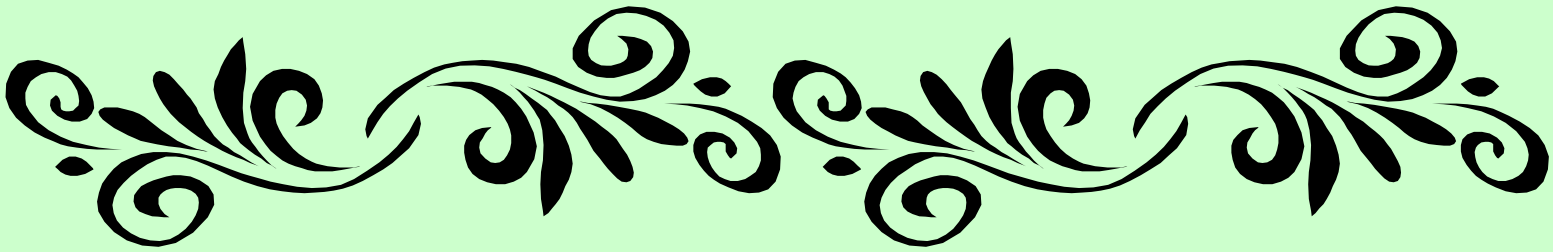
Using APA to Document Your Sources

updated 2011



Courtesy of
The Center for Reading & Writing
SUNY Adirondack
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The Center is located in

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Acknowledgments:

Updated by the Center for Reading & Writing, 2011.

Information for citing online sources has been adapted from

- *The St. Martin's Handbook,* 6th edition, by Andrea A. Lunsford (Bedford/St. Martin's, 2008)
- *The Little, Brown Compact Handbook,* 7th edition, by Jane E. Aaron (Longman, 2009)
- *APA Online* at http://www.apastyle.org
- "How to Find a DOI" by Timothy Adoo, posted on the APA's web site at <http://blog.apastyle.org/apastyle/digital-object-identifier-doi/>.

APA FAQ

What is APA?

APA stands for "American Psychological Association." The APA is a professional organization for scholars in the social sciences. APA, just like other professional organizations—such as MLA*, CMS**, and others—establishes standards for the publication of articles in scholarly journals. When your teacher tells you to "use APA," that means that you are to use the formatting guidelines established by the American Psychological Association.

** Modern Language Association*
***Chicago Manual of Style*

How do APA and MLA differ?

Obvious main differences are:

1) The list of sources is called "Works Cited" in MLA and "References" in APA.
2) MLA uses page numbers in the in-text citation, whereas APA uses year of publication.
3) The order and format of the items in the list of sources varies.

If you are used to MLA, work with a tutor to check over your APA documentation.

Where can I find APA guidelines?

Use this handout for the sources most often used by ACC students. For a more complete guide, use any college-level writer's handbook. (If you don't have one of your own, the library and the CRW have copies.) For the complete guide, use the official APA manual available at the ACC library.

What does it mean to "document" and to "cite"?

To document or cite means to acknowledge your sources of information. You must do this both within the text of your essay (**in-text citation**) and at the end of your essay (**the References page**).

When do I use in-text citation?

Whenever you **directly quote**, **summarize**, or **paraphrase** a source in your essay, you must cite it, usually just after the quote, summary, or paraphrase. You need to cite not only direct quotes, but also any ideas, theories, or designs not your own. You do not need to cite undisputed facts or your own observations.

What types of sources do I need to cite?

You need to cite books, articles, online sources, visual and audio materials, government documents, and primary research such as interviews, letters, and email messages. The pink page provides a partial list of sources you need to cite. Consult a handbook or ask a tutor if you have a source not on this list.

What types of sources do I not need to cite?

You do not need to cite your own ideas, theories, or designs; your own artwork, musical compositions, or recordings; information you gather through your own direct observation, surveys, or experiments; or facts that are universally acknowledged, such as dates. Be careful with this last one, though—many "facts" are not universally acknowledged.

What is a References page?

A References page lists in alphabetical order all the sources that you cited within the essay itself. It will be the last page of your paper. A sample References page can be found at the end of this guide (white pages).

What is a DOI?

A DOI is a "digital object identifier," a number assigned to individual articles and book chapters so that they can reliably be located in online databases. Eventually, all articles will be assigned DOIs.

How do I use this guide?

