Section 4

Citing Sources Using APA Manual (6th ed.)

APA Manual and Recent Updates

This section of the Library Handbook addresses how to cite recourses used in the body and the reference list of your document using the *Publication Manual of the American Psychological Association* (6th ed.). Common examples for parenthetical text citations, citing direct quotes, and reference citations in the reference list are provided, but for a more comprehensive list, see the APA manual (6th ed.).

Plagiarism and Self-Plagiarism

Plagiarism is the use of another person's ideas or words without giving them the proper credit. Plagiarism can occur when you use someone else's exact words without giving them credit, taking credit for someone else's ideas, or even presenting your own past work as a new idea. Academic institutions take both intentional and unintentional plagiarism seriously, and it can be grounds for dismissal. According to the APA manual (6th ed.), the best method of avoiding plagiarism is to cite the ideas, theories, and research that directly influenced your work, cite key background information, information that may support or dispute your theory or hypothesis, or offer critical definitions or data (p. 169). Document all facts and figures that are not common knowledge. For journal articles and class assignments, APA recommends using one or two of the most representative sources for each key point, but for the literature review for a dissertation, you should include a more exhaustive list of citations. See APA (6th ed.), pp. 15-16 for more information.

In-Text Citations

Citations used in the body of your publication identify the source of information. In-text parenthetical citations are used to give credit to the authors whose ideas or thoughts are used within the document. These internal citations allow the reader to identify the source and locate the information being addressed. APA uses a system that includes the author's last name and the year of publication. For example: (Small, 2009). If there is a direct quote or a specific part of the work is being referred to, the page numbers are also included. For example, (Small, 2009, p. 23). Sources may include books and book chapters, journal or magazine articles, dissertations and theses, conference papers, government reports, films, websites, blogs and wikis, discussion boards, personal communications, and more.

Paraphrasing

Paraphrasing is used when you take someone else's direct quote and state their idea in your own words. **Changing a few words here and there is still considered plagiarism even if you do cite the author.** Paraphrasing means that you expressed the author's information or ideas in your own words and have given that person credit for that information or idea. You can prevent plagiarism by closing the document and restating the idea in your own words. See APA manual, 6th ed., pp. 170-171 for more information.

Notice in this example how the paraphrased version made changes to more than 50% of the original wording:

1. **Original Passage:** "Signed into law in January 2002 by President George W. Bush, the No Child Left Behind (NCLB) Act signaled the nation's most sweeping education reform of federal education policy in decades" (Smith, 2008. p. 212).

2. **Unacceptable Paraphrasing:** Enacted into law in 2002 by President Bush, the No Child Left Behind Act signaled the most sweeping education reform of U.S. educational policy in decades.

3. **Paraphrased:** According to Smith (2008), the No Child Left Behind Act (NCLB) Act provided the most all-encompassing reform in U.S. education in almost half a century.

   or

   The No Child Left Behind Act (NCLB) Act provided the most all-encompassing reform in U.S. education in almost half a century (Smith, 2008)

Paraphrases must include the name of the author and the year of publication of the original source. Including the page number in the text citation is optional.

Quoting Directly

When you directly quote an author, you need to put the exact words of the author in quotation marks or follow the rules for a block quotation. Include the exact spelling and interior punctuation of the borrowed words. The author, year of publication, and page number(s) or paragraph number for non-paginated materials are always included in the text and a reference citation is included in the reference list. See APA manual (6 th ed.), pp. 170-172.

a. **Regular Quotes** -- Regular quotes are used when the quote is less than 40 words.

   McPherson (2007) coined the phrase "goblet of motivation" (p. 71).

   - Keep the author and year of publication together.
   - Use quotation marks to identify the exact words of the author.
   - Include the page number in parentheses immediately after the direct quote.
   - Place the period after the parentheses.

b. **Block Quotes** – Block quotes are used for quotes of more than 40 words.

> Students at Nova Southeastern University have faced challenges in learning how to use APA formatting. When discussing the challenges, Strunk (1922) stated:
>
> > Use quotes around an article title or book chapter, but italicize the title of a book, journal, brochure, or report when used in the body of the paper. Use a short title in the parenthetical citation or complete title if the title is short. NOTE Non-periodical titles like books and book titles have all the important words capitalized in the text citations, but these same book titles

> do not have all the important words capitalized in the reference list. (p.
>
> 342)
>
> Callahan (2001), however, says ….

- Indent the block quote five spaces or half an inch.
- Do not use quotation marks.
- Double space the quote unless your school has a rule about single spacing block quotes.
- Do not include any additional lines or spaces before or after the block quote.
- Notice that in block quotes, the period goes before the parentheses, not after.

Citation Placement

Use the **author-date method** of citation by inserting the surname of the author and the year of publication at the appropriate point in the text.

a. **Citations for Paraphrased Information**
  See APA manual (6th ed.), p. 175
  - **Beginning of sentence**
    Krankenstein (2006) reported that empirical research verified compliance.
  - **Middle of sentence**
    After looking into the issue, Lynch (2007) stated that the findings were not valid.
  - **End of sentence**
    The report concluded were victims of cyberterrorism (Windhorst, 2004).

b. **Citations with Direct Quotes**
  - **Author and quote together**
    The principal stated clearly that students "needed parental permission to leave school" (Abbott, 2005, p. 25).

