

American Psychological Association. (2010). *Publication manual of the American Psychological Association*

(6th ed.). Washington, DC: Author.

NEP and LRC:

BF 76.7.P83 2010

This handout is meant to supplement, not substitute for, the *Publication Manual*. We strongly encourage students to consult with their instructor and with the *Publication Manual* for information. Some reference examples may not appear in the new *Publication Manual*; for these examples writers can refer to <http://www.apastyle.org>

Copies of the *Publication Manual* are located in the reference and circulating collections at the Northeast Philadelphia campus' library and the Newtown L.R.C.

I. WHEN TO CITE SOURCES

(See the *Publication Manual*, pp. 169-170)

The purpose of using citations is to let the reader know where you obtained information so sources can easily be located and consulted. Because knowledge is a cumulative process built on the research and writing of other researchers, your instructor needs to see the quality of the sources you used and know how you developed your ideas. In general, you must document sources when you provide information that you ordinarily would not have known before conducting your research, and when you provide information that it cannot be assumed the reader knows. You must cite a reference when you:

- **Discuss, summarize, or paraphrase the ideas of an author**
- **Provide a direct quotation**
- **Use statistical or other data**

ATTENTION: Representing others' work and ideas as your own is called *plagiarism*. If you summarize and/or paraphrase another's work without giving proper credit, that is also plagiarism. *Plagiarism is stealing* and it is a serious offense, whether you intentionally or unintentionally plagiarize another's work. Self-plagiarism, reusing your own work and representing it as new research, is also inappropriate.

While you are doing research and locating sources, be sure to document materials thoroughly, noting the author, title, publisher, place of publication, date, and page numbers of all sources used. For electronic materials, you should also note the DOI (Digital Object Identifier) number (if available). Include the URL of the website as, depending on the source, you may need it for the reference. While it is no longer necessary to include the Holy Family database name for most references, you may want to note it on your print-out of the article if you need to retrieve it at a later date.

QUESTIONS? Holy Family librarians are available to assist you!

Call: 267-341-3316 (Northeast Campus Library) or 267-341-4010 (Newtown LRC)

Email: <http://extra.holyfamily.edu/library/emailus.asp>

Visit: <http://www.holyfamily.edu/library>

II. CREDITING SOURCES IN THE TEXT OF YOUR PAPER

(See the *Publication Manual*, pp. 170-179)

Citations to sources in the text allow the reader to consult the full reference citation on the References page at the end of your paper. The *Publication Manual* includes rules for citing classical works like the Bible, personal communications, works by multiple authors, groups of authors, works without an author, and more. See the *Publication Manual* pp. 174-179, and Table 6.1 "Basic Citation Styles" (p. 177).

APA style uses the author-date method of citation. Include the author's surname and publication year of source you used to support your work.

Citation format – one work by a single author

A recent study of cancer in rats (Bonn, 2008) suggests that....

When referring to an author in the text, only include the year of publication:

In a study of cancer in rats, Bonn (2008) found that....

Citation format – one work by multiple authors (See the *Publication Manual*, p. 175 and 177)

NOTE: APA specifies rules for including the **date** in subsequent citations within a paragraph. See the *Publication Manual*, pp. 174 and 175 for additional information.

Number of authors	How to cite	Example
Two authors	Cite both names each time the reference occurs in text	Ruppel and Avellino (2009) note that students find the new APA format difficult to use. OR Students find the new APA format difficult to use (Ruppel & Avellino, 2009).
Three, four, five authors	Cite all authors the first time a source is cited; use the first author's surname and "et al." in subsequent citations. Check <i>Publication Manual</i> for rules about including date	First citation: Ruppel, Avellino, and McNamara (2009) OR (Ruppel, Avellino, & McNamara, 2009) Subsequent citation(s): Ruppel et al. (2009) OR (Ruppel et al., 2009) In subsequent citations, include the year if it is the FIRST citation of the reference within a paragraph. For details about including/omitting the date on all remaining subsequent citations within a paragraph, please see p.175 of the <i>Publication Manual</i> .
Six + authors	Cite the first authors' surname, "et al.", and year for first and subsequent citations	If the source has six or more authors, such as Ruppel, Avellino, Slowik, Jones, Smith, & Eyre Use for all citations: Ruppel et al. (2009) OR (Ruppel et al., 2009)

Joining multiple authors by "and" or "&" (see p. 175 of the *Publication Manual*)

- "and" is used when multiple authors are listed within the running text of the sentence.
- "&" is used when multiple authors are listed in parenthetical material (), in tables and captions, and in the reference list.

