Ivy Tech Citation Handbook:

citing sources with
MLA & APA

Spring & Summer 2008
with APA updates

Information and examples
for the MLA (Modern Language Association) and
APA (American Psychological Association) styles

IVY TECH
COMMUNITY COLLEGE
EAST CENTRAL

Anderson - Marion - Muncie

Note: This guide has been compiled so that instructors and students in Region 6 may use a standard and consistent format for documentation in student writing assignments across the curriculum, using the MLA, Modern Language Association, or APA, American Psychological Association, styles.

The Region 6 Academic Council acknowledges the work of those in Regions 2 & 12 who have compiled and maintained the contents of the Guide on which this version is based.

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Sources consulted for this guide:

American Psychological Association. <u>APA Style Guide to Electronic References</u>. Washington, DC: American
        Psychological Association, 2007.

American Psychological Association. <u>Publication Manual of the American Psychological Association</u>. 5th ed.
        Washington, D.C.: American Psychological Association, 2001.

Gibaldi, Joseph. <u>MLA Handbook for Writers of Research Papers</u>. 6th ed. New York: Modern Language
        Association, 2003.

---. <u>MLA Style Manual.</u> 2nd ed. New York: Modern Language Association of America, 1998.

Hacker, Diana. <u>Research and Documentation Online</u>. 15 May 2003 <http://www.dianahacker.com/resdoc/>.

"How Do I Document Sources from the World Wide Web in My Works-Cited List?" <u>MLA Style Frequently Asked</u>
        <u>Questions about MLA Style</u> 10 June 2007 <http://www.mla.org/publications/style/style_faq/style_faq4>.

Trimmer, Joseph F. <u>Essentials of MLA Style</u>. Boston: Houghton Mifflin, 1998.

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Academic Honesty Standards

Ivy Tech Community College of Indiana is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior. (Source: Student Handbook: 2007-2008, Ivy Tech Community College of Indiana, Region 8)

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but not limited to the following: Verbal reprimand; Restitution for damages; Restriction of privileges; Failure of the assignment or course; Withdrawal from a course, program or the College for the remainder of the semester or term; Suspension from the College (one calendar year); Dismissal from the College (five years; student may appeal for reinstatement).

Plagiarism

Much of your college education will involve learning what others have written and then integrating those ideas into your own thinking. However, in academic writing any ideas or words not credited to another are assumed to be those of the author. The problem of plagiarism comes in when you fail to give credit for those ideas which are not original to you. The word "plagiarism," which comes from the Latin word for "kidnapping," refers to the unacknowledged use of another's words, ideas, or information. Your instructor will introduce you to strategies to avoid plagiarism, the conventions for using and acknowledging sources, and good procedures. Your instructor will also help you to gain confidence in your own writing so that you do not feel a need to borrow the ideas and/or words of others without acknowledging that borrowing.

The following is a guide to help you avoid plagiarism:

What need not be acknowledged?

Common knowledge. If most readers would likely know something, you need not cite it.

Facts are available from a wide variety of sources. If a number of textbooks, encyclopedias, or almanacs include the information, you need not cite it.

Your own ideas and discoveries.

What must be acknowledged?

Any direct quotation. The exact words quoted must be placed in quotation marks.

Paraphrases and summaries of others' ideas and/or words which provide background information, present facts not commonly known, and explain various positions on your topic.

Arguable assertions. If an author presents an assertion that may or may not be true, cite the source.

Statistics, charts, tables, and graphs from any source. Credit all graphic material even if you create the graph.

The College considers the purchase of research papers or the employment of a person or agency to prepare such papers to be plagiarism. In addition, though you may get help in writing your paper, there are limits to the amount of help you can honestly receive. For instance, others may read your paper and point out weaknesses, but they must not rewrite the paper for you. A problem can also occur if you want to submit a paper for one course, which you have already submitted to another instructor for another class. To avoid this problem, discuss the paper with your current instructor before handing it in. The penalties for plagiarism range from failure on the paper to failure in the course to suspension from the College.

(Source: Bowling Green State University)

Plagiarism Examples

Original (In *Newsweek*)
- OxyContin was developed to do good: relieve debilitating pain. But since the powerful drug debuted in 1996, it has become increasingly known for a dangerous side effect-the potential for serious addiction.

Student's Paper
- According to Claudia Kalb, OxyContin was developed to do good: relieve debilitating pain. But since the powerful drug debuted in 1996, it has become increasingly known for a dangerous side effect--the potential for serious addiction (38).

    Plagiarism! Use quotation marks or paraphrase to avoid plagiarism. Or:

- When the drug OxyContin appeared in 1996, its purpose was to relieve unnecessary suffering. Today, however, experts know it can become dangerously addictive (Kalb 38).

    The student has avoided plagiarism by paraphrasing and acknowledging the source!

Original (In *Newsweek*)
- Last week the **spotlight** on OxyContin **intensified** as the Drug Enforcement Administration **announced** a national strategy to **combat** the painkiller's illegitimate use, including plans to **step up** law enforcement…

Student's Paper
- The Drug Enforcement Administration last week spotlighted OxyContin more intensely and made an announcement of a national strategy, which combats the painkiller's illegitimate use and steps up law of enforcement… (Kalb 38).

    The student has committed plagiarism. To avoid plagiarism:

    Vary your signal phrases.
    - As Claudia Kalb has noted, "…" (38).
    - Claudia Kalb emphasizes a common problem with OxyContin: " " (38).
    - In your signal phrase, use the verb that fits: admits, argues, analyzes, believes, emphasizes, endorses, notes, points out, refutes, rejects, reports, questions, states, thinks, etc.

    Quote only phrases, if possible.
    - The DEA encourages a "more balanced approach" to advertise OxyContin and help salesmen and doctors understand its dangers (Kalb 38).
    - No capital letter is needed when you blend a phrase into your own sentence structure.

Evaluating Online Sources

Since anyone can put almost anything online, it is important to evaluate what you find on the web. The web is unlike any traditional medium for information and it is often difficult to determine the coverage of a web resource, its author or publisher information, and its reliability. Because websites are often a blend of information, entertainment and advertising, we must treat them differently than we would a traditional source, such as a book or a newspaper. We must also take note of the difference between an online database of fulltext journals and books (e.g., Academic Search Premier and NetLibrary) that offers an electronic version of a print resource, and the information from a personal or commercial website. The following concepts and questions will offer some guidelines for the successful evaluation of web resources.

Authority and Accuracy
- Does the site have an author? What are the author's qualifications or expertise in the area?
- Is the contact information for the author or the sponsor/publisher given?
- What is the relationship between the author and the sponsoring institution?
- Is the information provided accurate? Has the information been edited/fact-checked?
- Is the information verifiable?
- Does the site document the sources used?
- If the information is historical or biographical, are the dates of events accurate?
- How does the information compare with what you already know?

Currency
- Is the site up to date? When was the site created or last updated?
- Are the links expired or current?

Objectivity and Coverage
- Is the information biased? Is there any advertising on the page?
- To what extent is the information trying to sway the opinion of the audience?
- Is the author simply promoting his or her agenda?
- From whose perspective is the information given?
- How comprehensive is the site?
- Is the goal or purpose of the site clearly stated?
- What does the site offer that is not found elsewhere?
- Is the purpose of the site informative, is it meant to promote a product, or does it attempt to persuade the user to take a certain viewpoint?

Note: The URL of a website may give you an idea of the website's purpose. The domain extension (e.g., .com, .gov, .edu, .org) may give you a clue as to its value and reliability. For evaluation considerations, most websites fall into the following five categories:

- **Advocacy web pages:** Sponsored by an organization attempting to influence public opinion (that is, one trying to sell ideas). The URL of the page frequently ends in **.org** (organization).
- **Business and marketing web pages:** Sponsored by a commercial enterprise (usually it is a page trying to promote or sell products). The URL of the page frequently ends in **.com** (commercial).
- **News web pages:** Primary purpose is to provide extremely current information. The URL of the page usually ends in **.com** (commercial)

- **Informational web pages:** Purpose is to present factual information. The URL frequently ends in **.gov, .edu** or **.info**, as many of these pages are sponsored by government agencies or educational institutions.
- **Personal web pages:** Published by an individual who may or may not be affiliated with a larger institution. Although the URL of the page may have a variety of endings (e.g. .com, .edu, .net), a tilde (~) is frequently found somewhere in the URL.

Some ways of determining the reliability of a site involve the presentation of information and how easy it is to navigate throughout the site.

Layout
- Does the site include a header, a body, and a footer?
- Does the site present information about the author, sponsoring institution, dates, purpose of the Web site and intended audience?
- Is the URL stated in the text of the page?
- Is the site arranged clearly and logically?

Ease of use
- Is the site easy to read and use?
- Are the pages in the site organized in the same manner, with the same style of graphics and layout on each page?
- Is the level of interactivity appropriate for the site?
- Are internal links provided, allowing you to get back to the beginning or skip to another area of the document, without scrolling?
- Are external links clearly identified? Are they relevant to the topic at hand?
- Is there a site map or a search engine?

The use of frames and hypertext links presents additional challenges when attempting to use Web resources for your research. Be aware that many sites use a layout that will open another site within a frame and if you are not paying attention, you may not realize that you have moved to a different Web site. Also remember that search engines may retrieve pages out of context, so it is always important to return to the home page of a site to find the correct publisher and author information.

Always remember: there may be an effective print source in the library that better fits your research needs. Assistance in finding the best print resources for your topic is available at the library front desk.

Differences Between MLA and APA Formats

American Psychological Association (APA)	Modern Language Association (MLA)
• Used in social and natural sciences	• Used for humanities: art, literature, history
• Requires in-text citations (author's last name, year, and page) for quotations, paraphrasing, and references to specific passages (pages not required for general references)	• Requires in-text citations (author's last name and page) for quotations, paraphrases, or summaries of material from print sources
• Alphabetizes sources on a double-spaced **References** page	• Alphabetizes sources on a double-spaced **Works Cited** page
• Emphasizes the author and the **date** of publication by placing them near the beginning of the entry.	• Emphasizes the author and the **title** of publication by placing them near the beginning of the entry.
• Does not capitalize all words in book and article titles, but does capitalize names of magazines and journals	• Follows conventional capitalization rules for article titles
• Initializes the authors' first names	• Prints full first names
• Does not abbreviate months	• Abbreviates months (except for May, June and July)
• Requires states in publication location, except for the following U.S. cities: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco. (There are also some international cities that may be listed without country.) (If the publisher is a university and the name of the state is included in the name of the university, do not repeat the name in the publisher location.)	• Does not require states be included in publication location
• Requires the topic of the paper and page in the header (Antibiotic Resistance 3)	• Requires the student's last name and page in the header (Oatis 1)

Always check for your instructor's preference.

General notes

- Whether you underline or italicize titles of books and journals, be consistent within the same assignment. ==[The Modern Language Association prefers that students use underlining (3.3); while the American Psychological Association prefers the use of italics (5.02).== Consequently all MLA examples given in this guide will use underlining, while APA examples will use italics.]

- The citation examples in this guide demonstrate hanging indentation: The first line is not indented, but additional lines are indented five character spaces (one half inch).

- In general, double spacing is preferred (check with your instructor).

- When no author is listed, go to the next piece of required information and begin the citation there.

- Many of the Ivy Tech library databases, especially ProQuest and all EBSCOhost resources, will include sample citations in the format of your choice when you email or print articles. Please check the details (they are not foolproof), but do make use of the examples they provide, which will save you much time.

- Ivy Tech now offers a new tool for your citation needs! Check out the link for NoodleBib on the Virtual Library home page. You'll probably be hearing more about it from your instructors, but feel free to take it for a test drive. (Select "Create a new folder" to sign up for your personal ID and password.)

