



## ***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 brochure *Documenting sources: APA style: For print and other non-electronic sources* for all your sources not retrieved online. 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 for a paraphrase 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). For quotations, see next page.

#### **Format for Paraphrases**

##### **Basic in-text citation with author signal phrase**

Using population statistics as an example, Smith and Ernst (2009) 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, 2009).

###### **Subsequent references to the source:**

(Bender et al., 2009)

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

Taylor has noted several discrepancies in twin studies of the past (as cited in Thomas et al., 2009).

##### **Source with no author and no date (short form of title used)**

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

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

##### **Multiple sources by the same author (same publication date)**

*(Note: These kinds of references are ordered by author, date, then alphabetically by the title in the references list. Then assign letters (a, b, c, etc.) after the year and use the same year and letter in the in-text citation.*

In recent years the incidence of eating disorders among males has increased (Miller, 2009b).

## Format for Quotations

The author and date appear in either the sentence itself (a signal phrase) or at the end of the quotation. Quotations also include a page number with the citation. Most electronic sources do not include page numbers. If the source provides either page or paragraph numbers, place them at the end of the quotation in parentheses. If paragraphs are not numbered, then use paragraph headings (an abbreviated form of a long heading is permissible) and count your paragraph number from the heading. If no headings, count the paragraph number from the beginning of the document. Quotations of 40 or more words belong in a separate block. See an APA guide for details.

### Basic in-text citation with author signal phrase

Martinez (2009) asserts that “a wide variety of physical and psychological disorders may be treated with hypnotherapy, provided the conditions are right” (p. 33), but other researchers disagree.

## 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. If no author, alphabetize by the first word of the title other than *A*, *An*, or *The*. Author 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. Single space after punctuation, including periods and colons. Capitalize only the first word of the titles and subtitles and all proper nouns. (Does not apply to periodical titles where all main words are capitalized.) Source titles such as book, periodical, and Web document titles are italicized.

If no date can be found in the source, use (n.d.) in the citation. Use a date range, like 2006-2009 if given. 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 before punctuation. DOIs which carry over onto the next line should be divided at the punctuation with the punctuation beginning on the subsequent line. For sources within a source, cite only the secondary source, not the original source in the references list.

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

*(Note: If the sponsorship is not obvious from either the author or the URL, the sponsor must be indicated as part of the retrieval statement.)*

#### Web site with author

Author/editor (date). *Title of document*. Retrieved from URL

Sambaugh, L., & Davies-Barnett, A. C. (2009). *Psychology of gender*. Retrieved from

<http://www.genderresearchinstitute.org/gender.html>

#### Organizational Web site with no personal author

*Title of document*. (date). Retrieved from URL

*Anxiety disorders*. (2009). Retrieved from Council for the Study of Anxiety Disorders website:

<http://www.csad.org/disorders/anxiety.cfm>

## Government Web site with no personal author and no date

U.S. Department of Labor, Occupational Safety & Health Administration. (n.d.). *Reducing health hazards at work*.

Retrieved from [http://www.osha.gov/officialpublications/technicalmanualsandbulletins/health\\_work.html](http://www.osha.gov/officialpublications/technicalmanualsandbulletins/health_work.html)

## Journal and Magazine Articles

Journal and magazines are treated differently in APA style. For help distinguishing between them, ask a librarian or go to <http://www.carrollcc.edu/library/research/citing>. Decide which type of source you have and then follow the appropriate example below.

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. Otherwise, use no number at all.

Insert a DOI (digital object identifier) if available. If a DOI cannot be located, use “Retrieved from” and the periodical homepage URL. For help in locating a DOI, use the following link <http://www.crossref.org/guestquery/>

For up to seven authors, use an ampersand between the last two authors. For example, Lewis, N., Light, W.A., & Brown, J. for three authors. See below for more than seven authors.

### Journal article from a database with more than 7 authors

*(Note: The first six authors should be listed. Leave out any additional author’s names except for the last author. Insert an ellipsis to indicate the missing authors.)*

Author (Year). Article title. *Journal Title*, volume(issue), Beginning page or page range (if given). doi (if available) or Retrieved from journal homepage URL

Bean, K. E., Wiscotchill, J., Newman, R., Welch, D., Kunsman, K., McCormick, J.,...Clark, C. (2010). New techniques in patient care. *Journal of Holistic Nursing*, 47(3), 25. doi: 10.2102/50.holistic.nursing.041

### Magazine article from a database

Author (Year, Month day). Article title. *Magazine Title*, volume(issue) (if given), Beginning page or page range (if given). Retrieved from magazine homepage URL

Corporate shakedown: Corruption in the marketplace. (2009, December 8). *Time*, 163(48),12. Retrieved from <http://time.com/time>

*(Note: When an article has an unknown author, as in this example, then the article title precedes the date.)*

*(Note: Use complete date including day if given.)*

## Newspaper Articles

### Newspaper article from a database or accessed directly

Author (Year, Month day). Article title. *Newspaper Title*, p. Beginning page or page range (if given). Retrieved from newspaper homepage URL

Crisis in the classroom: What today's teachers are up against. (2009, October 7). *New York Times*, pp. B7, B9-B10. Retrieved from <http://www.nytimes.com>

*(Note: When a newspaper article has an unknown author, as in this example, then the article title precedes the date.)*

## Online Reference Sources

### Typical reference resource with articles

Author (Year). Article title. In Editor(s) (initial(s) then last name) (Ed(s).), *Online reference title* (edition (ed.)), volume number (Vol.), pages (pp.) (if available)). Insert DOI if available or use "Retrieved from" book publisher's homepage if it can be located. If not, use the exact URL of the book.

*(Note: Most scholarly reference sources include articles that are signed by the author. Before you assume that the author is unknown, check the whole article carefully.)*

### Health & Wellness Resource Center

Treating Parkinson's disease. (2006). In J. Campo (Ed.), *The Gale encyclopedia of medicine* (3<sup>rd</sup> ed.). Retrieved from <http://www.gale.cengage.com>

*(Note: This example begins with the article title because it has an unknown author.)*

### Hoover's Online

Biel, A. (2009). Taylor Confectionaries. In *Hoover's*. Retrieved from <http://www.hoovers.com>

### Typical online quotation source

*Creative quotations*. (1996-2008). Retrieved 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

Brauer, G. (2002). *Body and language: Intercultural learning through drama*. Retrieved from <http://www.greenwood.com>

## Blackboard

### Material created by instructor

Instructor. (Year, Semester). *Title of material* [Format]. Retrieved from Carroll Community College Blackboard course page.

Davis, J. P. (2010, Spring). *The range of personality types: Human diversity* [Lecture notes]. Retrieved from Carroll Community College Blackboard course page.

### Material from authors other than instructor

Bjork, S. T. (2010). Behavioral problems in the classroom. In S. Sharkey (Ed.), *Classroom management* (pp. 306-310). Nutley, NJ: Halthorpe. Retrieved from Carroll Community College 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 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.)*

## More Sources

### ERIC Documents

*(Note: ERIC documents are treated as archival material and are an exception to databases.)*

Keaton, J., & Alie, T. (2009). *Motivating the reluctant learner*. Retrieved from ERIC database. (ED341178)

### Streaming Video

Reed, R. (2010, July 10). Lightsaber battle [Video file]. Retrieved from <http://www.youtube.com/watch?v+a310R6xb>

### Podcast

Shelton, C. (Producer). (2009, October 21). *Understanding heart disease* [Audio podcast]. Retrieved from <http://www.healthlines.com>

## Images

Creator of image (if known) (Creation role (Photographer, Graphic Designer, etc.)). (Year). Title. [In brackets if made up]. [Medium]. Retrieved from URL

[Biologists taking samples]. [Photograph]. (2009). Retrieved from <http://www.aobt.org>

*(Note: This is an example with an unknown creator.)*

## 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). Re: Title of post [message identifier, if provided]. Retrieved from URL

Campbell, E. (2010, January 23). Re: New ideas for environmental cleanup [Online forum comment]. Retrieved from <http://groups.cyber.com/group/global>

This handout adapted from:

*Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). (2010). Washington, DC: American Psychological Association.