  - **Author and quote separated**
    MacDougall (2004) stated that the "Information Literacy Model needed to be implemented" (p. 34).
  - **Quote from non-paginated material**
    Winkowski (2007) stated, "The research is unreliable" (Conclusion section, para. 4).

c. **Multiple Citations by the Same Author in Same Paragraph**
  - When the same author is cited multiple times in the same paragraph and the author's name is part of the narrative, you need to include the year in subsequent non-parenthetical references to a resource. However, you do include the year in all parenthetical citations:

    A study by Tunon and Brydges (2007) found that the quality of the two sets of citations were comparable. The subjective rubric developed by Tunon and Brydges helped establish this. The study went on to show a difference between academic programs (Tunon & Brydges, 2007).

d. Multiple Authors for the Same Source

- One author   Smith (2007)
                                                 (Smith, 2007)
- Two authors   Smith and Thomas, (2007)
- (Smith & Thomas, 2007)
- Three to five authors   Smith, Thomas, and Jones (2007)
  Parenthetical citation   (Smith, Thomas, & Jones, 2007)
  Subsequent parenthetical citations   (Smith, et al., 2007)
- Six or more authors   Smith et al. (2007)
  Parenthetical citation   (Smith et al., 2007)
  Subsequent parenthetical citations   (Smith et al., 2007)
- Group authors   American Psychological Association (APA, 2010)
  Subsequent citations in text   (APA, 2010)
  Parenthetical citation   American Psychological Association ([APA], 2010)
  Subsequent parenthetical citations   (APA, 2010)

For more information, see APA manual (6th ed.), p. 177.

e. Multiple Authors for Different Sources

- Different sources may be cited when referring to several representative sources used for a key point.
- List authors in alphabetical order within the same parentheses.
- Separate names with semicolons.
- If a work is in press, put that after the years of publication.

Empirical research shows that dissertations chairs think doctoral students have the necessary information literacy skills need to do the library research for the literature review (Boote & Beile, 2004, 2008, in press; Brydges & Tunon, 2005; Morner, 1997; Tunon & Brydges, 2007)

Citing a Secondary Source

It is always best to read the original or primary sources, but sometimes this is difficult if the original work was published in another language or was published in a book that is difficult to obtain. In such a case, you would need to cite the original or primary source in the text of the paper, but you would provide a reference in the reference list for the secondary source.

a. Within the Text
According the Skinner (as cited in Freud, 1923), Freud took the position ….

b. In the Reference List
Skinner, B. F. (1974). *About behavioralism.* New York, NY: Knopf.

Personal Communications

Personal communications including conversations, phone calls, email messages, class lectures, interviews, and online chats should be paraphrased. Cite personal communications only in the text, give the initials as well as the surname of the communicator, and provide the exact date if possible. See APA manual (6th ed.), p. 179 for more information.

For example:

> According to S. Ramdial (personal communication, July 20, 2009), the book is ready.
> or
> The book is ready (S. Ramdial, personal communication, July 20, 2009).

If the personal communication is recoverable, then the source should be cited as an archived material.

Formatting Citations in the Reference List:

Books

General notes about books: If name(s) are the first part of the citation, they are capitalized and listed— last name, then initials. Separate names with a comma, and use an ampersand (&) before the last author. Use Ed. for one editor, Eds. for multiple editors. Capitalize the first word in titles and subtitles, and proper names. Place of publication should include the city name and two letter state abbreviation. See APA manual (6th ed.), p. 187. If you are citing a book chapter or section you must indicate the pages. Use p. for a single page and pp. for multiple pages. Put a space after the p. and put a - (dash) between the numbers with no space before or after the hyphen.

- Ex: Book by a single author.

Author's name. (Year). *Title of book*. Place of publication: Publisher.

> Chitty, D. (2003). *Do lemmings commit suicide? Beautiful hypotheses and ugly facts*. New York, NY: Oxford University Press.

- Ex: Book by two or more authors.

Author's names. (Year). *Title of book*. Place of publication: Publisher.

> Rosellini, G., & Worden, M. (2004). *Of course you're angry: A guide to dealing with the emotions of substance abuse* (Rev. ed.). Center City, MN: Hazelden.

- Ex: Book by a group author with DOI

Group author. (Year). *Title of book*. Place of publication: Publisher. doi:XXX.XXXXXXXX

> Children's Express. (2009). *Voices from the future: Our children tell us about violence in America*. New York, NY: Crown. doi:10/1023/10452-000

- Ex: Book by an unknown author.

Title of book. (Year). Place of publication: Publisher.

> *The alternative medicine handbook*. (1994). New York: Crescent Books.

- Ex: Book that is a major classical work.

Reference list entries are not required for major classical works. These include ancient Roman and Greek works as well as classical religious works such as the Bible and the Koran. You do however identify the work the first time it is cited in the text. Because classical works are usually numbered systematically across all editions, use the numbers instead of pages when referring to specific parts of the text.

- Ex: Book with editors.

Editor's name. (Ed.). (Year). *Title of book*. Place of publication: Publisher.

Moen, P., Elder, G., & Luscher, K. (Eds.). (1995). *Examining lives in context: Perspectives on the ecology of human development.* Washington, DC: American Psychological Association.

- Ex: Book chapter in book retrieved from archival database. – See APA manual (6th ed.), pp. 192, 204, # 25, information about subscription databases on p. 207, 7.05

Price, J. (1934). Bret Easton Ellis: Overview. In S. W. Brown (Ed.), *Contemporary novelists* (DX Reader version). Retrieved from Literature Resources from Gale database.

- Provide the subscription database instead of the home page or entry page URL of the publisher or other primary publishing channels, if the book is available from an archival database.

- Ex: Introduction, preface, foreword, or afterword.
Author of section being cited. (Year). Name of section. In author of book, Title of book (p. or pp. page numbers). Place of publication: Publisher. Take note: The section author is listed differently than the author(s) of the whole book.

Jeffrey, I. (2008). Introduction. In B. Saveley, *Secret city: Photographs from Peru (*pp. 8-12). New York, NY: Thames and Hudson.

- Ex: Edition other than the first.
Author's name. (Year). *Title of book* (Number of edition). Place of publication: Publisher.

Hoff, R. (1992). *I can see you naked : A new revised edition of the national bestseller on making fearless presentations (New rev. ed.).* Kansas City, MO: Andrews and McMeel.

Pasachoff, J. (1999). *Field guide to the stars and planets (3rd ed.).* Boston, MA: Houghton Mifflin.

- Ex: Work in an anthology.
Author's name. (Year). Title of selection. In Editor's name (Ed.), *Title of anthology* (Vol. volume number, then if appropriate, pp. page#s). Place of publication: Publisher.

Updike, J. (2005). Reading Trends. In M. Meyer (Ed.), *The Bedford introduction to literature: Reading, thinking and writing* (Vol. 1, p. 307). New York, NY: Greenwood Press.

- Ex: Entry in an online encyclopedia or dictionary with no date.
Author's name. (n.d. for **no date**). Entry heading or title. In *Title of encyclopedia* (if there is not volume number or page numbers of selection, use the edition information). Retrieved from URL or home page URL of book publisher (NOTE: Do not end URL with a period.) See APA manual (6th ed.), p. 205, #30

Tavris, C. (n.d.). Queen bee syndrome. In *Women's studies encyclopedia* (Fall 2007 ed.). Retrieved

from http://www.stanford.edu/entries.readingtrends

- Ex: Entry in a print encyclopedia or dictionary, no author or editor.
Entry heading or title. (Year). In *Title of encyclopedia* (Vol. volume number, then if appropriate, pp. page#s). Place of publication: Publisher.

Eschatology. (1982). In *Webster's new world dictionary of the American language* (2nd ed.). New York, NY: Simon and Schuster.

- Ex: Multivolume work.
Author's name. (Year). *Title of multivolume work* (Vol. volume number-s). Place of publication: Publisher. See APA manual (6th ed.), p. 204, #23

Schlager, N. (Ed.). (2000-2004). *How products are made: An illustrated guide to product manufacturing* (Vols. 1-4). Detroit, MI: Gale Research.

Mills, L. (1996). *Architecture of the Old South* (Vols. 1-2). Savannah, GA: Beehive Foundation.

- Ex: Limited circulation book or monograph from the electronic database (ERIC).
Notice that no location or publisher was included because the monograph was retrieved electronically. See APA manual (6th ed.), p. 204, #22 – No ERIC ED accession number was included for this example, and the ERIC URL was provided. However, in #62 on page 212, the accession number was included and the name of the database was used in the retrieval statement.
Mead, J. V. (Ed.). (2002). *Citation analysis: Investigating the quality of doctoral reference lists* [Monograph]. Retrieved from http://eric.ed.gov

- Ex: Electronic version of republished book
Author. (Year). Title of work. Retrieved from URL (Original work published in XXXX) See APA manual (6th ed.), p. 203, #21
Freud, S. (1933). *An autobiographical study*. New York, NY: Knopf. Retrieved from http://books.google.com/books (Original work published 1900)

- Ex.: Electronic version of print book, title translated into English, book translated -- See See APA manual (6th ed.), pp. 205, #28 If the online version refers to a print edition, include the edition number after the title. See p. 205, #30.

Freud, S. (1911*). The interpretation of dreams* (3rd ed.). (A. A. Brill, Trans.). Retrieved from http://www.psychwww.com/books/interp/toc.htm

If the non-English work is used as the source, give the title in the original language and put the translated title in English. For example, ***Die traumdeteun. [*The interpretation of dreams]**.In the above example, the book was translated into English so the title in German was not included. See APA manual (6th ed.), p. 205, #28.

Periodicals – Journal, Magazine, and Newsletter Articles
General notes about periodical articles and documents: Names are listed last name, then initials, if name(s) is the first element of the citation. Separate names with a comma, and an ampersand (&) before the last author. If there is no author, then the title of the article is first.

Dates– Daily newspapers & newsletters: Use (Year, Month Day). Monthly newspapers & magazines with no volume number: Use (Year, Month). Journals: Use (Year)

Titles– Article titles: capitalize first word in titles and subtitles, and any proper names.

Journal titles– Capitalize all words except articles and prepositions

Volume numbers and issue numbers – Do not use vol. for volume or no. for issue number. The volume number is italicized while the issue number is not. The issue number is enclosed in parentheses and follows immediately after the volume number with no space. Follow the parentheses with a comma.

Pages– Newspapers: use p. for one page, pp. for two or more pages. However, for magazines and journals, Do not use p. or pp. before page numbers. Follow the page number(s) with a period.

Article in a journal or magazine. See APA manual (6th ed.), pp. 199-202.
Author's name. (Year). Title of article. *Title of journal or journal, volume number*(issue number), page numbers.

- Ex: Journal article with DOI assigned.
Include the DOI or Digital Object Identifier if available. See APA manual (6th ed.), pp. 187-192, 199 #3. When you do not have a DOI assigned and the reference is retrieved online, give the URL of the exact URL if available. If not, use the journal home page. No retrieval date is included. If the journal article was not retrieved online, end the citation with the period after the page numbers.

> Gerry, R.. (2000). Tempo training for freestyle. *Journal of Swimming Technique, 34*(1), 40-42. doi:10.1022/0202-9822.77.4.444

- Ex: Journal article with DOI assigned, advance online publication. See APA manual (6th ed.), p. 199, #5

> Cox, C. (2006). An analysis of the impact of federated search products on library instruction using the ACRL standards. *Portal: Libraries and the academy, 6*(3), 253-267. Advance online publication. doi:10.1212/s00222-009-0987-6

> - If you are citing an advance release version of the article, insert **Advance online publication** before the retrieval statement or DOI

- Ex: Journal article with no DOI, retrieved from open-access URL, more than seven authors. If there is no DOI number, then include the URL for open-access journals when available. When there are more than seven authors, use the ellipses for the authors after the sixth and before the last author. See APA manual (6th ed.), p. 199, #2-3

> Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., . . . Allsop, S. (2005). The attractions of stupidity. *The St. Croix e-Review, 30*(2), 6-10. Retrieved from http://st_croix_e-review.com/index.php/articles/view/30/6/

- Ex: Journal article with no DOI, retrieved from a subscription database. If there is no DOI number and the article was retrieved from a subscription database instead of an open-access URL, then APA says to locate and provide the home page URL for the journal. See APA manual (6th ed.), p. 191. Since chances are that the article cannot be retrieved free, chances are that most instructors would be OK with just providing the basic citation without any retrieval information.

Getweed, R.-J., Jr. (2007). Information literacy for distance students. *Journal of Library*

Administration, 34(1), 40-42. Retrieved from http://www.jla.org/

- Ex: In-press article in a preprint archive. See APA manual (6th ed.), p. 200, #6 for in press article.

Watson, J. D., & Jones, F. H. (in press). A structure for deoxyribose nucleic acid. *Nature.* Retrieved from http://www.nsu.fl.edu/DNA/draft_pubs/12345678.pdf

- The exact URL is provided because the article is informally published and not yet indexed on a journal website. The article version was posted online in an outside repository or preprint archive.

- Ex: Journal article retrieved from difficult source to locate online -- JSTOR

Jennings, B. (1913). Lessons learned in the trenches: The experiences of an urban middle principal. *Leadership, 4*, 12. Retrieved from JSTOR database.

- Some archival documents can only be found in electronic databases such as ERIC and JSTOR. When the document is not easily located through its primary publishing channels, give the home or entry page URL for the online archive or the subscription database if it is only available in that format. Note that the example above has the article was published in 1913. See APA manual (6th ed.), p. 192.

- Ex.: Online newsletter article, no author – See APA manual (6th ed.), p. 200, #9

Upward mobility in third world nations. (2009, spring). *Portals of the world: Newsletter of the Florida Virtual University.* Retrieved from http://wwww.fvu.edu/portalsoftheworld /newsletter0102/Spring2004.pdf

- The month and day or season is provided for newsletters.
- No volume, issue, and page numbers was provided in this online newsletter.
- The exact URL is helpful here because newsletter articles can be difficult to locate on the university home page.
- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title or the full title if it is short by enclosing it in quotation marks for the parenthetical citation: ("Upward Mobility," 2009).
- Break the URL before most symbols.

- Ex.: No page numbers for online newsletter article. See APA manual (6th ed.), p. 200, #9.

Rosenberg, S. (1999, June 2). What is to be done about Microsoft? *Salon..* Retrieved from http://www.salon.com/tech/col/rose/1999/06/02/microsoft_breakup/index.html

- The month and day are included for newsletters and newspapers.