The Basic Rules for MLA Style

The following pages of this guide provide some **examples** of in-text and works cited or reference citations, but they are examples only, and do not (or cannot) represent all of the situations you may encounter when citing your sources. To become familiar with the basic rules for writing a paper in MLA, lists of acceptable abbreviations, or for questions not covered by the examples given here, refer to these sources: (Section numbers in the examples refer to the Gibaldi book listed below.)

MLA style:

Gibaldi, Joseph. <u>MLA Handbook for Writers of Research Papers</u>. 6th ed. New York: Modern Language

       Association, 2003. [Recommended for students]

"MLA Formatting and Style Guide." Purdue University Online Writing Lab. 6 Jan 2008

       < http://owl.english.purdue.edu/owl/resource/557/01/>.

Online sources in IvyLynks under "Citing Sources" (http://www.ivytech.edu/cgi-bin/lynks/browse.cgi) may or may not be updated to refer to the 6th edition of Gibaldi.

Part Two: In-Text Citations and Works Cited References for MLA

In-Text Citation Format (Citing a Source within Your Paper or Essay)

MLA (Chapter 6):

If the author is named in a signal phrase, (e.g., Noted psychologist Rachel Carpenter states,) only a page reference (if available) is needed for in-text citations:

> According to computer expert and university professor John Smithson, "People, not computers, will create Millennium Mania" (23).

If the author is unnamed in the sentence, provide the name and page number at the end:

> One computer expert and university professor claims that "people, not computers, will create Millennium Mania" (Smithson 23).

Indirect sources 6.4.7: Samual Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell : 450).

Basic Works Cited Format:
        At the end of your paper or essay, you are to list the sources you cite using a style and format chosen by your instructor. The MLA (Modern Language Association) style refers to this list as **Works Cited**. Use these basic citation forms as a guiding rule and then examine the citation examples that follow. If your source does not provide a particular piece of information, you may skip it and move on to the next piece of your citation. Remember, too, that you cite sources to give credit to their authors and to provide your readers with enough information to locate that source for further consideration.

Use of Quotations within the Text -- MLA format

MLA format follows the author-page method of citation. This means that the author's last name and the page number(s) from which the quotation is taken must appear in the text, and a complete reference should appear in your works cited list. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For directions and examples of how to use short and long quotations (prose, poetry, drama), alterations, ellipsis, and punctuation, see Section 3.7 of the MLA Handbook.

Works Cited -- Citation Examples

Print Resources

Books: One Author

MLA--Works Cited Format (5.6.1): *[Note: States are not included in place of publication, MLA Handbook* 5.6.1; *and publisher's names may be shortened following guidelines in* 7.5.]

Author's Last Name, First name. <u>Book Title</u>. City: Publisher, Date.

Tompkins, Jane. <u>West of Everything: The Inner Life of Westerns</u>. New York: Oxford UP, 1992.

MLA In-Text Citation: (Tompkins 45).

Books: Two or More Authors

MLA--Works Cited Format (5.6.4):

First Author's Last Name, First Name, and Second Author's First Name Last Name. Title. City: Publisher,

> Date.

["If there are more than three authors, you may name only the first and add et al. ("and others"), or you may give all names in full in the order in which they appear on the title page" (Gibaldi 154).]

Rico, Barbara, and Sandra Mano. <u>American Mosaic: Multicultural Readings in Context</u>. Boston:

> Houghton, 1991.

MLA In-Text Citation: (Rico and Mano 45).

Books: Edited

MLA--Works Cited Format (5.6.2, 5.6.7, 5.6.12)*:*

Author's Last Name, First Name, ed. <u>Title</u>. City: Publisher, Date.

Hornblower, Simon, and Antony Spawforth, eds. <u>Oxford Companion to Classical Civilization</u>. New York:

> Oxford UP, 1998.

For a book with just one author and an editor as well, (particularly when showing a later edition of an earlier literary work), begin with the author; give the editor's name, preceded by the abbreviation Ed. ("Edited by"), *after the title. If you want to include the original date of publication for clarity, place the year directly after the title:*

Dickens, Charles. <u>David Copperfield</u>. 1882. Ed. Sylvia Jackson. London: Penguin, 2002.

MLA In-Text Citation: (Hornblower 45).

A Work in an Anthology/Collection of Essays

MLA--Works Cited Format (5.6.2, 5.6.7):

Author(s). "Article Title." Book Title. Book Editor(s). City: Publisher, Date.

Cowan, Frederic. J., Elizabeth Ann Myerscough, and David A. Smith. "The Death Penalty Should Be

Imposed on Juvenile Murderers." Youth Violence: Current Controversies. Eds. Michael. D. Biskup

and Charles. P. Cozic. San Diego: Greenhaven, 1992.

MLA In-Text Citation: (Cowan, Myerscough, and Smith 222).

Encyclopedia

MLA--Works Cited Format (5.6.8):

Author. "Entry Title." Encyclopedia Title. Edition (if stated). Year of publication.

Cloos, Mark. "Plate Tectonics." World Book Encyclopedia. 1998.

MLA In-Text Citation: (Cloos 782).

Bible and Other Sacred Texts

MLA—Works Cited Format (6.4.8, 7.7.1, 3.6.5):

Holy Bible: New International Version. New York: American Bible Society, 1978.

MLA In-Text Citation (6.4.8): When citing the Bible, Koran, Torah, or other sacred texts, provide the version title in the first in-text citation. Standard abbreviations for books within the text are allowed. For example:

The student teacher's response to being ridiculed by ninth graders was simply a quotation: "Like the

crackling of thorns under the pot, so is the laughter of fools. This too is meaningless" (Holy Bible, New

International Version, Eccles. 7.6).

Government Documents

MLA--Works Cited Format (5.6.21; to cite an online government document, see 5.9.3c; to cite a legal source, see 5.8.14): Include as much of the following as known:

Author/Agency. Title. By [or Ed. or Comp.] Personal Name [if known].Number of Congress. Session of

Congress. The House. Type/number of publication. Place: Publisher, Date.

United States. Senate Committee on the Judiciary. Children, Violence, and the Media: A Report for Parents

and Policy Makers. By Orrin G. Hatch. Washington: GPO, 14 Sept. 1999.

United States. Senate. Subcommittee on Constitutional Amendments of the Committee on the Judiciary.

Hearings on the Equal Rights Amendment. 91st Cong., 2nd sess. S. Res. 61. Washington: GPO,

1970.

Congressional Record example (with date and page numbers only):
Cong. Rec. 7 Feb. 1973: 3831-51.

MLA In-Text Citation: (Chesemore 24).

Journal: One Author

MLA—Works Cited Format (5.7.1-4): [Note: Abbreviate all months except May, June and July.]

Author's last name, Author's first name. "Title of the article." <u>Journal name</u> vol#.issue# (year): pages.
[If paged continuously throughout a volume, ignore issue number.]

Mattison, Marian. "Ethical Decision Making: The Person in the Process." <u>Social Work</u> 45 (2000): 201-213.

Glantz, Stanton A. "Smoking in Movies: A Major Problem and a Real Solution." <u>Lancet</u> 362.9380 (2003):

258-260.

MLA In-Text Citation: (Mattison 205) (Glantz 259)

Journal: Multiple Authors

MLA--Works Cited Format:

If more than 3:
First Author, et al. "Article Title." <u>Journal Title</u>. Volume. Series (Year): Pages.
["If there are more than three authors, you may name only the first and add et al. ("and others"), or you may give all names in full in the order in which they appear on the title page" (Gibaldi 154).]

Render, Ralf, et al. "Effect of Age on Excess Mortality in Obesity." <u>Journal of the American Medical</u>

<u>Association</u> 281.16 (1999): 1498-1504.

MLA In-Text Citation: (Render et al. 1499).

Magazine: No Author (articles with authors are treated as popular magazines below)

MLA--Works Cited Format (5.7.6):

"Article Title." <u>Magazine Title</u>. Date: Pages. *[Do not give volume and issue numbers even if listed.]*

"Radiation Exposure of Children in Russia." <u>U.S. News and World Report</u> 9 Aug. 1993: 40-42.

MLA In-Text Citation: ("Radiation . . ." 41). Shorten title and use ellipses (…) for long titles.

Newspapers: No Author

MLA--Works Cited Format (5.7.5):

"Article Title." <u>Newspaper Title</u>. Date: Pages.

"U.S. Scholar Facing Spy Trial." <u>Evansville Courier & Press</u> 19 July 2001: A5.

MLA In-Text Citation: ("U.S. Scholar..." 41). Use ellipse (…) for longer titles.

(Popular) Magazine (including magazines published weekly, monthly and bi-monthly)

MLA--Works Cited Format (5.7.6):

Author's Last Name, First Name. "Article Title." <u>Magazine Title</u>. Date: Pages. [Do not include volume and issue numbers even if they are listed.]

Safron, Claire. "It's Christmas Eve: Do You Know Where Your Children Are?" <u>Ladies' Home Journal</u>.

Dec. 1991: 1-6.

Knecht, Michael. "Cell Phones in the Stacks," <u>American Libraries</u> June-July 2003: 68-69.

MLA In-Text Citation: (Safron 5) (Knecht 69).

Non-Print Resources:

Audio Recording
MLA--Works Cited Format (5.8.2): treat a spoken-word recording as your would a musical recording.
Writer's Last Name, First Name. "Song Title." Performer's name if different from writer. <u>Recording Title</u>.
Medium [audiocassette, Audiotape, LP—CD's are assumed]. Manufacturer, Issue year.
McCain, Edwin. "I'll Be." <u>Misguided Roses</u>. Perf. Judy Example. Atlantic, 1997.
MLA In- Text Citation: (McCain).

Radio Broadcast
MLA--Works Cited Format (5.8.1):
"Episode or Segment title." <u>Program Title</u>. Series title. Network Name. Call Letters, City of the Local
Station if applicable. Broadcast Date.
<u>Car Talk</u>. With Tom and Ray Magliozzi. National Public Radio. WNIN, Evansville. 25 July 1999.
MLA In-Text Citation: (<u>Car Talk</u>).

TV: News Broadcast
MLA--Works Cited Format (5.8.1)*:*
<u>Broadcast Title</u>. Network. Call Letters, City of Local Station. Broadcast Date.
<u>Fox News at 9:00</u>. Fox. WTVW, Evansville, IN. 5 Aug. 1999.
MLA In-Text Citation: (<u>Fox News at 9:00</u>).

TV: Series Episode
MLA--Works Cited Format (5.8.1):
"Episode or Segment Title." <u>Program Title</u>. Series Title. Network Name. Call Letters and City of the Local
Station if applicable. Broadcast Date.
"Cicely." <u>Northern Exposure</u>. Arts & Entertainment Network. New York. 26 July 1993.
MLA In-Text Citation: ("Cicely").

Motion Picture (Film or video recording)
MLA--Works Cited Format (5.8.3):
<u>Title</u>. Directors' names. Performers' names. <mark>Medium if relevant.</mark> Distributor, Distribution Year.
<u>Independence Day</u>. Dir. Roland Emmerich. Perf. Will Smith, Bill Pullman, and Jeff Goldblum. <mark>DVD.</mark>
Twentieth Century Fox, 1996.
If you are citing the contribution of a particular individual, begin with that person's name:
Redford, Robert, dir. <u>The Legend of Bagger Vance</u>. Perf. Will Smith, Matt Damon, and Charlize Theron.
Dream Works, 2000.
MLA In-Text Citation: (<u>Independence Day</u>).

Personal Interview

MLA--Works Cited Format (5.8.7 – see for variety of circumstances):

Last Name of person interviewed, First Name. Personal Interview. Date of Interview.

