



Library

Documenting Electronic Sources: APA Style

You must document your sources anytime that you use information that is not your own. (See the Library brochure on plagiarism for more information.)

We have created this separate handout for electronic sources because they change frequently. Use the Library APA brochure on traditional sources for all your non-electronic sources. We have tried to provide the most common examples, but you may need to adapt them to fit your sources, or refer to the *APA Manual* for more complicated sources.

IN-TEXT DOCUMENTATION FORMAT

In general, follow the same rules as for print sources. The basic in-text citation includes the author(s) and date of publication. The author(s) and date appear either in the sentence itself (a signal phrase) or at the end of the sentence in parentheses (called parenthetical citation).

Paraphrases

Basic in-text citation with author signal phrase

Using population statistics as an example Smith and Ernst (2005) argue that homelessness is a condition vastly underestimated, particularly in large metropolitan areas.

Basic in-text citation with author's name in parentheses (3 – 5 authors)

First reference to the source:

Motivating students is of primary concern to many of today's teachers (Bender, Anders, & Black, 2007).

Subsequent references to the source:

(Bender et al., 2007)

Web site with no author and no date (short form of title used)

(Note: Use quotation marks around article titles. Italicize titles of books and Web documents.)

Interest in the use of subliminal advertising dates back several decades (*History*, n.d.).

Secondary source (source within a source) (secondary source with 6 or more authors)

Taylor has noted several discrepancies in twin studies of the past (cited in Thomas et al., 2005).

Multiple sources by the same author (same publication date)

(Note: Include the suffixes a, b, c, etc. after the year. The suffixes are assigned in the References list, where these kinds of references are ordered by author, date, then alphabetically by the title.)

According to Miller (2007a) anorexia nervosa is a disorder resulting from a combination of cultural, interpersonal, and biological factors.

In recent years the incidence of eating disorders among males has increased (Miller, 2007b).

Direct Quotations

Direct quotations include a page number with the citation. Most electronic sources do not include page numbers from the original print version. If the source does provide them, page numbers should be at the end of the sentence in parentheses, otherwise use no number at all.

Basic in-text citation with author signal phrase

Martinez (2006) asserts that "a wide variety of physical and psychological disorders may be treated with hypnotherapy, provided the conditions are right" (p. 33).

Online quotation sources (source has no page numbers)

(Note: Use the originator's name in the signal phrase. Include the quotation source title in parentheses.)

As the English author, Joseph Addison, said, "Three grand essentials to happiness in this life are something to do, something to love, and something to hope for" (*Creative quotations*, 2004).

REFERENCES FORMAT

General Formatting Tips

A "References" list should be double-spaced. When citing a complete date, do not abbreviate months. Each entry/citation in the list should be alphabetized by author or editor. If no author, alphabetize by the first word of the title other than *A*, *An*, or *The*.

Author/editor names should follow this format: last name first, then a comma followed by the first initial of the first name and initials of succeeding names. Capitalize only the first word of the titles and subtitles and all proper nouns. (Does not apply to periodical titles, course titles, and database names/titles, where all main words are capitalized.)

If no date can be found in the source, use (n.d.) in the citation. If a date range, like 2004-2007, is given, use the most recent date. (Does not apply to edition statements.) If the reference ends with a URL, do not put a period after it. Web site addresses should not be underlined ("live"). Long Web addresses may be broken up at a slash.

General Web Sites (See following pages for other online resources.)

Periodical articles appearing on Web sites may either be treated as journal/magazine articles accessed directly if enough information is available about the original article (see below) or as Web site documents.

Web site with author

Author/editor (copyright date or update). *Title of document*. Retrieved Month Day, Year, from Name of organization associated with the site: URL

Stambaugh, L., & Davies-Barnett, A. C. (2006). *Psychology of gender*. Retrieved January 4, 2008, from Gender Research Society Web site: <http://www.grs.org/gender.html>

Organizational Web site with no personal author

Title of document. (copyright date or update). Retrieved Month Day, Year, from Name of organization associated with the site: URL

Anxiety disorders. (2007). Retrieved November 3, 2007, from Clinical Psychologists Association Web site: <http://www.cpa.net/disorders/anxiety.cfm>

Government Web site with no personal author and no date

Occupational Safety and Health Administration. (n.d.). *Reducing health hazards at work.* Retrieved August 10, 2008, from http://www.osha.gov/officialpublications/technicalmanualsandbulletins/health_work.html

(Note: When the name of the sponsoring agency already appears as the author, then the name isn't repeated as the sponsor.)

Journal and Magazine Articles

Journal and magazines are treated differently in APA style. Decide which source you have and follow the appropriate example below. Articles retrieved from a subscription database do not include URLs (addresses). Electronic versions of journals and magazines (except PDF versions) rarely show page numbers. Use the starting page number listed in the citation if that is the case. Please note that CCC does not use a DOI for periodicals and always includes retrieval dates and either a database name or a URL. Beware, PDF versions usually do not show the database name which is required.

Journal article from a database (For more than 6 authors see next page.)

Author (Year). Article title. *Journal Title*, volume(issue), Beginning page or page range (if given).

Retrieved Month Day, Year, from Database Name.

Bean, K. E., Wiscotchill, J., & Newman, R. (2006). New techniques in patient care. *Journal of Holistic Nursing*, 47(3), 25. Retrieved May 4, 2008, from ProQuest Nursing & Allied Health Source database.

Magazine article with no author from a database

Article title. (Year, Month day). *Magazine Title*, volume (if given), Beginning page or page range (if given).

Retrieved Month Day, Year, from Database Name.

Corporate shakedown: Corruption in the marketplace. (2007, December 8). *Time*, 163, 12. Retrieved July 5, 2008, from Business Source Premier database.

(Note: Use volume number, if available, but no issue number is needed.)

Online journal article with more than 6 authors accessed directly—not through a database

Lewis, N., Palmer, S., Downes, K., Jr., Timber, J., Bale, C., Hayden, L., et al. (2007). Harnessing data from the new planetary probes. *Astronomy and Astrophysics Review*, 75(2). Retrieved June 9, 2008, from <http://naa.org/aar/probes.html>

CQ Researcher Online

Rummel, C. A., & Stinle-Lewis, N. (2006). Internet impact: Implications for the future [Electronic version]. *CQ Researcher*, 12(5), 415-439.

(Note: CQ Researcher is treated as an exception and uses [Electronic version] instead of a retrieval statement.)

Newspaper Articles

Newspaper article with author from a database

Author (Year, Month day). Article title. *Newspaper Title*, p. Beginning page. Retrieved Month Day, Year, from Database Name.

Stover, E., Jr., & Garland, C. (2007, October 7). Crisis in the classroom: What today's teachers are up against. *New York Times*, p. B7. Retrieved May 11, 2008, from ProQuest Newspapers database.

Online newspaper article with no author accessed directly—not through a database

Article title. (Year, Month day). *Newspaper Title*, p. Beginning page. Retrieved Month Day, Year, from URL

The perfect face: Addicted to plastic surgery. (2008, February 28). *Washington Post*, p. 4A. Retrieved March 3, 2008, from <http://www.washingtonpost.com>

Online Reference Sources

For reference sources accessed by subscription through a library, include the name of the database without the URL (address).

Typical reference resource with articles

Author (Year). Article title. In *Online reference title* (edition (if available)). Retrieved Month Day, Year, from Database Name.

Poutanen, S. M., & McGeer, A. J. (2005). Severe acute respiratory syndrome (SARS). In *AccessScience*.

Retrieved January 18, 2008, from AccessScience database.

Bureau of Labor Statistics. (2007). Librarians. In *Occupational outlook handbook* (2008-09 ed.). Retrieved

January 5, 2008, from <http://www.bls.gov/oco/ocos068.htm>

(Note: This is an example of an online reference source created by a government agency and accessed directly—not through a subscription database.)

Specific Reference Sources

Health & Wellness Resource Center

Treating Parkinson's disease. (2006). In *The Gale encyclopedia of medicine* (3rd ed.). Retrieved August 6,

2008, from Health & Wellness Resource Center database.

(Note: This example begins with the article title because it has no author.)

Hoover's Online

Taylor Confectionaries. (2007). In *Hoover's*. Retrieved August 10, 2007, from Hoover's database.

Opposing Viewpoints Resource Center

Walker, K., Sampson, D. E., Gast, B., & Katt, P. (2006). Changes to our health care system are necessary. In *Opposing viewpoints: Health*. Retrieved September 1, 2007, from Opposing

Viewpoints Resource Center database.

Gale Virtual Reference Library

Ocean, R. (2002). Vaccine safety. In *Encyclopedia of public health*. Retrieved March 18, 2008, from Gale

Virtual Reference Library database.

Typical online quotation source

Creative quotations. (2004). Retrieved May 14, 2008, from <http://www.creativequotations.com>

(Note: This is an example of a reference to an entire online reference source, because the quotations found on this site by keyword search aren't categorized by article/subject or speaker.)

Non-Reference eBooks

Wells, S. K., & Alt, B. L. (2005). *Police women: Life with the badge*. Retrieved June 20, 2008, from Greenwood Digital Collection database.

Blackboard

Material created by instructor

Instructor. (Year). *Title of material* [Format]. Retrieved Month Day, Year, from College name Course title (Course number and section) Blackboard course page.

Davis, J. P. (2007). *The range of personality types: Human diversity* [PowerPoint slides]. Retrieved June 8, 2008, from Carroll Community College General Psychology (PSYC 101-05) Blackboard course page.

Material from authors other than instructor

Bjork, S. T. (2005). Behavioral problems in the classroom. In *Classroom management* (pp. 306-310). Nutley, NJ: Halthorpe. Retrieved June 16, 2008, from Carroll Community College Introduction to Special Education (EDUC-130-01) Blackboard course page.

(Note: Use this format for articles, book chapters, selections from anthologies, PDF documents, and other reprints not created by the instructor. Cite in the correct format for the original version using as much information as available, and adding current online information. Style will depend on the type of source. This sample is a chapter from a book.)

Other Sources

ERIC Documents

Keaton, J., & Alie, T. (2004). *Motivating the reluctant learner* (ED341178). Retrieved April 19, 2008, from ERIC database.

Industry Profiles

Datamonitor. (2006). *Breakfast cereals in the United States: Industry profile*. Retrieved August 5, 2007, from Business Source Premier database.

Streaming Video

Reed, R. (2007, February 17). Lightsaber battle [Video file]. Video posted to

<http://www.youtube.com/watch?v=Vjoj67DEPLJKs>

Images

Creator (if known). (Year). *Title*. [In brackets if made up]. Retrieved Month Day, Year, from Name of organization associated with the site: URL

[Biologists taking samples]. (2008). Retrieved July 24, 2008, from Association of Biology Teachers Web site: <http://www.aobt.org>

Electronic Communication

E-mail and other personal communications are not included in the References list and are only cited in-text. Only archived messages are included in the References list.

Archived message posted to an online group

Author (Year, Month day). Subject line [message identifier, if provided]. Message posted to URL

Campbell, E. (2008, January 23). New ideas for environmental cleanup [Msg 14]. Message posted to <http://groups.cyber.com/group/global/message/14>

Podcast

Shelton, C. (Producer). (2007, October 21). Understanding heart disease [Program 33]. *Healthlines*.

Podcast retrieved December 23, 2007, from <http://www.healthlines.com>

This handout adapted from:

Aaron, J. E. (2006). *The Little, Brown essential handbook* (5th ed.). New York: Pearson Longman.

APA style guide to electronic references. (2007). Washington, DC: American Psychological Association.

Publication manual of the American Psychological Association (5th ed.). (2001). Washington, DC:

American Psychological Association.