For sources without a date of publication, use n.d. for both the citation and in the reference list:

One study found key word more efficient than full-text searching (Ruppel, n.d.).

For sources without an author, follow these examples for citation in the text of your paper. Use quotes or italics as noted, and capitalize all significant title words. Examples (see the *Publication Manual*, p. 176):

Article, chapter, web page:	In an article about school reform ("No Child Left Behind," 2007)...
Book, brochure, report, periodical:	The Greater Delaware Valley Industrial Buying Guide (2008)...

Paraphrasing

The American Psychological Association encourages authors to include a page number or paragraph number when paraphrasing or summarizing another's ideas. For additional information, see *The Publication Manual*, p. 171. **We recommend that you to check with your faculty member for their preference in this matter.**

Directly Quoting

Consult the *Publication Manual* (pp. 170 to 172) for additional information about the format of quotations.

- Quotations must be reproduced word for word.
- Quotations of less than 40 words are enclosed by "double quotation marks" and incorporated into the text of your sentence.
- For quotations over 40 words, use a block quotation following the guidelines given in the *Publication Manual*, p. 171. Note: block quotes are double spaced.
- Include the author's last name, year of publication, and page or paragraph numbers per the examples below.

Citing Specific Parts of a Text or Exact Quotes – Sources with Page Numbers

(See the *Publication Manual*, pp. 170-171).

When referencing a printed original or the exact copy of a document (i.e. the .pdf version), include the page number when paraphrasing, citing specific parts of that source, or when quoting directly. Some examples: **(Smith, 2000, p. 491)**

OR

According to Smith (2000), "key word searching retrieved a higher number of relevant results than full-text searching" (p. 491), suggesting that...

Citing Specific Parts of a Text or Exact Quotes - Electronic Sources Without Pagination:

(See the *Publication Manual*, pp. 171-172)

When no page number is available, as in when citing from the text version of an article, use the paragraph number preceded by the abbreviation of "paragraph." For example:

(Ruppel, 2009, para. 5)

If the paragraph numbers are not available and the source includes headings, reference the closest section heading and count the paragraphs to the item to be cited. For example:

(Ruppel, 2009, Methods section, para. 6)

Note: Long section headings can be shortened for the parenthetical citation. For example, instead of referencing the heading "Undergraduate Student Results Vary from Norms," shorten to "Undergraduate Student Results." Be sure to use double quotation marks when shortening a heading.

Citing Personal Communications – NOTE: Verify your professor's preference in this matter!

(See the *Publication Manual*, p. 179)

Personal communications such as interviews, phone calls, letters, e-mails, and memos are cited in the paper's text but not in the reference list as they are generally considered "non-recoverable data" (because another researcher couldn't easily locate the information). Cite the person's initials, surname, and the

date of communication; it is not necessary to indicate the type of communication although you may want to verify your professor's preference in this matter. Examples:

**K. K. Ruppel (personal communication, August 7, 2009)...
...in a memo to staff (D. J. Slowik, personal communication, August 7, 2001)**

Secondary sources: citing a work discussed in another work (See *Publication Manual*, p. 178):

APA format suggests using secondary sources- works cited in another's work – sparingly. When in doubt about using a secondary source, check with your faculty member.

When citing a work referenced in another's work, cite in the text of your paper the ORIGINAL information that supports your research (include page/paragraph numbers for a direct quote). In your reference list, cite the source you actually consulted.

In the text of your paper cite the ORIGINAL work supporting your research. Example:

According to Ruppel and Slowik's research (as cited in Wukowitz, 2003)...

In your reference list, however, cite the work you READ which mentions this study:

Wukowitz, L. (2003). Undergraduate use of research databases: Instruction and assessment.
Library Research Quarterly, 4, 523-533.