Smith, John. Personal Interview. 25 Aug. 1999.

MLA In-Text Citation : Instead of an in-text citation, use a signal phrase:

According to Psychiatrist John Smith, "Alienation leads to senseless acts of teen violence."

Other formats:

See Chapter 5 of *MLA Handbook*

- **All types of books: 5.6**

- **All types of articles: 5.7**

- **Miscellaenous Print and Nonprint Sources:**

    - **A Performance -- 5.8.4**

    - **A Musical Composition – 5.8.5**

    - **A Painting, Sculpture, or Photograph – 5.8.6**

    - **A Map or Chart – 5.8.8**

    - **A Cartoon or Comic Strip – 5.8.9**

    - **An Advertisement – 5.8.10**

    - **A Lecture, Speech, Address, or a Reading – 5.8.11**

    - **A Manuscript or Typescript – 5.8.12**

    - **A Letter or Memo – 5.8.13**

    - **A Legal Source – 5.8.14**

- **Electronic Publications – 5.9**

    - **Entire Internet Site – 5.9.2**

    - **An Online Book – 5.9.3**

Citing Online Resources in MLA Style

Online Resources: Ivy Tech Library Subscribed Databases

This guide makes a distinction between online resources that are research databases subscribed to by Ivy Tech Community College Region 6 and all other web- or Internet-based resources. These subscribed databases offer fulltext journals, magazines, newspapers, books, and reference resources and can be accessed from regional Virtual Library start pages on- and off-campus:

http://www.ivytech.edu/library/east-central/

Online Journal, Magazines, and Newspapers
EBSCO*host*--(a service that includes databases Academic Search Premier, MasterFILE Premier, Business Source Premier, Newspaper Source, PsycArticles, and many others)
Lexis-Nexis Academic (formerly Academic Universe)
CQ Researcher, Supreme Court Collection, Insider, and more
Health and Wellness Resource Center
Opposing Viewpoints
ProQuest databases (including several nursing collections, Career and Technical Education, and Criminal Justice Periodicals)
SIRS Renaissance

Online Books
Books 24X7
ebrary ; NetLibrary
HEB (Humanities) eBook Project

Online Reference Resources
AccessScience (encyclopedia of science and technology)
Biography Resource Center
Britannica Online
Encyclopedia of American Government (CQ)
GallupBrain (public opinion)
LitFinder (essays, short stories, poems)

Format for Citing Library Subscribed Databases: Use the same basic MLA format previously shown with the additional information below.

MLA—Works Cited Format (based on sections 1.4.6d, 5.9.7a [and 5.9 generally] of MLA Handbook for Writers of Research Papers, 6th ed.): [Note: Instructors may ask you to include number of paragraphs when page numbers are not included.]

Quoted from Section 5.9.7a, "A Work from a Library Subscription Service":

To cite material from a service to which a library or library system subscribes, complete the citation by stating the name of the database used (underlined), if known; the name of the service; the name of the library or library system (with a city, a state abbreviation, or both if useful); and the date of access. If you know the URL of the service's home page, give it, in angle brackets, immediately after the date of access, **or you may simply end with the date of access.** [emphasis ours]

Because two options for the URL are given above, the Academic Council had previously approved a regional decision to "end with the date of access" because such a URL serves no useful purpose. However, you should be aware of the options and check with your instructor about his or her preference. In addition, be aware that other institutions may expect you to include the URL.

Author's Last Name, First Name. MLA basic citation format for type of work (article, book, etc.).

Database name (if available). Database service (if available). Name of subscriber (library name and location). Date of access <http://www.servicehomepage.com/>.

The generic example above includes the "optional" URL, highlighted at the end. However, the specific examples on the following pages do not include a URL for library database services, so if your instructor prefers that you include one, you will need to follow the generic example above.

Many of the Ivy Tech library databases, especially ProQuest and all EBSCOhost resources, will include sample citations in the format of your choice when you email or print articles. Please check the details (they are not foolproof, and will not cite our library as the following examples do), but the examples they provide will save you much time.

Also, note: Your instructor **may** allow you to cite articles in .pdf format (they appear as if photocopied from print journals) that you find in electronic databases as if you were citing the print journal. Please be sure to get your instructor's permission before citing in this way. When instructors prefer that you cite articles as "a work from a library subscription service," you may refer to the examples that follow.

Example Citations for Ivy Tech Virtual Library Databases (alphabetical listing):
(Caution: These are examples only, and do not account for all instances or usage; in-text citation format depends on type of quotation being used.)

AccessScience – encyclopedia article with author

MLA--Works Cited Format:

Sykes, Megan. "Acquired Immunological Tolerance." AccessScience @ McGraw-Hill: The Online

      Encyclopedia of Science & Technology. 2003. The McGraw-Hill Companies. Ivy Tech

      Community College Library, Muncie, IN. 1 Sept. 2007.

MLA In-Text Citation: (Sykes).

AccessScience – News article

MLA--Works Cited Format:

Cowen, Ron. "Dusty Times on Mars." Science News 26 July 2003: 46. Science Service of AccessScience

      @ McGraw-Hill: The Online Encyclopedia of Science & Technology. 2003. The McGraw-Hill

      Companies. Ivy Tech Community College Library, Muncie, IN. 12 Oct. 2007.

MLA In-Text Citation: (Cowen 46).

Biography Resource Center (The following are biographical essays from books; you may also find magazine articles in BRC—cite them as magazine articles.)

MLA--Works Cited Format: (Take title from actual article, not name choices in result list of database.)

"Joseph Kennedy." Encyclopedia of World Biography Supplement, Vol. 19. Gale, 1999. Reproduced in

      Biography Resource Center. Gale, 2003. Ivy Tech Community College Library, Muncie, IN. 3 Feb.

      2007.

MLA In-Text Citation: ("Joseph Kennedy").

Books 24x7 (ebook collection)

MLA—Works Cited Format

Smith, Colin X., and Joseph S. Madeup. <u>Photoshop and Dreamweaver Integration—Creating High-Impact

Web Pages</u>. Emeryville, CA: McGraw, 2005. <u>Books 24x7</u>. Ivy Tech Community College Library,

Marion, IN. 23 Nov. 2007.

MLA In-Text Citation: (Brigham 32).

CQ Researcher (other CQ databases may be similarly cited)

MLA--Works Cited Format:

Masci, David. "Zoos in the 21st Century." <u>The CQ Researcher Online</u> 10.16 (2000): 353-376. <u>CQ

Electronic Library</u>. CQ Press/Congressional Quarterly, 2005. Ivy Tech Community College

Library, Muncie, IN. 3 Feb. 2007.

MLA In-Text Citation: ("Zoos in the 21st Century" 361).

ebrary (ebook collection)

MLA—Works Cited Format

Brigham, Janet. <u>Dying to Quit: Why We Smoke and How We Stop</u>. Washington: Joseph Henry Press,

1998. <u>ebrary</u>. Ivy Tech Community College Library, Anderson, IN. 16 Jan. 2007.

MLA In-Text Citation: (Brigham 32).

EBSCO*host* (This service offers a number of databases, each with a citable name, such as Academic Search Premier. The example is from a journal, but if you cite a magazine article or newspaper from an EBSCO database, follow the appropriate conventions for volume numbers, page, etc.)

MLA--Works Cited Format:

Jeffrey, Robert W., and Simone A. French. "Epidemic Obesity in the United States: Are Fast Foods and

Television Viewing Contributing?" <u>American Journal of Public Health</u> 88.2 (1998): 277-81.

<u>Business Source Premier</u>. EBSCO. Ivy Tech Community College Library, Muncie, IN. 10 July

2007.

MLA In-Text Citation: (Jeffrey and French 278).

Encyclopedia Britannica: No Author (Note: If article is signed by author, treat as magazine/journal article for including author name in citation.)

MLA--Works Cited Format: [Example citation in <u>MLA Handbook</u> differs from example generated by Encyclopedia Britannica – the following is based on the <u>MLA Handbook</u>.]

"Diabetes Mellitus." <u>Encyclopaedia Britannica Online</u>. 2003. Encyclopaedia Britannica. Ivy Tech

Community College Library, Muncie, IN. 6 Aug. 2007.

MLA In-Text Citation: ("Diabetes Mellitus").

Health and Wellness Resource Center--Magazine article

MLA--Works Cited Format:

Pfeifer, Michael A. "Eye Care: Catching Problems Early." <u>Diabetes Forecast</u> June 2001: 10. <u>Health and</u>

<u>Wellness Resource Center</u>. Gale. Ivy Tech Community College Library, Anderson, IN. 15 Aug.

2007.

MLA In-Text Citation: (Pfeifer 10).

Health and Wellness Resource Center--Reference book article

MLA--Works Cited Format:

Edgren, Altha Roberts. "Diabetes Mellitus." <u>Gale Encyclopedia of Medicine</u>. Ed. Jacqueline L. Longer. 2d

ed. 5 vols. Farmington Hills, MI: Gale Group, 2001. <u>Health and Wellness Resource Center</u>. Gale.

Ivy Tech Community College Library, Muncie, IN. 15 Aug. 2007.

MLA In-Text Citation: (Edgren).

(HEB) Humanities eBook Project

MLA—Works Cited Format

Harrison, Brian Howard. <u>Drink and the Victorians: The Temperance Question in England, 1815-1872</u>.

Staffordshire, Eng.: Keele UP, 1994. <u>Humanities eBook Project</u>. Ivy Tech Community College

Library, Muncie, IN. 16 Jan. 2007.

MLA In-Text Citation: (Harrison 32).

Lexis-Nexis Academic

MLA-- Works Cited Format:

Richey, Warren. "High Court OK's Internet Filters for Public Libraries." <u>Christian Science Monitor</u> 24

June 2003: A12. <u>LexisNexis</u>. Reed Elsevier. Ivy Tech Community College Library, Marion, IN. 26

Aug. 2007.

MLA In-Text Citation: (Richey A12).

LitFinder (database of essays, short stories, poems)

MLA--Works Cited Format:

Roth Publishing Editorial Board. "Story Explanation: 'The Ice Palace' by F. Scott Fitzgerald." <u>Lit Finder</u>.

      Roth Publishing, 2001. Gale. Ivy Tech Community College Library, Muncie, IN. 7 Sept. 2007.

MLA In-Text Citation: (Roth).

NetLibrary

MLA—Works Cited Format

Bell, Elizabeth. <u>From Mouse to Mermaid: The Politics of Film, Gender, and Culture</u>. Bloomington: Indiana

      UP, 1995. <u>NetLibrary</u>. Ivy Tech Community College Library, Muncie, IN. 16 June 2007.

MLA In-Text Citation: (Bell 32).

Opposing Viewpoints Resource Center (essay from book series) Adjust for periodical articles.

MLA—Works Cited Format (5.9.3b)

Rentschler, William H. "The Prison System Does Not Work." <u>Prisons</u>. Ed. Bryan J. Grapes. Current

      Controversies Series. Greenhaven Press, 2000. <u>Opposing Viewpoints Resource Center</u>. Gale. Ivy

      Tech Community College Library, Muncie, IN. 16 Oct. 2007.

MLA In-Text Citation: (Rentschler).

ProQuest (This example is from a popular magazine; make adjustments for journals, etc.)

MLA-- Works Cited Format:

Bohacz, Ray T. "Tunin' TPI." <u>Hot Rod</u> June 2000: 106. <u>ProQuest.</u> Ivy Tech Community College Library,

      Marion, IN. 16 Dec. 2007.

MLA In-Text Citation: (Bohacz 106).

SIRS Knowledge Source (SIRS Renaissance) (Make adjustments for type of periodical cited.)