Website–magazine, journal or newspaper article. See APA manual (6th ed.), p. 200, #8
Cite as you would a printed source, followed by a retrieval statement that includes the Internet

address or URL of the article. Start it with the word *Retrieved* and end with the Internet address/URL. E.g.: Retrieved from [http://…]

> Reed, M. L. (2000). Algebraic structure of genetic inheritance. *Bulletin of the American Mathematical Society, 34,* 107-130. Retrieved from http://www.ams.org/bull/1997-34-02

Unpublished manuscript with a university cited. Retrieved from institutional website, no date. See APA manual (6th ed.), p. 211, #58   Author. (Year, or use *n.d.* if no date). *Title of web document.* Retrieved from [Institution Name, program or department] website: [URL]

> Colman, W. C. (n.d.). *Comparisons of grade point averages between men who join fraternities and men who do not join fraternities at Shady Rock University.* Unpublished manuscript. Programs for Higher Education, Nova Southeastern University. Retrieved from http://www.nova.edu/phe /phe_resources/online_documents.htm

Computer programs, software, and programming languages. See APA manual (6th ed.), pp. 210-211, # 56   Software programs like Word, PowerPoint, SPSS, SAS, Java, Photoshop, and Adobe Acrobat that are considered standard, off-the-shelf software do not need reference entries. However, you do need to provide reference entries for specialized software or computer programs with limited distribution. Author. (Date). Title of software or computer program (Version number) [Any identifier]. City, state: Name of producer.. Retrieved from URL

> Jones, D. F. (2002). The citation analyzer (Version 3.2) [Computer software]. Fort Lauderdale, FL: Nova Southeastern University. Retrieved from http://www.buros.com/

- The name of the software is not italicized, and the important words are not capitalized.
- The type of resource is identified in brackets.
- Only list an author if that individual has proprietary rights to the software.
- The information about how to obtain this software of computer program of limited distribution is provided statement that starts with Retrieved from http://...

Data set. See APA manual (6th ed.), p. 211, #54. The title for data sets gets italicized.

> National Center of Educational Statistics. (2009). *IPED report: Nova Southeastern University* [Data file]. Retrieved from http://www.nces.org/datasets/

Measurement instrument. See APA manual, p. 211, #55.

> Tunon, J., & Brydges, B. (2008). Subjective rubric [Software and training videos]. Unpublished instrument. Retrieved from http://www.nova.edu/

Dissertations, Theses, and Practicums

Dissertations done by students attending Nova before 1994 are from Nova University rather than Nova Southeastern University
.
Doctoral dissertation retrieved from ProQuest Dissertations and Theses database . See APA manual (6th ed.), p. 207-208, #40   Author last name, first initial. (Year). *Title of dissertation.* Available from ProQuest Dissertations and Theses database. (UMI No. xxxxxxx)

Johnson, S. (2004). *Financial variables and merger premiums: Evidence from bank mergers.*
Available from ProQuest Dissertations and Theses database. (UMI No. 3025476)

- Notice that the title of the dissertation is italicized.
- Use a retrieval statement with the name of the subscription database, ProQuest Dissertations and Theses, because that is the only place this dissertation can be retrieved online.
- Include the word "database" after the proper name of the database. Do not capitalize the letter "d".
- The accession number is included in parentheses after the retrieval statement if one has been assigned. Note that there is no period included after the parentheses. The ProQuest Dissertations and Theses database uses AAT in front of the number in the abstract, but if you retrieved the document as a PDF file from the database, the number is shown with a UMI No. XXXXXXX.

Doctoral dissertation abstracted in *Dissertation Abstracts International* (DAI). See APA manual (6th ed.), p. 208 #43.
Author. (Year). Title of publication. *Dissertation Abstracts International, volume number* (issue#), page#series. (UMI No. xxxxxxxx)
-Ex.: Dissertation from Nova Southeastern University.

Cannon, C. (2004). Does moral education increase moral development? A reexamination of the moral reasoning abilities of working adult learners. *Dissertation Abstracts International: Section A, 61*(12), 4851A. (UMI No. 9999321)

- The dissertation title is not italicized if the name of the index is included.
- Include the volume, issue, page number, and series letter. This information is included in the DAI abstract.
- Include the UMI number in parentheses and do not follow with a period.

Doctoral dissertation retrieved from institutional database. See APA manual (6th ed.), p. 208, #41

Bernardi, R. A. (1990). *Accounting pronouncements, firm size, and firm industry: Their effect on Altman's bankruptcy prediction model.* (Doctoral dissertation). Retrieved from http://www.vtu.edu/etd/

Master's thesis retrieved from the web. See APA manual (6th ed.), p. 208, #42

Patterson, G. W. (2003). *A comparison of multi-year instructional programs (looping) and regular education program utilizing scale scores in reading.* (Master's thesis, University of Florida). Retrieved from http://www.uf.edu/~asb/theses/2003/

- When the dissertation and master's thesis is retrieved on the Web, it may not be clear what institution conferred the degree. Include the name of the university in parentheses after the degree.

Doctoral dissertation from ERIC

> Sanford, C. A. (1997). *Working from within the classroom: Improving the delivery of speech-language services to kindergarten at-risk students.* (Doctoral dissertation.). Retrieved from ERIC database. (ED420967)

- The name of the dissertation is italicized. See APA (6th ed.), p. 208, #40
- The type of dissertation or thesis is identified, the name of the institution is listed in parentheses.
- The ERIC accession number is listed in parentheses and not followed by a period. See APA manual (6th ed.), p. 221 #62 for only one of example of an ERIC document. APA calls ERIC an "electronic archive" (p. 211). See p. 208, #41 for an example of a retrieval statement for an archival database.

