

APA Module 5

Introduction

APA module 5 covers general formatting for reference list entries, and examples of reference list citations for journal articles, books, and electronic references. Information regarding the sample paper in the APA manual and APA websites is also included.

Slide 1

In general, a reference list citation should include the author name, publication date, title, and publication information.

The examples on this slide show the general format for a reference list citation for a periodical, a book, and a chapter in a book.

Note, as shown in the third example, that when listing editors of a book, give the editors initials first, followed by the surname.

Slide 2

Periodicals include items published on a regular basis, such as journals, magazines, scholarly newsletters. Capitalize only the first letter of the first word of the title and of the subtitle (if applicable). The periodical title should be in uppercase and lowercase letters, and the title and volume number of the periodical should be in italics.

Do not use the word 'volume' before the volume number.

Note that when citing a work with two authors, use an ampersand (&) between the authors names.

Slide 3

Use commas to separate authors, and to separate surnames and initials. For 3-7 authors, document the surname and initials for each author. Use an ampersand (&) before the last author. If the issue of a journal begins on page 1, give the issue number in parentheses after the volume number.

When there are more than 8 authors – include the first 6 authors' names, then three ellipses, followed by the last author's name. For the in-text citation, cite only the surname of the first author followed by et al. and the year for each citation (Titler, et al. 1995).

Slide 4

Nonperiodical sources include books, reports, brochures, manuals, and audiovisual media.

Capitalize only the first letter of the first word of the title and italicize the title.

Give the city and US postal service abbreviation for the state. Give the publisher name in a brief form. For example omit the term 'Publishers', 'Co.', or 'Inc.' Do include the terms 'Books' and 'Press'.

To reference an edited book, place the editors name in the authors position and follow with the abbreviation Eds. in parentheses.

Slide 5

When listing editors of a book give the editors initials first, followed by the surname.

For a chapter in a book that is not edited, include the word 'In' before the book title.

When the author and the publisher are the same, use the word 'Author' as the name of the publisher.

Slide 6

The format for citing electronic sources is the same as that used for print sources. For electronic sources, include additional retrieval information such as the Uniform Resource Locator (URL) or Digital Object Identifier (DOI).

Slide 7

DOI or Digital Object Identifier provides a means to identify content and provide a link to its location on the internet. A DOI is assigned when an article is published. While the URL may change, the DOI is a consistent way to locate material on the internet.

The DOI is an alphanumeric string. It begins with the number 10 and is followed by prefix of four or more digits that represents the organization and a suffix that is assigned by the publisher. When a DOI is available, include it in your reference citation for both print and electronic sources.

The DOI is usually located on the first page of an electronic journal article, near the copyright information.

Slide 8

The DOI is a link to the content you are referencing. It may be hidden under a button labeled 'article', CrossRef', or 'PubMed'. Clicking on the button will take you to the full article or the abstract which will include the DOI.

If the link is not active or if the DOI is referenced in a print publication, you can enter the DOI in the DOI 'resolver' search at CrossRef.org . You will then be directed to the article.

Slide 9

The first example on this slide shows an article with the DOI listed. When a DOI is used, no additional retrieval information is needed to locate the article. Note that the DOI string is usually long. Therefore, it is best to copy and paste whenever possible so that you provide the DOI exactly as published in the article.

The second citation is an article with the DOI hidden behind a button. In this case, clicking on the 'Article' button will allow you to view the article.

Slide 10

Online articles follow a format similar to that of printed articles. Electronic sources include online journals, books, Web sites, or Web pages, newsgroups, and aggregated databases. Along with examples for non-electronic media, examples of referencing electronic media are shown in examples throughout Chapter Seven of the 6th edition of the APA manual.

The examples on this slide show citations for an online article and a book without a DOI. If there is no DOI assigned, include the home page URL for the journal or the URL for the book, using the format: 'Retrieved from <http://www....>

Slide 11

Online articles follow the same guidelines as printed articles. Document the author, year of publication, title, title of journal, volume number, page number, and DOI (Digital Object Identifier), if available. Always include the DOI if one is assigned. Document the DOI after the page numbers using the format ('doi:10.xxxx.xxxxxx') shown in the first example.

If there is no DOI assigned to the article include the URL (Uniform Resource Locator), as shown in the second example on the slide.

Slide 12

For newspaper articles, include the publication date and year as shown. If the date is not available, use "n.d." (for "no date") in parentheses.

When the online version of an article is available by search, give the URL of the home page (i.e. www.nytimes.com) to avoid nonworking URLs.

When a news article has no author, cite the reference according to the title, as shown in the second example. Also note that the exact URL is given for the second article because the article would be difficult to locate from the government agency home page.

When giving an internet address (uniform resource locator or URL) that is more than one line long, break the URL after a slash or before a period (Note that in the second example on the slide the URL break is after a slash). *Do not put a period after a citation that ends with an URL.*

Note: Do not insert a hyphen at the break when the URL goes to another line.

Slide 13

When referencing a chapter or section in an online document, begin with information as for a chapter from a book. However, do not include the city or publisher. End with retrieval information, in this case the DOI. No URL is needed.

If there is no DOI assigned identify the URL for the chapter, section, or entry. Use the URL that links directly to the chapter section, not the website home page.

Slide 14

In the first example above the National Institute of Health is the author and publisher of the report. If the organization has assigned a number to the report, give the number in parentheses after the title, as shown here. (NIH Publication No. 02-2650)

If the publisher is not identified for a report retrieved online, identify the publisher as part of the retrieval statement, (retrieved from The National Institute of Health website: <http://xxxx>)

For audiovisual media such as podcasts, list the primary contributors in the author position and identify their role in parentheses (i.e. 'producer'). Then, document the date, *title*, type of media in brackets [Audio podcast], and the retrieval information.

Slide 15

The APA manual does not provide examples for some types of sources. This slide shows examples of formatting a reference for a web page with no author and for a web page with no author, year, or page numbers.

Slide 16

When citing online PowerPoint slides, identify the file format in brackets after the title.

Slide 17

If you are citing lecture notes, use the words “Lecture notes” in brackets.

Slide 18

The *Publication Manual of the American Psychological Association* contains sample papers that show in visual presentation how to format the various elements of a manuscript. The sample papers are good references to show you the actual positioning of each element and where you can read about them in the Manual.

Slide 19

The APA website is an excellent source of information regarding APA Style. The APA Style homepage can be found at the URL listed on this slide. From the homepage, there are links to resources such as “Frequently Asked Questions” or the APA Blog. The Frequently Asked Questions page, which is organized according to topic, provides answers to many common APA Style questions.

Slide 20