MLA--Works Cited Format:

Shapiro, Laura. "In Sugar We Trust." <u>Newsweek</u> 13 July 1998: 72-74. <u>SIRS Renaissance</u>. SIRS. Ivy Tech

      Community College Library, Anderson, IN. 6 Aug. 2007.

MLA In-text Citation: (Shapiro 72).

Citing Other Internet-Based Resources in MLA style:

Advice for URLS (website addresses): For resources from websites, use the URL (Uniform Resource Locator) as it appears in the address box of the browser. It should begin with "**http**:" If you must break a URL address, break it after a slash (if possible) or before a period, and do not add hyphens.

For in-text citations, use the page numbers provided if the article is given as an image of the original (e.g., in .pdf format). Provide paragraph numbers if available. If no page or paragraph numbers are available, omit them; do not use page numbers from printouts.

See MLA 5.9.1 for detailed advice on citing electronic resources in your "Works Cited" list. MLA 5.9.2 addresses citing an entire web site. See 6.4.1 for in-text citations of electronic sources.

The following is quoted from: http://www.mla.org/publications/style/style_faq/style_faq4

How do I document sources from the Web in my [MLA] works-cited list?

The MLA guidelines on documenting online sources are explained in detail in the sixth edition of the *MLA Handbook for Writers of Research Papers* (2003) and in the second edition of the *MLA Style Manual and Guide to Scholarly Publishing* (1998). What follows here is a summary of the guidelines that cover the World Wide Web. For the complete MLA recommendations on Web sources, please see one of the books mentioned above.

Sources on the Web that students and scholars use in their research include scholarly projects, information databases, the texts of books, articles in periodicals, and personal sites. Entries in a works-cited list for such sources contain as many items from the list below as are relevant and available. Following this list are sample entries for some common kinds of Web sources.

1. Name of the author, editor, compiler, or translator of the source (if given), reversed for alphabetizing and, if appropriate, followed by an abbreviation, such as *ed.*
2. Title of an article, poem, short story, or similar short work in the Internet site (enclosed in quotation marks). Or title of a posting to a discussion list or forum (taken from the subject line and put in quotation marks), followed by the description *Online posting*
3. Title of a book (underlined [Should I use underlining or italics?])
4. Name of the editor, compiler, or translator of the text (if relevant and if not cited earlier), preceded by the appropriate abbreviation, such as *Ed.*
5. Publication information for any print version of the source
6. Title of the Internet site (e.g., scholarly project, database, online periodical, or professional or personal site (underlined [Should I use underlining or italics?]) or, for a professional or personal site with no title, a description such as *Home page*
7. Name of the editor of the site (if given)
8. Version number of the source (if not part of the title) or, for a journal, the volume number, issue number, or other identifying number
9. Date of electronic publication, of the latest update, or of posting
10. For a work from a subscription service, the name of the service and--if a library or a consortium of libraries is the subscriber--the name and geographic location (e.g., city, state abbreviation) of the subscriber
11. For a posting to a discussion list or forum, the name of the list or forum
12. The number range or total number of pages, paragraphs, or other sections, if they are numbered
13. Name of any institution or organization sponsoring the site (if not cited earlier)
14. Date when the researcher accessed the source
15. URL of the source or, if the URL is impractically long and complicated, the URL of the site's search page. Or, for a document from a subscription service, the URL of the service's home page, if known; or the keyword assigned by the service, preceded by *Keyword*; or the sequence of links followed, preceded by *Path*.

Scholarly Project

Victorian Women Writers Project. Ed. Perry Willett.

    May 2000. Indiana U. 26 June 2002 <http://

    www.indiana.edu/~letrs/vwwp/>.

Information Database

Thomas: Legislative Information on the Internet. 19

     June 2001. Lib. of Congress, Washington. 18 May

     2002 <http://thomas.loc.gov/>.

Personal Site

Lancashire, Ian. Home page. 28 Mar. 2002. 15 May

     2002 <http://www.chass.utoronto.ca:8080/~ian/>.

Book

Nesbit, E[dith]. Ballads and Lyrics of Socialism.

     London, 1908. Victorian Women Writers Project.

     Ed. Perry Willett. May 2000. Indiana U. 26 June

     2002 <http://www.indiana.edu/~letrs/vwwp/

     nesbit/ballsoc.html>.

Poem

Nesbit, E[dith]. "Marching Song." Ballads and Lyrics

     of Socialism. London, 1908. Victorian Women

     Writers Project. Ed. Perry Willett. May 2000.

     Indiana U. 26 June 2002 <http://www.indiana.edu/

     ~letrs/vwwp/nesbit/ballsoc.html#p9>.

Article in a Journal

Sohmer, Steve. "12 June 1599: Opening Day at

     Shakespeare's Globe." Early Modern Literary

     Studies 3.1 (1997): 46 pars. 26 June 2002

     <http://www.shu.ac.uk/emls/03-1/sohmjuli.html>.

Article in a Magazine

Levy, Steven. "Great Minds, Great Ideas." Newsweek

     27 May 2002. 20 May 2002 <http://www.msnbc.com/

     news/754336.asp>.

Work from a Personal Subscription Service

"Table Tennis." Compton's Encyclopedia Online. Vers. 2.0.

     1997. America Online. 4 July 1998. Keyword: Compton's.

Posting to a Discussion List

Merrian, Joanne. "Spinoff: Monsterpiece Theatre."

     Online posting. 30 Apr. 1994. Shaksper: The Global

     Electronic Shakespeare Conf. 23 Sept. 2002

     <http://www.shaksper.net/archives/1994/0380.html>.

Document or information from a website:

MLA—Works Cited Format (5.9):

Rolfe, John. "Letter of John Rolfe, 1614." <u>Virtual Jamestown</u>. 1998. 8 July 2007

       <http://www.iath.virginia.edu/vcdh/jamestown/rolfe_letter.html>.

MLA—In-text Citation: (Rolfe)

MLA—Works Cited Format (5.9):

Lynch, Tim. "DSN Trials and Tribble-ations Review." Psi Phi: Bradley's Science Fiction Club. 1996. Bradley University. 8

       Oct. 1997 <http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>.

An article in an online magazine or journal (not a subscribed database):

MLA—Works Cited Format (5.9):

Boutin, Paul, "Flipping the Switch: Linux's New Popularity May Hurt Apple More Than Microsoft." <u>Slate</u> 23

       June 2003. 10 July 2003 <http://slate.msn.com/id/2084727/>.

MLA In-Text Citation: (Boutin)

Professional sites and agency reports:

MLA—Works Cited Format (5.9):

The <u>William Faulkner Society Home Page</u>. Ed. Mortimer, Gail. 16 Sept. 1999. William Faulkner Soc. 1 Oct. 2006

       <http://www.acad.swarthmore.edu/faulkner>.

<u>NAIC Online</u>. 29 Sept. 1999. National Association of Inventors Corporation. 1 Oct. 2006 <http://www.better-

       investing.org/>.

<u>U. S. Department of Education (ED) Home Page</u>. 29 Sept. 1999. US Dept. of Education. 1 Oct. 2006

       <http://www.ed.gov/index.html>.

<u>William Faulkner on the Web</u>. 7 July 1999. U of Mississippi. 20 Sept. 2006 <http://www.mcsr.olemiss.edu/~egjbp/faulkner/

       faulkner.html>.

Fox, Susannah. "Older Americans and the Internet: Just 22% Go Online, But Their Enthusiasm for Email and Search May

       Inspire Their Peers to Take the Leap." 25 Mar. 2004. Pew Internet & American Life Project. 4 May 2007

       <http://www.pewinternet.org/PPF/r/117/report_display.asp>.

Part Three: Examples of Works Cited Page and Cover Page

[Sample MLA Works Cited Page]

Works Cited

Bloomgarden, Zachary T. "Treatment Issues in Type 2 Diabetes." <u>Diabetes Care</u> Feb. 2002: 390-94.

     <u>ProQuest.</u> Ivy Tech Community College Library, Muncie, IN. 16 Aug. 2007.

Pfeifer, Michael A. "Eye Care: Catching Problems Early." <u>Diabetes Forecast</u> Feb. 2001: 10. <u>Health and</u>

     <u>Wellness Resource Center</u>. Gale. Ivy Tech Community College Library, Muncie, IN. 15 July

     2007.

Seiffge-Krenke, Inge. <u>Diabetic Adolescents and Their Families</u>. New York: Cambridge University Press,

     2001. ebrary. Ivy Tech Community College Library, Muncie, IN. 17 Sept. 2007.

Shapiro, Laura. "In Sugar We Trust." <u>Newsweek</u> 13 July 1998: 72-74. <u>SIRS Renaissance</u>. SIRS. Ivy

     Tech Community College Library, Muncie, IN. 6 Sept. 2007.

Williams, Sue Rodwell. <u>Basic Nutrition and Diet Therapy.</u> St. Louis: Mosby, 1995.

Student Name

Instructor's Name

Course Name

Day Month Year

Paper Title

MLA Cover Page Format
[First Page MLA Format—no cover sheet needed]

All margins should be set at 1".

Use header tool to place student last name and page number in top right corner.

Entire paper is double spaced.

Shirley Knot

Instructor Leslie More

Psychology 111-04L

9 September 2007

Challenging Standardized Tests

[Text of paper, double-spaced.]

Ignore footer below except to find page number in document as a whole – it is not part of the MLA example:

Part 4: The Basic Rules for APA Style

The following pages of this guide provide some **examples** of in-text and works cited or reference citations, but they are examples only, and do not (or cannot) represent all of the situations you may encounter when citing your sources. To become familiar with the basic rules for writing a paper in APA style, lists of acceptable abbreviations, or for questions not covered by the examples given here, refer to these sources: (Section numbers in the examples refer to the first book listed, where you can find more information.)

APA style:

American Psychological Association. (2001). *Publication manual of the American Psychological Association.*
> 5th ed. Washington, DC: American Psychological Association. See the Publication Manual, Fifth Edition
> Reprint Corrections for the latest changes to the *Manual*.

American Psychological Association. (2007). *APA Style Guide to Electronic References*. Washington, DC:
> American Psychological Association.

Gelfand, H., & Walker, C. J. (2002). *Mastering APA style: Student's workbook and training guide.* 2nd ed.
> Washington, DC: American Psychological Association. [A print resource recommended for students]

Purdue University Online Writing Lab. (2007). APA Formatting and Style Guide. Retrieved January 6, 2008 from
> http://owl.english.purdue.edu/owl/resource/560/01/ [Recommended for students]

Other online sources in IvyLynks under "Citing Sources." (http://www.ivytech.edu/cgi-bin/lynks/browse.cgi)

American Psychological Association (APA) – Distinctives (Review)
• Used in social and natural sciences
• Requires in-text citations (author's last name, year, and page) for quotations, paraphrasing, and references to specific passages (pages not required for general references)
• Alphabetizes sources on a double-spaced **References** page
• Emphasizes the author and the **date** of publication by placing them near the beginning of the entry.
• Does not capitalize all words in book and article titles, but does capitalize names of magazines and journals
• Initializes the authors' first names
• Does not abbreviate months
• Requires states in publication location, except for the following U.S. cities: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco. (There are also some international cities that may be listed without country.) (If the publisher is a university and the name of the state is included in the name of the university, do not repeat the name in the publisher location.)
• Requires the topic of the paper and page in the header (Antibiotic Resistance 3)

In-Text and Reference Citations for APA
In-Text Citation Format (Citing a Source within Your Paper or Essay)

APA (3.94-3.103): If the author is named in the signal phrase, include the year of publication in parentheses and a page reference at the end to refer to a specific passage:

> According to Smithson (1999), a computer expert and university professor, "People, not

computers, will create Millennium Mania" (p. 23).

