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

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.

Region 6 Academic Council members (at time of first publication):
Gail Chesterfield, Dean of Academic Affairs
Susan Clark, Library Director
Sharon Stoops, Public Services & Academic Support Division Chair
Cathy Woodward, Health Sciences Division Chair
Peg Shafer, General Education & Liberal Arts Division Chair
Dennis Gaddis, Technology Division Chair
Mike Szakaly, Business Division Chair
Beth DeWees, Director of Instructional Technology
Roy Winkler, Executive Director, Corporate & Continuing Education

Region 2 Academic Integrity Taskforce:
Elaine Bennington, Director of Instructional Technology
Kathy Waltz-Freel, Academic Advancement Program Chair
Angela Bombeke, Instructor, Visual Communications
John Fribley, Library Director
Randy Maxson, Instructor, General Education

Sources consulted for this guide:

Region 12 (Evansville) working group compiling Guide contents on which Region 2’s version was based:
Jennifer Ambrosio Library Assistant, Carter Library
Karen Braselton Adjunct Communications Instructor
Sherry Crawford Community College of Indiana Site Coordinator and English/Communications Program Chair
Peg Ehlen Disability Support Services/English Instructor
Gayle Long Director, Carter Library
Julie Kares Adjunct English Instructor

Address editing questions or comments regarding the East Central Region Guide to:
Sharon Griffith, Librarian (sgriffit@ivytech.edu)
**Contents:**

**Part One: Issues of Ethics and Evaluation**
- Academic Honesty Standards ............................................. 5
- Plagiarism ........................................................................... 6
- Evaluating Online Sources ............................................... 8
- Differences Between the MLA and APA Formats .................. 10
- Finding the Basic Rules for MLA/APA Style ....................... 12 MLA / 31 APA

**Part Two: In-Text Citations and Works Cited References for MLA**
- In-Text Citation Format .................................................. 13
- Basic Works Cited Format ............................................... 13
- Works Cited--Citation Examples Begin ............................. 14

**Print Resources:** Book with One Author .......................... 14
- Book with Two or Three Authors ..................................... 14
- Book: Edited ..................................................................... 14
- A Work in an Anthology/Collection of Essays ..................... 15
- Encyclopedia .................................................................... 15
- Bible and Other Sacred Texts .......................................... 15
- Government Documents ................................................. 15
- Journal: One Author ..................................................... 16
- Journal: Multiple Authors ............................................. 16
- Magazine: No Author .................................................. 16
- Newspaper: No Author ................................................ 16
- (Popular) Magazine ...................................................... 16

**Non-Print Resources:** Audio Recording ............................. 17
- Radio Broadcast ................................................................ 17
- TV: News Broadcast .................................................... 17
- TV: Series Episode ....................................................... 17
- Motion Picture .................................................................. 17
- Personal Interview ....................................................... 18
- Other formats ............................................................... 18

**Online Resources:** Ivy Tech Community College of Indiana, 19
- Library Subscribed Databases ......................................... 19
- Format for Citing Library Subscribed Databases ................. 19
- AccessScience .................................................................. 20
- Biography Resource Center ........................................... 20
- Books 24x7 ..................................................................... 21
- CQ Researcher ............................................................ 21
- ebrary ............................................................................. 21
- EBSCOhost ................................................................. 21
- Encyclopedia Britannica ............................................... 22
- Health and Wellness Resource Center ............................. 22
- Humanities eBook Project ............................................. 22
- Lexis-Nexis Academic ................................................... 22
- LitFinder .......................................................................... 23
- NetLibrary ................................................................. 23
- Opposing Viewpoints .................................................... 23
- ProQuest ......................................................................... 23
- SIRS Researcher .......................................................... 23

**Other Internet-Based Resources (from websites)** ............... 24

**Part Three: Examples of Works Cited Page and Cover Page for MLA**
- Sample MLA Works Cited Page ......................................... 28
- Sample MLA First Page .................................................. 29
Part Four: Basic Rules forAPA Style

