



Documenting Sources*

WHAT IS PLAGIARISM?

When creating technical documents, especially more formal, longer documents such as reports, you will need to rely on outside research. To make your case credible, use outside sources wisely and avoid plagiarizing the work of others.

Plagiarism is using someone else's work—words, ideas, or illustrations, published or unpublished—without giving the creator of that work sufficient credit. A serious breach of scholarly ethics, plagiarism can have severe consequences. Students risk a failing grade or disciplinary action ranging from suspension to expulsion; a record of such action can adversely affect future professional opportunities. Scholars and teachers can face public disgrace and even be forced out of a position. Elsewhere in the workplace, plagiarism can lead to a lawsuit as well as permanent career damage.

Plagiarism violates three significant values: preserving intellectual honesty, giving credit to the work of others, and promoting intellectual growth. First, the academic community relies on the reciprocal exchange of ideas and information to advance knowledge and research. Using material without acknowledging its source violates this expectation and consequently makes it harder for researchers to verify and build on others' results. In addition, plagiarism cheats writers and researchers of the credit they deserve for their work and creativity. Even with the writer's permission, presenting another's work as one's own is equivalent to lying: it's a form of dishonesty. Finally, and perhaps most important for students, plagiarizing negates the very reason for attending college. A student who hands in a plagiarized paper has missed an opportunity for growth and learning.

*Portions of this appendix were written by Linda Stern, Publishing School of Continuing and Professional Studies, New York University, and adapted by the authors.

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Plagiarism is easy to Spot

Ethical considerations aside, it's hard to get away with plagiarism. Experienced professors can easily tell when a paper is not written in a student's own style or is more professionally prepared than they would expect. In addition, online services can now identify plagiarized papers, and academic institutions are subscribing to such services.

Most plagiarism is unintentional. To avoid plagiarism, you need to do all of the following:

Ways to avoid unintentional plagiarism

- Identify sources and information to be documented in your paper.
- Take effective and accurate notes.
- Understand how to quote, paraphrase, and summarize properly.
- Know how to document sources both in the text itself and at the end of your report.

IDENTIFYING SOURCES AND INFORMATION TO BE DOCUMENTED

The importance of documentation

Documentation is the key to avoiding plagiarism. The legal doctrine of *fair use* (see page 437) allows writers to quote or paraphrase a limited amount of another's work in their own papers and books. To make sure that they are not plagiarizing someone else's work, writers must therefore take care to document every source they consult accurately and clearly. Documentation involves providing readers with sufficient information about the sources you have consulted; consequently, readers may consult those sources themselves if they so desire. This sort of documentation ordinarily requires two elements: (1) an end-of-report list of sources used in the report (known as a Works Cited or References list) and (2) citations in the text of the report that link to the items in that end-of-report list.

What needs to be documented and what does not

Whenever you use information from an *outside source* (any source that isn't your own brain), you need to document that source. Some major outside sources that researchers often consult are discussed in Chapter 2 and include books, newspapers, magazines, government sources, radio or television programs, material from electronic databases, correspondence, films, plays, interviews, speeches, surveys, and Web sites. The one major exception to this rule is that you do not have to document *common knowledge*: widely known information about current events, famous people, geographical facts, or familiar history. When in doubt, the safest strategy is to provide documentation. (For more on what you should document, see page 412.)

TAKING EFFECTIVE AND ACCURATE NOTES

Why note-taking is important

Another key way to avoid unintentional plagiarism is to take notes systematically. Do not rely on your memory to keep track of the sources you consult and the information you want to use from those sources. Take detailed notes that identify the specific material and its sources; otherwise you may forget about a source you learned something from, thereby unintentionally plagiarizing.

Because most research today is done electronically, you need to be especially careful about taking notes if you cut and paste quotations or other material from an electronic source. Whether this source is a Web page, a blog or wiki, or a journal article available in electronic format, be sure to keep track of the author (individual or organizational), Web address, and date when you accessed the information. If the publication is a traditional one in e-format (such as the electronic version of the *New York Times*), record the title, page number, and other publication information needed for the citation.

Using old-fashioned notecards is one way to record your sources and the material you want to use. Figure A.1 shows a notecard entry for a bibliographic citation.

How to take notes

Pinsky, Mark A. *The EMF Book: What You Should Know about Electromagnetic Fields, Electromagnetic Radiation, and Your Health*. Warner, 1995.

Record each bibliographic citation exactly as it will appear in your final report.

FIGURE A.1 A bibliographic citation

Researchers also take notes using citation software (such as Endnote, Zotero, and Mendeley). These programs allow you to search and retrieve your entries by author, title, topic, date, and other fields. You can also use these tools to generate in-text citations and references lists. Another option is to take notes in a word-processing file, then use the “Find” command to locate information quickly. Be careful when cutting and pasting direct quotes to mark these as such. Include all citation information.

Using citation software to take notes



STRATEGIES for Taking Notes

- ▶ **Keep copies of your documentation information.** For all sources that you use, keep photocopies or accurate notes of the title and copyright pages and the pages with quotations you need. Highlight the relevant citation information in color. Keep these materials until you’ve completed your report.
- ▶ **Create the Works Cited or References list first.** Before you start writing your report, create a working bibliography, a list of possible sources to which you add entries as they emerge. When you finalize your list, you can delete entries for sources that you’ve decided not to use.
- ▶ **Record bibliographical information for each source you consult.** Use the citation format that will appear in your document. Record the information accurately so you won’t have to track down a source at the last minute. When searching online, print out or save the full bibliographic record for each source or copy and paste the Web address into your document, thereby ensuring an accurate citation.



STRATEGIES *continued*

- **Determine whether to quote, paraphrase, or summarize.** When quoting others directly, be sure to record words and punctuation accurately. When restating material in your own words (paraphrasing and summarizing), preserve the original meaning and emphasis. Double-check if any portions of paraphrases or summaries are actually quotations, and insert the necessary quotation marks.

QUOTING, PARAPHRASING, AND SUMMARIZING PROPERLY

Three ways to use
outside sources

To avoid plagiarism, you must use material from outside sources properly. You can integrate outside material into your paper in three ways: by quoting, paraphrasing, or summarizing. Each method must accurately convey the meaning expressed in the original source.

Quoting the Work of Others

Definition of a
quotation

A *quotation* reproduces a portion of a source, using the exact words, for a purpose of your own: to support a statement or idea, to provide an example, to advance an argument, or to add interest or color to a discussion. A quotation can range in length from a word or phrase to several paragraphs. In general, quote the least amount that gets your point across.

In your notes, place quotation marks around all exact wording you borrow, whether the words were written or spoken (as in an interview or presentation) or appeared in electronic form. Even a single borrowed sentence or phrase or a single word used in a special way requires quotation marks, with the exact source properly cited. These sources include people with whom you collaborate. Figure A.2 shows notes for a quotation. Notes can be taken by typing your information in a word processing document.

FIGURE A.2
**Notes for a
quotation**

In your notes, place
quotation marks
around all directly
quoted material.

Pinsky, Mark A. pp. 29–30

“Neither electromagnetic fields nor electromagnetic radiation causes cancer per se, most researchers agree. What they may do is promote cancer. Cancer is a multistage process that requires an ‘initiator’ that makes a cell or group of cells abnormal. Everyone has cancerous cells in his or her body. Cancer—the disease as we think of it—occurs when these cancerous cells grow uncontrollably.”



STRATEGIES for Quoting the Work of Others

- ▶ **Use a direct quotation only when absolutely necessary.** Sometimes a direct quotation is the only way to do justice to the author's words or thoughts. Use direct quotations to preserve the original line of reasoning, special phrasing or emphasis, precise meaning, or an especially striking or colorful example. Direct quotes convey the authority and complexity of expert opinion and can capture the original's voice, sincerity, or emotional intensity.
- ▶ **Copy the material from your source to your document exactly as it appears in the original.** Do not alter the original spelling, capitalization, or punctuation. If a quotation contains an obvious error, you may insert [*sic*], which is Latin for "so" or "thus," to show that the error appeared in the original. Record the exact page numbers, and double-check that you haven't altered the original expression in any way.
- ▶ **Use ellipses to keep quotations as brief as possible.** An ellipsis is three spaced periods (...) indicating that words have been omitted within a single sentence. Add a fourth period to indicate the end of a sentence or the omission of more than a sentence. The resulting passage must be grammatical and must not distort the original meaning. (For more on ellipses, see page 452.)
- ▶ **Use square brackets to insert your own clarifying comments or transitions.** To distinguish your words from those of your source, place them within brackets—for example, "This occupation [campus police officer] requires excellent judgment."
- ▶ **Integrate quoted material into your writing smoothly and grammatically.** Quotations must blend seamlessly into your text so that the resulting sentence is neither ungrammatical nor awkward, and punctuation must be handled properly. (For more on grammar and punctuation, see Appendix B.)
- ▶ **In your paper, set off long quotations as block quotations.** Avoid relying on long quotations except when you want to provide an extended example or definition or to analyze or discuss a particular idea or concept. Start on a separate line. Double-space and indent the entire block ten spaces. Do not indent the first line of the passage, and do not use quotation marks.
- ▶ **Cite the source of each quoted passage.** Immediately follow each quotation with a parenthetical reference (see pages 413 and 425) indicating the source.

Paraphrasing the Work of Others

Research is a process of independent thinking in which you work with the ideas of others to reach your own conclusions. Therefore, unless the author's exact wording is essential, try to paraphrase instead of quoting borrowed material. A *paraphrase* is a restatement, in your own words and your own sentence structure, of specific ideas or information from a source. The chief purpose of a

Definition of a
Paraphrase

paraphrase is to *maintain your own writing style* throughout your paper. A paraphrase can be about as long as the original passage.

Paraphrasing means more than changing or shuffling a few words; it means restating the original idea in your own words—sometimes in a clearer, more direct, and emphatic way—and giving full credit to the source. To offer as a paraphrase an original passage only slightly altered is plagiarism. Equally unethical is offering a paraphrase, though documented, that distorts the original meaning.

Figure A.3 shows notes in which the quotation in Figure A.2 has been paraphrased. Paraphrased material is not enclosed within quotation marks, but it is documented to acknowledge your debt to the source.

Signal the beginning of the paraphrase by identifying the source and the end by citing the location.

According to Pinsky, most researchers doubt that cancer is caused by either electromagnetic fields or electromagnetic radiation. These electrical currents, however, may “promote” cancer by initiating the “multistage process” that leads to the proliferation of cancer cells that are otherwise present in small amounts in the healthy human body (29–30).

FIGURE A.3 Notes for a paraphrase



STRATEGIES for Paraphrasing the Work of Others

- ▶ **Retain key words from the original to preserve its meaning.** Use quotation marks within your paraphrase to indicate quoted material.
- ▶ **Use your own words and sentence structure.** Do not duplicate the source’s words (unless quoting briefly), and write the sentences in your own style.
- ▶ **Make sure your readers know when the paraphrase begins and ends.** Identify the source at the start of the paraphrase or as early into it as possible.
- ▶ **Be sure to preserve the author’s original intent.** Check that your paraphrase is an accurate and objective restatement of the source’s specific ideas.
- ▶ **Indicate the exact source of each paraphrased passage.** Immediately follow each paraphrase with a parenthetical reference (see pages 413 and 425) indicating the exact location of the material in the source.

Summarizing the Work of Others

Definition of a summary

Like a paraphrase, a *summary* is a restatement of the original in your own words. A summary, however, restates a large portion of the original text briefly, rather than restating a small portion of the original in about the same number of words. Figure A.4 shows notes in which the quotation in Figure A.2 has been summarized.

For more information on summarizing see Chapter 14.

Pinsky explains that electromagnetic waves probably do not directly cause cancer. However, they might contribute to the uncontrollable growth of cancer cells that are normally present—but controlled—in the human body (29–30).

Signal the beginning of the summary by identifying the source and the end by citing the location.

FIGURE A.4 Notes for a summary



STRATEGIES for Summarizing the Work of Others

- ▶ **Use your own words and sentence structure.** If you must quote a crucial word or phrase directly, use quotation marks around the quoted words.
- ▶ **Make sure your readers know when the summary begins and ends.** As with a paraphrase, identify the source early in the summary.
- ▶ **Make sure your summary is an accurate restatement of the source's main ideas.** Do not add new details or remove essential details from the original.
- ▶ **Indicate the exact source of the summarized material.** Immediately follow each summary with a parenthetical reference (see pages 413 and 425) indicating the exact location of the material in the source.

DOCUMENTATION: THE KEY TO AVOIDING PLAGIARISM

Proper documentation satisfies professional requirements for ethics, efficiency, and authority.

Why You Should Document

Documentation is a matter of *ethics*, in that the originator of borrowed material deserves full credit and recognition. Moreover, all published material is protected by copyright law. Failure to credit a source could make you liable to legal action, even if your omission was unintentional. (For more on copyright, see page 436.)

Ethical reasons

Documentation is also a matter of *efficiency*. Accurate documentation provides a network for organizing and locating the world's recorded knowledge. If you cite a particular source correctly, your reference will enable interested readers to locate that source themselves.

Efficiency reasons

Finally, documentation is a matter of *authority*. In making any claim (say, “A Mercedes is more reliable than a Ford”) you invite challenge: “Says who?” Data on road tests, frequency of repairs, resale value, workmanship, and owner comments can help validate your claim by showing its basis in *fact*. A claim's credibility

Authority reasons

increases in relation to the expert references supporting it. For a controversial topic, you may need to cite several authorities who hold various views. Readers of your research report expect the *complete picture*.

What You Should Document

Document any ideas or works that are not your own

Document any insight, assertion, fact, finding, interpretation, judgment, or other “appropriated material that readers might otherwise mistake for your own” (Gibaldi & Achtert, 3rd ed., 155)—whether the material appears in published form or not. Specifically, you must document these sources:

Sources that require documentation

- any source from which you use exact wording
- any source from which you adapt material in your own words
- any visual illustration: charts, graphs, drawings, or the like

How to document a confidential source

In some instances, you might have reason to preserve the anonymity of unpublished sources—say, to allow people to respond candidly without fear of reprisal (as with employee criticism of a company) or to protect their privacy (as with certain material from email inquiries or electronic newsgroups). You must still document the fact that you are not the originator of this material. Using MLA style (see page 413), you would provide a general acknowledgment in the text (“A number of employees expressed frustration with . . .”), along with a general citation in your list of Works Cited (“Interviews with department employees, May 2014”). Using APA style (see page 425), you would cite the confidential source in your text itself (“During interviews with department employees in May 2014 . . .”).

Common knowledge need not be documented

As stated previously in this appendix, you don’t need to document anything considered *common knowledge* (material that appears repeatedly in general sources). In medicine, for instance, it has become common knowledge that foods containing animal fat (meat, butter, cheese, whole milk) raise blood cholesterol levels. So in a research report on fatty diets and heart disease, you probably would not need to document that well-known fact. But you would document information about how the fat-cholesterol connection was discovered, what subsequent studies have found (say, on the role of saturated versus unsaturated fats), and any information for which some other person could claim specific credit. If the borrowed material can be found in only one specific source and not in multiple sources, document it. When in doubt, document the source.

How You Should Document

Document in text and at the end of the text

Cite borrowed material twice: at the exact place you use that material and at the end of your report. Documentation practices vary widely, but all systems work almost identically in the following respect: A brief in-text reference names the

source and refers readers to the complete citation at the end of the report, which allows readers to consult the source if they so desire.

This appendix illustrates citations and entries for two styles that are widely used for documenting sources in professional writing:

- Modern Language Association (MLA) style for the humanities
- American Psychological Association (APA) style for social sciences

Unless your audience or your company has a preference, any style can be adapted to most research writing. Use one style consistently throughout your document.

MLA DOCUMENTATION STYLE

The *MLA Handbook*, 8th ed. (2016), requires that you cite a source briefly in your text (called parenthetical references or in-text citations) and fully at the end of the report (in a “Works Cited” list).

MLA Parenthetical References

For clear and informative parenthetical references, observe these guidelines:

- If you name the author in your discussion, do not repeat the name in your parenthetical reference; simply give the page or page range:

Lederman points out that data provided by 796 colleges indicate that violent crime on campus began increasing rapidly around 1985 (31).

Citing page numbers only

- If you cite two or more works in a single parenthetical reference, separate the citations with semicolons:

(Gomez 293–94; Jones 32; Leduc 41)

Three works in a single reference

- If you cite two or more authors with the same surname, include the first initial in your parenthetical reference to each author:

(R. Jones 32)
(S. Jones 14–15)

Two authors with identical surnames

- If you cite two or more works by the same author, include the first significant word from each work’s title or a shortened version of the title:

(Lamont, *Biophysics* 100–01)
(Lamont, *Diagnostic Tests* 81)

Two works by one author

- If the work is by an institutional or corporate author or if it is unsigned (that is, if the author is unknown), use only the first few words of the institutional name or the work's title in your parenthetical reference:

Institutional,
corporate, or
anonymous author

(American Medical Association 2)
("Distribution Systems" 18)

Keep parenthetical
references short

To avoid distracting the reader, keep each parenthetical reference as brief as possible. One method is to name the source in your discussion and to place only the page number in parentheses.

Where to place
a parenthetical
reference

For a paraphrase, place the parenthetical reference *before* the closing punctuation mark. For a quotation in the text, place the reference *between* the final quotation mark and the closing punctuation mark. For a quotation set off (indented) from the text, place the reference *after* the closing punctuation mark.

MLA Works Cited Entries

How to format the
Works Cited list

The Works Cited list includes each source that you have paraphrased or quoted. Place your Works Cited list on a separate page at the end of the document. Arrange entries alphabetically by author's surname. When the author is unknown, list the title alphabetically according to its first word. For a title that begins with a numeral, alphabetize the entry as if the number were spelled out. Type the first line of each entry flush with the left margin. Indent the second and subsequent lines 1/2 inch. Double-space within and between entries.

How to cite
individual items

Certain "core elements" of publication information, according to the *MLA Handbook*, 8th ed., should be included in every source citation, no matter what the delivery method (print or digital). These elements include the author and title of the source, the title of the larger entity (which MLA calls a *container*; for example, a journal, newspaper, website, or anthology where the source resides), the names of additional contributors when relevant, the publisher and publication date, and the page numbers or Web address (what MLA terms the *location*).

Table A.1 provides an overview of typical citation types; the rest of this section offers examples based on the MLA guidelines. The introductory section on digital sources (page 421) provides more detail on what the MLA calls the "core elements" of MLA citation style.

What to include in
an MLA citation for
a book

MLA Works Cited Entries for Books. Book citations should contain the information shown in the following examples. Note that unlike previous MLA handbooks, the 8th edition does not require city of publication unless that information is critical for your reader. (E-books are addressed later in this chapter.)

TABLE A.1 INDEX TO MLA WORKS CITED ENTRIES

BOOKS

1. Book, single author
2. Book, two authors
3. Book, three or more authors
4. Book, anonymous author
5. Multiple books, same author
6. Book, one or more editors
7. Book, indirect source
8. Anthology selection or book chapter

PERIODICALS

9. Article, magazine
10. Article, journal with new pagination each issue
11. Article, journal with continuous pagination
12. Article, newspaper

OTHER SOURCES

13. Encyclopedia, dictionary, other alphabetical reference
14. Report
15. Conference presentation
16. Interview, personally conducted
17. Interview, published

18. Letter, unpublished
19. Questionnaire
20. Brochure or pamphlet
21. Lecture
22. Government document
23. Document with corporate or foundation authorship
24. Map or other visual aid
25. Dissertation or thesis

DIGITAL SOURCES

26. Online abstract
27. Online article
28. Reference database
29. Online video (YouTube or other)
30. E-book
31. Personal email
32. Wiki
33. Blog
34. Podcast
35. Tweet
36. Web sites and other digital formats

1. Book, Single Author—MLA

Kerzin-Fontana, Jane B. *Technology Management: A Handbook*. 3rd ed. American Management Assn., 2010.

Parenthetical reference: (Kerzin-Fontana 3-4)

2. Book, Two Authors—MLA

Vogel, Werner, and Henry Kalb. *Large-Scale Solar Thermal Power: Technologies, Costs and Development*. Wiley-VCH, 2010.

Parenthetical reference: (Vogel and Kalb 71-88)

In general, use the publisher's name as it appears on the title page. For university presses, use the abbreviation *UP*. For page numbers with more than two digits, give only the final two digits for the second number when the first digit is identical.

3. Book, Three or More Authors—MLA

Santos, Ruth J., et al. *Environmental Crises in Developing Countries*. Harper, 2009.

Parenthetical reference: (Santos et al. 9)

Et al. is the abbreviated form of the Latin *et alia*, meaning “and others.”

4. Book, Anonymous Author—MLA

Structured Programming. Meredith, 2010.

Parenthetical reference: (*Structured* 67)

5. Multiple Books, Same Author—MLA

Chang, John W. *Biophysics*. Little Brown, 2009.

---. *Diagnostic Techniques*. Radon, 1999.

Parenthetical reference: (Chang, *Biophysics* 123-26) (Chang, *Diagnostic* 87)

When citing more than one work by the same author, do not repeat the author's name; simply type three hyphens followed by a period. List the works alphabetically by title.

6. Book, One or More Editors—MLA

Morris, A. J., and Louise B. Pardin-Walker, editors. *Handbook of New Information Technology*. Harper, 2012.

Parenthetical reference: (Morris and Pardin-Walker 34)

For more than three editors, name only the first, followed by *et al.*

7. Book, Indirect Source—MLA

Kline, Thomas. *Automated Systems*. Rhodes, 1999.

Stubbs, John. *White-Collar Productivity*. Harris, 2002.

Parenthetical reference: (qtd. in Stubbs 116)

When your source (as in Stubbs, above) has quoted or cited another source, list each source in its appropriate alphabetical place in the Works Cited list. Use the name of the original source (here, Kline) in your text, and begin the parenthetical reference with *qtd. in* (or *cited in* for a paraphrase).

8. Anthology Selection or Book Chapter—MLA

Bowman, Joel P. "Electronic Conferencing." *Communication and Technology: Today and Tomorrow*, edited by Al Williams. Assn. for Business Communication, 1994, pp. 123-42.

Parenthetical reference: (Bowman 129)

The page numbers in the complete citation are for the selection cited from the anthology.

MLA Works Cited Entries for Periodicals. Give all available information in this order: author, article title (in quotation marks), periodical title (in italics), volume and issue, date (day, month, year), and page numbers for the entire article—not just pages cited.

What to include in an MLA citation for a periodical

9. Article, Magazine—MLA

DesMarteau, Kathleen. "Study Links Sewing Machine Use to Alzheimer's Disease." *Bobbin*, Oct. 1994, pp. 36-38.

Parenthetical reference: (DesMarteau 36)

Use commas to separate the title of the magazine or journal and the date, and to separate the date and the page numbers. If no author is given, list all other information:

"Video Games for the Next Decade." *Power Technology Magazine*, 18 Oct. 2009, p. 18+.

Parenthetical reference: ("Video Games" 18)

This article began on page 18 and continued on page 21. When an article does not appear on consecutive pages, give only the number of the first page, followed immediately by a plus sign. Use a three-letter abbreviation for all months except May, June, and July.

10. Article, Journal with New Pagination Each Issue—MLA

Thackman-White, Joan R. "Computer-Assisted Research." *American Library Journal*, vol. 51, no. 1, 2010, pp. 3-9.

Parenthetical reference: (Thackman-White 4-5)

Because each issue for that year will have page numbers beginning with 1, readers need the number of this issue: Here 51 is the volume number and 1 is the issue number. Omit *The*, *A*, or *An* from a journal or magazine title.

11. Article, Journal with Continuous Pagination—MLA

Barnstead, Marion H. "The Writing Crisis." *Journal of Writing Theory*, vol. 12, 2009, pp. 415-33.

Parenthetical reference: (Barnstead 418)

When page numbers continue from issue to issue, readers won't need the issue number because no other issue in that year repeats the same page numbers. (Include the issue number, however, if you think it will help readers retrieve the article more easily.)

How to cite abstracts

If you are citing an abstract found in a bound collection of abstracts, and not the full article, include the information on the abstracting service right after the information on the original article.

Barnstead, Marion H. "The Writing Crisis." *Journal of Writing Theory*, vol. 12, 2009, pp. 415-33. *Rhetoric Abstracts*, vol 67, 2010, p. 67.

If you are citing an abstract that appears before the printed article, add *Abstract*, followed by a period, immediately after the original work's page number or range.

12. Article, Newspaper—MLA

Baranski, Vida H. "Errors in Medical Diagnosis." *Boston Times*, 15 Jan. 2010, evening ed., Sec. B, p. 3+.

Parenthetical reference: (Baranski 3)

When a daily newspaper has more than one edition, cite the edition after the date. Include any introductory article in the newspaper's name. If no author is given, list all other information.

What to include in an MLA citation for a miscellaneous source

MLA Works Cited Entries for Other Sources. Miscellaneous sources range from unsigned encyclopedia entries to conference presentations to government publications.

13. Encyclopedia, Dictionary, Other Alphabetical Reference—MLA

"Communication." *The Business Reference Book*. 2008 ed.

Parenthetical reference: ("Communication")

Begin a signed entry with the author's name. For any work arranged alphabetically, omit page numbers in the complete citation and the parenthetical reference.

For a well-known reference book, include only an edition (if stated) and a date. For other reference books, give the full publication information.

14. Report—MLA

Electrical Power Research Institute (EPRI). *Epidemiologic Studies of Electric Utility Employees*. Report No. RP2964.5, EPRI, Nov. 1994.

Parenthetical reference: (Electrical Power Research Institute [EPRI] 27)

If no author is given, begin with the organization that sponsored the report.

For any report or other document with group authorship, include the group's abbreviated name in your first parenthetical reference and then use only that abbreviation in any subsequent reference.

15. Conference Presentation—MLA

Smith, Abelard A. "Multicultural Stereotypes in Elizabethan Prose Fiction." First British Symposium in Multicultural Studies, London, 11-13 Oct. 2012.

Parenthetical reference: (Smith)

For an unpublished presentation, include the presenter's name, the title of the presentation, and the conference title, location, and date. Do not italicize the conference information.

16. Interview, Personally Conducted—MLA

Nasson, Gamela. Personal interview, 2 Apr. 2010.

Parenthetical reference: (Nasson)

17. Interview, Published—MLA

Lescault, James. "The Future of Graphics." Interview by Carol Jable. *Executive Views of Automation*, edited by Karen Prell, Haber Press, 2013, pp. 216-31.

Parenthetical reference: (Lescault 218)

The interviewee's name is placed in the entry's author slot.

18. Letter, Unpublished—MLA

Rogers, Leonard. Letter to the author. 15 May 2010.

Parenthetical reference: (Rogers)

19. Questionnaire—MLA

Taynes, Lorraine. Questionnaire sent to 61 college administrators.
14 Feb. 2009.

Parenthetical reference: (Taynes)

20. Brochure or Pamphlet—MLA

Career Strategies for the 21st Century. Blount Economics Assn., 2010.

Parenthetical reference: (Career)

If the work is signed, begin with its author.

21. Lecture—MLA

Dumont, R. A. "Androgyny and the Rhetorical Tradition." University of
Massachusetts at Dartmouth, 15 Jan. 2010. Lecture.

Parenthetical reference: (Dumont)

If the lecture title is not known, write *Address*, *Lecture*, or *Reading* and do not use quotation marks. Include the sponsor and the location if they are available.

22. Government Document—MLA

If the author is unknown, begin with the name of the government, a comma, then the name of the agency:

Virginia, Highway Department. *Standards for Bridge Maintenance*.
Virginia Highway Standards Office, 2013.

Parenthetical reference: (Virginia Highway Dept. 49)

For any congressional document, identify the house of Congress (Senate or House of Representatives) before the title and the number and session of Congress after the title:

United States Congress, House Armed Service Committee. *Funding for the
Military Academies*. 108th Congress, 2nd session, U.S. Government
Printing Office, 2009.

Parenthetical reference: (U.S. Armed Services Committee 41)

For an entry from the *Congressional Record*, give only date and pages:

Cong. Rec. 10 Mar. 2006, pp. 2178-92.

Parenthetical reference: (Cong. Rec. 2184)

23. Document with Corporate or Foundation Authorship—MLA

Hermitage Foundation. *Global Warming Scenarios for the Year 2030*.

National Research Council, 2009.

Parenthetical reference: (Hermitage Foundation 123)

24. Map or Other Visual Aid—MLA

Deaths Caused by Breast Cancer, by County. Map. *Scientific American*,

Oct. 1995, p. 32D.

Parenthetical reference: (*Deaths Caused*)

If the creator of the visual is listed, list that name first. Identify the type of visual (*Map, Graph, Table, Diagram*) immediately following its title.

25. Dissertation or Thesis—MLA

Provide information in this order:

Rose, Jordan A. "Gravitational Waves as Represented in Online News

Reporting." PhD dissertation, University of Minnesota, 2016.

MLA Works Cited Entries for Digital Sources. MLA guidelines provide flexibility for citation formats based on the medium, but as with the print source examples shown above, they should include as much information as you think your reader will need to locate your original source.

Digital sources include not only the ones listed here but also other media formats such as an Instagram posting; a discussion from a Facebook page; a YouTube or other online video; a posting to a user forum or discussion group. With so many new apps and formats coming into being every year, the following guidelines and examples provide you with a basis for creating source citations for new as well as existing media formats.

As described more generally on page 414 and illustrated in the previous examples, MLA guidelines suggest that Works Cited entries contain certain "core elements," including some or all of the following elements, as appropriate:

Author. Title of source. Title of container, other contributors,
version, number, publisher, publication date, location.

Two of these elements are especially important for documenting digital sources. *Container* refers to the place where the source resides, such as a book in a collection, a journal or magazine, a blog or Web page, or an e-book. *Location* refers to page numbers, Web address (URL), a digital library, or digital object

What to include in an
MLA citation for an
electronic source

identifier (DOI). So, for example, you might want to cite one of the Internal Revenue Services's Fact Sheets, located on their Web site. Following the core elements listed above, and the print example shown in item 22 (page 420), you would add information about the digital source in the "location" field. The citation would appear as follows (note that <http://> is not required):

Internal Revenue Service. "IRS Identity Theft Victim Assistance: How it Works." *IRS Fact Sheet FS-2016-3*, Jan. 2016, www.irs.gov/uac/Newsroom/IRS-Identity-Theft-Victim-Assistance-How-It-Works.

See the following examples for more illustrations of MLA style for digital sources; also, see style.mla.org for other examples.

26. Online Abstract—MLA

Lane, Amanda D., et al. "The Promise of Microcircuits." *Journal of Nanotechnology*, vol. 10, no. 2, 2006, www.onlineabstracts.org/LaneA2006.

Parenthetical reference: (Lane et al.)

27. Online Article—MLA

Jeffers, Anna D. "NAFTA's Effects on the U.S. Trade Deficit." *Sultana Business Quarterly*, vol. 3, no. 4, 2004, pp. 65-74, soltbizq.com/JeffersAD2004.

Parenthetical reference: (Jeffers 66)

28. Reference Database—MLA

Sahl, J. D. "Power Lines, Viruses, and Childhood Leukemia." *Cancer Causes Control*, vol. 6, no. 1, Jan. 1995. PubMed Abstracts, PMID 7718739.

Parenthetical reference: (Sahl 83)

In the above example, the abstract was published as part of a journal called *Cancer Causes Control* but was accessed through a different "container," the PubMed database.

For abstracts or database entries that were not originally published in print, follow this example, providing enough information for readers to locate the source if necessary:

Argent, Roger R. "An Analysis of International Exchange Rates for 2009." *Accu-Data*, Dow Jones News Service, 10 Jan. 2009, online. djnews.org/ID99783.

Parenthetical reference: (Argent)

If the author is not known, begin with the work's title. If the digital document has page numbers, include them in your entry and in your parenthetical reference.

29. Online Video—MLA

"How to Change Your Furnace Filter." *YouTube*, uploaded by USEnergy.gov, 28 Jan. 2016, www.youtube.com/watch?v=XCB234-v798s.

Parenthetical reference: (How to change)

Begin with the author's name, if known.

30. E-book—MLA

Duin, Ann Hill, et al. *Cultivating Change in the Academy*. University of Minnesota Digital Conservancy, 2012, purl.umn.edu/125273.

Parenthetical reference: (Duin et al. 2012)

A book that is published in both print and digital formats should be cited as a book, with no special mention of whether the book was read on paper or on a Kindle or other e-reader. (See items 1-8 earlier in this appendix for book citation examples in MLA format.) But books that are only available in digital formats should be cited per the example above. If possible, provide a Web address that is stable by looking for what is called a *permanent URL* or *permalink*. In the above example, this address is recognizable because it begins with "purl." Digital Object Identifiers (DOIs), discussed earlier, are another example of a stable Web address.

Another type of e-book you may encounter is a book that is either out of print or difficult to find and can best be located in a digital library, such as the HathiTrust, ProjectGutenberg, or the Internet Archive. To help your readers understand how to access the book, cite it like a printed book but add the digital library information (location) at the very end:

Reiss, Ira L. *Family Systems in America*. Holt, Rinehart, and Winston, 1980. HathiTrust Digital Library, catalog.hathitrust.org/Record/000711385.

31. Personal Email—MLA

Wallin, John Luther. "Frog Reveries." Received by Laura Gurak, 12 Oct. 2009.

32. Wiki

"Printing Press." *Wikipedia*. Wikimedia Foundation, 2010.

Accessed 1 June 2010.

Parenthetical reference: ("Printing")

Although you are not required to include the date that you accessed a source online, you may do so if you think that information might be useful to your reader.

33. Blog

Hecht, Jeff. "How Galveston Weathered the Storm." *New Scientist Environment Blog*, 15 Sept. 2008.

Parenthetical reference: (Hecht)

34. Podcast

"Countdown to Mars Touchdown." *NASA Solar System Audio Podcasts*. NASA, 16 May 2008, www.nasa.gov/multimedia/podcasting/index.html.

Parenthetical reference: ("Countdown")

For wikis, blogs, and podcasts, decide whether your readers require a Web address (URL) or other information in order to locate the item you are citing. Wikipedia (item 32) is a well-known source that anyone can locate and does not need special location information. Since readers can easily locate with a quick online search the New Scientist Environment Blog (item 33), no Web address is given. But the NASA Solar System Audio Podcasts site (item 34) is not as easily found, so in that case, you would provide a Web address.

35. Tweet

Gurak, Laura (ProfGurak). "Here's a good article on accuracy and relevance of crowd sourced content: <http://goo.gl/Bs2Ah>."

4 Dec. 2012, 6:48 p.m.

Parenthetical reference: (Gurak)

This tweet does not need a Web address (URL) or other location information; readers can go to the Twitter site for the author (ProfGurak) and search for the tweet by date posted.

36. Web sites and Other Digital Formats—MLA

For Web sites and other digital formats such as Facebook postings, Google maps, online discussion forums, and so forth, follow the “core elements” format shown on page 422, choosing items as appropriate to your citation. If the author is unknown, start with the title of source. If the source is easy to locate, omit the Web address.

“Calcium.” *University of Maryland Medical Center Medical Reference Guide*, University of Maryland, 26 June 2014.

Samantha0212. “Taking Calcium Worked for Me.” *WebMed Online Discussion Forum*, WebMed Online, 7 July 2016. webmed.org/forums/calcium/posting/9934.

APA DOCUMENTATION STYLE

Another common citation style is detailed in the *Publication Manual of the American Psychological Association*, 6th ed. (2009). Because it emphasizes the publication date, APA style (or any similar author-date style) is preferred in the sciences and social sciences, where information quickly becomes outdated.

As in MLA style, APA style requires that you cite a source in text (parenthetical reference) as well as at the end of the report (where it is called a References list rather than a Works Cited list).

APA Parenthetical References

APA’s parenthetical references (also called in-text reference citations) differ from MLA’s as follows: the citation includes the publication date; a comma separates each item in the reference; and *p.* or *pp.* precedes the page number (which is optional in the APA system) or range, respectively. Here are specific guidelines:

- If your discussion names the author, do not repeat the name in your parenthetical reference; simply give the date and page number or range. When two authors of a work are named in your text, their names are connected by *and*, but in a parenthetical reference, their names are connected by an ampersand (&).

Lederman (1995) cites recent data provided by 796 colleges indicating that violent crime on campus is increasing (p. 31).

How APA and
MLA parenthetical
references differ

Author named in the
text

Two or more works
in a single reference

- If you cite two or more works in a single reference, list the authors in alphabetical order and separate the citations with semicolons:

| (Gomez, 2002; Jones, 2004; Leduc, 1998)

A work with three
to five authors

- If you cite a work with three to five authors, try to name them in your text to avoid an excessively long parenthetical reference. In any subsequent references to this work, name only the first author, followed by *et al.* (Latin abbreviation for “and others”).

| Franks, Oblesky, Ryan, Jablar, and Perkins (2004) studied the role of electromagnetic fields in tumor formation.

Two or more works
by the same author
in the same year

- If you cite two or more works by the same author published in the same year, arrange the works alphabetically by title, and add a lowercase letter (a, b, c) to the year to differentiate them:

| (Lamont, 2005a, p. 135)
| (Lamont, 2005b, pp. 67–68)

- When a subsequent reference to a source follows closely after the initial reference, the date need not be included.

APA Reference Entries

How to format the
References list

The APA References list includes each source you have cited in your paper; it appears on a separate page at the end of the document. Arrange all entries alphabetically by the author’s surname (when the author’s name is unknown, alphabetize by the first word or numeral, as if the numeral were spelled out). Begin each entry flush with the left margin and indent second and subsequent lines 1/2 inch (or five spaces). Double-space within and between entries. In one notable difference from MLA style, APA style calls for only “retrievable” sources to appear in the reference list. Therefore, cite personal interviews, letters, and email messages in text only.

How to cite
nonretrievable
sources

How to cite
individual items

Following are examples of complete citations as they would appear in the References list. Shown immediately below each entry is its corresponding parenthetical reference as it would appear in the text. Note the capitalization, abbreviation, spacing, and punctuation in the sample entries.

Table A.2 provides an overview of the types of citations discussed in this section.

What to include in
an APA citation for
a book

APA Entries for Books. Any citation for a book should contain all applicable information in the following order: author, date, title, editor or translator, edition, volume number, and facts about publication—city, state (abbreviated), and publisher.

TABLE A.2 INDEX TO APA REFERENCES ENTRIES**BOOKS**

1. Book, single author
2. Book, two to five authors
3. Book, six or more authors
4. Book, anonymous author
5. Multiple books, same author
6. Book, one to five editors
7. Book, indirect source
8. Anthology selection or book chapter

PERIODICALS

9. Article, magazine
10. Article, journal with new pagination for each issue
11. Article, journal with continuous pagination
12. Article, newspaper

OTHER SOURCES

13. Encyclopedia, dictionary, alphabetical reference
14. Report
15. Conference presentation
16. Interview, personally conducted

17. Interview, published
18. Personal correspondence
19. Brochure or pamphlet
20. Unpublished lecture
21. Government document
22. Miscellaneous items (unpublished manuscript, dissertation, and so on)

ELECTRONIC SOURCES

23. Online abstract
24. Print article posted online
25. Book or article available only online (no DOI)
26. CD-ROM abstract
27. Online encyclopedia, dictionary, handbook
28. Personal email
29. Blog posting
30. Newsgroup, discussion list, online forum
31. Wiki
32. Facebook and Twitter

GRAY LITERATURE

33. Press release
34. Technical or research report

1. Book, Single Author—APA

Kerzin-Fontana, J. B. (2010). *Technology management: A handbook* (3rd ed.). Delmar, NY: American Management Association.

Parenthetical reference: (Kerzin-Fontana, 2010, pp. 3-4)

Use only initials for an author's first and middle names. Capitalize only the first words of a book's title and subtitle and any proper names. Identify a later edition in parentheses between the title and the period. Omit the state abbreviation if the city is unambiguous.

2. Book, Two to Five Authors—APA

Vogel, W., & Kalb, H. (2010). *Large-scale solar thermal power: technologies, costs and development*. Weinheim: Wiley-VCH.

Parenthetical reference: (Vogel & Kalb, 2010)

Use an ampersand (&) before the name of the final author listed in an entry. As an alternative to a full parenthetical reference, name the authors in your text and include date (and page numbers, if appropriate) in parentheses. Give the publisher's name in full ("Yale University Press") but omit *Publisher, Company, or Inc.* If you are including the state (see item 1, on previous page), use the two-letter U.S. Postal Service abbreviations for states.

3. Book, Six or More Authors—APA

Fogle, S. T., et al. (2009). *Hyperspace technology*. Boston: Little, Brown.

Parenthetical reference: (Fogle et al., 2009, p. 34)

Et al. is the Latin abbreviation for *et alia*, meaning "and others."

4. Book, Anonymous Author—APA

Structured programming. (2010). Boston: Meredith Press.

Parenthetical reference: (*Structured Programming*, 2010, p. 67)

In your list of references, place an anonymous work alphabetically by the first key word in its title (ignoring *The, A, or An*). In your parenthetical reference, capitalize all key words in a book, article, or journal title.

5. Multiple Books, Same Author—APA

Chang, J. W. (2010a). *Biophysics*. Boston: Little, Brown.

Chang, J. W. (2010b). *MindQuest*. Chicago: Pressler.

Parenthetical reference: (Chang, 2010a) (Chang, 2010b)

Two or more works by the same author published in different years are distinguished by their dates alone, without the added letter.

6. Book, One to Five Editors—APA

Morris, A. J., & Pardin-Walker, L. B. (Eds.). (2012). *Handbook of new information technology*. New York: HarperCollins.

Parenthetical reference: (Morris & Pardin-Walker, 2012, p. 79)

For more than five editors, name only the first, followed by *et al.*

7. Book, Indirect Source—APA

Stubbs, J. (2010). *White-collar productivity*. Miami, FL: Harris.

Parenthetical reference: (cited in Stubbs, 2010, p. 47)

When your source has cited another source, list only this second source, but name the original source in your text: “Kline’s study (cited in Stubbs, 2002, p. 47) supports this conclusion.”

8. Anthology Selection or Book Chapter—APA

Bowman, J. (1994). Electronic conferencing. In A. Williams (Ed.), *Communication and technology: Today and tomorrow* (pp. 123-142). Denton, TX: Association for Business Communication.

Parenthetical reference: (Bowman, 1994, p. 126)

The page numbers in the complete reference are for the entire selection cited from the anthology.

APA Entries for Periodicals. A citation for an article should give this information (as available) in this order: author, date, article title (without quotation marks), publication, volume and (when necessary) issue number, and page numbers for the entire article, not just the portion cited.

What to include in an APA citation for a periodical

9. Article, Magazine—APA

DesMarteau K. (1994, October). Study links sewing machine use to Alzheimer’s disease. *Bobbin*, 36, 36-38.

Parenthetical reference: (DesMarteau, 1994, p. 36)

If no author is given, provide all other information, placing the title in the author position. Capitalize only the first words in an article’s title and subtitle as well as all proper nouns. Capitalize all key words in a periodical title. Italicize the periodical title and volume number.

10. Article, Journal with New Pagination for Each Issue—APA

Thackman-White, J. R. (2010). Computer-assisted research. *American Library Journal*, 51(1), 3-9.

Parenthetical reference: (Thackman-White, 2010, pp. 4-5)

Because each issue for a given year has page numbers that begin at “1,” readers need the issue number (in this instance, 1). Here 51 is the volume number, which is italicized.

11. Article, Journal with Continuous Pagination—APA

Barnstead, M. H. (2009). The writing crisis. *Journal of Writing Theory*, 12, 415-433.

Parenthetical reference: (Barnstead, 2009, pp. 415-416)

In this example, 12 is the volume number. When page numbers continue from issue to issue for the full year, readers won't need the issue number because no other issue in that year repeats the same page numbers. (You can include the issue number if you think it will help readers retrieve the article more easily.)

12. Article, Newspaper—APA

Baranski, V. H. (2010, January 15). Errors in medical diagnosis.

The Boston Times, pp. B3,6.

Parenthetical reference: (Baranski, 2010)

In addition to the year of publication, include the month and date. If the newspaper's name begins with *The*, include it in your citation. Include *p.* or *pp.* before page numbers. For an article on nonconsecutive pages, list each page, separated by a comma. If the entire article appeared on one page, no page number is necessary in the citation.

What to include in an APA citation for a miscellaneous source

APA Entries for Other Sources. Miscellaneous sources range from unsigned encyclopedia entries to conference presentations to government documents. A full citation should give this information (as available): author, publication date, title of work, city, publisher (or volume and issue number), and page numbers (if applicable).

13. Encyclopedia, Dictionary, Alphabetical Reference—APA

Communication. (2008). In *The business reference book*. Upper Saddle River, NJ: Prentice Hall, p. 201.

Parenthetical reference: (Communication, 2008)

For an entry that is signed, begin with the author's name and publication date.

14. Report—APA

Electrical Power Research Institute. (1994). *Epidemiologic studies of electric utility employees* (Rep. No. RP2964.5). Palo Alto, CA: Author.

Parenthetical reference: (Electrical Power Research Institute [EPRI], 1994, p. 12)

If authors are named, list them first, followed by the publication date. When citing a group author, as in example 14, include the group's abbreviated name in your first parenthetical reference, and use only that abbreviation in any subsequent

reference. When the agency (or organization) and publisher are the same, list *Author* in the publisher's slot.

15. Conference Presentation—APA

Smith, A. A. (2012). Multicultural stereotypes in Elizabethan prose fiction. In A. Hodkins (Ed.), *First British Symposium on Multicultural Studies* (pp. 106-121). London: Harrison Press.

Parenthetical reference: (Smith, 2012, p. 109)

The date of the presentation is in parentheses. The name of the symposium is a proper name, so it is capitalized. For an unpublished presentation, include the presenter's name, year and month, title of the presentation (italicized), and all available information about the conference or meeting: "Symposium held at ..." Do not italicize this last information.

16. Interview, Personally Conducted—APA

This material is considered a nonrecoverable source, so it is cited only in the text, as a parenthetical reference:

Parenthetical reference: (G. Nasson, personal communication, April 2, 2010)

If you name the interviewee in your text, do not repeat the name in your citation.

17. Interview, Published—APA

Jable, C. K. (2013, June 7). The future of graphics [Interview with James Lescault]. In K. Prell (Ed.), *Executive views of automation* (pp. 216-231). Miami: Haber Press.

Parenthetical reference: (Jable, 2013, p. 218)

Begin with the name of the interviewer, followed by the interview date and title (if available), the designation (in brackets), and the publication information.

18. Personal Correspondence—APA

This material is considered nonrecoverable data, so it is cited only in the text, as a parenthetical reference:

Parenthetical reference: (L. Rogers, personal communication, May 15, 2010)

If you name the correspondent in your text, do not repeat the name in your citation.

19. Brochure or Pamphlet—APA

This material follows the citation format for book entries (pages 426-429).

20. Unpublished Lecture—APA

Dumont, R. A. (2010, January 15). *Androgyny and the rhetorical tradition*. Lecture presented at the University of Massachusetts at Dartmouth.

Parenthetical reference: (Dumont, 2010)

If you name the lecturer in your text, do not repeat the name in your citation.

21. Government Document—APA

If the author is unknown, present the information in this order: name of the issuing agency, publication date, document title, place, and publisher.

Virginia Highway Department. (2013). *Standards for bridge maintenance*. Richmond, VA: Author.

Parenthetical reference: (Virginia Highway Department, 2009, p. 49)

When the issuing agency is both author and publisher, write *Author* in the publisher's slot. For any congressional document, identify the house of Congress (Senate or House of Representatives) before the date.

United States Congress. House. Armed Services Committee. (2010). *Funding for the military academies*. Washington, DC: U.S. Government Printing Office.

Parenthetical reference: (U.S. Congress, 2010, p. 41)

22. Miscellaneous Items (Unpublished Manuscript, Dissertation, and so on)—APA

Provide information in this order:

Author (if known). (Date of preparation). *Title of work* (italicized).
Description (Unpublished manuscript, unpublished raw data, or the like).

For any work that has group authorship (corporation, committee, and so on), cite the name of the group or agency in place of the author's name.

What to include in an APA citation for an electronic source

APA Entries for Electronic Sources. In 2009, the APA published the *Publication Manual of the American Psychological Association*, 6th edition. This manual provides instructions for citation of print and electronic sources. For electronic sources in particular, the APA notes that “in general... include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate

the sources you cited” (187). Including the Web address is still recommended. However, one new feature is the use of digital object identifiers (DOIs). These are unique identifiers designed to last longer than Web addresses, which often disappear or get changed when Web pages are moved or renamed.

Identify the original source (printed or electronic) and give readers a path for retrieving the material. Provide all available information in the following order.

1. Author, editor, creator, or sponsoring organization.
2. Date the item was published or was created electronically. For magazines and newspapers, include the month and day as well as the year. If the date of an electronic publication is not available, use *n.d.* in place of the date.
3. Publication information of the original printed version (as in previous entries), if such a version exists. Follow this by designating the electronic medium [CD-ROM] or the type of work [Abstract], [Brochure]—unless this designation is named in the work’s title (as in “Inpatient brochure”).
4. Database names. Do not list database names (unless the database is obscure or the material hard to find), but do include the Web address (or DOI, discussed below).
5. Web addresses and DOIs. Provide the full electronic address. APA recommends only using home page Web address. For CD-ROM and database sources, give the document’s retrieval number (see entry 23, below). Start the Web address with `http://`, but do not underline, italicize, use angle brackets, or add a period at the end of a Web address. When a Web address continues from one line to the next, break it only after a slash or other punctuation (except for `http://`, which should not be broken).

The APA now recommends using the DOI (Digital Object Identifier), when available, in place of a Web address in references to electronic texts. DOI numbers are found on some recent scholarly journals, especially in the sciences and social sciences. Here is a sample reference for a journal article with a DOI assigned:

Schmidt, D., et al. (2009). Advances in psychotropic medication.
Boston Journal of Psychotherapy, 81(3), 398-413. doi:
 10.1037/0555-9467.79.3.483

Parenthetical reference: (Schmidt, 2009)

23. Online Abstract—APA

Stevens, R. L. (2010). Cell phones and cancer rates. *Oncology Journal*, 57(2), 41-43. [Abstract]. Retrieved from the Dialog database.
 (MEDLINE Item: AY 24598).

Parenthetical reference: (Stevens, 2010)

Ordinarily an APA entry ends with a period. Entries that end with a Web address (or a DOI), however, omit the period at the end of the electronic address. If you are citing the entire article retrieved from a full-text database, delete [Abstract] from your citation.

24. Print Article Posted Online—APA

Alley, R. A. (2009, January). Ergonomic influences on worker satisfaction. *Industrial Psychology*, 5(12), 672-678. Retrieved from http://www.psycharchives/index/indpsy/2009_1.html

Parenthetical reference: (Alley, 2009)

If you were confident that the document's electronic and print versions were identical, you could omit the Web address and insert "[Electronic version]" between the end of the article title and the period.

25. Book or Article Available Only Online (no DOI)—APA

Kelly, W. (2009). *Early graveyards of New England*. Retrieved from <http://www.onlinebooks.com/search/itemID=65321>

Parenthetical reference: (Kelly, 2009)

This source exists only in electronic format.

26. CD-ROM Abstract—APA

Cavanaugh, H. (1995). An EMF study: Good news and bad news [CD-ROM]. *Electrical World*, 209(2), 8. Abstract retrieved from ProQuest File: ABI/INFORM database (62-1498).

Parenthetical reference: (Cavanaugh, 1995)

In this entry, 8 is the page number of this one-page article.

27. Online Encyclopedia, Dictionary, Handbook—APA

Ecoterrorism. (2012). *Ecological encyclopedia*. Washington, DC: Redwood. Retrieved May 1, 2013, from <http://www.eco.floridastate.edu/index.html>

Parenthetical reference: ("Ecoterrorism," 2012)

Include the retrieval date for reference works that are routinely updated.

28. Personal Email—APA

Parenthetical reference: Fred Flynn (personal communication, May 9, 2013) provided these statistics.

Instead of being included in the list of references, personal email (considered a nonretrievable source) is cited fully in the text.

29. Blog Posting—APA

Owens, P. (2010, June 1). How to stabilize a large travel trailer.
Message posted to <http://rvblogs.com/comm/bilge>

Parenthetical reference: (Owens, 2010)

30. Newsgroup, Discussion List, Online Forum—APA

LaBarge, V. S. (2009, October 20). A cure for computer viruses.
Message posted to <http://www.srb/forums/frwl/webZ/m2237.html>

Parenthetical reference: (LaBarge, 2009)

Although email should not be included in the list of references, postings from blogs, newsgroups, and online forums, considered more retrievable, should be included.

31. Wiki—APA

Skull-base tumors. (n.d.). Retrieved June 10, 2009, from the Oncology
wiki: http://oncology.wikia.com/wiki/Skull_base_tumors

Parenthetical reference: (“Skull-Base,” n.d.)

Notice the “n.d.” (“no date”) designation for this collaborative Web page that can be written or edited by anyone with access.

32. Facebook and Twitter

NASA. (2013, January 8). Astronomers have made a 3D weather map of a
brown dwarf using NASA's Spitzer and Hubble Space telescopes!
[Facebook update]. Retrieved from [www.facebook.com/NASA/
posts/128611970637320](http://www.facebook.com/NASA/posts/128611970637320)

Parenthetical reference: (NASA, 2013)

APA Entries for Gray Literature. The APA has new guidelines for citing so-called gray literature—material such as annual reports, fact sheets, consumer brochures, press releases, and technical reports (each type is so named in the title, in brackets, or elsewhere in the citation). In the *APA Style Guide to Electronic References*, gray literature is defined as “scientific information that falls outside the peer review process but is written by scholars or summarizes a body of scholarly work. Government departments, corporations and trade groups ... and other ... organizations produce gray literature” (p. 18). Much of this is written for the

What to include in an
APA citation for gray
literature

general public. In the sample citation in entry 33, the type of item is identified in brackets; in entry 34, it is part of the titling information.

33. Press Release—APA

American Natural Foods Association. (2009, January 20). *Newest food additive poses special threat to children, according to the upcoming issue of Eating for Health* [Press release]. Retrieved from <http://www.anfha.org/releases/additives0620.html>

Parenthetical reference: (American Natural Foods Association, 2009)

34. Technical or Research Report—APA

Gunderson, H., et al. (2007). *Declining birthrates in rural areas: Results from the 2005 National Census Bureau Survey* (Report No. 7864 NCB 2005-171). Retrieved from the National Center for Population Statistics: <http://ncps.gov/pubs2007/pubs2007/2007171.pdf>

Parenthetical reference: (Gunderson, 2007)

Notice that the report number, if available, is given after the title.

OTHER DOCUMENTATION STYLES

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