If the author is unnamed in the sentence, provide the name, date and page number at the end:

> One computer expert and university professor claims "people, not computers, will create

Millennium Mania" (Smithson, 1999, p. 23).

Use of Quotations within the Text -- APA format

Quotations are handled slightly differently from MLA. You actually have several basic options for how to cite your sources in the text. (See *APA Publication Manual* 3.34-3.41. For more information, see Purdue University Online Writing Lab's "Using American Psychological Association (APA) Format (Updated to 5th Edition)" available at http://owl.english.purdue.edu/handouts/research/r_apa.html.

First Option (Direct Quote)
> Experienced writers understand that "the best way to cite your documents is to be aware of how much you can and should put into the text instead of inside parentheses" (Crawford, 1994, p. 89).

Second Option (Partial Quote)
> In her book Writing for Everyone (1994), Crawford claimed that "the best way to cite your documents is to be aware of how much you can and should put into the text instead of inside parentheses" (p. 89).

Third Option (Paraphrase)
> Crawford (1994) argued that good writers need to understand what specific information should be included in the parenthetical citation.

Fourth Option (Paraphrase) -- If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)
> It is imperative that writers understand just what should be included in a parenthetical citation (Crawford, 1994, p. 89).

Note: Abbreviations for "page" (p.) or "pages" (pp.) are used before page numbers of newspaper articles and works in textbooks but not before page numbers of articles appearing in magazines and scholarly journals.

Remember that there is one more major difference between APA and MLA: you will have a References page instead of Works Cited, but each contains the same information. Watch carefully for the small but important differences in APA.

Basic References Format:

At the end of your paper or essay, you are to list the sources you cite using a style and format chosen by your instructor. The APA (American Psychological Association) refers to this list as **References**. Use these basic citation forms as a guiding rule and then examine the citation examples that follow. If your source does not provide a particular piece of information, you may skip it and move on to the next piece of your citation. Remember, too, that you cite sources to give credit to their authors and to provide your readers with enough information to locate that source for further consideration.

APA *Manual* (p. 299) indicates that all references are double-spaced within and between references, only one space follows all punctuation (except for abbreviations which do not have spaces), and use "hanging indent" format; that is, the first line is flush along the left margin, and subsequent lines for an entry are indented one-half inch (word processing software default). Depending on individual web browsers, indents may not appear as a true one-half inch. Also note that URLs (web addresses) are not underlined, even though some software will automatically underline. (If needed, ask library or lab assistants for help in removing the underlining while keeping the URLs as active links.)

References--Citation Examples for APA Style

Print Resources

Books: One Author

APA--References Format (4.16 B, p. 248):
[Note: These cities of publication do not require including the name of the state: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco. Other cities well-known for publishing may not require inclusion of state. (APA Publication Manual, section 4.03; 4.14)] Disregard entire area within and including brackets if state is not needed:

Author, A. B. (Year). *Book title*. City[, State of the city if needed]: Publisher.

Tompkins, J. (1992). *West of everything: The inner life of westerns*. New York: Oxford University Press.

APA In-Text Citation: (Tompkins, 1992, p. 45).

Books: Two or More Authors

APA--References Format:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title. City, State of the city if needed: Publisher.
[Two to five authors: Cite all authors. For six or more authors: cite the first six authors and add "et al." --without quotation marks-- for remaining authors. (APA Publication Manual, 2001, p. 209)]

Rico, B., & Mano, S. (1991). *American mosaic: Multicultural readings in context.* Boston: Houghton.

APA In-Text Citation: (Rico & Mano, 1991, p. 45). *[Two authors: always cite both names every time the reference occurs. Three to five authors: cite all authors the first time the reference occurs; subsequently include only the surname of the first author followed by "et al." Six or more authors: cite only the surname of the first author followed by "et al." --Do not use the quotations marks in either case. (APA Publication Manual, 2001, p. 208)]*

Books: Edited

APA--References Format (4.16 B25):

Author's Last Name, A. A. (Ed.). (Year). *Title*. City[, State of the city if needed]: Publisher.

Hornblower, S., & Spawforth, A. (Eds.). (1998). *Oxford companion to classical civilization*. New York:

      Oxford University Press.

For a book with just one author and an editor as well, list the editor in parentheses after the title, as a translator is treated:

LaGrange, P. A. (1971). *Psychological disorders affecting teenagers* (D. E. Mascot, Ed.). New York:

      Clover.

APA In-Text Citation: (Hornblower, 1998, p. 45).

A Work in an Anthology/Collection of Essays

APA--References Format (4.16 B34-35):

Author(s). (Date). Article title. In Editor, A. A. (Ed.), *Book Title*. (Pages). City[, State of the city if needed]:

      Publisher.

Cowan, F. J., Myerscough, E. A., & Smith, D. A. (1992). The death penalty should be imposed on juvenile

      murderers. In M. D. Biskup & C. P. Cozic (Eds.), *Youth violence: Current controversies* (pp. 221-

      226). San Diego: Greenhaven Press.

APA In-Text Citation: (Cowan, Myerscough, & Smith, 1992, p. 222).

Encyclopedia

APA--References Format (4.16 B38):

Author. (Date). Entry title. In *Encyclopedia title* (Vol. #, pp. xxx-xxx). Publisher location: Publisher.
[If entry has no byline, place the title in the author position.]

Cloos, M. (1998). Plate tectonics. In *World book encyclopedia* (Vol. 15, p.780-785). Chicago: World Book.

APA In-Text Citation: (Cloos, 1998, p. 782).

Bible and Other Sacred Texts

APA: (3.100)

"Reference entries are not required for major classical works, such as ancient Greek and Roman works and the Bible; simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source: 1 Cor. 13:1 (Revised Standard Version)" (*APA Publication Manual*, 2001, p. 213). If you choose to go ahead and include the Bible version used in your references list, the following format could be utilized:

Holy bible: New international version. (1978). New York: American Bible Society.

Tips (for books):

- **Cities, States and Countries:** For these U.S. cities, use the city name alone when identifying place of publication: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco. For all others, add the standard postal abbreviations for states (for example,

"Chatham, MA"). Foreign cities should be followed by the name of their country (ex. "Brisbane, Australia") with the following exceptions: Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo and Vienna.

- **Place of publication:** Separate place of publication from publisher with a colon (for example "New York: Zone Books"). If more than one city is given, list only the first.

- **Publisher names:** "Co.", "Inc." and related elements of publisher names should not be included in citations (for example, "Ivan R. Dee, Inc." should be rendered as "Ivan R. Dee".)

Government Documents

APA--Works Cited Format (4.16.C:41-45, 91[to cite electronic version]):

Author/Agency. (Date). *Title of testimony, hearing or minutes* (Publication number). Number of Congress.

> Session of Congress [if applicable]. Publishing location: Publisher. [Name of Person Testifying – if

> applicable]. [If publishing agency is not well-known, include higher department as well, before

> stating specific department, separating them with a comma. For reports from a document service

> (NTIS or ERIC), include the document number at the end of the entry in parentheses.]

United States Senate Subcommittee on Constitutional Amendments of the Committee on the Judiciary.

> (1970). *Hearings on the equal rights amendment* (91st Cong., 2nd session S. Res. 61). Washington,

> DC: U.S. Government Printing Office.

Other examples::

National Institute of Mental Health. (1998). *Priorities for prevention research* (NIH Publication No. 98-

> 4321). Washington, DC: U.S. Government Printing Office.

U.S. Public Health Service. (2000). *Report of the surgeon general's conference on children's mental health:*

> *A national section agenda.* Washington, DC: U.S. Department of Health and Human Services.

APA In-Text Citation: (National Institutes of Mental Health, 1998, p. 112).

Journal: One Author (and General Tips)

APA--References Format (4.07-4.16 A1-5): [Note that italics run *through* the volume number and comma when there is no issue number.]

Author, A. A. (Year). Title of article. *Title of Periodical, volume* #(issue number), pages-xxx.

Article in Journal Paginated by Volume

> Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Mattison, M. (2000). Ethical decision making: The person in the process. *Social Work, 45,* 201-213.

Article in Journal Paginated by Issue

> Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Glantz, S. A. (2003). Smoking in movies: A major problem and a real solution. *Lancet, 362*(9380), 258-260.

APA In-Text Citation: (Mattison, 2000, p. 206) (Glantz, 2003, p. 259).

Journal: Multiple Authors

APA--References Format:

Author, A. A., Author, B. B., & Author, C. C. (Year). Article Title. *Journal Title, Volume*(Issue), Pages.
[Two to five authors: Cite all authors. For six or more authors: cite the first six authors and add "et al." --without quotation marks-- for remaining authors. --APA Publication Manual section 3.95]

Render, R., Jockel, K. H., Trautner, C., Spraul, M., & Berger M. (1999). Effect of age on excess mortality

     in obesity. *Journal of the American Medical Association, 281*(16), 1498-1504.

APA In-Text Citation: (Render, Jockel, Trautner, Spraul, & Berger, 1999, p. 1499).
[Two authors: always cite both names every time the reference occurs. Three to five authors: cite all authors the first time the reference occurs; subsequently include only the surname of the first author followed by "et al." Six or more authors: cite only the surname of the first author followed by "et al." --Do not use the quotations marks in either case. --APA Publication Manual section 3.95]

Magazine: No Author (articles with authors are treated as popular magazines below)

APA--References Format (4.16 A6):

Article Title. Date. *Magazine Title, Volume,* Pages.

Radiation exposure of children in Russia. (1993, August 9). *U.S. News and World Report, 184,* 40-42.

APA In-Text Citation (3.97): ("Radiation Exposure," 1993, p. 41). [APA uses quotes and capitalization for in-text citing of article titles—shorten/use first few words of title.]

Newspapers: No Author

APA--References Format (4.16 A9-11):

Article Title. Date. *Newspaper Title,* pp. xxx.

U.S. scholar facing spy trial. (2001, July 19). *Evansville Courier & Press,* p. A5.

APA In-Text Citation (3.97): ("U.S. Scholar," 2001, p. A5). [APA uses quotes and capitalization for in-text citing of article titles—shorten/use first few words of title.]

(Popular) Magazine (including magazines published weekly, monthly and bi-monthly)

APA--References Format (4.16 A6):

Author's Last Name, First Initial. (Date.) Article Title. *Magazine Title, Volume,* Pages.

Safron, C. (1991, December). It's Christmas Eve: Do you know where your children are? *Ladies' Home*

    Journal, 34, 1-6.

Knecht, M. (2003, June/July). Cell phones in the stacks, *American Libraries, 34*(6), 68-69.

APA In-Text Citation: (Safron, 1991, p. 5) (Knecht, 2003, p. 68). – page numbers optional in some cases.

Non-Print Resources:

Audio Recording

APA--References Format (4.16 H69-70):

Writer's Last Name, A. A. (Copyright date). Song title [Recorded by artist if different than writer]. On

       Recording title [Recording Medium: CD, record, cassette, etc.]. Location: Label. (Recording date if

       different from copyright date).

McCain, E. (1997). I'll be. On *Misguided roses* [CD]. New York: Atlantic.

APA In-Text Citation: (McCain, 1997, track 7). *In text citations include side and band or track numbers.*

Radio Broadcast

APA--Works Cited Format (Use television broadcast guide, 4.16 H66-68):

Writer's Last Name, A. A. (Performer's Name) (Broadcast Year, Month, Day). *Series Title.* Place of

       Broadcast: Network.

Magliozzi, T., & Magliozzi, R. (1999, July 25). On J. Smith (Producer), *Car talk*. New York: National

       Public Radio.

APA In-Text Citation: (Magliozzi & Magliozzi, 1999).

TV: News Broadcast

APA--References Format (4.16 H66-68):

Producer's Last Name, A. A. (Executive Producer). (Broadcast Year, Month, Day). *Broadcast Title*

       [Television broadcast]. Place of Broadcast: Network.

