APA (American Psychological Association) Style uses the author-date method for in-text citations. This means that when you cite a source, you should always provide both the author’s last name and the publication year for the source. If you’re quoting from a source, then you also provide the page number(s) of the section you’re quoting.

There are two ways you’ll use other people’s words in your work.

- **Paraphrases & Summaries**: using the author’s ideas in your own words
- **Quotations**: using the author’s exact words

### PARAPHRASES & SUMMARIES

**Rule**: Work by one author, no quotation marks required.

**Example 1**:

According to Davis (1978), when they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise.

**Example 2**:

When they learned of an ape’s ability to use sign language, both linguists and animal behaviorists were taken by surprise (Davis, 1978).

**Rule**: When paraphrasing information from a work that is not originally from the source you have, use the phrase “as cited in” at the end. Follow with the author(s) of the source you have, the publication date, and the page number. Provide the information for the source you have in your reference list.

**Example**:

In their e-mail correspondence, Smith and Jones expressed their surprise about an ape’s ability to use sign language (as cited in Davis, 1978).

### QUOTATIONS

**Rule**: Introduce the quotation with a signal phrase that includes the author’s last name followed by the date of publication in parentheses. Put the page number (preceded by “p.”) in parentheses at the end of the quotation.

**Example**:

As Davis (1978) reported, “If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists” (p. 26).

**Rule**: When the author’s name does not appear in the signal phrase, place the author’s name, the date, and the page number in parentheses at the end of the quotation. Use commas between items in the parentheses.

**Example**:

“If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists” (Davis, 1978, p. 26).

**Rule**: When the quotation is more than 40 words in text, do not use quotation marks, but indent the quote into its own block of text.

**Example**:

Students having a hard time finding databases isn’t a new phenomenon. At the University of Washington, they have problems too.

With the addition of so many new databases to the campus online system, many students were having difficulty locating the database they needed. At the same time, the role of Session Manager had evolved.

The increased importance of the Session Manager as a selection tool made it a part of the navigation process itself. (Eliasen, McKinstry, Fraser, & Babbitt, 1997, p. 510)

**Rule**: When quoting material that has a citation within it, keep the original citation. (That embedded citation does not need to be included in your reference list.)

**Example**:

“In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths” (Miller et al., 2009, p. 209).

**Exception**: When citing from an e-book, there may or may not be page numbers. If an e-book has page numbers, include them in the in-text citation. If an e-book does not have page numbers, there are a few options to describe the location of the text being quoted.

- Provide the paragraph number. Some e-books list paragraph numbers in the margins; otherwise, you can count paragraphs from the beginning of the e-book.
Provide the **heading** for the section along with the **paragraph number** within that section. (Examples of headings could be chapter titles or sub-chapter titles, section headings, etc.)

Provide an **abbreviated heading** (such as the first few words) in quotation marks if the full heading is too long to cite in full.

**Example:**

"Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad" (Carroll, 2009, p. 76)


**Example:**

"Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad" (Carroll, 2014, Pig and Pepper, para. 61)


For more information, we recommend reading the APA Style Blog's post **How Do You Cite an E-Book (e.g., Kindle Book)?** (Lee, 2011).

APA has a few formatting guidelines for the reference list.

- The reference list should start on a separate page at the end of your paper.
- Use one-inch margins and continue the header from the rest of your paper.
- Title the page References, centered at the top (no bold, italics, quotation marks, etc.).
- References should be in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented, like this:
  
  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porttitor massa. In non cursus lectus. Fusce eget risus vitae tellus venenatis vestibulum a sed tellus.

- **Double-space** the entire list.
- Alphabetize the list by each source's first author's last name. If there is no author, start with the first significant word in the title.
- In titles, capitalize only the first word of the title and subtitle, and proper nouns.

**URLs**

**URLs (uniform resource locators)** provide the location for a source on the Internet. However, URLs can often change, which causes problems for references because we're trying to send our readers to a specific location.

**DOIs**

That location problem is where **DOIs** come in. DOI stands for digital object identifier. DOIs provide static, permanent online locations for sources. They're also noticeably shorter than most URLs, which is handy!

- **A DOI Primer,**
  
  An introduction to DOIs, includes links to CrossRef and its Guest Query. (By Chelsea Lee, APA Style Blog.)

- **A DOI and URL Flowchart**
  
  Answers questions about finding DOIs and what to do when they're not available. (By Chelsea Lee, APA Style Blog.)

If you can't find the DOI on either the article or the database record page, you can look it up on CrossRef.org's Guest Query form. Scroll down to the bottom and type in the first author's last name and the title of the article.

- **APA Formatting and Style Guide (Purdue OWL)**
- **APA Sample Paper [PDF] (Purdue OWL)**
  
  View a paper written in APA style that includes a reference list and explanations of proper formatting. Purdue Online Writing Lab (OWL).

- **OWL Mail APA FAQs**
  
  A selection of questions and answers based on those sent in to the Purdue OWL Mail Tutors.

- **APA Style Blog**
  
  This is a blog actively run by APA style experts. They post recommendations for how to cite specific sources (such as social media sites) as well as general formatting and style guidelines. We recommend these blog posts in particular:

  - How to Cite Something You Found on a Website in APA Style
  - What to Do When Information Is Missing
  - Secondary Sources (aka How to Cite a Source You Found in Another Source)
  - How to Cite a Class in APA Style
  - How to Cite Course Packs, Custom Textbooks, and Other Classroom Compendiums
  - There's an Art to It
  - How to Cite a Podcast
  - How to Cite Social Media in APA Style (Twitter, Facebook, and Google+)
  - APA Style Blog Posts about Legal Sources

- **Learning APA Style**
"If you're just starting out, view these free tutorials on APA Style Basics, or the differences between the 5th and 6th editions." Provided by the American Psychological Association, the publisher of the APA manual. Some recommended sections:

- Frequently Asked Questions
- How do you cite an entire website (but not a specific document on that site)?

- APA Tutorial
  Teaches how to format the title page, produce in-text citations, and create a reference page for various types of resources. By Dennis Paoli, Anthony Gonzalez, Caroline Erb, and The Hunter College Reading/Writing Center (City University of New York).

- APA 6th Citation Tutorial
  Shows parts of a citation and how those parts will look in APA format. Note: The book example is missing the state abbreviation in the publication information. This is a required element in APA 6th citations.

- APA Citation Style Guide
  A colorful and instructive guide to APA citation format by Long Island University.

### Reference Examples

#### BOOKS, including eBooks & REFERENCE BOOKS

The basic format is:

```
```

*Don’t include the parts of publishers’ names that are not required to locate the publisher. For example: Publishers, Co., or Inc. However, keep the words Books and Press.

**Specific Examples:**

|------------------|-------------------------------------------------------------------------------------------------------------------------------------|

#### ARTICLES (JOURNAL, MAGAZINE, & NEWSPAPER)

The basic format is:

```
last_name, first_initial. middle_initial. (publication date). title of article: subtitle of article. title of periodical, vol#(iss#), page-range. doi:1234/567890
```

**Notes & Exceptions:**

- Include a DOI if it's provided—for both print and electronic articles.
- For electronic articles, if no DOI is available, use the periodical’s homepage URL instead.
- For print articles, if no DOI is available, leave that section blank. (End with the page range.)
- If you provide the URL, state it as Retrieved from http://www.URL.com. You don't need to provide a retrieval date.
  [See the box to the left—"URL vs DOI"—for additional information about URLs and DOIs.]
- Only provide an issue number if each issue’s pagination starts at page 1.