III. REFERENCE LIST FORMAT

(See the *Publication Manual*, pp. 37, 180-192)

The purpose of the reference list at the end of your paper is to provide full and accurate citations to the sources you used in the creation of your paper. DO NOT pad your reference list with sources you did not use and refer to in the text of your paper; conversely, citations in the text of your paper should correspond to the references on the reference list (with the exception of references to personal communications). These are general guidelines to get you started. Refer to the *Publication Manual* for more specific information.

- a) DO NOT create separate reference lists for electronic and print sources.
- b) Start the reference list on a new page, centering the title References, typed in upper and lower case letters, at the top of the page.
- c) List complete citations at the end of the paper for sources cited in your paper.
- d) Be sure to double space references and between reference entries.
- e) Reference entries have a hanging indent. Place the first line of the reference against the left margin and indent subsequent lines one tab or five spaces.
- f) List all authors in the order listed on the article, UP TO (and including) seven authors. For more than seven authors refer to the *Publication Manual*, p. 184.
- g) Alphabetize references by the first author's or editor's surname. If there is no author or editor, move the title to the author's position and alphabetize by the first significant title word (that is, the first word after "The" or "A").
- h) Publication dates are listed in parentheses.
- i) Generally end the citation with a period, except when the reference ends with a URL or DOI.
- j) APA provides specific guidelines for using capitalization, italics, and quote marks in a reference list.

See the chart on the next page for more information.

Capitalize:	<ul style="list-style-type: none"> • Only the <u>first word</u> in the <u>title</u> and <u>subtitle</u> of a books, reports, article, chapter • Also capitalize proper nouns.
Capitalize:	<ul style="list-style-type: none"> • All significant words in the title of a periodical (journal, magazine, newsletter, newspaper)
<i>Italicize:</i>	<ul style="list-style-type: none"> • Titles of books & reports, as well as the title and volume number of journals, magazines, newsletters, newspapers
Quotes:	<ul style="list-style-type: none"> • DO NOT use quotation marks around article or chapter titles in your <u>reference list</u>

IV. NEW RULES CONCERNING ELECTRONIC RESOURCES

(See the *Publication Manual*, pp. 187-192)

- When it is available, always include the DOI (Digital Object Identifier) number in your reference even if you retrieved the article from one of Holy Family's online databases.
- It is no longer necessary to include database information when retrieving articles from one of Holy Family's research databases – EXCEPT for "archival documents" found in databases such as JSTOR and papers/reports not formally published as found in ERIC. See examples **B. JSTOR and other archival databases** and **C. ERIC Documents** for additional information.
- Don't list retrieval date unless the source might change in some way (e.g. Wikis). REMEMBER, however, that a source such as *Wikipedia* is usually NOT an acceptable resource for your project!
- If you retrieve a book, report, journal, or other information from the web AND IF there is no DOI number, you MUST include a URL per the examples given.

V. DOI NUMBERS- Digital Object Identifiers

(See the *Publication Manual*, pp. 187-191)

What are DOI numbers?

DOI numbers (Digital Object Identifier numbers) are unique numbers assigned by the International DOI Foundation. DOI numbers make it easy for the reader to retrieve information about and the text of a document. Some notes:

- DOI numbers may be available on print and electronic items.
- DOI numbers are normally located on the first page of the electronic journal article and on the citation page (landing page) of the database used to locate the article.

Sample doi number found on the first page of a journal article in .pdf format:

November 2009 ● American Psychologist
 © 2009 American Psychological Association 0003-066X/09/\$12.00
 Vol. 64, No. 8, 639-641 DOI: 10.1037/a0017026

- In some databases like PubMed, the DOI number may be hidden behind the button labeled "article" or "database name."
- When it is available, always include the DOI number in your reference even if you retrieved the article from one of Holy Family's online databases or from an in-print copy of a publication.
- To note the DOI number, use the format: doi:xxxxxxxxxxx
- Copy and paste the DOI in your reference list instead of retyping it.
- When including the DOI, you don't need additional retrieval information to identify the article.

Retrieving sources by DOI number: DOI numbers serve as links to the full article

Currently you cannot enter DOI numbers into Holy Family's databases as a search term used to

retrieve the item. DOI numbers are entered into a "DOI resolver" in order to retrieve the item:

- Resolvers can be found at <http://www.crossref.org> or <http://doi.org>
- Enter the DOI number into the DOI Resolver box.
- Turn a DOI number into a URL by typing <http://dx.doi.org/> and add the DOI number
- If you cannot locate the DOI number or if it does not work, remember to search Holy Family's [Journal Locator](#) to locate the full-text of an article. Ask a librarian for more information.