Smith, J. (Executive Producer). (1999, August 5). *Fox news.* Evansville, IN: WTVW.

APA In-Text Citation: (Smith, 1999).

TV: Series Episode

APA--References Format (4.16 H66-68):

Episode Writer's Last Name, A. A. (Writer), & Director's Name, A. A. (Director). (Year of Broadcast).

       Episode title [Television series episode]. In Producer's First Initials and Last Name (Producer),

       Series Title. Place of Broadcast: Name of Network.

Frolov, D., & Schneider, A. (Writers), & Thompson, R. (Director). (1993). Cicely. In M. Nodella and R.

       Thompson (Producers), *Northern exposure*. New York: Arts & Entertainment Network.

APA In-Text Citation: (Frolov 1993).

Motion Picture (Film or video recording)

APA--References Format (4.16 H65):

Director or Producer name, A. A. (Director). (Year). *Title of film* [Motion picture]. Country of origin:

> Movie studio. (Distributor's name and address, if limited circulation) *[No mention of format, such*
>
> *as DVD, is given mention in the APA Publication Manual.]*

Emmerich, R. (Director). (1996). *Independence day* [Motion picture]. United States: Twentieth Century

> Fox.

APA In-Text Citation: (Emmerich 1996)

Personal Interview

APA (3.102) Personal communications are not included on the list of References, according to APA. Cite personal communication in the text only. If your instructor, however, requires the interview on the list of references, you may improvise by using the following form:

Smith, J. (1999, August 25). Personal communication.

APA In-Text Citation, used in place of Reference Citation (3.102):

According to Psychiatrist J. Smith (personal communication, August 25, 1999), "Alienation leads to

> senseless acts of teen violence."

Citing Electronic or Online Resources in APA Style

Important: Effective June 15, 2007, APA style guidelines for electronic resources (section 4.16 of the *Manual,* pp. 268-281) changed.

In June, 2007, the American Psychological Association released new rules for documenting **electronic resources.** Copies of the *APA Style Guide to Electronic Resources* are available at the library's front desk and in the Reference Collection, or an abridged copy can be accessed at **http://apastyle.apa.org/elecmedia.html**. All APA Style examples for electronic resources in this guide have been updated to reflect the new standards.

Referencing online journal articles and some other materials has changed to emphasize using an assigned DOI (digital object identifier). Date of retrieval is no longer included for materials that are unlikely to be changed or updated (PDF/page images/articles officially published in academic or scholarly journals).

The APA citation for a document obtained over the Internet, whether it is a web site or a document from a library-based electronic resource, will be similar in format to a comparable print source with some elements added and some omitted. Include the same citation elements (author, title, date, etc.) in the same order as you would for a print source. Keep in mind that your reference list should serve the purpose of helping the reader find the sources you are citing. Direct readers as closely as possible to the source used and when in doubt follow the principle of providing more information rather than less. You should include as many as possible of the following available elements in the order given. **For some web sites you may only have a title, a date of access and an address to cite.**

1. The author(s) last name and initials, if available. If not available, start with the title.

2. The date of publication, in parentheses, if available. The date should be expressed as either a year, a year and month, or a year, month and date depending on what information is available from the web site or what type of library-based electronic resource you use and the frequency of publication.

3. The title of the web site, italicized. If the source is a periodical article, see information and examples on the following pages.

4. Pagination information, if available. More often than not, this will not be available for web sites. Your instructor may want you to include the number of paragraphs.

5. Retrieval information which includes the date of retrieval as well as the unique URL of a web site. (Retrieval dates: no longer required for content that is not likely to change (journal articles or books); retrieval dates are still required for undated or changeable content from the open web.) This should be expressed as follows when a retrieval date is needed: Retrieved February 22, 2004, from http://edie.cprost.sfu.ca/ gcnet/ISS4-21c.html

Information and examples for journal articles and other types of electronic sources follow.

Changes in APA Style for journal articles and other types of documents: DOIs

Recent changes in APA style call for the use of a Digital Object Identifier (DOI). Your instructor **may** ask you to use DOIs in accordance with the latest APA changes. If so, here is how to use a DOI in APA style:

Some library databases, such as PsycARTICLES and Academic Search Premier, list a Digital Object Identifier (DOI) for each article. In the database record for an article, you will see an element that looks like this:

| Digital Object Identifier: | 10.1037/0882-7974.21.2.401 |

When a DOI is present, you should include it at the end of your APA reference for the article, like this:

> Sagarin, B. J., & Lawler-Sagarin, K. A. (2005). Critically evaluating competing theories: An exercise based on the Kitty Genovese murder. *Teaching of Psychology, 32*(3), 167–169. doi:10.1207/s15328023top3203_8

By including an article's DOI in your citation, you enable your reader to go to a Web site such as www.doi.org, enter the DOI number, and retrieve further information about the article, including the full-text if available. **A DOI may be verified by searching the Cross/Ref DOI Resolver.**

Since DOI numbers are complex, we suggest copying and pasting DOI into your reference.

Many library databases do not list DOIs. If that is the case for an article you are citing, your reference would not include a DOI. Instead, you will include the database name, as in the following example:

> Leimbach, M. (2007). Strange son: Two mothers, two sons, and the quest to unlock the hidden world of autism. *Biography: An Interdisciplinary Quarterly*, *30*(3), 428-429. Retrieved from Academic Search Premier database.

In the above example, no "Retrieved" date is given. According to the recent APA changes, if you are citing a database article that has been published in its final form in a journal, you omit the date you retrieved the article.

Again, follow the above DOI instructions only when a professor requires you to use DOIs in accordance with the recent APA changes. If a professor does not require you to use DOIs, then it is acceptable to follow the other citation examples given throughout this guide.

(--information above adapted from University of Maryland University College (library guide) http://www.umuc.edu/library/guides/apa.shtml)

[Please note: This new APA standard regarding DOI's is primarily intended for researchers and professionals who submit documents for publication in APA journals or books. *For Ivy Tech purposes, however,* use of "persistent links" to articles [supplied by most databases to allow a quick return to articles found], and/or noting the database where an article may be retrieved, will be most useful to faculty and students when sharing information about articles cited for assignments. Students should check with instructors for their preferred method for citing articles.]

Articles in Professional/Scholarly Journals

Article with DOI assigned

Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model

for the study of addictions in youth. *Journal of Psychopharmacology, 20*(4), 580-588.

doi:10.1177/0269881105058776

Dujovne, B. E. (2002). Perverse relatedness. Psychoanalytic Psychology, 19(4), 525-539. doi:

10.1037/0736-9735.19.3.525

Article with no DOI assigned; content retrieved from an online database which provides article.
When an article without a DOI is retrieved through an online database, note the source database which holds the article.

Tang, P., Yuan, W., & Tseng, H. (2005). Clinical follow-up study on diabetes patients participating in a

health management plan. *Journal of Nursing Research, 13*(4), 253-261. Retrieved from CINAHL

database.

Article with no DOI assigned; final version of article; content is freely available from publisher; page numbers indicated.

Weaver, T. (2000). Changes in forestry policy, production, and the environment in northern Mexico: 1960-

2000. *Journal of Political Ecology: Case Studies in History and Society, 7*(1)*,*1-18. Retrieved from

http://jpe.library.arizona.edu/volume_7/Weaver00.pdf

Article in a professional/scholarly journal retrieved from a publisher's web site, no DOI, freely available, format differs from print version or page numbers not indicated
Note that the URL should link directly to the article.

Mehra, B., Bishop, A. P., & Bazzell, I. (2000). The role of use scenarios in developing community health

information system. *Bulletin of the American Society for Information Science, 26.* Retrieved from

http://www.asis.org/Bulletin/May-00/mehra_et_al.html

Article - preprint version (published online before print; may or may not include pagination; indicate initial page number or range if available)

Moore, R. S., Ames, G. M., & Cunradi, C. B. (2007). Physical and social availability of alcohol for young

enlisted naval personnel in and around home port. *Substance Abuse Treatment, Prevention, and*

Policy, 2(1), 17. Advance online publication. Retrieved July 25, 2007. doi:10.1186/1747-597X-2-17

Articles in Popular Magazines
Note: Most popular magazine articles do not have a DOI assigned.

Article in a popular magazine retrieved from a web site, no DOI, freely available, format differs from print version or page numbers not indicated.
For the majority of popular magazine articles located directly on a publisher's web site, formats often differ from the original published version. Volume, issue, and page numbers often are not provided. If they are not used, the name of the periodical is all that can be provided in the reference. Note that the URL should link directly to the article, not the publisher's home page.

McGinn, D., & Springen, K. (2007, July 30). Express-lane medicine. *Newsweek.* Retrieved from

http://newsweek.com/nw-srv/printed/us/so/a54599-2000jan23.htm

Article in a popular magazine, no DOI assigned, retrieved from an online database.
When an article without a DOI is retrieved through an online database, note the source database which holds the article. For example, if you searched ReadersGuideAbs and located an online article from General OneFile, you indicate the OneFile database name. Also, the URL is not included.

Morais, R. C. (1999, October 18). An artisan discovers cash flow. *Forbes, 164*(10), 150-152. Retrieved

from MasterFILE Premier database.

Newsletter article, no DOI assigned, retrieved from publisher web site.

Dowd, N., O'Donnell, P., & Snoek-Brown, J. (2007, Winter). WeLead and academic libraries: A bright

future. *Wisconsin Association of Academic Librarians WAAL Newsletter, 24*(1). Retrieved from

http://www.wla.lib.wi.us/waal/newsletter/241.html

Newspaper Articles

Article in a newspaper retrieved from a web site
For the majority of popular magazine articles located directly on a publisher's web site, formats often differ from the original. Volume, issue, and page numbers often are not provided. If they are not used, the name of the periodical is all that can be provided in the reference. Whenever possible, the URL should link directly to the article, not the publisher's home page.

Heinlein, G. (2007, July 24). Michigan smoking ban takes big step. *Detroit News.* Retrieved from

http://www.detnews.com

Article in a newspaper retrieved from an online database (e.g., EBSCO Newspaper Source); no DOI available.
When accessing newspaper articles through an online database, note that the source database usually holds the cited article. Since a DOI is not available for most newspaper articles, include the name of the newspaper database where you located the online article as shown below.
Also, the URL is not included.

Yoon, C. K. (2000, December 26). DNA clues improve outlook for red wolf. The New York Times, p. F10.

Retrieved from EBSCO Newspaper Source database.

ERIC DOCUMENTS

ERIC Document retrieved from ERIC database (without document report number)

Brewster, C., & Railsback, J. (2002). *Full-day kindergarten: Exploring an option for extended learning.*

(ERIC Document Reproduction Service No. ED472733).   Retrieved from ERIC database.

ERIC Document retrieved from ERIC database (with document report number)

Zeuli, J. S., & Tiezzi, L. J. (1993). Creating contexts to change teachers' beliefs about the influence of

research (Report No. NCRTL-RR-93-1). (ERIC Document Reproduction Service No. ED364540).

Retrieved from ERIC database.

ERIC Document - ERIC Digest retrieved from ERIC database

Schuetz, P. (2000). Successful collaborations between high schools and community colleges. ERIC

Digest (Report No. EDO-JC-00-11). (ERIC Document Reproduction Service No. ED451856).

Retrieved from ERIC database.

ERIC Document - unpublished conference paper retrieved from ERIC database

Shaw, C. L. M. (1997, November). Customer satisfaction: Communication training and the help-desk

hot-line. Paper presented at the annual meeting of the National Communication Association,

Chicago, IL. (ERIC Document Reproduction Service No. ED416553). Retrieved from ERIC

database.