THIS GUIDE IS DIVIDED INTO FOUR PARTS:

I (green): general information
II (pink): numbered list of types of sources
III (yellow): examples of how to cite those sources, keyed to the numbered list
IV (white): sample pages from a student paper

TO USE THIS GUIDE:

1) Find the type of source in the pink section. Note the number.

2) Turn to that number in the yellow section. There you will find two items. The first is the "**in-text citation**;" this shows you how to cite the source within the body of your paper.

The second is the "**References form**;" this shows you how to list the source on the References page.

3) Refer to the sample pages to see how the citations are used in the context of a real essay.

PLEASE NOTE:

① This guide lists **just the most common sources** used in college papers. If you have a source that is not on this list, consult a writer's handbook or the official APA guide, or ask a writing center tutor, a librarian, or your teacher for help.

② We had room for only **a limited number of examples**. If the example does not conform to your source, please ask a writing center tutor for help.

③ The **number and kinds of online sources** increase each year. Handbooks try to keep up, but guidelines for citing online sources vary somewhat from one handbook to another and from one year to the next. Guidelines for the online sources in this handout have been checked against several handbooks, but may change next year.

Types of Sources

BOOKS

1. book with one author
2. book with two authors
3. book with three or more authors
4. book with a group or corporate author
5. anthology or collection
6. work in an anthology or collection
7. translation
8. work in multiple volumes or parts

ARTICLES

9. article from a newspaper
10. article from a weekly or biweekly magazine
11. article from a monthly or bimonthly magazine
12. article in a scholarly journal—paginated by issue
13. article in a scholarly journal—paginated by volume

MISCELLANEOUS SOURCES

14. signed article in an encyclopedia
15. unsigned article in an encyclopedia
16. government document
17. pamphlet
18. personal communication (includes interviews, email, postings to discussion lists, and personal letters)
19. published proceedings of a conference
20. map or chart (includes images downloaded from online sources)

ONLINE SOURCES

21. online magazine or journal article
22. online newspaper article
23. article from a database or literary archive on the Web
24. material from a Web site
25. annual report
26. journal article with a Digital Object Identifier (DOI)
27. journal article without a DOI

Advice on formatting the in-text and References page items:

APA is just different enough from MLA to be really annoying for students (and teachers). To be safe, work with a tutor in the Center for Reading & Writing when you are ready to document your sources.

In general, APA uses:

- publication dates rather than page numbers (page numbers only with direct quotes)
- initials rather than first names of authors
- "sentence case" for titles
- italics rather than underlining for titles of books and periodicals

1. book with one author

in-text citation: (Tuchman, 1984)
References form:

Tuchman, B. W. (1984). *The march of folly: From Troy to Vietnam*. New York: Ballantine.

2. book with two authors

in-text citation: (Lakoff & Johnson, 1980)
References form:

Lakoff, G. & Johnson, M. (1980). *Metaphors we live by*. Chicago: University of Chicago Press.

3. book with three or more authors

in-text citation: (Bell, Weinberg, & Hammersmith, 1981)
References form:

Bell, A. P., Weinberg, M. S., & Hammersmith, S. K. (1981). *Sexual preference: Its development in men and women*. Bloomington, IN: Indiana University Press.

4. book with a corporate author

in-text citation: (Lorenz Research Associates, 1992)
References form:

Lorenz Research Associates. (1992). *Research in social studies teaching*. Baltimore: Arrow Press.

5. anthology or collection (book as a whole cited)

in-text citation: (Bailey, 1995)
References form:

Bailey, R, (Ed.). (1995). *The true state of the planet: Ten of the world's premier environmental researchers in a major challenge to the environmental movement*. New York: Free Press.

6. work in an anthology or collection (just one article cited)

in-text citation: (Anderson, 1995)
References form:

Anderson, T. (1995). Water options for the blue planet. In R. Bailey (Ed.), *The true state of the planet: Ten of the world's premier environmental researchers in a major challenge to the environmental movement* (pp. 267-294). New York: Free Press.

7. work in multiple volumes

in-text citation: (Macaulay, 1906)
References form:

Macaulay, T. B. (1906). *The History of England from the accession of James II* (Vol 2). London: Dent.

8. translation

in-text citation: (Ortese, 1987)
References form:

Ortese, A. M. (1987). *The iguana*. (H. Martin, Trans). Kingston, NY: McPherson.

9. newspaper article

with an author:
in-text citation: (Wilkes, 1998)
References form:

Wilkes, J. R. (1998, October 16). Microsoft trial promises stars, impacts, legal fireworks. *The Wall Street Journal.*, pp. B1, B12.

without an author:
in-text citation: ("Ancient," 2000)
References form:

Ancient bacteria: Scientists revive 250-million-year-old germ. (2000, October 19). *The Post Star*, p. A2.

10. article from a weekly or biweekly magazine

with an author:
in-text citation: (Winters, 2001)
References form:

Winters, R. (2001, March 12). More than Band-Aids: School nurses are tackling new responsibilities as they care for a growing number of children with chronic diseases and disabilities. *Time*, 19-21.

without an author:
in-text citation: ("Logging On," 2000)
References form:

Logging on young, and paying later. (2000, September 25). *U.S. News & World Report*, 52.

11. article from a monthly or bimonthly magazine

in-text citation: (Wilentz, 2000)
References form:
Wilentz, A. (2000, July). Daughters of darkness. *Mother Jones*, 54-59.

12. article in a scholarly journal--paginated by issue

in-text citation: (Tipper, 1999)
References form:

Tipper, M. O. (1999). Real men don't do writing centers. *The Writing Center Journal*, *19*(2), 33-40.

13. article in a scholarly journal--paginated by volume

in-text citation: (Cheung, 2000)
References form:

Cheung, D. (2000). The impulse of stock market volatility and the Market Crash of October 1987. *Journal of Business Finance and Accounting*, *27*, 761-768.

14. signed article in an encyclopedia

in-text citation: (Harvey, 1996)
References form:

Harvey, J. (1996). The Reformation. In B. S. Burnham-Wood (Ed.), *The encyclopaedia of religion* (p. 561). New York: Holt.

15. unsigned article in an encyclopedia

in-text citation: ("Dementia," 1996)
References form:

Dementia. (1996). In *The new encyclopaedia Britannica*. (Vol. 2, p. 253-255). Chicago: Encyclopaedia Britannica.

16. government document

in-text citation: (United States, 1998)
References form:

United States. Department of Agriculture. Forest Service. (1998). *Faces of fire: Prevention, suppression, prescribed fires*. Washington, DC: U.S. Government Printing Office.

17. pamphlet

in-text citation: (*Your Right*, 1992)
References form:

Your right to decide: Communicating your health care choices. (1992). Richmond, VA: Virginia Hospital Association.

18. interview

Interviews, personal letters or email messages, and postings to discussion lists are considered by the APA as forms of personal communication. Treat them all as follows:
in-text citation: Mary Baker Eddy (personal communication, January 21, 2001) endorses this view.

References form: Do not include personal communications on the References page.

19. published proceedings of a conference

in-text citation: (Harris & Nelson, 1998)
References form:

Harris, D., & Nelson, L. (Eds.) (1998). *Proceedings of NECC 1998: National Education Computing Conference*. Iowa City: Weeg Computing Center, University of Iowa.

20. map or chart

in-text citation: Place a credit line at the bottom of the map or chart.
References form:

The Louisiana Purchase [Map]. (1988). Lake City, MO: Historical Map Company.

ONLINE SOURCES

NOTE: Many online sources can be treated as if they were magazine articles; that is, you need to cite the same kinds of information in approximately the same order. For example, a References entry for a typical web page will have six basic parts, in this order:

1) **Author's name**, if there is one. The author can be a person or an organization.
2) **Year of publication**. This date should be the original publication, if the text has an earlier print version, or the date of its posting to the website, if the text does not).
3) **Title of the specific page or layer** that you are using.
4) **Title of the main or home page**.
5) **Date you retrieved the information**.
6) **Entire URL** (address) of the specific page you are citing.

21. online magazine or journal article

magazine article:
in-text citation: (Wilmut, 2000)
References form:

Wilmut, I. (1999, January 11). Dolly's false legacy. *Time Magazine*. Retrieved February 16, 2000, from http://www.pathfinder.com/time/magazine/articles/0,3266,17694,00.html

journal article:
in-text citation: (Plutshow, 2000)
References form:

Plutschow, H. (2000, February 15). An anthropological perspective on the Japanese tea ceremony. *Anthropoetics* 5(1). Retrieved May 23, 2002, from http://www.humnet.ucla.edu/anthropoetics/

22. online newspaper article

in-text citation: (Kolata, 2002)
References form:

Kolata, G. (2002, February 12). Why some people won't be fit despite exercise. *New York Times*. Retrieved February 12, 2002, from http://www.nytimes.com

23. article from a database or literary archive on the Web

database:
in-text citation: (Nobbe, 1993)
References form:

Nobbe, G. (1993, March). Female squirrels reject chastity belts. *Wildlife Conservation, 75*, 1-5. Retrieved February 2, 2001, from Expanded Academic ASAP database.

literary archive:
in-text citation: (Darwin, 1909)
References form:

Darwin, C. (1909). *The origin of species*. New York: P.F. Collier & Son. Retrieved December 4, 1999, from Project Bartleby database: http://www.bartleby.com/11

24. material from a Web site

in-text citation: (United States Senate, 1999)
References form:

United States Senate. (1999). Bipartisan Campaign Reform Act of 1999. *Public Campaign Website*. Retrieved October 31, 2000, from http://www.publiccampaign.org/articles/ts10_14_99b.html

25. annual report from Hoover's Online

in-text citation: Include Hoover's, the date of the annual report, the title of the section you are citing, and the paragraph number you are citing. For example:
(Hoover's Online, 2004, Lucent Technologies history, para. 7)
References form:

Hoover's Online. (2004, February 16). *Lucent Technologies Inc.* Retrieved February 16, 2004, from http://premium.hoovers.com/subscribe/co/factsheet.xhtml?COID=46656

26. journal article with a Digital Object Identifier (DOI)

in-text citation: (Cook, 2009)
References form:

Cook, L. K. (2009). Pheochromocytoma. *American Journal of Nursing 109*(2), 50-53. doi:10.1097/001.NAJ.0000345437.83475.48

24. journal article without a DOI

in-text citation: (Marmolejo, Diliberto-Macaluso, & Altabarriba, 2009)
References form:

Marmolejo, G., Diliberto-Macaluso, K. A., & Altabarriba, J. (2009). False memory in bilinguals: Does switching languages increase false memories? *The American Journal of Psychology 122*(1). Retrieved from http://ajp.press.uiuc.edu/122/1/marmolejo.html

Breaking through the Glass Ceiling:

Women in the Executive Workforce

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Abstract

Despite the assumption that the feminist movement resolved all the problems in equity in the workplace, women executives are still rare. Reasons for this inequitable ratio are many, and vary from source to source, yet nearly every female executive has pointed to the corporate culture as creating a so-called "glass ceiling" that promulgates the idea of equality while, at the same time, women are repeatedly denied promotions.

women are still rare in the highest executive positions, representing only about 2 percent of the top executives in *Fortune* 500 companies in 1990 (Solomon, 1990). Pave (1986) notes that "no one cites 'equal numbers of men and women in top management positions' as the mark of a good company for women" (p. 76). Despite women's persistence, a "glass ceiling," or invisible barrier, continues to separate women in middle and upper management from positions in top management. If women are ever to break through the glass ceiling, business attitudes have to change, particularly the definition of successful management style.

The main reason women have not broken through the glass ceiling is that they are women (Robinson, 1998). They face resistance from male executives who want their successors to be just like themselves and who therefore will not consider women for top-management positions, or they face resistance from men who do not want women to be executives (Pave, 1986). According to Felice Schwartz (1987), president of Catalyst, a firm that conducts research on corporate women, "It goes against the grain of most senior executives to encourage and welcome the women, so unlike their wives, who put career before marriage and rearing children" (p. 185). Thus, some women are held back if they behave too much like women, while others are held back because they behave too much like men.

References

Bozzi, V. (1987, September). Assertiveness breeds contempt. *Psychology Today*, 15-17.

Broverman, I. K. (2006). Sex-role stereotypes: A current appraisal. *Journal of Social Issues*, 28(2), 59-78. doi: 10.1162/jsi.2006.28.2.59

Gilson, E., & Kane, S. (1997). *Unnecessary choices: The hidden life of the executive woman*. New York: Morrow.

Pave, I. (1986, June 23). A woman's place is at GE, Federal Express, P&G. *Business Week*, 75-78.

Robinson, T. Y. (1998, March 12). The glass ceiling: Implications for the Department of Defense. *Maxwell Air Force Base Reports*. Retrieved November 18, 2000, from the Maxwell Air Force Base Air University database: http://www.au.af.mil/au/database/research/ay1997/acsc/97-0607N.htm

Schwartz, F. N. (2007, June 8). Don't write women off as leaders. *Fortune*, 185.

Solomon, C. M. (1990, October). Careers under glass. *Personnel Journal*, 69, 796-805.