V. SELECTED EXAMPLES

Please note this list is NOT comprehensive. You should refer to the *Publication Manual* for additional examples and explanations

- A. Periodicals and other articles
- B. JSTOR and other archival databases
- C. ERIC documents
- D. Dissertations and Theses
- E. Books, Ebooks, technical research reports, and educational standards
- F. Audiovisual materials and software
- G. Miscellaneous examples for web-based materials

A. PERIODICALS and other ARTICLES

Special Formatting for Periodical References (See *Publication Manual*, pp. 198-202)

- List all authors in the order listed on the article, **UP TO seven authors**.
- For eight or more authors list the first six authors, followed by three ellipsis points (periods), and then the last author. For more information refer to the *Publication Manual*, p. 198 and see example 5) in the next section.
- If no author is listed, start the entry with the first significant word of the article title.
- Do not put article titles in quotes.
- Capitalize only the first letter of the first word of an article title and subtitle and proper nouns.
- *Italicize* periodical titles and the volume number, and capitalize significant journal title words.
- Do not use v. or vol. for volume.
- **Do not include issue numbers unless each journal issue starts on page one.**
- If including issue numbers don't use n. or no.
- Do not use pp. for page numbers, except when citing newspaper articles.
- YOU MUST include the DOI number if it is available, even if you photocopied the article.
- Generally you don't need to include the date of retrieval.

Article Examples – YOU MUST INCLUDE DOI NUMBER IF AVAILABLE!

- 1) Journal article, DOI available, obtained from in-print issue or Holy Family's research databases:

If each issue DOES NOT start with page 1, INCLUDE VOLUME NUMBER ONLY (as in example). DO NOT INCLUDE ISSUE NUMBER unless each issue starts with page 1 as in example 2)

Hartley, S. L., & MacLean, W. E., Jr. (2009). Depression in adults with mild intellectual disability: Role of stress, attributions, and coping. *American Journal on Intellectual and Developmental Disabilities*, 114, 147-160. doi:10.1352/1944-7588-114.3.147

Be sure to DOUBLE-SPACE your references!**A. PERIODICALS and other ARTICLES (Continued)**

- 2) Journal article, DOI available, obtained from in-print issue or Holy Family's research databases, each issue starts with page 1: **Only include issue number if each issue starts with page 1:**

Schwarz, J. K. (2009). Stopping eating and drinking. *American Journal of Nursing*, 109(9), 52-61. doi:10.1097/01.NAJ.0000360314.69620.43

- 3) Journal article, NO DOI, obtained from in-print issue or Holy Family's research databases:

Nunez, A. (2009). Latino students' transitions to college: A social and intercultural capital perspective. *Harvard Educational Review*, 79, 22-48.

- 4) Journal article, retrieved from the journal's website, NO DOI, each journal issue starts with page 1: **If each issue DOES NOT start with page 1, don't include issue number!**

Kim, A. (2009). Graphic grown up: Graphic novel titles for the new (adult) reader. *Library Journal*, 134(13), 20-22. Retrieved from <http://www.libraryjournal.com/>

Include URL of journal HOME PAGE

- 5) Journal article with eight or more authors:

Compas, B. E., Champion, J. E., Reeslund, K. L., Fear, J. M., Hardcastle, E., Potts, J., . . . Sterba, S. K. (2009). Randomized controlled trial of a family cognitive-behavioral preventive intervention for children of depressed parents. *Journal of Consulting and Clinical Psychology*, 77, 1007-1020. doi:10.1037/a0016930

For eight or more authors list the first six authors, followed by three ellipsis points (periods), and then the last author

- 6) Magazine article obtained from in-print issue or Holy Family's research databases: (Include the complete publishing date & issue number only if each issue starts with page 1)

Scherer, M. (2009, August 17). Inside the fight against a flu pandemic. *Time*, 174(6), 24-29.

- 7) Magazine article retrieved from a magazine's website: (Include the complete publishing date as listed on the web page. Include issue number **ONLY if each issue starts with page 1**)

Scherer, M. (2009, August 6). Inside the fight against a flu pandemic.

Time, 174(6), 24-29. Retrieved from <http://www.time.com/>

Include URL of magazine's HOME PAGE

- 8) Newspaper article, paper copy: (include p. or pp. for newspaper pagination only!):

- If an article runs on discontinuous pages, separate pages by commas. For example: A1, A2-4.
- Note that page numbers are not available in the Newspaper Source database.

Kellman, L. (2009, August 27). Kennedy's death leaves Senate no dealmaker. *Bucks County Courier Times*, pp. A1, A4.

Be sure to DOUBLE-SPACE your references!

A. PERIODICALS and other ARTICLES (Continued)

8) Newspaper article, no DOI, retrieved from a newspaper's website:

Snyder, S. (2009, July 28). PSSA results released early amid budget negotiations. *The Philadelphia Inquirer*. Retrieved from <http://www.phillynews.com/Inquirer>

Include URL of newspaper's HOME PAGE

9) Internet-only article from a website, no DOI:

Hopkins, G. (2009). Better book reports -- 25 ideas! Retrieved from http://www.educationworld.com/a_lesson/lesson/lesson109.shtml

Remember that article titles are not italicized or enclosed in double quotes in the reference list

B. JSTOR and other archival databases (See *Publication Manual*, p. 192)

Databases such as JStor archive discontinued journals. APA suggests ending a reference with the URL of the archive if the journal is not easily located elsewhere and/or if there is no DOI number.

Fripp, C. B. (1839). Statistics of the city of New York. *Journal of the Statistical Society of London*, 2, 1-25. Retrieved from <http://www.jstor.org>

C. ERIC Documents - (See *Publication Manual*, pp. 204, 212)

ERIC is a repository of papers, conference proceedings, teaching guides, informally published works, and more. Holy Family's subscription to ERIC also includes selected full text of journal articles. To cite an ERIC **journal article** (an item with an EJ number) refer to **Section A – Periodicals** in this handout.

To cite an ERIC document (an item with an ED – not an EJ number) use one of the following examples:

1) Informally published, self-archived work, or limited circulation item retrieved from Holy Family's ERIC database (See *Publication Manual*, p. 204, example 22 and p. 212, example 62):

Rudner, L. (2001). *How many people search the ERIC database each day?* Retrieved from ERIC database. (ED458292)

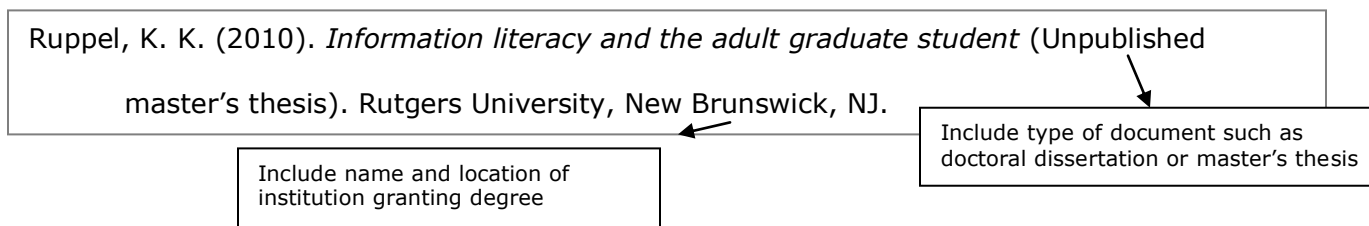
2) Item obtained from the ERIC website (See *Publication Manual*, p. 204, example 22):

Comings, J., & Soricone, L. (2007). *Adult literacy research: Opportunities and challenges* [Monograph]. Retrieved from <http://eric.ed.gov/>

Indicate document type if available

Be sure to DOUBLE-SPACE your references!**D. Dissertations and Theses** – (See *Publication Manual*, pp. 207-208)

Dissertations and thesis may be published or unpublished. Be sure to determine the published status of a dissertation or master's thesis and choose the appropriate citation format. NOTE: Dissertations and theses are NOT available in full text from Holy Family's subscription to ProQuest Dissertations and Theses, although you can order them via ProQuest or Interlibrary Loan.

1) Unpublished dissertation or thesis (See *Publication Manual*, p. 207)2) Dissertation or thesis obtained from a commercial database (See *Publication Manual*, p. 207).

Aillaud, B. J. (2010). *Using fluid inclusions to trace formative fluid evolution at the Verde and Pancho Porphyry gold deposits of the Refugio District, Chile* (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 1479116)

E. BOOKS (See *Publication Manual*, pp. 202-205)**Special Formatting for referencing entire print books**

(See *Publication Manual*, pp. 184-187, 202-205):

- Include author's last names and initials for up to (and including) seven authors
- For an edited book, list the editor's names first. Note Ed. or Eds. in parentheses after the last editor's name.
- If there isn't a publication date, use (n.d.) after author or editor's names.
- If you only used a chapter in a book, only reference the chapter per the examples below.
- For location, use the first place of publication listed or the publisher's "home office" if noted.
- Include the city and the state's initials for the publisher's location.
- For works with DOI numbers or books retrieved online, see the next page.

1) One author, no DOI:

Lionni, L. (1995). *Frederick*. New York, NY: Knopf.

List the publisher in as brief a form as possible. Don't include words like Publishers, Co., Inc.. Do use Books or Press.

2) Two authors, no DOI:

West, J. A., & West, M. L. (2009). *Using wikis for online collaboration: The power of the read-write web*. San Francisco, CA: Jossey-Bass.

Be sure to DOUBLE-SPACE your references!**E. BOOKS (continued)** (See *Publication Manual*, pp. 202-205)

3) Edited book, no DOI:

Suzuki, L. A., & Ponterotto, J. G. (Eds.). (2008). *Handbook of multicultural assessment: Clinical, psychological, and educational applications* (3rd ed.). San Francisco, CA: Wiley.

4) No author or editor, no DOI:

Greater Delaware Valley industrial buying guide. (2001). New York, NY: Thomas Regional Directory.

5) Organization as author, no DOI:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

If the author is also the publisher, use the word "author."

Referencing chapters or articles in print books: (See *Publication Manual*, pp. 202, 204)

1) Chapters in an edited book, no DOI:

Green, J. (2000). Treating women who smoke: The benefits of using hypnosis. In L. M. Hornyak & J. P. Green (Eds.), *Healing from within* (pp. 91-117). Washington, DC: American Psychological Association.

Note that for chapters/articles in print books, you must use p. or pp. for page numbers!

2) Chapter from an English translation that is reprinted from another source: (See the *Publication Manual*, pp. 203-204).

Adler, A. (2005). Structure and methods of individual psychology (G. Liebenau, Trans.). In H. Stein (Ed.), *The collected clinical works of Alfred Adler: Vol. 7. Journal articles: 1931-1937* (pp. 72-74). Bellingham, WA: The Classical Adlerian Translation Project.

Names of theories are not capitalized, per *The Publication Manual*, p. 102. Therefore "individual psychology" appears in lower case letters.

Note: the in-text citation for this source would read (Adler, 1932/2005). List the original author's name as well as the original publishing date and the current copyright date of the book.

3) Entry in an encyclopedia, no DOI:

Cook, K. T. (2000). Child find. In C. R. Reynolds & E. Fletcher-Janzen (Eds.), *Encyclopedia of special education* (3rd ed., Vol. 1, p. 424). New York, NY: Wiley.

Be sure to DOUBLE-SPACE your references!

E. BOOKS (continued) (See *Publication Manual*, pp. 202-205)

Referencing electronic books, technical research reports, and educational standards

(See *Publication Manual*, pp. 202-206)

- 3) If a DOI is available, include the DOI in the reference.
- 4) If you only used a chapter, cite the chapter.
 - Include information about editions, volumes, and page numbers in parentheses after the title. See examples 2) and 4).
 - If it is available, include the version of the e-book you are using as in example 5).
 - Do not include publishing information when ending the reference with a doi number or URL

- 1) Entire book retrieved from Holy Family's **Ebooks on Ebscohost** collection, no DOI:
(See <http://blog.apastyle.org/apastyle/2009/09/how-do-i-cite-a-kindle.html> for more information)

Klein, M. W., & Lee, C. (2006). *Street gang patterns and policies: Studies in crime and public policy*. Retrieved from <http://search.ebscohost.com>

- 2) Chapter from book retrieved from Holy Family's **Ebooks on Ebscohost** collection, no DOI:

Klein, M. W., & Lee, C. (2006). Gang crime patterns. In *Street gang patterns and policies: Studies in crime and public policy* (pp. 68-87). Retrieved from <http://search.ebscohost.com>

In this example there isn't a separate author for each chapter. If each chapter has an author, list the author's names first (before the publishing date). Then list the editor's names between In and the book title. See the previous page for an example.

- 3) Chapter from book retrieved from Holy Family's **PsycBooks** collection, DOI available:

Schmit, M. J. (2008). Managing your consulting career. In J. W. Hedge & W. C. Borman (Eds.), *The I/O consultant: Advice and insights for building a successful career* (pp. 37-43).
doi:10.1037/11755-005

- 4) Electronic version of a printed book, obtained from website, no DOI available:

James, W. (1890). *The principles of psychology* (Vol. 1). Retrieved from <http://psychclassics.yorku.ca/>

- 5) E-book retrieved via an e-book reader:

Lang, J. D. (2006). *Memoirs of a middle school counselor* [Kindle version].
Retrieved from <http://www.amazon.com>

Be sure to DOUBLE-SPACE your references!**Referencing electronic books, technical research reports, and educational standards (continued)**

- 6) Online reference material retrieved from Holy Family's **Credo Reference** collection, no DOI:

Poe, Edgar Allan (19 Jan 1809 – 7 Oct 1849). (2005). In *The Crystal reference encyclopedia*.
Retrieved from <http://www.credoreference.com/>

- 7) Electronic technical report, DOI available:

Green, T. (2009). *We need publishing standards for datasets and data tables*.
doi:10.1787/603233448430

- 8) Electronic report, government agency as author, no DOI:

U.S. Department of Health and Human Services, National Institutes of Mental Health. (2007).
Depression: Easy to read (NIH Publication No. 07-5084). Retrieved from
<http://www.nimh.nih.gov/health/publications/depression-easy-to-read/depression-easy-to-read.pdf>

- Include full name of the agency in order of hierarchy. The National Institutes of Mental Health is a sub-organization of the U.S. Department of Health and Human Services.
- If the agency has assigned a publication number, include it in parentheses after the title
- If the author is not the publisher, include the agency name as part of the retrieval statement: Retrieved from Agency name website: <http://www.url>
- Include the complete URL for locating the item

- 9) Brochure, government agency as author, no DOI:

U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.
(n.d.). *School Health Index: A self-assessment and planning guide* [Brochure].
Retrieved from <http://www.cdc.gov/HealthyYouth/SHI/pdf/SHI-brochure-05.pdf>

- Include full name of the agency in order of hierarchy The National Institutes of Mental Health is a sub-organization of the U.S. Department of Health and Human Services.
- In this example, n.d. is used for "no date" as no publication date was given
- School Health Index is capitalized ONLY because the phrase is a proper noun
- Include the description of the item's format – a brochure – in brackets.

10) Educational Standards

Pennsylvania Department of Education. (1999). *Academic standards for mathematics*. Retrieved from <http://www.pde.state.pa.us/k12/lib/k12/MATH.pdf>

Be sure to DOUBLE-SPACE your references!

F. AUDIOVISUAL MATERIALS AND SOFTWARE

To cite **Blackboard** and **YouTube** videos (video blogs), see examples in section F)

- 1) Videocassettes (See the *Publication Manual*, p. 209 for additional information)

Border Television. (Producer). (1996). *Brain power* [VHS]. United States: Lucerne Media.

- 2) Podcasts (See the *Publication Manual*, pp. 209-210 for additional information)

Hochberg, A. (Reporter). (2009, September 4). *Travel industry expects mixed results for Labor Day* [Audio podcast]. Retrieved from <http://www.npr.org>

- 3) Software (Do not italicize software names. See the *Publication Manual* p. 210-211)

Write: OutLoud (Version 3.0.3) [Computer software]. Volo, IL: Don Johnston.

G. MISCELLANEOUS EXAMPLES FOR WEB-BASED MATERIALS

- 1) **Presentation slides from Blackboard**

Wukovitz, L. (2008, December 16). Notes on APA [PowerPoint slides]. Retrieved from Holy Family University Educational Psychology Blackboard website: <http://holyfamily.blackboard.com/>

- Include the author's name (or screen name) and the exact date of posting.
- Titles are not italicized per <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>
- Describe the description of the item's format – such as PowerPoint slides – in brackets.
- Include the name of the course.
- Include the URL where the posting can be retrieved.

- 2) **Message posted to Discussion Board from Blackboard**

(See the *Publication Manual*, pp. 214-215):

McNamara, L. (2009, September 14). Re: Citing a discussion board post [Online forum comment]. Retrieved from <http://holyfamily.blackboard.com>

- Include the author's name (or screen name) and the exact date of posting.
- After the date include the "thread" name or "subject line" – don't italicize it!
- Describe the item's format in brackets– such as [Online forum comment].
- Include the URL where the posting can be retrieved.

Be sure to DOUBLE-SPACE your references!

G. MISCELLANEOUS EXAMPLES FOR WEB-BASED MATERIALS (CONTINUED)

- 3) **Message or comment posted to online forum** or other public online community website (See the *Publication Manual*, pp. 214-215):

pspecht. (2009, February 9). Re: Brilliant things teachers do with technology [Online forum comment]. Retrieved from <http://forums.educationworld.com/index.php?t=msg&th=2424&start=0&rid=0&S=e1cdca1c671907159563374a67958573>

- Include the author's name (or screen name) and the exact date of posting.
- After the date include the "thread" name or "subject line" – don't italicize it!
- Describe the item's format in brackets – such as [Online forum comment].
- Include the URL where the posting can be retrieved.
- Include the list name where the discussion was posted if this information isn't part of the URL.

- 4) **Video from YouTube** and other video blog posting sites (See the *Publication Manual*, p. 215):

Kameron Institute. (2009, April 20). Cyber bullying prevention: A survival guide [Video file]. Retrieved from <http://www.youtube.com/watch?v=ck-OIP6nwLo&feature=pyv&ad=2786451113&kw=%22internet%20bullying%22>

Don't italicize title.
Do include complete URL

- 5) **Web pages**

The 6th edition of the *Publication Manual* provides guidelines for **referencing electronic articles, books, and technical or research reports**. Before using the citation style below, check the examples on previous pages of this handout and pages 193 – 224 of the *Publication Manual*.

The 6th edition of the *Publication Manual* does not specifically address citing portions of web pages. For more information about referencing pages from a website, see the APA Blog entry at: <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>

Holy Family's librarians strongly encourage you to consult with your faculty member when citing and referencing web pages.

Remember that the purpose of citation is to guide the reader to the source of the information that you reference; therefore, include as much information as possible so the reader can easily locate your source.

- List the author's name surname first, then initials. In some cases an agency or organization is listed as the author as in the examples that follow.
- Don't italicize the title of the webpage.
- Per the new APA guidelines, it is not necessary to include a retrieval date unless the information is likely to be moved or changed, as in a Wiki.
- For ease of retrieval, include the complete URL for the page you are referencing.

Be sure to DOUBLE-SPACE your references!

Citing Web pages (continued) – please read information on previous page!

Web pages

- 1) Non-periodical information from a web page created by an organization, organization as author:

American Psychological Association. (2009). About APA. Retrieved from
<http://www.apa.org/about>

Note: If the source you are citing is an online article, see the examples under Section A: "Periodicals and Other Articles."

For the in-text citation, you should use (American Psychological Association, 2009); however, if you are referencing various pages from a website, you may want to include the title of the page in the in-text citation so the reader can easily locate your source. For example:

According to the American Psychological Association, "(APA) is a scientific and professional organization that represents psychology in the United States" (2009, *About APA*, para. 1).

- 2) Information from a government web page, agency as author:

List agency names in hierarchical order.

United States Department of Health and Human Services, Centers for Disease Control and Prevention. (2009). 2009 H1N1 Flu (Swine Flu) and you. Retrieved from
<http://cdc.gov/h1n1flu/qa.htm>

Note: If the publisher (agency) had not been listed as the author, the agency name should be listed as part of the retrieval statement: Retrieved from Agency name website: <http://www.url>

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Email: <http://extra.holyfamily.edu/library/emailus.asp>

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