Doctoral dissertation, from the web, no date. See APA manual (6th ed.), p. 208, #42
Author. (*n.d.* if no date, otherwise Year). *Title of dissertation.* Doctoral name of document type, institution. Retrieved from [URL]

> Matlak, K. L. (n.d.). *Outcomes evaluation of the technology property initiative at Collin County Community College.* (Doctoral dissertation, Nova Southeastern University). Retrieved http://www.nova.edu/phe/phe_resources/online_documents.htm

Technical and Research Reports/Gray Literature

The APA manual (6th ed.) defines gray literature as scientific, scholarly information that is not necessarily peer reviewed. Documents that fall into this category include reports by government agencies, corporations, trade groups, research institutions, professional organizations, and other for-profit and not-for-profit organizations including advocacy groups and think tanks. Format references to technical and research reports like book citations. See APA manual, p. 205, 7.03
Government publications
Author. (Year). *Title of publication* (Report number). Place of publication: Publisher.
- Note: The author is listed first, as in *Last name, Initials*. If you cannot find an author, treat the government department, office, agency, or institute that produced the report as the group or corporate author. If the report number is given, insert it in parentheses after the title. If the organization that produced the report is not well known, precede its name with the name of the organization of which it is a part. If a report is from the U.S. Government Printing Office, list the publisher location and name as Washington, DC: Government Printing Office.

> U.S. Department of Justice. (1995). *Correctional statistics in the U.S., 1992.* Washington, DC: Government Printing Office.

- Notice the group or corporate author.

Ex.: Report from institutional archive See APA manual (6th ed.), p. 206, #34

> Young, F. D., Jones, R., & Sampson, M. (2006). *Correctional populations of the United States, 2002.* (Report No. ACRL223312). Retrieved from Nova Southeastern University, Center for Institutional Planning website: http://www.nova.edu/pubs2006/2006ACRL223312.pdf

Report available from the Government Printing Office (GPO) with a government institute as group author. Author. (Year). *Title of report* (Report number). Location: Publisher or agency.

> U.S. Department of Education. (1999). *Data sources on lifelong learning available from the National Center for Education Statistics* (GPO No: ED 1.310/2/:431892). Washington, DC: Author.

> - Note that it is *DC* without periods like state abbreviations, but *U.S.* uses the periods

Report available from the Educational Resources Information Center (ERIC). Author. (Year). *Title of publication* (Report number). Place of publication: Publisher. (ED######).   .

> Schafer, L. L. (1999). *Data sources on lifelong learning available from the National Center for Education Statistics. Work paper series* (NCES-WP-1999-11). Washington, DC: National Center for Education Statistics. (ED431892)

> - See example of an ERIC document in the APA manual (6th ed.), p. 212, #62, also p. 204, #22

Government report not available from the Government Printing Office (GPO) or an electronic archive like ERIC or NTIS. Author. (Year). *Title of publication* (Report letters/numbers). Place of publication: Publisher.

> Health, Services, and Human Services Division, General Accounting Office. (1998). *Suicide prevention: Efforts to increase research and education in palliative care: Report to congressional requesters* (GAO/HEHS-98-128). Washington, DC: General Accounting Office.

Authored government report retrieved online. See APA manual (6th ed.), p. 205, #31 Author. (Year). *Title of publication* (Report letters/numbers). Place of publication: Publisher. Use a retrieval statement that includes a date of access. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author. For example: Retrieved from Agency name website: http://www.xxxxx

> Lewis, L., & Farris, E. (2006). *Remedial education at higher education institutions in fall 2005* (GPO No: ED 1.328/5:R 28). Washington, DC: U. S. Department of Education. Retrieved from General Accounting Office website: http://www.access/gpo.gov/su_docs _access/aces160.shtml?/gao/index.htm

- The name of the publisher is included in the retrieval statement when the it is not also identified as the author.

Corporate author, nongovernmental report retrieved online. Name of agency. (Year). *Title of document* (Report number). Retrieved from URL

> National Center for Ethical Education, Commission on Higher Education. (2002). *Statistical analysis report: Ethical education* (NCEE 97-584). Retrieved from http://ncee.ed.org/pubs /97584.html

ERIC Education Documents

APA has two examples of unpublished documents (p. 204, #22; p. 212, #62) with ERIC ED accession numbers in the APA manual (6th ed.). Education Resources Information Center (ERIC) documents with ED accession numbers are usually but not always unpublished resources. APA described ERIC as an "electronic archive" (p. 211) that contains "archival documents (e.g., discontinued journals, monographs, dissertations, or papers not formally published)" (p. 192).

Limited circulation book or monograph from electronic database (ERIC).
Author. (Year). *Title of document* [Monograph]. Retrieved from [URL]

> Mead, J. V. (Ed.). (2002). *Citation analysis: Investigating the quality of doctoral reference lists*
>   [Monograph]. Retrieved from http://eric.ed.gov

- Database information is provided for items of limited circulation.
- No ERIC ED accession number was included in Example #22 on p. 204.
- No location or publisher information is provided since this was retrieved online and includes a retrieval statement.

