The following are websites for APA documentation:

- http://apastyle.org
- http://owl.english.purdue.edu/handouts/research/r_apa.html
- http://www.wisc.edu/writing/Handbook/DocAPA.html
- http://www.dianahacker.com/writersref/resdoc.html

The following is an example of a "References" page:

References

- After the game is over. (1992, December 5). Sports News, p. 5.
- Bower, B. (2002). ADHD may lower volume of brain. *Science News*, *162*(15), 227. Retrieved June 11, 2003, from WilsonSelectPlus database.
- Green, J. (1994). Superfoods? Journal of Nutrition, 14(5), 22-27.
- Green, J., & Jones, M. (1993). Food and love. In B. Smith & F. White (Eds.), *Ethnic foods: An anthology* (pp. 62-93). New York: Bantam.
- Griffith, T. (1987). The audio-visual marketing handbook for independent schools. Boston: Committee on Boarding Schools. (ERIC Document Reproduction Service No. ED315030) Retrieved April 15, 2002, from ERIC E*Subscribe database.
- Lamont, D. (2002). Fear of drugs tops ADHD parent's list. Retrieved May 9, 2002, from http://www.adhd.com/talk/guest.htm
- Lark. J. (1992, March 21). ADHD kids succeed. Boston Globe, pp. 3-4.
- Lead poisoning is a scam! (n.d.). Retrieved May 2, 2001, from http://www.scamsforyou.com/lead.html
- Lett, B. T., Grant, V. L., Neville, L. L., Davis, M. J., & Koh, M. T. (1997). Chlordiazepoxide counteracts activity-induced suppression of eating in rats. *Experimental & Clinical Psychopharmacology*, *5*(1), 24-27. Retrieved June 11, 2003, from PsycARTICLES database.
- Mead, J. V. (1992). Looking at old photographs: Investigating the teacher tales that novice teachers bring with them (Report No. NCRL-RR-92-4). East Lansing, MI: National Center for Research on

- Teacher Training. (ERIC Document Reproduction Service No. ED346082) Retrieved December 14, 2003, from ERIC E*Subscribe database.
- Miller, J., Richards, M., Harris, E., Wade, H., Hill, M., Lee, M., et al. (1999). *The snakes of Central and South America* (2nd ed.). New York: Horton.
- National Institute of Mental Health. (1977). Drug abuse in teenage populations. Rockville, MD: Author.
- Romain, T. (1998). Cliques, phonies, & other baloney. Minneapolis, MN: Free Spirit.
- Smith, J. (1999). Nursing today [Electronic version]. *Journal of Nursing*, 7, 181-183.
- Smith, J. (2002). Smallpox: Mass inoculation or targeted? *Journal of Pediatric Nursing*, *5*(3). Retrieved May 14, 2001, from http://jpn.org/articles.html
- Suchenski, M. (2001). A comparative look at bilingual-bicultural education in Mexico and Guatemala.

 (ERIC Document Reproduction Service No. ED470502) Retrieved May 10, 2003, from ERIC E*Subscribe database.
- Swallow, H. (n.d.). *Anti-violence programs in college dormitories*. Retrieved April 3, 2001, from Indiana University, Center for Innovation in Teaching Web site:

 http://www.cit.indiana.edu/publications/papers/antivio.html
- Times atlas of the world. (1990). New York: New York Times.
- U.S. Department of Health. (2001). Smallpox threats (Publication No. DOH/TSAI/TMLP-01). Retrieved May 8, 2002, from Department of Health Reports Online via GPO Access database.
- Whitehouse, W. G., Orne, E. C., & Dinges, D. F. (2003, October 18). Demand characteristics: Toward an understanding of their meaning and application in clinical practice. *Prevention & Treatment, 5*, Article 34. Retrieved July 9, 2003, from http://journals.apa.org/prevention/volume5/pre0050034i.html