ERIC Document - published conference paper retrieved from ERIC database

Lucas, L. A. (1998). Issues in the creation and coordination of an academic computing help desk. In

Association of Small Computer Users in Education: Proceedings of the ASCUE Summer

Conference, North Myrtle Beach, SC (pp. 87-92). (ERIC Document Reproduction Service No.

ED425722). Retrieved from ERIC database.

ERIC Document - Master's thesis retrieved from ERIC database

Lopez, J. (2005). Characteristics of selected multilingual education programs from around the world: A

review of the literature. Master's thesis, Dominican University of California. (ERIC Document

Reproduction Service No. ED491402). Retrieved from ERIC database.

ERIC Document - Doctoral dissertation retrieved from ERIC database

Briggs-Carter, J. M. (1991). *Socialization of prospective principals as instructional leaders in the*

era of "school reform": Anticipatory deskilling and reskilling in the process of

becoming a principal. Doctoral dissertation, University of Houston. (ERIC Document

Reproduction Service No. ED380442). Retrieved from ERIC database.

U.S. Government executive document
Note that the agency publication number may appear on the web document or in the library catalog.

Environmental Protection Agency. (1999). *Smog-Who does it hurt? What you need to know about ozone*

and your health (EPA Publication No. EPA-452/K-99-001). Retrieved from

http://www.epa.gov/airnow//health/smog.pdf

Message posted to an electronic mailing list (archived)

Feddern, T. (2004, May 10). Summary: EBN (nursing) resources [Msg 000958]. Message posted to

Nursing & Allied Health Resources Section of the Medical Library Association (NAHRS)

electronic mailing list, archived at http://listserv.kent.edu/cgi-bin/wa.exe?LIST=NAHRS

Abstract of a work in an online database

Although referencing the full-text of an article is preferred, abstracts may be used as sources.

Johnson, P.D. (1998). Rural stroke caregivers: A qualitative study of the positive and negative response

to the caregiver role. *Topics in Stroke Rehabilitation, 5*(3)*,* 51-68. Abstract retrieved from

CINAHL database.

Conference presentation slides

Clumpner, K. E. (2007, April). *Interdisciplinary blog for liaisons* [PowerPoint slides]. Paper presented at

the annual conference of the Wisconsin Association of Academic Librarians, Wisconsin Dells.

Retrieved from http://www.wla.lib.wi.us/waal/conferences/2007/postconference/clumpner.pdf

Web sites/pages

Also note that URLs (web addresses) are not underlined, even though some software will automatically underline. However, they should remain as active links.

Entire web site *(as opposed to a specific page on the web site) does not appear in the reference list, but is cited within text as shown in the following sample sentence:*

> The International Council of Museums web site provides many links to museums, codes of ethics, and the museum profession (http://www.icom.org/).

Individual web page with personal author

*Since web documents are similar to print, citations to them include the same elements such as author, date, title, place of publication, etc. Note that proper names are capitalized. **Date of retrieval is included because the content is likely to change.***

Landis, B. (1996). *Carlisle Indian Industrial School history.* Retrieved September 20, 2001, from

    http://home.epix.net/~landis/histry.html

Individual work/document/web page available on university program or department Web site

Trapp, Y. U. (2005). *Multiple intelligences: The learning process in our students.* Retrieved July 1, 2006,

    from Yale University, Yale-New Haven Teachers Institute Web site:

    http://www.yale.edu/ynhti/curriculum/units/2001/6/01.06.10.x.html

ELECTRONIC/ebooks

*According to the new **APA Style Guide to Electronic References** (2007), publisher geographical location (city & state) and name are not necessary in references retrieved electronically. However, this information should be included if publisher identity is not clear from the "author, URL, database name, or other reference information" (pp. 1-2).*

Another change from 2001 Manual: if you need to continue a web address/URL onto another line, make sure to turn off automatic hyphenation in word processing software, and break before most punctuation, (e.g., a forward slash /) not after (see example below).

Entire electronic book retrieved from database

Nieswiadomy, R. M. (2008). *Foundations of nursing research* (5th ed.). Retrieved from ebrary

    database.

Entire electronic book - have direct link to item:

Vogel, C. G. (1999). *Legends of landforms: Native American lore and the geology of the land*.

    Retrieved from http://www.netlibrary.com/AccessProduct.aspx?ProductId=28788

Entire electronic book - direct link unavailable or URL leads to information on how to obtain the item. Note use of "Available from" instead of "Retrieved from":

Gonzalez-Mena, J. (2007). *Diversity in early care and education: Honoring differences.* Available

    from http://mhprofessional.com/product.php?isbn=007722289X

Electronic book chapter

Symonds, P. M. (1958). Human drives. In C. L. Stacey & M. DeMartino (Eds.), *Understanding human*

    motivation (pp. 11-22). Retrieved from NetLibrary database.

Entire electronic technical or research report - available on the web (not through a university):

Russo, A. C., & Jiang, H. J. (2006). *Hospital stays among patients with diabetes, 2004* (Statistical

Brief #17). Retrieved from Agency for Healthcare Research & Quality: http://www.hcup-

us.ahrq.gov/reports/statbriefs/sb17.jsp

Individual document/report/web page authored by an organization and available on organization Web site, no publication date:

Accreditation Commission for Programs in Hospitality Administration. (n.d.). *Handbook of accreditation.*

Retrieved from http://www.acpha-cahm.org/forms/acpha/acphahandbook04.pdf

Individual work/document/web page available on university program or department Web site
Note: Date of retrieval is included because content is likely to be changed.

Trapp, Y. U. (2005). *Multiple intelligences: The learning process in our students.* Retrieved July 1, 2006,

from Yale University, Yale-New Haven Teachers Institute Web site:

http://www.yale.edu/ynhti/curriculum/units/2001/6/01.06.10.x.html

Individual work/document/web page, no author identified, no date

Most improved elementary schools in math: Survey results. (n.d.). Retrieved July 1, 2006,

from http://www.sharingsuccess.org/code/highperf/2002-03/es_math/msi/effectivepractices.htm

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Online Reference Materials
Note: Date of retrieval is provided because the most recent date for changes may not be evident.
Also, provide source home page URL, not the address which takes you directly to an entry.

Online Encyclopedia

Boss brass. (2007). In H. Kallmann & G. Potvin (Eds.), *Encyclopedia of music in Canada.* Retrieved July

26, 2007, from http://www.thecanadianencyclopedia.com/

Online Dictionary

Terrorism. (2002). In *The New Dictionary of Cultural Literacy.* Retrieved July 20, 2007, from

http://www.bartleby.com/59/

Dissertations & Theses

Master's thesis retrieved from a database (considered published)

Saarivirta-Kolpack, M. (2006). *A history of early teacher training practices at Northern (Michigan*

University), 1899-1953. Retrieved from ProQuest Dissertations & Theses. (AAT 1439820)

Dissertation retrieved from institutional/university web site

Bartel, T. M. C. (2005). *Factors associated with attachment in international adoption* (Doctoral

dissertation, Kansas State University, 2005). Retrieved from

http://krex.ksu.edu/dspace/bitstream/2097/131/1/TeresaBartel2005.pdf

MISCELLANEOUS SOURCES

Graphic representation of data derived from a data set / data bank
When a graphic (graph, map, chart, etc.) is generated/created from a data set/data bank available online, use the following to reference the result. Since data sets/banks are frequently updated, provide the URL of the initial web page used to generate the graphic.

Centers for Disease Control and Prevention. National Center for Injury Prevention and Control. (2007).

[Graph showing trends data of diabetes awareness, Michigan vs. Nationwide trends 1990-2002,

percentage of respondents 18 and older who reported they have been diagnosed with diabetes].

Behavioral Risk Factor Surveillance System. Trends Data. Retrieved from

http://apps.nccd.cdc.gov /brfss/Trends/TrendData.asp

Audio Podcast

Dwyer, D. (Producer). (2007). 1967 Detroit unrest remembered. *Ashes to hope: Overcoming the Detroit*

riots. Podcast retrieved from http://stream.publicbroadcasting.net/production/mp3/michigan/local-

michigan-608344.mp3

Motion Picture

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1987). *Deeper into hypnosis* [Motion Picture]. United

States: Prentice-Hall.

Personal & Other Communications

The APA Publication Manual (5th ed., p. 214) indicates that personal communications include letters, memos, telephone conversations, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), etc. Personal communications are not cited in the reference list, but are cited within text as follows:

M. Strahan (personal communication, January 19, 2000).

--Examples above from Northern Michigan University (Lydia M. Olson Library)
http://library.nmu.edu/apastyle.htm

Additional website examples (from other sources) follow:

Report from a professional agency (produced by NoodleBib—see Virtual Library):

Rainie, L., & Tancer, B. (2007, April 24). *Wikipedia users: 36% of online American adults consult Wikipedia*. Washington, DC: Pew Internet & American Life Project. Retrieved July 5, 2007, from http://www.pewinternet.org/PPF/r/212/report_display.asp

Government document (produced by NoodleBib—see Virtual Library):

U. S. General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments* (Publication No. GAO/NSAID/HEHS-97-67). Retrieved July 6, 2007, from General Accounting Office Reports Online, GPO Access Web site: http://www.access.gpo.gov/su_docs/aces/aces160.shtml?/gao/index.html

Technical and Research Reports

Source	Reference List Citation
Free Web	United States General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments* (Publication No. GAO/NSAID/HEHS-97-67). Retrieved September 15, 2004, from General Accounting Office Reports Online: www.gpoaccess.gov/gaoreports/index.html
In print	United States General Accounting Office. (1997, February). *Telemedicine: Federal strategy is needed to guide investments* (Publication No. GAO/NSAID/HEHS-97-67). Washington, D.C.: U.S. Government Printing Office.

Book, Film and Product Reviews

Source	Reference List Citation
Library database	Grimes, W. (2006, December 13). Beyond Mandalay, the road to isolation and xenophobia [Review of the book *The river of lost footsteps: Histories of Burma*]. *New York Times*, pp. E8, E10. Retrieved December 21, 2006, from ProQuest Newspapers database. **An untitled book, film, or product review (for example, a review covering multiple works):** Guha, M. (2006). [Review of the books *Fleeting pleasures: A history of intoxicants* and *Substance use among young people in urban environments*]. *Journal of Mental Health, 15*, 713-716. Retrieved April 2, 2006, from PsycARTICLES database.
Free Web	Cohen, P. (2007, May 9). Love, honor, cherish, and buy [Review of the book *One perfect day: The selling of the American wedding*]. *New York Times*. Retrieved May 11, 2007, from http://www.nytimes.com/2007/05/09/books/09bride.html

Images
Titled Image

Source	Reference List Citation
Library database	Rousseau, H. (1896). *The ship in the storm* [Painting]. Musee de l'Orangerie, Paris. Retrieved August 8, 2006, from Grove Art Online database.
Free Web	Rousseau, H. (1896). *The ship in the storm* [Painting]. Musee de l'Orangerie, Paris. Retrieved August 8, 2006, from http://www.uwm.edu/~wash/rousseau.jpg

Image reproduced in a printed source	Rousseau, H. (1896). *The ship in the storm* [Painting]. Musee de l'Orangerie, Paris. *Henri Rousseau: Jungles in Paris*. By Claire Fresches et al. Washington, D.C.: National Gallery of Art. 232. The plate/image number (or, if this number is not available, the page number on which the image is printed) should follow the name of the publisher as shown.

Untitled Image

Create a brief title for it and place it in brackets, unitalicized.