Informally published or self-archived work, from ERIC

> Griffin, D. (1999). *Initial findings on the benchmarks pilot project at Nova Southeastern*
>   *University undergraduate education program.* Retrieved from ERIC database. (ED4345595)

- Use this format for documents that are not formally published but are available on a personal or institutional website, an electronic database such as ERIC, or a preprint archive. (See APA manual, p. 211. 7.09)
- If the document is available on an electronic archive such as ERIC, give this information at the end of the citation in a retrieval statement.
- In Example #62, APA used the name of the database instead of the URL.
- In Example #62, APA included the ERIC ED accession number in parentheses after the retrieval statement. It should not be followed by a period.

Meetings and Symposia

According to APA (p. 206, 7.04), Proceedings of meetings and symposia published in a book format should be formatted as a book citation. Proceedings of meetings and symposia published in journals should be formatted as journal article citations. When the contribution or paper has not been formally published, then APA provides a template to use for formatting.

Published conference paper in conference proceedings. See APA manual (6th ed.), p. 207, #39 Author. (Year,). Title of paper. In Editor (first initial, last name) (Ed.) *Title of conference proceedings* (page numbers). Place of publication: Publisher. doi:xxx.xxxxxxx

> Gibson, C. C. (2005). In S. Allsop (Ed.) Impact of the larger social context on the distance
>   learner. *International Council for Distance Education: One world many voices: Quality in open and*
>   *distance learning* (pp. 279-282). Chicago: Milton Keynes.

Unpublished symposium See APA manual (6th ed.), p. 207, #36 Author, A. A. (Year, Month). *Title of paper*. In E. E. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

> Martins, J. R. (2004, April). Working with the terminally ill: An integrated theoretical model. In J. R. Tunon (Chair), *Cooperative health care in the 21st century*. Symposium conducted at the meeting of the American Counseling Association World Conference, San Diego, CA.

- The month is included after the year for symposia, papers, and poster sessions that have not been formally published. APA manual, (p. 206, 7.04).
- The name of the chair and title are formatted like an edited book.
- Include the city and state information.

Other Resources

Interview–conducted by the researcher. See APA (6th ed.), p 179, 6.20 Interviews are personal communications, which are only cited in the text of the paper, not in the reference list. APA does not recommend including personal communications because of the difficulty of recovering them at a later time.

Film or video recording. See APA manual (6th ed.), p. 209, #49 Name of the producer (Producer), & Name of the director (Director). (Year of release). *Title* [Medium of recording: CD, record, cassette, etc.]. Country of origin or city and state: Distributor or studio.

> Carr, P. (Producer), & Sommers, S. (Director). (2004). *The mummy* [DVD]. New York, NY: MCA Universal Home Video.

- List the primary contributors in the author position and use parentheses to identify their contribution.

Television program–broadcast. See APA manual (6th ed.), p. 210, #50
Producer's name (Producer). (Broadcast date). *Title of the program* [Television program]. Station or viewing location: name of the station or network.

> Garwood, S. (Producer). (1998, December 31). *EastEnders* [Television program]. Clarksville, MD: BBC America.

- For an episode from a television or radio series, use the same format as a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

In-press manuscript or submitted for publication but not yet accepted, posted in preprint archive. Author. (in press). *Title of document*. Manuscript submitted for publication. See APA manual (6th ed.), p.200, #6.

> Lucio, L. & Tuñón, J. T. (in press). *Designing library instruction for international online students*. Retrieved from http://cognotes.ala.org//1492/10a/ALA/designing.pdf

- The exact URL is provided because the document is informally published. Some journals allow authors to post a version of their document online ahead of print in an outside repository, also known as a preprint archive.
- Use (in press) for the date of publication, but update the references close to the publication date and provide the final version if available.

Unpublished raw data. See APA manual (6th ed.), p. 212, #60

> Supta, F., & Khan, K. (2009). [Citations from doctoral dissertation reference lists]. Unpublished raw data.

- Since there is no formal title, the information about the type of data is enclosed in brackets and not italicized.
- There is no location or publisher so identify the data as : Unpublished raw data.

Online Communities
Online communities include a variety of options for people on the Internet to communicate on a variety of topics of interest. This may include blogs, newsgroups, online forums, and discussion groups.

Message posted to a newsgroup, online forum, blog posting, or discussion group. APA does not recommend including personal communications, including private email messages, because of the difficulty of recovering them at a later time. See APA manual (6th ed.), pp. 214-215 does provide a format for messages posted to a newsgroup, online forum, or discussion group. Electronic mailing list is the appropriate generic term for LISTSERVS since this is a trademarked name for a particular software application. Author or screen name. (Year, Month day). Title of message [Any identifier]. Retrieved from [URL]

> Johnson, D. F. (2009, April 3). Problems accessing information [Online forum comment or electronic mailing list message or Web log message]. Retrieved from http://groups /google.com/group/sci.psyc.hyposis/

- Provide author(s)' last name followed by initials or screen name if that is all that is available.
- Use the exact date that the message was posted.
- The subject line of the message should not be italicized. Any description goes in brackets after the title.
- The URL used should be the address for the archived version of the message.
- Include the name of the list to which the message was posted, if this information is not part of the URL.

Video blog post. See See APA manual (6th ed.), p. 215, #77
Author or screen name. (Year, Month day). Subject line of message [Video file]. Retrieved from [URL].

Ramdial, S. F. (2007, August 3). The IRB process [Video file]. Retrieved from http://www.you
_tube.com/group/watch?v=Xkas43nsu_IRB

- The title of the video is not italicized.
- Description of the type of document is included in square brackets to aid in document
  identification and retrieval.

Legal Materials

Court decisions. In the text of the document, cite the name of the case (in italics) and the year
of the decision. If more than one year is given, cite all years. For more information about how
to cite legal references, consult the most recent edition of *The Bluebook: A Uniform System of
Citation* (18th ed., 2005)

Common abbreviations:

Cong.	*U.S. Congress*	F.2d	*Federal Reporter, Second*
H.R.	*House* of Representatives		*Series*
S.	*Senate*	F. Supp.	*Federal Supplement*
Reg.	*Regulation*	U.S.C.	*United States Code*
Res.	*Resolution*	Cong. Rec.	*Congressional Record*
F.	*Federal Reporter*	Fed. Reg.	*Federal Register*

Case.
Name v. Name, Volume Source Page (Court Date). See APA manual, (6th ed.), p. 217, #1

   Wienhorst v. Stonebraker, 356 F. Supp. 1078 (E.D. Wis. 1988).

- Ex.: Appealed case where decision was affirmed. See APA manual, (6th ed.), p. 218, #2
Check the *Bluebook* for the proper forms to signal the various stages in a case's history.

   Hoeferkamp v. Bischoff, 471 F. Supp. 211 (D. Kan. 1988), *aff'd*, 727 F.2d 777 (9th Cir. 1992).

- Ex.: Unpublished case.
To cite to a particular page of a slip opinion (an opinion that was not published in a case
reporter but is separately printed) use the format: slip op. at [page number]. You may also cite
unreported cases found in electronic databases such as LexisNexis Academic or Westlaw
rather than citing them as slip opinions.

   McDougall v. Riggs, No. 88-2109 (3rd Cir. March 8, 1949).

- Ex.: Unreported decision found in LEXIS with record number. See APA manual (6th
ed.), p. 218, #3   The name of the database and the record number is included along with
sufficient information for others to find the case. The screen page numbers are preceded by an
asterisk to differentiate between them and the page number of the slip opinion. Any paragraph
numbers assigned are preceded by a paragraph symbol. Precede screen page numbers, if
assigned, with an asterisk to distinguish them from the page number of the slip opinion.
Paragraph numbers, if assigned, should be preceded by a paragraph symbol.

Hemphill v. Bodart Corp., No. 77-9234, 1999 U.S. Dist. LEXIS 12223, at *2 (E.D. Pa May 23, 2004).

- Ex.: Federal testimony. See APA manual (6th ed.), p. 221, #12

Stem cell research: The pros and cons of cloning: Hearings before the Subcommittee on Bioethics, of the House Committee on Health, Education, Labor, and Pensions, 110th Cong., 35 (2000) (testimony of Carey Hunt).

- Ex.: Unenacted federal bills and resolutions. See APA manual (6th ed.), p. 222, #15
Title [if relevant], bill or resolution number, xxx Cong., (Year). The version in the House of Representatives has H.R. and the bill number while the version of the bill in the Senate has S.

Small Farm Reimbursement Act of 2000, H.R. 2063, 102d Cong. (2000).

Small Farm Reimbursement Act of 2000, S. 452, 102d Cong. (2000).

- Ex.: Enacted federal bills and resolutions.
xx Res. xxx, xxx Cong., Volume Source Page (Year) (enacted).

S. Res. 167, 110th Cong., 127 Cong. Rec. 3432 (2004) (enacted).

Administrative and Executive Materials – *Bluebook* Rule 14
Use the *Bluebook*'s Rule 14 – see next examples:

-Ex.: Federal Regulation. See APA manual (6th ed.), p. 223, #18
Title/Number, Volume Source § xxx (Year).

Federal Small Business Regulations for Acquisitions by the National Parks Administration, 55 Fed. Reg. 66,343 (Jan. 11, 2004)–to be codified at 66 C.F.R. pt. 1).

-Ex.: Executive Order. See APA manual (6th ed.), p. 223, #19

Exec. Order No. xxxx, 3 C.F.R. Page (Year).

Executive Order No. 22,432 6 C.F.R. 771 (1991-1995), *reprinted as amended in* 6 U.S.C. 301 app. at 5-5-09 (2002).

Patents.
Include the inventor or inventors to whom the patent is issued and the official source from which the patent information can be retrieved. See APA manual (6th ed.), p. 224, A7.07

Borwin, G. F. (2008). *U.S. Patent No. 178,323*. Washington, DC: U.S. Patent and Trademark Office.

Remember: Additional assistance is available.

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Email: refdesk@nova.edu