Basic Rules For APA Style .......................................................... 31
In-Text and Reference Citations for APA .................................. 32
Citation Examples for References Begin .................................. 33

Print Resources: Book with One Author .................................. 33
  Book with Two or Three Authors ........................................... 33
  Book: Edited ......................................................................... 34
  A Work in an Anthology/Collection of Essays ......................... 34
  Encyclopedia ......................................................................... 34
  Bible and Other Sacred Texts ................................................. 34
  Government Documents ...................................................... 35
  Journal: One Author ............................................................ 35
  Journal: Multiple Authors ................................................... 36
  Magazine: No Author .......................................................... 36
  Newspaper: No Author ....................................................... 36
  (Popular) Magazine ............................................................ 36

Non-Print Resources: Audio Recording .................................. 37

Electronic or Online Resources:
  Updates and General Examples ............................................. 39
  Ivy Tech Community College of Indiana, Library Subscribed Databases ......................................................... 51
  AccessScience ..................................................................... 52
  Biography Resource Center ................................................ 52
  Books 24x7 .......................................................................... 52
  CQ Researcher ................................................................. 52
  ebrary ............................................................................... 53
  EBSCOhost ......................................................................... 53
  Encyclopedia Britannica ...................................................... 53
  Health and Wellness Resource Center ................................. 53
  Humanities eBook Project .................................................. 54
  Lexis-Nexis Academic ........................................................ 54
  LitFinder ............................................................................. 54
  NetLibrary .......................................................................... 54
  Opposing Viewpoints ........................................................ 54
  ProQuest ............................................................................ 55
  SIRS Researcher ............................................................... 55

Part Five: Examples of References Page and Cover Page for APA

Sample APA References Page .................................................. 56
Sample APA Cover Page ....................................................... 57
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

<table>
<thead>
<tr>
<th><strong>American Psychological Association (APA)</strong></th>
<th><strong>Modern Language Association (MLA)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Used in social and natural sciences</td>
<td>• Used for humanities: art, literature, history</td>
</tr>
<tr>
<td>• 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)</td>
<td>• Requires in-text citations (author’s last name and page) for quotations, paraphrases, or summaries of material from print sources</td>
</tr>
<tr>
<td>• Alphabetizes sources on a double-spaced <em>References</em> page</td>
<td>• Alphabetizes sources on a double-spaced <em>Works Cited</em> page</td>
</tr>
<tr>
<td>• Emphasizes the author and the <em>date</em> of publication by placing them near the beginning of the entry.</td>
<td>• Emphasizes the author and the <em>title</em> of publication by placing them near the beginning of the entry.</td>
</tr>
<tr>
<td>• Does not capitalize all words in book and article titles, but does capitalize names of magazines and journals</td>
<td>• Follows conventional capitalization rules for article titles</td>
</tr>
<tr>
<td>• Initializes the authors’ first names</td>
<td>• Prints full first names</td>
</tr>
<tr>
<td>• Does not abbreviate months</td>
<td>• Abbreviates months (except for May, June and July)</td>
</tr>
<tr>
<td>• 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.)</td>
<td>• Does not require states be included in publication location</td>
</tr>
<tr>
<td>• Requires the topic of the paper and page in the header (Antibiotic Resistance 3)</td>
<td>• Requires the student’s last name and page in the header (Oatis 1)</td>
</tr>
</tbody>
</table>

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:**


“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. Book Title. City: Publisher, Date.


**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).


**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. Title. City: Publisher, Date.


*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:*


**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.


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

### Encyclopedia

**MLA--Works Cited Format (5.6.8):**


**MLA In-Text Citation:** (Cloos 782).

### Bible and Other Sacred Texts

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


**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.


*Congressional Record* example (with date and page numbers only):


**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.” Journal name vol#.issue# (year): pages. [If paged continuously throughout a volume, ignore issue number.]


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

### Journal: Multiple Authors

**MLA—Works Cited Format:**

If more than 3:


[“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).]


**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.” Magazine Title. Date: Pages. [Do not give volume and issue numbers even if listed.]


**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.” Newspaper Title. Date: Pages.


**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.” Magazine Title. Date: Pages. [Do not include volume and issue numbers even if they are listed.]


**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 you would a musical recording.

Writer’s Last Name, First Name. “Song Title.” Performer’s name if different from writer. Recording Title.

Medium [audiocassette, Audiotape, LP—CD’s are assumed]. Manufacturer, Issue year.


**MLA In-Text Citation:** (McCain).

### Radio Broadcast

MLA—Works Cited Format (5.8.1):

“Episode or Segment title.” Program Title. Series title. Network Name. Call Letters, City of the Local Station if applicable. Broadcast Date.


**MLA In-Text Citation:** (Car Talk).

### TV: News Broadcast

MLA—Works Cited Format (5.8.1):

Broadcast Title. Network. Call Letters, City of Local Station. Broadcast Date.


**MLA In-Text Citation:** (Fox News at 9:00).

### TV: Series Episode

MLA—Works Cited Format (5.8.1):

“Episode or Segment Title.” Program Title. Series Title. Network Name. Call Letters and City of the Local Station if applicable. Broadcast Date.


**MLA In-Text Citation:** (“Cicely”).

### Motion Picture (Film or video recording)

MLA—Works Cited Format (5.8.3):

Title. Directors’ names. Performers’ names. Medium if relevant. Distributor, Distribution Year.

Independence Day. Dir. Roland Emmerich. Perf. Will Smith, Bill Pullman, and Jeff Goldblum. DVD.

Twentieth Century Fox, 1996.

*If you are citing the contribution of a particular individual, begin with that person’s name:*


**MLA In-Text Citation:** (Independence Day).
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.

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
- Miscellaneous 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
EBSCOhost--(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.)

<table>
<thead>
<tr>
<th><strong>AccessScience</strong> – encyclopedia article with author</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA--Works Cited Format:</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Sykes).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AccessScience</strong> – News article</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA--Works Cited Format:</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Cowen 46).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Biography Resource Center</strong> (The following are biographical essays from books; you may also find magazine articles in BRC—cite them as magazine articles.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA--Works Cited Format:</strong> (Take title from actual article, not name choices in result list of database.)</td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (“Joseph Kennedy”).</td>
</tr>
<tr>
<td>MLA—Works Cited Format</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>MLA In-Text Citation: (Brigham 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MLA—Works Cited Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA In-Text Citation: (“Zoos in the 21st Century” 361).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MLA—Works Cited Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA In-Text Citation: (Brigham 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MLA—Works Cited Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLA In-Text Citation: (Jeffrey and French 278).</td>
</tr>
</tbody>
</table>
**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 MLA Handbook differs from example generated by Encyclopedia Britannica – the following is based on the MLA Handbook.]


**MLA In-Text Citation:** (“Diabetes Mellitus”).

---

**Health and Wellness Resource Center--Magazine article**

**MLA--Works Cited Format:**


**MLA In-Text Citation:** (Pfeifer 10).

---

**Health and Wellness Resource Center--Reference book article**

**MLA--Works Cited Format:**


**MLA In-Text Citation:** (Edgren).

---

**(HEB) Humanities eBook Project**

**MLA—Works Cited Format**


**MLA In-Text Citation:** (Harrison 32).

---

**Lexis-Nexis Academic**

**MLA-- Works Cited Format:**


**MLA In-Text Citation:** (Richey A12).
<table>
<thead>
<tr>
<th><strong>LitFinder</strong> (database of essays, short stories, poems)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA--Works Cited Format:</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Roth).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NetLibrary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA—Works Cited</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Bell 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Opposing Viewpoints Resource Center (essay from book series)</strong> Adjust for periodical articles.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA—Works Cited Format</strong> (5.9.3b)</td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Rentschler).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ProQuest (This example is from a popular magazine; make adjustments for journals, etc.)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA-- Works Cited Format:</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Bohacz 106).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIRS Knowledge Source (SIRS Renaissance) (Make adjustments for type of periodical cited.)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA--Works Cited Format:</strong></td>
</tr>
<tr>
<td><strong>MLA In-text Citation:</strong> (Shapiro 72).</td>
</tr>
</tbody>
</table>
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.

(Continued on next page)
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


Information Database


Personal Site


Book


Poem


Article in a Journal


Article in a Magazine


Work from a Personal Subscription Service


Posting to a Discussion List

### Additional website examples in MLA style (from other sources):

<table>
<thead>
<tr>
<th>Document or information from a website:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLA—Works Cited Format (5.9):</strong></td>
</tr>
<tr>
<td><strong>MLA—In-text Citation:</strong> (Rolfe)</td>
</tr>
<tr>
<td><strong>MLA—Works Cited Format (5.9):</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Lynch)</td>
</tr>
<tr>
<td><strong>An article in an online magazine or journal (not a subscribed database):</strong></td>
</tr>
<tr>
<td><strong>MLA—Works Cited Format (5.9):</strong></td>
</tr>
<tr>
<td><strong>MLA In-Text Citation:</strong> (Boutin)</td>
</tr>
<tr>
<td><strong>Professional sites and agency reports:</strong></td>
</tr>
<tr>
<td><strong>MLA—Works Cited Format (5.9):</strong></td>
</tr>
</tbody>
</table>
Works Cited


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.

Ignore footer below except to find page number in document as a whole – it is not part of the MLA example:
Shirley Knot
Instructor Leslie More
Psychology 111-04L
9 September 2007

Challenging Standardized Tests

[Text of paper, double-spaced.]
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:
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](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:


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

**Books: Two or More Authors**

APA—References Format:


[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)]


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.


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:


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.


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.]


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:


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.]


*Other examples:*


**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.]


**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.


**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.


**APA In-Text Citation:** (Mattison, 2000, p. 206) (Glantz, 2003, p. 259).
## Journal: Multiple Authors

**APA—References Format:**


[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]


**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.


**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.


**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.


**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).


**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.


**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.


**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.


**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.*


**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:**


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

Citing Electronic or Online Resources in APA Style


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:

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


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:


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 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.


**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.


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


**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.


**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.

ERIC DOCUMENTS

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

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

ERIC Document - ERIC Digest retrieved from ERIC database

ERIC Document - unpublished conference paper retrieved from ERIC database

ERIC Document - published conference paper retrieved from ERIC database

ERIC Document - Master's thesis retrieved from ERIC database
ERIC Document - Doctoral dissertation 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.


Message posted to an electronic mailing list (archived)


Abstract of a work in an online database

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


Conference presentation slides


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.


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


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


Entire electronic book - have direct link to item:


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":


Electronic book chapter

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


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


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.


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


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


Online Dictionary

Dissertations & Theses

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

Dissertation retrieved from institutional/university web site

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.

Audio Podcast

Motion Picture

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):


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


**Technical and Research Reports**

<table>
<thead>
<tr>
<th>Source</th>
<th>Reference List Citation</th>
</tr>
</thead>
</table>

**Book, Film and Product Reviews**

<table>
<thead>
<tr>
<th>Source</th>
<th>Reference List Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An untitled book, film, or product review (for example, a review covering multiple works):</td>
</tr>
</tbody>
</table>

**Images**

**Titled Image**

<table>
<thead>
<tr>
<th>Source</th>
<th>Reference List Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Reference List Citation</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Image reproduced in a printed source</td>
<td>Rousseau, H. (1896). <em>The ship in the storm</em> [Painting]. Musee de l'Orangerie, Paris. <em>Henri Rousseau: Jungles in Paris</em>. 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.</td>
</tr>
</tbody>
</table>

**Untitled Image**

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

<table>
<thead>
<tr>
<th>Source</th>
<th>Reference List Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image reproduced in a printed source</td>
<td>Muybridge, E. [Photograph of a horse running]. (1887). National Gallery, London. <em>River of shadows: Eadweard Muybridge and the technological wild West</em>. 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.</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Source</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal communication</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

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

YouTube (Video post)
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:

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

Online Journal, Magazines, and Newspapers

EBSCOhost--(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.)

<table>
<thead>
<tr>
<th>AccessScience – encyclopedia article with author</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA—References Format:</td>
</tr>
<tr>
<td>APA In-Text Citation: (Sykes, 2003).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AccessScience – News article</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA—References Format:</td>
</tr>
<tr>
<td>APA In-Text Citation: (Sykes, 2003, p. 46).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biography Resource Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The following are biographical essays from books; you may also find magazine articles in BRC—cite them as magazine articles.)</td>
</tr>
<tr>
<td>APA—References Format:</td>
</tr>
<tr>
<td>APA In-Text Citation: (Joseph Kennedy, 1999).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Books 24x7 (ebook collection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA—References Format</td>
</tr>
<tr>
<td>APA In-Text Citation: (Smith &amp; Madeup, 2005, p. 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CQ Researcher  (other CQ databases may be similarly cited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA—References Format</td>
</tr>
<tr>
<td>APA In-Text Citation: (Masci, 2000, p.361).</td>
</tr>
</tbody>
</table>
**ebrary (ebook collection)**

APA—References Format


Retrieved from ebrary database.

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

---

**EBSCOhost** (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:


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:


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

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**Health and Wellness Resource Center--Magazine article**

APA—References Format:


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

---

**Health and Wellness Resource Center--Reference book article**

APA—References Format:


APA In-Text Citation: (Edgren, 2001).
<table>
<thead>
<tr>
<th><strong>HEB Humanities eBook Project</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA—References Format</strong></td>
</tr>
<tr>
<td><strong>APA In-Text Citation:</strong> (Harrison, 1994, p. 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Lexis-Nexis Academic</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA—References Format:</strong></td>
</tr>
<tr>
<td><strong>APA In-Text Citation:</strong> (Richey, 2003, p. A12).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LitFinder (database of essays, short stories, poems)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA—References Format:</strong></td>
</tr>
<tr>
<td><strong>APA In-Text Citation:</strong> (Roth, 2001).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>NetLibrary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA—References Format</strong></td>
</tr>
<tr>
<td><strong>APA In-Text Citation:</strong> (Bell, 1995, p. 32).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Opposing Viewpoints Resource Center (essay from book series)</strong> Adjust for periodical articles.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA—References Format</strong></td>
</tr>
<tr>
<td><strong>APA In-Text Citation:</strong> (Rentschler, 2000).</td>
</tr>
<tr>
<td><strong>ProQuest</strong> (This example is from a popular magazine; make adjustments for journals, etc.)</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>APA--References Format:</td>
</tr>
<tr>
<td>APA In-Text Citation: (Bohacz, 2000, p. 106).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIRS Knowledge Source (SIRS Renaissance)</strong> (Make adjustments for type of periodical cited.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA--References Format:</td>
</tr>
<tr>
<td>Shapiro, L. (1998, July 13). In sugar we trust. <em>Newsweek</em>, 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.]</td>
</tr>
<tr>
<td>APA In-Text Citation: (Shapiro, 1998, p. 72).</td>
</tr>
</tbody>
</table>
References


**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

10 lines from Paper Title to Student Name

10 lines from Student Name to Course Name

Instructor’s Name

Month Day, Year
Apes and Language:

A Review of the Literature

Shirley Knot

Psychology 111-04L

Instructor Lesley More

September 9, 2007