To find out if the pagination continues from issue to issue, check the page numbers. High page numbers indicate continuous pagination. If you're not sure, provide the full URL.
To find out if the pagination continues from issue to issue, check the page numbers. High page numbers indicate continuous pagination. If you're still not sure, go to the journal's homepage and look up the issues in that volume. Find the page numbers for the first article in each issue. If they're continuous, you don't need to provide the issue number. If they all start with page 1, you need to provide the issue number.

- **Journal** articles only need the year.
- **Magazine, newspaper, and newsletter** articles require the year and the exact date (month or month and day).
- The only articles that have p. in front of the page numbers are **newspaper** articles.

### Journal Article, Continuous Pagination, with DOI


### Journal Article, Paginated by Issue, with DOI


### Magazine Article, Online


### Newspaper Article, Online


### ONLINE SOURCES

The basic format is:

Last_name, First_initial. Middle_initial. (Publication Date). Title of source [Description of format, if it's not just a plain webpage]. Retrieved from http://www.URL.com

**Note:** APA citation is about the source, not the location of the source. While these are examples of some specific online sources, most online sources will actually fall under other categories: articles, eBooks, reports, etc. Be sure to look up the guidelines for those source types.

### Specific Examples:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage</td>
<td>Note that a webpage is a small part of a larger website. Just as chapter and article titles aren't in italics, webpage titles aren't in italics, either. Concordia University. (n.d.). Concordia's history. Retrieved from <a href="http://www.cu-portland.edu/about/history">http://www.cu-portland.edu/about/history</a></td>
</tr>
<tr>
<td>Website</td>
<td>If you refer to a website in general, but not a specific part of that website, APA states that you can simply use an in-text citation with the website's name and URL. Here's an example: The American Library Association's Great Websites for Kids (<a href="http://gws.ala.org/">http://gws.ala.org/</a>) recommends websites that are relevant for children up to 14 years of age.</td>
</tr>
<tr>
<td>Tweet</td>
<td>Concordia University [cu_portland]. (2014, August 26). Hope all our students have a great first day! #cupdx #firstdayofschool [Tweet]. Retrieved from <a href="https://twitter.com/cu_portland/status/504294095229956096">https://twitter.com/cu_portland/status/504294095229956096</a></td>
</tr>
</tbody>
</table>

### MEDIA (AUDIO/VISUAL) MATERIALS

The basic formats are:

Producer_Last_name, First_initial. Middle_initial. (Producer), & Director_Last_name, First_initial. Middle_initial. (Director). (Year of release). Title of film [Description of format]. Country of origin: Studio or Distributor.

Last_name, First_initial. Middle_initial. [Screen name]. (Publication Date). Title of media [Description of format]. Retrieved from http://www.URL.com

Artist_Last_name, First_initial. Middle_initial. (Year). Title of image/artwork [Description of format]. City, State_abbreviation: Organization or Agency.

Writer_Last_name, First_initial. Middle_initial. (Copyright Year). Title of song [Recorded by First_initial. Middle_initial. Last_name if different from writer]. On Title of album [Description of format]. City, State_abbreviation: Label. (Date of recording if different from song copyright date).

### Specific Examples:


Producer: Concordia University [cu_portland]. (2014, August 26). Hope all our students have a great first day! #cupdx #firstdayofschool [Tweet]. Retrieved from https://twitter.com/cu_portland/status/504294095229956096


Motion Picture, as Viewed in a Theater


Video, DVD


YouTube or Social Media Video


Audio Podcast


Artwork


Artwork/Image, Digital


Music Recording


TECHNICAL AND RESEARCH REPORTS

The basic format is:


Additional Notes:

- Format references for reports similarly to how you format references for books.
- If the report has a number (report number, contract number, etc.), include it in parentheses after the title and before the period, but not in italics.
- If the report doesn't have a number, leave that notation out of the reference.
- If you access a report online, provide a retrieval statement instead of a location and publisher. Include the name of the publisher in the retrieval statement, unless the publisher is the same as the author. For example:
  - Publisher separate from author: Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/etc.
  - Publisher is the author: Retrieved from http://www.apa.org/etc.

Specific Examples:

Corporate Author, Government Report, No Report Number


Corporate Author, Government Report, Report Number


Authored Report from Institutional Archive


COURSE MATERIALS

The basic format is:

The APA manual focuses on writing and style conventions for professional publications, not academic papers. However, we can use the APA's general rules to interpret how to cite course materials. It all comes down to how you retrieve the source.

Additional Notes:

- Keep in mind that the reference list is designed to provide access to retrievable sources. In many cases, the information you receive in class can't be retrieved any other way. Because of that, many course materials are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication." Here are two examples:

  J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.

  Educating children via interactive technology engages multiple learning styles (J. Doe, personal communication, August 28, 2014).
### Specific Examples:

<table>
<thead>
<tr>
<th>Lectures (Live)</th>
<th>A live lecture can't be retrieved by anyone after the fact. Because of that, class lectures should be cited as personal communications. (See the examples above.)</th>
</tr>
</thead>
</table>
| Course Packs          | **Previously Published**
|                       | If the material in the course pack was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.)
|                       | **Original or Unattributed**
|                       | If the material in the course pack was not previously published, cite the source as a compilation. Here's an example:
| Class Notes           | Class notes can't be retrieved by most readers. (You may share your notes with a friend or group in the class, but for the most part, no one else will see them.) Because class notes can't be retrieved, they should be cited as personal communications. (See the examples above.) |
| PowerPoint or Other Files | **Viewed Live**
|                       | PowerPoint files or other materials shared live in a class are just like live lectures—they can't be retrieved by anyone after the fact. Because of that, they should be cited as personal communications. (See the examples above.)
|                       | **Posted Online**
|                       | If your professor posts PowerPoint or other files online (on a website, etc.), cite them as you would any other online source: provide the author, date, title, and retrieval location.
| Documents Uploaded to Blackboard | **Previously Published**
|                       | If the material uploaded to Blackboard was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.) Do not provide the URL to Blackboard.
|                       | **Original or Unattributed**
|                       | If the material uploaded to Blackboard is original (lecture notes) or unattributed (doesn't give full source information), then cite as much as you can that falls into the who, when, what, where format: author, date, title, and source.
|                       | - In this case, it's usually okay to provide the URL to the source's location in Blackboard. This is especially true if the paper/project is only for class.
|                       | - However, if people outside your class will be reading your paper/project, such a URL won't work, and you'll need to cite the source as a personal communication (see above).

### CONFERENCE, MEETING, & SYMPOSIUM MATERIALS

The basic formats are:

- Last_name, First_initial. Middle_initial. (Year, Month). *Title of paper or poster.* Paper/Poster presented at the meeting of Organization, City, State_abbreviation.
- Last_name, First_initial. Middle_initial. (Year, Month). *Title of session.* In First_initial. Middle_initial. Last_name (Chair), *Title of symposium.* Symposium conducted at the meeting of Organization, City, State_abbreviation.
- Last_name, First_initial. Middle_initial. (Year). *Title of proceedings article.* *Title of Published Conference Proceedings*, vol#, page#s. doi:1234/567890

### Additional Notes:

- Unpublished paper or poster sessions should follow the first example above
- Unpublished symposia or meeting sessions should follow the second example above.
- Published conference proceedings in book format should follow other book references (see tab).
- Published conference proceedings that are published in a regular series follow the article format (see tab). See also the third example above.

### Specific Examples:


---

---
INTERVIEWS

The basic formats are:

First_initial. Middle_initial. Last_name (personal communication, Date) discussed ... 
Blah blah blah . . . First_initial. Middle_initial. Last_name, personal communication, Date).

Additional Notes:

- Keep in mind that the reference list is designed to provide access to retrievable sources. Because of that, interviews are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication."

Specific Examples:

<table>
<thead>
<tr>
<th>Personal Communication, Option 1</th>
<th>J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.</th>
</tr>
</thead>
</table>

LEGAL MATERIALS

The basic formats are:

These are basic examples for citing legal materials; for more information, see the latest edition of The Bluebook: A Uniform System of Citation (19th ed., 2010), which is the source for APA legal citation style.

Common Abbreviations

<table>
<thead>
<tr>
<th>Cong.</th>
<th>U.S. Congress</th>
<th>F.2d</th>
<th>Federal Reporter, Second Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.R.</td>
<td>House of Representatives</td>
<td>F.3d</td>
<td>Federal Reporter, Third Series</td>
</tr>
<tr>
<td>S.</td>
<td>Senate</td>
<td>F. Supp.</td>
<td>Federal Supplement</td>
</tr>
<tr>
<td>Res.</td>
<td>Resolution</td>
<td>Cong. Rec.</td>
<td>Congressional Record</td>
</tr>
</tbody>
</table>

Specific Examples:

<table>
<thead>
<tr>
<th>Court Decisions &amp; Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Text Citation</td>
<td>Gratz v. Bollinger (2003) or (Gratz v. Bollinger, 2003)</td>
</tr>
<tr>
<td>In-Text Citation</td>
<td>Wienhorst v. Stonebraker (1988) or (Wienhorst v. Stonebraker, 1988)</td>
</tr>
<tr>
<td>Unreported Decision</td>
<td>McDougall v. Riggs, No. 88-2109 (3rd Cir. March 8, 1949).</td>
</tr>
<tr>
<td>In-Text Citation</td>
<td>To cite a particular page of a slip opinion (opinion that is not published in a case reporter but is separately printed), use the form slip op. at [page number].</td>
</tr>
</tbody>
</table>
### Unreported Decision, Located in a Database

**Reference**


- Precede screen page numbers, if assigned, with an asterisk (*).
- Precede paragraph numbers, if assigned, with a paragraph symbol (¶).

### Statutes

#### Enacted Statute

**Reference**


**In-Text Citation**

- No Child Left Behind Act (2001) or No Child Left Behind Act of 2001
- Use the most current version of the statute, unless you are citing a specific version of the statute for historical reasons.

#### Enacted Statute, Specific Provision

**Reference**


**In-Text Citation**

- No Child Left Behind Act: Qualifications for Teachers and Professionals, 2001
- If you have quotations from several provisions in the act, you may need to provide citations with the specific subheadings.
- You only need the subheadings if you have several references to the same statute.

### Information in a Statute

**Reference**


### Legislative Materials

#### Federal Testimony

**Reference**


**In-Text Citation**

- Stem Cell Research (2000) or (Stem Cell Research, 2000)

#### Unenacted Federal Bills and Resolutions

**Reference**


- The version in the House of Representatives has *H.R.* and the bill number.

**In-Text Citation**


**Reference**


- The version of the bill in the Senate has *S.* and the bill number.

**In-Text Citation**

- Senate Bill 452 (2000) or (S. 452, 2000)

#### Enacted Federal Resolutions

**Reference**


- Note that enacted bills and joint resolutions are laws and should be cited as statutes.
- Enacted simple or concurrent resolutions should follow the format above.

**In-Text Citation**


### U.S. Constitution

- When citing something from the U.S. Constitution, begin with *U.S. Const.*, followed by the article, amendment, section, and/or clause numbers as relevant.
- The terms *article, amendment, section, and clause* are always abbreviated *art.*, *amend.*, §, and *cl.*, respectively.
- *Preamble* is abbreviated *pmbl.*
- Use Roman numerals (I, II, III) for article and amendment numbers.
- Use Arabic numerals (1, 2, 3) for section and clause numbers.

#### Referred to in Passing

**In-Text Citation**

- Students are to use the U.S. Constitution when completing their assignments.
- References to the U.S. Constitution that are made in passing do not need to be cited in the reference list.

### References to Parts Currently Still in Use
Research Guides contain curated information to help you identify the most relevant resources for your research. We have created a guide for every program at Franklin University, as well as guides for specific courses and research topics. Popular Research Guides.

APA Citation Style. MBA. PF 121/321 Learning Strategies. RefWorks. Accounting. APA and its chapters support security and emergency management planning that is integrated with overall community development objectives, in order to achieve a balanced approach. Security and emergency management planning should not rely solely on physical security measures building by building. Planning for security should include intelligence and information gathering along with assessments of state and local government administration, operations, infrastructure, transportation, and land use management. The Minnesota Division of Homeland Security and Emergency Management (HSEM) is a division under the Minnesota Department of Public Safety. It was founded in 1951 as the Minnesota Department of Civil Defense, the name was changed after the inception of the United States Department of Homeland Security in 2002. The Division of Homeland Security and Emergency Management helps Minnesotans prevent, prepare for, respond to and recover from disasters and works to keep Minnesota secure from acts of terrorism.

APA (American Psychological Association) Style uses the **author-date** method for in-text citations. This means that when you cite a source, you should always provide both the **author's last name** and the **publication year** for the source. If you’re quoting from a source, then you also provide the **page numbers** of the section you’re quoting.
There are two ways you'll use other people's words in your work.

- **Paraphrases & Summaries**: using the author's ideas in your own words
- **Quotations**: using the author's exact words

### PARAPHRASES & SUMMARIES

**Rule**: Work by one author, no quotation marks required.

**Example 1**:

According to Davis (1978), when they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.

**Example 2**:

When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise (Davis, 1978).

**Rule**: When paraphrasing information from a work that is not originally from the source you have, use the phrase “as cited in” at the end. Follow with the author(s) of the source you have, the publication date, and the page number. Provide the information for the source you have in your reference list.

**Example**:

In their e-mail correspondence, Smith and Jones expressed their surprise about an ape's ability to use sign language (as cited in Davis, 1978).

### QUOTATIONS

**Rule**: Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses at the end of the quotation.

**Example**:

As Davis (1978) reported, "If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (p. 26).

**Rule**: When the author's name does not appear in the signal phrase, place the author's name, the date, and the page number in parentheses at the end of the quotation. Use commas between items in the parentheses.

**Example**:

"If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (Davis, 1978, p. 26).

**Rule**: When the quotation is more than 40 words in text, do not use quotation marks, but indent the quote into its own block of text.

**Example**:

Students having a hard time finding databases isn't a new phenomenon. At the University of Washington, they have problems too.

With the addition of so many new databases to the campus online system, many students were having difficulty locating the database they needed. At the same time, the role of Session Manager had evolved. The increased importance of the Session Manager as a selection tool made it a part of the navigation process itself. (Eliasen, McKinstry, Fraser, & Babbitt, 1997, p. 510)

**Rule**: When quoting material that has a citation within it, keep the original citation. (That embedded citation does not need to be included in your reference list.)

**Example**:

"In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths" (Miller et al., 2009, p. 209).

**Exception**: When citing from an e-book, there may or may not be page numbers. If an e-book has page numbers, include them in the in-text citation. If an e-book does not have page numbers, there are a few options to describe the location of the text being quoted.

- **Provide the paragraph number**. Some e-books list paragraph numbers in the margins; otherwise, you can count paragraphs from the beginning of the e-book.
- **Provide the heading** for the section along with the paragraph number within that section. (Examples of headings could be chapter titles or sub-chapter titles, section headings, etc.)
- **Provide an abbreviated heading** (such as the first few words) in quotation marks if the full heading is too long to cite in full.

**Example**:

"Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad" (Carroll, 2009, p. 76)

Example:

"Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad" (Carroll, 2014, Pig and Pepper, para. 61)


For more information, we recommend reading the APA Style Blog's post How Do You Cite an E-Book (e.g., Kindle Book)? (Lee, 2011).

APA has a few formatting guidelines for the reference list.

- The reference list should start on a separate page at the end of your paper.
- Use one-inch margins and continue the header from the rest of your paper.
- Title the page References, centered at the top (no bold, italics, quotation marks, etc.).
- References should be in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented, like this:

```
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porttitor massa. In non cursus lectus. Fusce eget risus vitae tellus venenatis vestibulum a sed tellus.
```

- Double-space the entire list.
- Alphabetize the list by each source's first author's last name. If there is no author, start with the first significant word in the title.
- In titles, capitalize only the first word of the title and subtitle, and proper nouns.

**URLs**

URLs (uniform resource locators) provide the location for a source on the Internet. However, URLs can often change, which causes problems for references because we're trying to send our readers to a specific location.

**DOIs**

That location problem is where DOIs come in. DOI stands for digital object identifier. DOIs provide static, permanent online locations for sources. They're also noticeably shorter than most URLs, which is handy!

- A DOI Primer,
  An introduction to DOIs, includes links to CrossRef and its Guest Query. (By Chelsea Lee, APA Style Blog.)
- A DOI and URL Flowchart
  Answers questions about finding DOIs and what to do when they're not available. (By Chelsea Lee, APA Style Blog).

If you can't find the DOI on either the article or the database record page, you can look it up on CrossRef.org's Guest Query form. Scroll down to the bottom and type in the first author's last name and the title of the article.

- APA Formatting and Style Guide (Purdue OWL)
- APA Sample Paper [PDF] (Purdue OWL)
  View a paper written in APA style that includes a reference list and explanations of proper formatting. Purdue Online Writing Lab (OWL).
- OWL Mail APA FAQs
  A selection of questions and answers based on those sent in to the Purdue OWL Mail Tutors.
- APA Style Blog
  This is a blog actively run by APA style experts. They post recommendations for how to cite specific sources (such as social media sites) as well as general formatting and style guidelines. We recommend these blog posts in particular:
  - How to Cite Something You Found on a Website in APA Style
  - What to Do When Information Is Missing
  - Secondary Sources (aka How to Cite a Source You Found in Another Source)
  - How to Cite a Class in APA Style
  - How to Cite Course Packs, Custom Textbooks, and Other Classroom Compendiums
  - There's an Art to It
  - How to Cite a Podcast
  - How to Cite Social Media in APA Style (Twitter, Facebook, and Google+)
  - APA Style Blog Posts about Legal Sources
- Learning APA Style
  "If you're just starting out, view these free tutorials on APA Style Basics, or the differences between the 5th and 6th editions." Provided by the American Psychological Association, the publisher of the APA manual. Some recommended sections:
  - Frequently Asked Questions
  - How do you cite an entire website (but not a specific document on that site)?
- APA Tutorial
  Teaches how to format the title page, produce in-text citations, and create a reference page for various types of resources. By Dennis Paoli, Anthony Gonzalez, Caroline Erb, and The Hunter College Reading/Writing Center (City University of New York).
APA Citation & Style

APA (American Psychological Association) Style uses the author-date method for in-text citations. This means that when you cite a source, you should always provide both the author's last name and the publication year for the source. If you're quoting from a source, then you also provide the page number(s) of the section you're quoting.

There are two ways you'll use other people's words in your work.

- **Paraphrases & Summaries**: using the author's ideas in your own words
- **Quotations**: using the author's exact words

**PARAPHRASES & SUMMARIES**

**Rule**: Work by one author, no quotation marks required.

**Example 1**:

According to Davis (1978), when they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.

**Example 2**:

When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise (Davis, 1978).
Rule: When paraphrasing information from a work that is not originally from the source you have, use the phrase "as cited in" at the end. Follow with the author(s) of the source you have, the publication date, and the page number. Provide the information for the source you have in your reference list.

Example:
In their e-mail correspondence, Smith and Jones expressed their surprise about an ape's ability to use sign language (as cited in Davis, 1978).

QUOTATIONS

Rule: Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses at the end of the quotation.

Example:
As Davis (1978) reported, "If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (p. 26).

Rule: When the author's name does not appear in the signal phrase, place the author's name, the date, and the page number in parentheses at the end of the quotation. Use commas between items in the parentheses.

Example:
"If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists" (Davis, 1978, p. 26).

Rule: When the quotation is more than 40 words in text, do not use quotation marks, but indent the quote into its own block of text.

Example:
Students having a hard time finding databases isn't a new phenomenon. At the University of Washington, they have problems too. With the addition of so many new databases to the campus online system, many students were having difficulty locating the database they needed. At the same time, the role of Session Manager had evolved. The increased importance of the Session Manager as a selection tool made it a part of the navigation process itself. (Eliasen, McKinstry, Fraser, & Babbitt, 1997, p. 510)

Rule: When quoting material that has a citation within it, keep the original citation. (That embedded citation does not need to be included in your reference list.)

Example:
"In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths" (Miller et al., 2009, p. 209).

Exception: When citing from an e-book, there may or may not be page numbers. If an e-book has page numbers, include them in the in-text citation. If an e-book does not have page numbers, there are a few options to describe the location of the text being quoted.

- Provide the paragraph number. Some e-books list paragraph numbers in the margins; otherwise, you can count paragraphs from the beginning of the e-book.
- Provide the heading for the section along with the paragraph number within that section. (Examples of headings could be chapter titles or subchapter titles, section headings, etc.)
- Provide an abbreviated heading (such as the first few words) in quotation marks if the full heading is too long to cite in full.

Example:
"'Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad'" (Carroll, 2009, p. 76)

Example:
"'Oh, you can't help that,' said the Cat: 'we're all mad here. I'm mad. You're mad'" (Carroll, 2014, Pig and Pepper, para. 61)

For more information, we recommend reading the APA Style Blog's post How Do You Cite an E-Book (e.g., Kindle Book)? (Lee, 2011).

APA has a few formatting guidelines for the reference list.

- The reference list should start on a separate page at the end of your paper.
- Use one-inch margins and continue the header from the rest of your paper.
- Title the page References, centered at the top (no bold, italics, quotation marks, etc.).
- References should be in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented, like this:

  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam at porttitor massa. In non cursus lectus. Fusce egestas vitae tellus vene

[...remaining text...]
• Double-space the entire list.
• Alphabetize the list by each source’s first author’s last name. If there is no author, start with the first significant word in the title.
• In titles, capitalize only the first word of the title and subtitle, and proper nouns.

URLs

URLs (uniform resource locators) provide the location for a source on the Internet. However, URLs can often change, which causes problems for references because we're trying to send our readers to a specific location.

DOIs

That location problem is where DOIs come in. DOI stands for digital object identifier. DOIs provide static, permanent online locations for sources. They're also noticeably shorter than most URLs, which is handy!

• A DOI Primer,
  An introduction to DOIs, includes links to CrossRef and its Guest Query. (By Chelsea Lee, APA Style Blog.)
• A DOI and URL Flowchart
  Answers questions about finding DOIs and what to do when they're not available. (By Chelsea Lee, APA Style Blog).

If you can't find the DOI on either the article or the database record page, you can look it up on CrossRef.org's Guest Query form. Scroll down to the bottom and type in the first author's last name and the title of the article.

• APA Formatting and Style Guide (Purdue OWL)
• APA Sample Paper [PDF] (Purdue OWL)
  View a paper written in APA style that includes a reference list and explanations of proper formatting. Purdue Online Writing Lab (OWL).
• OWL Mail APA FAQs
  A selection of questions and answers based on those sent in to the Purdue OWL Mail Tutors.
• APA Style Blog
  This is a blog actively run by APA style experts. They post recommendations for how to cite specific sources (such as social media sites) as well as general formatting and style guidelines. We recommend these blog posts in particular:
  • How to Cite Something You Found on a Website in APA Style
  • What to Do When Information Is Missing
  • Secondary Sources (aka How to Cite a Source You Found in Another Source)
  • How to Cite a Class in APA Style
  • How to Cite Course Packs, Custom Textbooks, and Other Classroom Compendiums
  • There's an Art to It
  • How to Cite a Podcast
  • How to Cite Social Media in APA Style (Twitter, Facebook, and Google+)
  • APA Style Blog Posts about Legal Sources

Learning APA Style

"If you’re just starting out, view these free tutorials on APA Style Basics, or the differences between the 5th and 6th editions." Provided by the American Psychological Association, the publisher of the APA manual. Some recommended sections:

• Frequently Asked Questions
  • How do you cite an entire website (but not a specific document on that site)?
• APA Tutorial
  Teaches how to format the title page, produce in-text citations, and create a reference page for various types of resources. By Dennis Paoli, Anthony Gonzalez, Caroline Erb, and The Hunter College Reading/Writing Center (City University of New York).
• APA 6th Citation Tutorial
  Shows parts of a citation and how those parts will look in APA format. Note: The book example is missing the state abbreviation in the publication information. This is a required element in APA 6th citations.
• APA Citation Style Guide
  A colorful and instructive guide to APA citation format by Long Island University.

Reference Examples

Books | Articles | Online | Media | Reports | Courses | Conferences | Interviews | Legal Sources

BOOKS, including eBOOKS & REFERENCE BOOKS
The basic format is:

**Last_name, First_initial. Middle_initial. (Publication Year). Title of book: Subtitle of book. City, State_abbreviation: Publisher.**

*Don't include the parts of publishers' names that are not required to locate the publisher. For example: Publishers, Co., or Inc. However, keep the words Books and Press.

### Specific Examples:


### ARTICLES (JOURNAL, MAGAZINE, & NEWSPAPER)

The basic format is:

**Last_name, First_initial. Middle_initial. (Publication Date). Title of article: Subtitle of article. Title of Periodical, vol#(iss#), page-range. doi:1234/567890**

**Notes & Exceptions:**

- Include a DOI if it's provided—for both print and electronic articles.
  - For electronic articles, if no DOI is available, use the periodical's homepage URL instead.
  - For print articles, if no DOI is available, leave that section blank. (End with the page range.)
- If you provide the URL, state it as Retrieved from http://www.URL.com. You don't need to provide a retrieval date.
  [See the box to the left—"URL vs DOI"—for additional information about URLs and DOIs.]
- Only provide an issue number if each issue's pagination starts at page 1.
  To find out if the pagination continues from issue to issue, check the page numbers. High page numbers indicate continuous pagination. If you're still not sure, go to the journal's homepage and look up the issues in that volume. Find the page numbers for the first article in each issue. If they're continuous, you don't need to provide the issue number. If they all start with page 1, you need to provide the issue number.
- **Journal** articles only need the year.
- **Magazine, newspaper,** and newsletter articles require the year and the exact date (month or month and day).
- The only articles that have p. in front of the page numbers are **newspaper** articles.

### Specific Examples:


### ONLINE SOURCES

The basic format is:

**Last_name, First-initial. Middle_initial. (Publication Date). Title of source [Description of format, if it's not just a plain webpage]. Retrieved from URL**
Note: APA citation is about the source, not the location of the source. While these are examples of some specific online sources, most online sources will actually fall under other categories: articles, eBooks, reports, etc. Be sure to look up the guidelines for those source types.

Specific Examples:

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>
| Webpage             | Note that a webpage is a small part of a larger website. Just as chapter and article titles aren't in italics, webpage titles aren't in italics, either.  
| Website             | If you refer to a website in general, but not a specific part of that website, APA states that you can simply use an in-text citation with the website's name and URL. Here's an example:  
The American Library Association's Great Websites for Kids (http://gws.ala.org/) recommends websites that are relevant for children up to 14 years of age. |
| Tweet               | Concordia University [cu_portland]. (2014, August 26). Hope all our students have a great first day! #cupdx #firstdayofschool [Tweet]. Retrieved from https://twitter.com/cu_portland/status/504294095229956096 |

MEDIA (AUDIO/VISUAL) MATERIALS

The basic formats are:

Producer_Last_name, First_initial. Middle_initial. (Producer), & Director_Last_name, First_initial. Middle_initial. (Director). (Year of release). Title of film [Description of format]. Country of origin: Studio or Distributor.

Last_name, First_initial. Middle_initial. [Screen name]. (Publication Date). Title of media [Description of format]. Retrieved from http://www.URL.com

Artist_Last_name, First_initial. Middle_initial. (Year). Title of image/artwork [Description of format]. City, State_abbreviation: Organization or Agency.

Writer_Last_name, First_initial. Middle_initial. (Copyright Year). Title of song [Recorded by First_initial. Middle_initial. Last_name if different from writer]. On Title of album [Description of format]. City, State_abbreviation: Label. (Date of recording if different from song copyright date).

Specific Examples:

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>

TECHNICAL AND RESEARCH REPORTS

The basic format is:

**Additional Notes:**
- Format references for reports similarly to how you format references for books.
  - If the report has a number (report number, contract number, etc.), include it in parentheses after the title and before the period, but not in italics. If the report doesn't have a number, leave that notation out of the reference.
  - If you access a report online, provide a retrieval statement instead of a location and publisher. Include the name of the publisher in the retrieval statement, unless the publisher is the same as the author. For example:
    - **Publisher separate from author:** Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/etc.
    - **Publisher is the author:** Retrieved from http://www.apa.org/etc.

### Specific Examples:

|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### COURSE MATERIALS

The basic format is:

*The APA manual focuses on writing and style conventions for professional publications, not academic papers. However, we can use the APA's general rules to interpret how to cite course materials. It all comes down to how you retrieve the source.*

**Additional Notes:**
- Keep in mind that the reference list is designed to provide access to retrievable sources. In many cases, the information you receive in class can't be retrieved any other way. Because of that, many course materials are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication." Here are two examples:
  
  J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.

  Educating children via interactive technology engages multiple learning styles (J. Doe, personal communication, August 28, 2014).

**Specific Examples:**

<table>
<thead>
<tr>
<th>Lectures (Live)</th>
<th>A live lecture can't be retrieved by anyone after the fact. Because of that, class lectures should be cited as personal communications. (See the examples above.)</th>
</tr>
</thead>
</table>
| Course Packs                                         | **Previously Published**

  If the material in the course pack was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.)

  **Original or Unattributed**

  If the material in the course pack was not previously published, cite the source as a compilation. Here's an example:

  Schmoe, J. (2014). Ten steps to succeed in college. In A. B. Carroll (Comp.), *Selected readings in college preparation* (pp. 5-8), Portland, OR: Concordia University.

<table>
<thead>
<tr>
<th>Class Notes</th>
<th>Class notes can't be retrieved by most readers. (You may share your notes with a friend or group in the class, but for the most part, no one else will see them.) Because class notes can't be retrieved, they should be cited as personal communications. (See the examples above.)</th>
</tr>
</thead>
</table>
| PowerPoint or Other Files                            | **Viewed Live**

  PowerPoint files or other materials shared live in a class are just like live lectures—they can't be retrieved by anyone after the fact. Because of that, they should be cited as personal communications. (See the examples above.) |
**Posted Online**

If your professor posts PowerPoint or other files online (on a website, etc.), cite them as you would any other online source: provide the author, date, title, and retrieval location.


**Documents Uploaded to Blackboard**

**Previously Published**

If the material uploaded to Blackboard was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.) Do not provide the URL to Blackboard.

**Original or Unattributed**

If the material uploaded to Blackboard is original (lecture notes) or unattributed (doesn't give full source information), then cite as much as you can that falls into the who, when, what, where format: author, date, title, and source.

- In this case, it's usually okay to provide the URL to the source's location in Blackboard. This is especially true if the paper/project is only for class.
- However, if people outside your class will be reading your paper/project, such a URL won't work, and you'll need to cite the source as a personal communication (see above).


### CONFERENCE, MEETING, & SYMPOSIUM MATERIALS

The basic formats are:

<table>
<thead>
<tr>
<th>Last_name, First_initial. Middle_initial. (Year, Month). Title of paper or poster. Paper/Poster presented at the meeting of Organization, City, State_abbreviation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last_name, First_initial. Middle_initial. (Year, Month). Title of session. In First_initial. Middle_initial. Last_name (Chair), Title of symposium. Symposium conducted at the meeting of Organization, City, State_abbreviation.</td>
</tr>
<tr>
<td>Last_name, First_initial. Middle_initial. (Year). Title of proceedings article. Title of Published Conference Proceedings, vol#, page#. doi:1234/567890</td>
</tr>
</tbody>
</table>

**Additional Notes:**

- Unpublished paper or poster sessions should follow the first example above
- Unpublished symposia or meeting sessions should follow the second example above.
- Published conference proceedings in book format should follow other book references (see tab).
- Published conference proceedings that are published in a regular series follow the article format (see tab). See also the third example above.

**Specific Examples:**


### INTERVIEWS

The basic formats are:

| First_initial. Middle_initial. Last_name (personal communication, Date) discussed . . . |
| Blah blah blah . . . First_initial. Middle_initial. Last_name, personal communication, Date. |

**Additional Notes:**

- Keep in mind that the reference list is designed to provide access to retrievable sources. Because of that, interviews are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication."

**Specific Examples:**
Personal Communication, Option 1
J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.

Personal Communication, Option 2
Educating children via interactive technology engages multiple learning styles (J. Doe, personal communication, August 28, 2014).

**LEGAL MATERIALS**

The basic formats are:

These are basic examples for citing legal materials; for more information, see the latest edition of *The Bluebook: A Uniform System of Citation* (19th ed., 2010), which is the source for APA legal citation style.

<table>
<thead>
<tr>
<th>Common Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cong.</td>
</tr>
<tr>
<td>H.R.</td>
</tr>
<tr>
<td>S.</td>
</tr>
<tr>
<td>Reg.</td>
</tr>
<tr>
<td>Res.</td>
</tr>
<tr>
<td>F.</td>
</tr>
<tr>
<td>F.2d</td>
</tr>
<tr>
<td>F.3d</td>
</tr>
<tr>
<td>F. Supp.</td>
</tr>
<tr>
<td>Cong. Rec.</td>
</tr>
</tbody>
</table>

**Specific Examples:**

<table>
<thead>
<tr>
<th>Court Decisions &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brief</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td><strong>Case</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td><strong>Appealed Case, Affirmed Decision</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td><strong>Unreported Decision</strong></td>
</tr>
<tr>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td><strong>Unreported Decision, Located in a Database</strong></td>
</tr>
<tr>
<td><strong>Statutes</strong></td>
</tr>
<tr>
<td><strong>Enacted Statute</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td>Use the most current version of the statute, unless you are citing a specific version of the statute for historical reasons.</td>
</tr>
<tr>
<td><strong>Enacted Statute, Specific Provision</strong></td>
</tr>
<tr>
<td><strong>In-Text Citation</strong></td>
</tr>
<tr>
<td>If you have quotations from several provisions in the act, you may need to provide citations with the specific...</td>
</tr>
</tbody>
</table>
Information in a Statute


Legislative Materials


Federal Testimony

| Reference | House Bill 2063 (2000) or (H.R. 2063, 2000) |

Unenacted Federal Bills and Resolutions

| Reference | Senate Bill 452 (2000) or (S. 452, 2000) |

Enacted Federal Resolutions


U.S. Constitution

- When citing something from the U.S. Constitution, begin with *U.S. Const.*, followed by the article, amendment, section, and/or clause numbers as relevant.
- The terms *article*, *amendment*, *section*, and *clause* are always abbreviated *art.*, *amend.*, §, and cl., respectively.
- *Preamble* is abbreviated *pmbl.*
- Use Roman numerals (I, II, III) for article and amendment numbers.
- Use Arabic numerals (1, 2, 3) for section and clause numbers.

| Reference | U.S. Const. art. I, § 3. |

Referred to in Passing

| In-Text Citation | Students are to use the U.S. Constitution when completing their assignments. References to the U.S. Constitution that are made in passing do not need to be cited in the reference list. |

References to Parts Currently Still in Use

| Reference | U.S. Const. art. I, § 3. |

References to Parts No Longer Used

| Reference | U.S. Const. amend. XVIII (repealed 1933). |

Constitutional Amendment

| Reference | U.S. Const. amend. XIX. |

| In-Text Citation | The constitution was not amended until 1920 to give women the vote (U.S. Const. amend. XIX). |

Patents


- Include the inventor or inventors to whom the patent is issued and the official source from which the patent information was obtained.
BOOKS, including eBooks & REFERENCE BOOKS

The basic format is:


* Don't include the parts of publishers' names that are not required to locate the publisher. For example: Publishers, Co., or Inc. However, keep the words Books and Press.

Specific Examples:

Multiple Authors

Edited Book

Article or Chapter in an Edited Book

Entry in an Encyclopedia

Electronic Book

Electronic Version of Print Book with DOI

Dissertation or Thesis
ARTICLES (JOURNAL, MAGAZINE, & NEWSPAPER)

The basic format is:

Last_name, First_initial. Middle_initial. (Publication Date). Title of article: Subtitle of article. Title of Periodical, vol#(iss#), page-range. doi:1234/567890

Notes & Exceptions:
• Include a DOI if it's provided—for both print and electronic articles.
• For electronic articles, if no DOI is available, use the periodical's homepage URL instead.
• For print articles, if no DOI is available, leave that section blank. (End with the page range.)
• If you provide the URL, state it as Retrieved from http://www.URL.com. You don't need to provide a retrieval date.
[See the box to the left—"URL vs DOI"—for additional information about URLs and DOIs.]
• Only provide an issue number if each issue's pagination starts at page 1.
To find out if the pagination continues from issue to issue, check the page numbers. High page numbers indicate continuous pagination. If you're still not sure, go to the journal's homepage and look up the issue in that volume. Find the page numbers for the first article in each issue. If they're continuous, you don't need to provide the issue number. If they all start with page 1, you need to provide the issue number.
• Journal articles only need the year.
• Magazine, newspaper, and newsletter articles require the year and the exact date (month or month and day).
• The only articles that have p. in front of the page numbers are newspaper articles.

Specific Examples:

|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

ONLINE SOURCES

The basic format is:

Last_name, First_initial. Middle_initial. (Publication Date). Title of source [Description of format, if it's not just a plain webpage]. Retrieved from http://www.URL.com

Note: APA citation is about the source, not the location of the source. While these are examples of some specific online sources, most online sources will actually fall under other categories: articles, eBooks, reports, etc. Be sure to look up the guidelines for those source types.

Specific Examples:

<table>
<thead>
<tr>
<th>Webpage</th>
<th>Note that a webpage is a small part of a larger website. Just as chapter and article titles aren't in italics, webpage titles aren't in italics, either. Concordia University. (n.d.). Concordia's history. Retrieved from <a href="http://www.cu-portland.edu/about/history">http://www.cu-portland.edu/about/history</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>If you refer to a website in general, but not a specific part of that website, APA states that you can simply use an in-text citation with the website's name and URL. Here's an example: The American Library Association's Great Websites for Kids (<a href="http://gws.ala.org/">http://gws.ala.org/</a>) recommends websites that are relevant for children up to 14 years of age.</td>
</tr>
<tr>
<td>Tweet</td>
<td>Concordia University [cu_portland]. (2014, August 26). Hope all our students have a great first day! #cupdx #firstdayofschool [Tweet]. Retrieved from <a href="https://twitter.com/cu_portland/status/504294095229956096">https://twitter.com/cu_portland/status/504294095229956096</a></td>
</tr>
</tbody>
</table>

MEDIA (AUDIO/VISUAL) MATERIALS
The basic formats are:

- **Producer_Last_name, First_initial. Middle_initial. (Producer), & Director_Last_name, First_initial. Middle_initial. (Director). (Year of release). Title of film [Description of format]. Country of origin: Studio or Distributor.**

- **Last_name, First_initial. Middle_initial. [Screen name]. (Publication Date). Title of media [Description of format]. Retrieved from http://www.URL.com**

- **Artist_Last_name, First_initial. Middle_initial. (Year). Title of image/artwork [Description of format]. City, State_abbreviation: Organization or Agency.**

- **Writer_Last_name, First_initial. Middle_initial. (Copyright Year). Title of song [Recorded by First_initial. Middle_initial. Last_name if different from writer]. On Title of album [Description of format]. City, State_abbreviation: Label. (Date of recording if different from song copyright date).**

### Specific Examples:

<table>
<thead>
<tr>
<th>Format Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>YouTube or Social Media Video</td>
<td>Concordia Portland. (2014, February 6). <em>Concordia's 3 to PhD initiative</em> [Video file]. Retrieved from <a href="http://youtu.be/hTOpTQwTSmI">http://youtu.be/hTOpTQwTSmI</a>?</td>
</tr>
</tbody>
</table>

### TECHNICAL AND RESEARCH REPORTS

The basic format is:

- **Last_name, First_initial. Middle_initial. (Year). Title of report: Subtitle of report (Report No. 123). City, State_abbreviation: Publisher.**

**Additional Notes:**
- Format references for reports similarly to how you format references for books.
- If the report has a number (report number, contract number, etc.), include it in parentheses after the title and before the period, but not in italics. If the report doesn’t have a number, leave that notation out of the reference.
- If you access a report online, provide a retrieval statement instead of a location and publisher. Include the name of the publisher in the retrieval statement, unless the publisher is the same as the author. For example:
  - **Publisher separate from author:** Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/etc.
  - **Publisher is the author:** Retrieved from http://www.apa.org/etc.

### Specific Examples:

<table>
<thead>
<tr>
<th>Corporate Author, Government Report, No Report Number</th>
<th>Example</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Author Range from Institutional Archive</th>
<th>Example</th>
</tr>
</thead>
</table>

### COURSE MATERIALS

The basic format is:

The APA manual focuses on writing and style conventions for professional publications, not academic papers. However, we can use the APA's general rules to interpret how to cite course materials. It all comes down to how you retrieve the source.
Additional Notes:

- Keep in mind that the reference list is designed to provide access to retrievable sources. In many cases, the information you receive in class can't be retrieved any other way. Because of that, many course materials are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication." Here are two examples:

  J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.

  Educating children via interactive technology engages multiple learning styles (J. Doe, personal communication, August 28, 2014).

Specific Examples:

<table>
<thead>
<tr>
<th>Lectures (Live)</th>
<th>A live lecture can't be retrieved by anyone after the fact. Because of that, class lectures should be cited as personal communications. (See the examples above.)</th>
</tr>
</thead>
</table>
| Course Packs    | **Previously Published**
|                 | If the material in the course pack was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.)
|                 | **Original or Unattributed**
|                 | If the material in the course pack was not previously published, cite the source as a compilation. Here's an example:
| Class Notes     | Class notes can't be retrieved by most readers. (You may share your notes with a friend or group in the class, but for the most part, no one else will see them.) Because class notes can't be retrieved, they should be cited as personal communications. (See the examples above.) |
| PowerPoint or Files | **Viewed Live**
|                  | PowerPoint files or other materials shared live in a class are just like live lectures—they can't be retrieved by anyone after the fact. Because of that, they should be cited as personal communications. (See the examples above.)
|                  | **Posted Online**
|                  | If your professor posts PowerPoint or other files online (on a website, etc.), cite them as you would any other online source: provide the author, date, title, and retrieval location.
| Documents Uploaded to Blackboard | **Previously Published**
|                                | If the material uploaded to Blackboard was previously published (a chapter from a book, an article from a journal), cite the source as you would its original version. (See the tabs for books and articles.) Do not provide the URL to Blackboard.
|                                | **Original or Unattributed**
|                                | If the material uploaded to Blackboard is original (lecture notes) or unattributed (doesn't give full source information), then cite as much as you can that falls into the who, when, what, where format: author, date, title, and source.
|                                | - In this case, it's usually okay to provide the URL to the source's location in Blackboard. This is especially true if the paper/project is only for class.
|                                | - However, if people outside your class will be reading your paper/project, such a URL won't work, and you'll need to cite the source as a personal communication (see above).

CONFERENCE, MEETING, & SYMPOSIUM MATERIALS

The basic formats are:

- Last_name, First_initial. Middle_initial. (Year, Month). *Title of paper or poster*. Paper/Poster presented at the meeting of Organization, City, State_abbreviation.
- Last_name, First_initial. Middle_initial. (Year, Month). Title of session. In First_initial. Middle_initial. Last_name (Chair), *Title of symposium*. Symposium conducted at the meeting of Organization, City, State_abbreviation.
- Last_name, First_initial. Middle_initial. (Year). Title of proceedings article. *Title of Published Conference Proceedings*, vol#, page#s. doi:1234/567890
### Additional Notes:
- **Unpublished paper** or **poster** sessions should follow the first example above.
- **Unpublished symposia** or **meeting** sessions should follow the second example above.
- **Published conference proceedings** in **book format** should follow other book references (see tab).
- **Published conference proceedings** that are published in a **regular series** follow the article format (see tab). See also the third example above.

### Specific Examples:


### INTERVIEWS

The basic formats are:

First_initial. Middle_initial. Last_name (personal communication, Date) discussed . . .

Blah blah blah . . . First_initial. Middle_initial. Last_name, personal communication, Date).

### Additional Notes:
- Keep in mind that the reference list is designed to provide access to retrievable sources. Because of that, interviews are cited as personal communications.
- A personal communication is cited in text only. Provide the initial(s) and last name of the person, the exact date, and the phrase "personal communication."

### Specific Examples:

**Personal Communication, Option 1**

J. Doe (personal communication, August 28, 2014) discussed the use of interactive technology in the classroom at Smith Elementary School.

**Personal Communication, Option 2**

Educating children via interactive technology engages multiple learning styles (J. Doe, personal communication, August 28, 2014).

### LEGAL MATERIALS

The basic formats are:

These are basic examples for citing legal materials; for more information, see the latest edition of *The Bluebook: A Uniform System of Citation* (19th ed., 2010), which is the source for APA legal citation style.

### Common Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cong.</td>
<td>U.S. Congress</td>
</tr>
<tr>
<td>H.R.</td>
<td>House of Representatives</td>
</tr>
<tr>
<td>S.</td>
<td>Senate</td>
</tr>
<tr>
<td>Reg.</td>
<td>Regulation</td>
</tr>
<tr>
<td>Res.</td>
<td>Resolution</td>
</tr>
<tr>
<td>F.</td>
<td>Federal Reporter</td>
</tr>
<tr>
<td>F.2d</td>
<td>Federal Reporter, Second Series</td>
</tr>
<tr>
<td>F.3d</td>
<td>Federal Reporter, Third Series</td>
</tr>
<tr>
<td>F. Supp.</td>
<td>Federal Supplement</td>
</tr>
<tr>
<td>Cong. Rec.</td>
<td>Congressional Record</td>
</tr>
</tbody>
</table>

### Specific Examples:

#### Court Decisions & Materials

**Brief**

**Reference**


**In-Text Citation**


**Case**

**Reference**


**In-Text Citation**

**Referred to in Passing**

<table>
<thead>
<tr>
<th>In-Text Citation</th>
<th>Students are to use the U.S. Constitution when completing their assignments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>References to the U.S. Constitution that are made in passing do not need to be cited in the reference list.</td>
</tr>
</tbody>
</table>

**References to Parts Currently Still in Use**

<table>
<thead>
<tr>
<th>Reference</th>
<th>U.S. Const. art. I, § 3.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For the parts of the U.S. Constitution that are currently in force, the <em>Bluebook</em> states to not include a date.</td>
</tr>
</tbody>
</table>

| In-Text Citation | When the United States of America was founded, a procedure for adding new states was devised (U.S. Const. art. I, § 3). |

**References to Parts No Longer Used**

<table>
<thead>
<tr>
<th>Reference</th>
<th>U.S. Const. amend. XVIII (repealed 1933).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The <em>Bluebook</em> says to include the year in parentheses if you are referring to a part of the Constitution that has been repealed or amended.</td>
</tr>
</tbody>
</table>

| In-Text Citation | Prohibition is the period in U.S. history when the sale of liquor was made illegal (U.S. Const. amend. XVIII, repealed 1933). |

**Constitutional Amendment**

<table>
<thead>
<tr>
<th>Reference</th>
<th>U.S. Const. amend. XIX.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For the parts of the U.S. Constitution that are currently in force, the <em>Bluebook</em> states to not include a date.</td>
</tr>
</tbody>
</table>

| In-Text Citation | The constitution was not amended until 1920 to give women the vote (U.S. Const. amend. XIX). |

**Patents**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include the inventor or inventors to whom the patent is issued and the official source from which the patent information can be retrieved.</td>
</tr>
</tbody>
</table>


**Administrative and Executive Materials**

**Federal Regulation**

|-----------|------------------------------------------------------------------|

| In-Text Citation | FDA Prescription Drug Advertising Rule (2006) or (FDA Prescription Drug Advertising Rule, 2006) |

|-----------|------------------------------------------------------------------|

| In-Text Citation | Federal Small Business Regulations for Acquisitions by the National Parks Administration (2004) or (Federal Small Business Regulations for Acquisitions by the National Parks Administration, 2004) |

**Executive Order**

|-----------|--------------------------------------------------------------------------------------------------|

| In-Text Citation | Executive Order No. 11,609 (1994) or (Executive Order No. 11,609, 1994) |

**Notes**

- Use Roman numerals (I, II, III) for article and amendment numbers.
- Use Arabic numerals (1, 2, 3) for section and clause numbers.
from acts of terrorism