Source	Reference List Citation
Library database	Muybridge, E. [Photograph of a horse running]. (1887). National Gallery, London. Retrieved August 7, 2006, from Academic Search Premier database.
Image reproduced in a printed source	Muybridge, E. [Photograph of a horse running]. (1887). National Gallery, London. *River of shadows: Eadweard Muybridge and the technological wild West.* By Rebecca Solnit. New York: Viking. 52. The plate/image number (or, if this number is not available, the page number on which the image is printed) should follow the name of the publisher as shown.

Tips:

- **Medium: If known, the medium of the image should be placed in brackets as shown above, and the collection which owns the image included in your citation along with its location.**

- **Holding institution locations: For these U.S. cities, use the city name alone when identifying holding institution locations: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco. For all others, add the standard postal abbreviations for states (for example, "Chatham, MA"). Foreign cities should be followed by the name of their country with state or province where appropriate (ex. "Brisbane, Australia", "Toronto, Ontario, Canada") with the following exceptions: Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, and Vienna.**

Interviews, E-mail Messages, and Other Personal Communications

Source	Example
Personal communication	APA does not require that you cite personal communications (interviews you've conducted, e-mail messages, etc.) in your reference list. Instead, give an in-text citation only using the following model: Joe Smith (personal communication, November 18, 2006) informed me that the server had crashed several hours ago.

--Above section from University of Maryland University College (library guide) http://www.umuc.edu/library/guides/apa.shtml

Wiki

Market research. (2007, November 30). Retrieved 21:24, November 28, 2007, from Wikipedia, The Free

Encyclopedia: http://en. wikipedia.org/w/index.php?title=Marketing_research&oldid=173254885

- Note that APA places the retrieval date and time before the organization's name. This is most similar to citing a general web page. See the *Guide* for examples of citing an electronic dictionary or encyclopedia that originated in print.

Blog (Weblog)

Giest, M. (2007, November 27). Universal Music CEO on Technology. Message posted to

http://www.michaelgeist.ca/content/view/2413/196

YouTube (Video post)

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Video posted to

http://www.youtube.com/watch?v=Vja83KLQXZs

In-text citing of :

E-mail (3.102)

Email sent from one individual to another should be cited as a personal communication.

T.K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)

"Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible" (American Psychological Association, 2001, p. 214).

--Above section from Mount Saint Vincent University: (pdf citation guide)
http://wwwdev.msvu.ca/library/PDFs/StyleGuideapa.pdf

Online Resources: Ivy Tech Library Subscribed Databases

       This guide makes a distinction between online resources that are research databases subscribed to by Ivy Tech Community College Region 6 and all other web- or Internet-based resources. These subscribed databases offer fulltext journals, magazines, newspapers, books, and reference resources and can be accessed from regional Virtual Library start pages on- and off-campus:

<div align="center">

http://www.ivytech.edu/library/east-central

</div>

Online Journal, Magazines, and Newspapers
EBSCO*host*--(a service that includes databases Academic Search Premier, MasterFILE Premier,
     Business Source Premier, Newspaper Source, PsycArticles, and many others)
Lexis-Nexis Academic (formerly Academic Universe)
CQ Researcher, Supreme Court Collection, Insider, and more
Health and Wellness Resource Center
Opposing Viewpoints
ProQuest databases (including several nursing collections, Career and Technical Education, and
     Criminal Justice Periodicals)
SIRS Renaissance

Online Books
Books 24X7
ebrary ; NetLibrary
HEB (Humanities) eBook Project

Online Reference Resources
AccessScience (encyclopedia of science and technology)
Biography Resource Center
Britannica Online
Encyclopedia of American Government (CQ)
GallupBrain (public opinion)
LitFinder (essays, short stories, poems)

Format for Citing Library Subscribed Databases: Use the same basic APA format previously shown with the additional information below.

APA—References Format (based *APA Style Guide to Electronic References*, 2007):   [Note: Instructors may ask you to include number of paragraphs when page numbers are not included.]

Author's Last Name, A. A. APA basic citation format for type of work. *Name of Journal,*

     volume#(issue#), page. Retrieved from [name of database or service].

Use DOI number, as noted above, when your instructor requires it. The examples below assume DOI is

either not available, or will not be used.

Many of the Ivy Tech library databases, especially ProQuest and all EBSCOhost resources, will include sample citations in the format of your choice when you email or print articles. Please check the details (they are not foolproof), but do make use of the examples they provide, which will save you much time.

Sample Citations for Ivy Tech Virtual Library Databases (alphabetical listing):
(Caution: These are examples only, and do not account for all instances or usage; in-text citation format depends on type of quotation being used.)

AccessScience – encyclopedia article with author

APA--References Format:

Sykes, M. (2003). Acquired immunological tolerance. *AccessScience @ McGraw-Hill: The Online*

Encyclopedia of Science & Technology. Retrieved from AccessScience database.

APA In-Text Citation: (Sykes, 2003).

AccessScience – News article

APA--References Format:

Cowen, R. (2003, July 26). Dusty times on Mars. *Science News, 164*(4), 46. Science Service. Retrieved

from AccessScience database.

APA In-Text Citation: (Sykes, 2003, p. 46).

Biography Resource Center (The following are biographical essays from books; you may also find magazine articles in BRC—cite them as magazine articles.)

APA--References Format: (Take title from actual article.)

Joseph Kennedy. (1999). *Encyclopedia of world biography supplement, 19.* Retrieved from Gale Biography

Resource Center database.

APA In-Text Citation: (Joseph Kennedy, 1999).

Books 24x7 (ebook collection)

APA—References Format

Smith, C. X., & Madeup, J. S. (2005). *Photoshop and Dreamweaver integration—creating high-impact web*

pages. Emeryville, CA: McGraw-Hill/Osborne. Retrieved from ebrary database.

APA In-Text Citation: (Smith & Madeup, 2005, p. 32).

CQ Researcher (other CQ databases may be similarly cited)

APA--References Format:

Masci, D. (2000, April 28). Zoos in the 21st century. *The CQ Researcher Online, 10*, 353-376. Retrieved

from CQ Electronic Library database.

APA In-Text Citation: (Masci, 2000, p.361).

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ebrary (ebook collection)

APA—References Format

Brigham, J. (1998). *Dying to quit: Why we smoke and how we stop*. Washington, DC: Joseph Henry Press.

Retrieved from ebrary database.

APA In-Text Citation: (Brigham, 1998, p. 32).

EBSCO*host* (This service offers a number of databases, each with a citable name, such as Academic Search Premier. The example is from a journal, but if you cite a magazine article or newspaper from an EBSCO database, follow the appropriate conventions for volume numbers, page, etc.)

APA--References Format:

Jeffrey, R. W., & French, S. A. (1998, February). Epidemic obesity in the United States: Are fast foods and

television viewing contributing? *American Journal of Public Health, 88*(2), 277-81. Retrieved from

Business Source Premier database.

APA In-Text Citation: (Jeffrey & French, 1998, p. 278).

Encyclopedia Britannica: No Author (Note: If article is signed by author, treat as magazine/journal article for including author name in citation.)

APA--References Format:

Diabetes mellitus. (2003). *Encyclopaedia Britannica Online*. Retrieved from Encyclopaedia Britannica

database.

APA In-Text Citation: ("Diabetes Mellitus," 2003). [APA uses quotes and capitalization for in-text citing of article titles.]

Health and Wellness Resource Center--Magazine article

APA--References Format:

Pfeifer, M. A. (2001, June). Eye care: Catching problems early. *Diabetes Forecast, 54*(6), 10. Retrieved

from Gale Health and Wellness Resource Center database.

APA In-Text Citation: (Pfeifer, 2001, p.10).

Health and Wellness Resource Center--Reference book article

APA--References Format:

Edgren, A. R. (2001). Diabetes mellitus. *Gale Encyclopedia of Medicine.* (2d ed.). 5 vols. J. L. Longer (Ed.).

Farmington Hills, MI: Gale Group. Retrieved from Gale Health and Wellness Resource Center

database.

APA In-Text Citation: (Edgren, 2001).

(HEB) Humanities eBook Project

APA—References Format

Harrison, B. H. (1994). *Drink and the Victorians: The temperance question in England, 1815-1872*.

Staffordshire, England: Keele University Press. Retrieved from Humanities eBook Project

database.

APA In-Text Citation: (Harrison, 1994, p. 32).

Lexis-Nexis Academic

APA--References Format:

Richey, W. (2003, June 24). High court OK's Internet filters for public libraries. *Christian Science Monitor,*

A12. Retrieved from LexisNexis database.

APA In-Text Citation: (Richey, 2003, p. A12).

LitFinder (database of essays, short stories, poems)

APA--References Format:

Roth Publishing Editorial Board. (2001). Story explanation: 'The ice palace' by F. Scott Fitzgerald.

Lit Finder. Retrieved from Lit Finder database.

APA In-Text Citation: (Roth, 2001).

NetLibrary

APA—References Format

Bell, E. (1995). *From mouse to mermaid: The politics of film, gender, and culture*. Bloomington: Indiana

University Press. Retrieved from NetLibrary database.

APA In-Text Citation: (Bell, 1995, p. 32).

Opposing Viewpoints Resource Center (essay from book series) Adjust for periodical articles.

APA—References Format

Rentschler, W. H. (2000). The prison system does not work. *Prisons.* Bryan J. Grapes, Ed. Current

Controversies Series. Greenhaven Press, 2000. Retrieved from Opposing Viewpoints Resource

Center database.

APA In-Text Citation: (Rentschler, 2000).

ProQuest **(This example is from a popular magazine; make adjustments for journals, etc.)**

APA--References Format:

Bohacz, R. T. (2000, June). Tunin' TPI. *Hot Rod, 53*(6), 106. Retrieved from ProQuest database.

APA In-Text Citation: (Bohacz, 2000, p. 106).

SIRS **Knowledge Source (SIRS Renaissance)** **(Make adjustments for type of periodical cited.)**

APA--References Format:

Shapiro, L. (1998, July 13). In sugar we trust. *Newsweek, 81*(2), 72-74. Retrieved from SIRS Renaissance

      database.   [Note: It would also be acceptable to put "SIRS Knowledge Source" in the citation as

      the database service, rather than "SIRS Renaissance" for the particular database.]

APA In-Text Citation: (Shapiro, 1998, p.72).

Part Five: **Examples of Works Cited Page and Cover Page**
[Sample APA References Page]

References

Bloomgarden, Z. T. (2002, February). Treatment issues in type 2 diabetes. *Diabetes Care, 25*(2), 390-394.

Retrieved from ProQuest database.

Pfeifer, M. A. (2001, February). Eye care: Catching problems early. *Diabetes Forecast, 54*(6), 10.

Retrieved from Gale Health and Wellness Resource Center database.

Seiffge-Krenke, I. (2001) *Diabetic adolescents and their families.* New York: Cambridge University

Press. Retrieved from ebrary database.

Shapiro, L. (1998, July 13). In sugar we trust. *Newsweek, 81*(2), 72-74. Retrieved from SIRS

Renaissance.

Williams, S. R. (1995). *Basic nutrition and diet therapy.* St. Louis: Mosby.

Ignore footer below except to find page number in document as a whole – it is not part of the example page:

Paper Title   page number

Five spaces between Paper Title and page number (use Roman numerals for preliminary pages, section 6.02)

APA Cover Page Format

All margins should be set at 1″.

Use header tool to place title and page number in top right corner.

Entire paper is double spaced.

20 lines from first line to Paper Title

Paper Title

10 lines from Paper Title to Student Name

Student Name

10 lines from Student Name to Course Name

Course Name

Instructor's Name

Month Day, Year

Ignore footer below except to find page number in document as a whole – it is not part of the cover page example:

Apes and Language:

A Review of the Literature

Shirley Knot

Psychology 111-04L

Instructor Lesley More

September 9, 2007

Ignore footer below except to find page number in document as a whole — it is not part of the cover page example: