Crediting Sources

Scientific knowledge represents the accomplishments of many researchers over time. A critical part of the writing process is helping readers place your contribution in context by citing the researchers who influenced you. In this chapter, we provide the ground rules for acknowledging how others contributed to your work. We begin by describing the appropriate level of citation and offer a brief review of plagiarism and self-plagiarism. Next, we offer guidelines on formatting quoted material in text and information on seeking permission to reprint or adapt previously published material. This is followed by instruction on citing sources in text and a description of key elements of the reference list.

When to Cite

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not common knowledge. Figure 6.1 provides an example of the appropriate level of citation, adapted from an article in an APA journal.

The number of sources you cite in your work will vary by the intent of the article. For most articles, aim to cite one or two of the most representative sources for each key point. However, because the intent of a review article is to acquaint readers with all that has been written on a topic, authors of literature reviews typically include a more exhaustive list of citations.
Quoting and Paraphrasing

6.03 Direct Quotation of Sources

Reproduce word for word material directly quoted from another author’s work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for nonpaginated material (see section 6.05) in the text and include a complete reference in the reference list (see Citing References in Text, p. 174, for exceptions to this rule).

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. If the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation.

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parenthesis.

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Cikai & Chaitin, 2006, p. 112).

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a block quotation on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. Double-space the entire quotation. At the end of a block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

Others have contradicted this view:

- Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event. In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111–112)

Alternatively, if the quoted source is cited in the sentence introducing the block quote (e.g., “In 1997, Purcell contradicted this view...”), only the page or paragraph number is needed at the end of the quotation.

6.04 Paraphrasing Material

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

6.05 Direct Quotations of Online Material Without Pagination

Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If
paragraph numbers are visible, use them in place of page numbers. Use the abbreviation para.

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material.

In their study, Verbunt, Pernot, and Smeets (2008) found that "the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).

In some cases in which no page or paragraph numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

"Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior" (Golan, Kuchler, & Krissof, 2007, "Mandatory Labeling Has Targeted," para. 4).

(The heading was "Mandatory Labeling Has Targeted Information Gaps and Social Objectives.")

6.06 Accuracy of Quotations

Direct quotations must be accurate. Except as noted here and in sections 6.07 and 6.08, the quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect.

If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word sic, italicized and bracketed, immediately after the error in the quotation. (See sections 4.08 and 4.10 regarding the use of brackets in quotations.) Always check the manuscript copy against the source to ensure that there are no discrepancies.

6.07 Changes From the Source Requiring No Explanation

The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. The punctuation mark at the end of a sentence may be changed to fit the syntax. Single quotation marks may be changed to double quotation marks and vice versa. Any other changes (e.g., italicizing words for emphasis or omitting words, see section 6.08) must be explicitly indicated.

6.08 Changes From the Source Requiring Explanation

Omitting material. Use three spaced ellipsis points (…) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis points at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in mid-sentence.

Inserting material. Use brackets, not parentheses, to enclose material such as an addition or explanation inserted in a quotation by someone other than the original author (see also the second example in section 4.10).

"They are studying, from an evolutionary perspective, to what extent [children’s] play is a luxury that can be dispensed with when there are too many other competing claims on the growing brain . . ." (Henig, 2008, p. 40).

Adding emphasis. If you want to emphasize a word or words in a quotation, italicize the word or words. Immediately after the italicized words, insert within brackets the words emphasis added, that is, [emphasis added] (see section 4.08, second example).

6.09 Citations Within Quotations

Do not omit citations embedded within the original material you are quoting. The works cited need not be included in the list of references (unless you happen to cite them as primary sources elsewhere in your paper).

"In the United States, the American Cancer Society (2007) estimated that about 1 million cases of NMSC and 59,940 cases of melanoma would be diagnosed in 2007, with melanoma resulting in 8,110 deaths" (Miller et al., 2009, p. 209).

6.10 Permission to Quote, Reprint, or Adapt

You may need written permission from the owner of copyrighted work if you include lengthy quotations or if you include reprinted or adapted tables or figures. Reprinting indicates that the material is reproduced exactly as it appeared originally, without modifications, in the way in which it was intended. Adaptation refers to the modification of material so that it is suitable for a new purpose (e.g., paraphrasing or presenting an original theory or idea discussed in a long passage in a published article in a new way that suits your study; using part of a table or figure in a new table or figure in your manuscript). Requirements for obtaining permission to quote copyrighted material vary from one copyright owner to another; for example, APA policy permits authors to use, with some exceptions, a maximum of three figures or tables from a journal article or book chapter, single text extracts of fewer than 400 words, or a series of text extracts that total fewer than 800 words without requesting formal permission from APA. It is important to check with the publisher or copyright owner regarding specific requirements for permission to quote from or adapt copyrighted material.

It is the author’s responsibility to find out whether permission is required from the copyright owner and to obtain it for both print and electronic reuse. APA cannot publish previously copyrighted material that exceeds the copyright holder’s determination of “fair use” without permission.

If you must obtain written permission from the copyright owner, append a footnote to the quoted material with a superscript number, and in the footnote acknowled-
edge permission from the owner of the copyright. Format the footnote as shown in Chapter 2, section 2.12.

Citing References in Text

References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. Make certain that each reference appears in both places and that the text citation and reference list entry are identical in spelling of author names and year.

However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized across editions, and references to personal communications (see sections 6.18 and 6.20). References in a meta-analysis are not cited in text unless they are also mentioned in the text (see section 6.26).

6.11 One Work by One Author

The author-date method of citation requires that the surname of the author (do not include suffixes such as Jr.) and the year of publication be inserted in the text at the appropriate point:

Kessler (2003) found that among epidemiological samples

Early onset results in a more persistent and severe course (Kessler, 2003).

If the name of the author appears as part of the narrative, as in the first example, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example). Even if the reference includes month and year, include only the year in the text citation. In the rare case in which both the year and the author are given as part of the narrative discussion, do not add parenthetical information:

In 2003, Kessler’s study of epidemiological samples showed that

Within a paragraph, when the name of the author is part of the narrative (as in the first example above), you need not include the year in subsequent nonparenthetical references to a study as long as the study cannot be confused with other studies cited in the article. Do include the year in all parenthetical citations:

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course. Kessler also found... The study also showed that there was a high rate of comorbidity with alcohol abuse or dependence and major depression (Kessler, 2003).

However, when both the name and the year are in parentheses (as in the second example above), include the year in subsequent citations within the paragraph:

Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)
Kosslyn, Koenig, Gabrieli, Tang, Marsolek, and Daly (1996)

In text you would cite them, respectively, as

6.13 Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, write out the name each time it occurs (see examples in Table 6.1).

Table 6.1 illustrates the basic citation styles. Exceptions and citation styles that do not work in the tabular format are discussed in text or included as part of the example references.

6.14 Authors With the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author’s initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references (see section 6.25 for the order of appearance in the reference list).

References:


Text Cites:

Among studies, we review M. A. Light and Light (2008) and I. Light (2006).

6.15 Works With No Identified Author or With an Anonymous Author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report:

on free care (“Study Finds,” 2007)
the book College Bound Seniors (2008)

Treat references to legal materials like references to works with no author; that is, in text, cite materials such as court cases, statutes, and legislation by the first few words of the reference and the year (see Appendix 7.1 for the format of text citations and references for legal materials).

When a work’s author is designated as “Anonymous,” cite in text the word Anonymous followed by a comma and the date:

(Anonymous, 1998)

In the reference list, an anonymous work is alphabetized by the word Anonymous (see section 6.25).

6.16 Two or More Works Within the Same Parentheses

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.).
CITING REFERENCES IN TEXT

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors’ surnames once; for each subsequent work, give only the date.

Training materials are available (Department of Veterans Affairs, 2001, 2003)
Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Derryberry & Reed, 2005a, 2005b, in press; Rothbart, 2003a, 2003b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author’s surname. Separate the citations with semicolons.

Several studies (Miller, 1999; Shafranske & Mehoney, 1998)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as see also, before the first of the remaining citations, which should be in alphabetical order:

(Minor, 2001; see also Adams, 1999; Storandt, 2007)

6.17 Secondary Sources

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. For example, if Allport’s work is cited in Nicholson and you did not read Allport’s work, list the Nicholson reference in the reference list. In the text, use the following citation:

Allport’s diary (as cited in Nicholson, 2003).

6.18 Classical Works

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by trans., or the year of the version you used, followed by version. When you know the original date of publication, include it in the citation.

(Aristotle, trans. 1931)
James (1890/1963)

References list entries are not required for major classical works, such as ancient Greek and Roman works or classical religious works; simply identify in the first citation in the text the version you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)
(Qur’an 5:3–4)

6.19 Citing Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations (see section 6.03). Note that page, but not chapter, is abbreviated in such text citations:

(Centers for Disease Control and Prevention, 2005, p. 10)
(Shimamura, 1989, Chapter 3)

For guidance on citing electronic sources that do not provide page numbers, see section 6.05.
See section 6.18 for citing parts of classical works.

6.20 Personal Communications

Personal communications may be private letters, memos, some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

T. K. Lutes (personal communication, April 18, 2001)
(V.-G. Nguyen, personal communication, September 28, 1998)

Use your judgment in citing other electronic forms as personal communications; online networks currently provide a casual forum for communicating, and what you cite should have scholarly relevance.

Some forms of personal communication are recoverable, and these should be referenced as archival materials. See section 7.10 for templates, descriptions, and examples of archival sources in the reference list.

6.21 Citations in Parenthetical Material

In a citation that appears in parenthetical text, use commas, not brackets, to set off the date:

(see Table 3 of U.S. Department of Labor, 2007, for complete data)
Reference List

The reference list at the end of a journal article provides the information necessary to identify and retrieve each source. Choose references judiciously and include only the sources that you used in the research and preparation of the article. APA journals and other journals using APA Style generally require reference lists, not bibliographies.¹ APA requires that the reference list be double-spaced and that entries have a hanging indent. Because a reference list includes only references that document the article and provide recoverable data, do not include in the list personal communications, such as letters, memoranda, and informal electronic communications. Instead, cite personal communications only in text (see section 6.20 for format).

6.22 Construction of an Accurate and Complete Reference List

Because one purpose of listing references is to enable readers to retrieve and use the sources, reference data must be correct and complete. Each entry usually contains the following elements: author, year of publication, title, and publishing data—all the information necessary for unique identification and library search. The best way to ensure that information is accurate and complete is to check each reference carefully against the original publication. Give special attention to spelling of proper names and of words in foreign languages, including accents or other special marks, and to completeness of journal titles, years, volume and issue numbers, page numbers, and electronic retrieval data. Authors are responsible for all information in their reference lists. Accurately prepared references help establish your credibility as a careful researcher.

Abbreviations. Acceptable abbreviations in the reference list for parts of books and other publications include the following:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
</tr>
<tr>
<td>Trans.</td>
<td>Translator(s)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>p. (pp.)</td>
<td>page (pages)</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume (as in Vol. 4)</td>
</tr>
<tr>
<td>Vols.</td>
<td>Volumes (as in Vols. 1–4)</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
</tr>
</tbody>
</table>

Arabic numerals. Although some volume numbers of books and journals are given in Roman numerals, APA journals use Arabic numerals (e.g., Vol. 3, not Vol. III) because they use less space and are easier to comprehend than Roman numerals. A Roman numeral that is part of a title should remain Roman (e.g., Attention and Performance XIII).

¹Note that a reference list cites works that specifically support a particular article. In contrast, a bibliography cites works for background or for further reading and may include descriptive notes.

6.23 Consistency

Consistency in reference style is important, especially in light of evolving technologies in database indexing, such as automatic indexing by database crawlers. These computer programs use algorithms to capture data from primary articles as well as from the article reference list. If reference elements are out of order or incomplete, the algorithm may not recognize them, lowering the likelihood that the reference will be captured for indexing. With this in mind, follow the general formats for placement of data and the electronic reference guidelines detailed in this chapter to decide which data are necessary to allow readers to access the sources you used.

6.24 Using the Archival Copy or Version of Record

When using information and data retrieved online, check to see whether you are citing the appropriate version of your reference source. In-progress and final versions of the same work might coexist on the Internet, which can present challenges in determining which version is most current and most authoritative. In most cases, it is best to cite the archival version or version of record, which has been peer-reviewed and may provide additional links to online supplemental material. If the most current version available was an advance release version at the time that you originally cited it, recheck the source and update its publication status as close as possible to the publication date of your work (see section 6.32).

6.25 Order of References in the Reference List

The principles for arranging entries in a reference list are described next. You may also find it helpful to look at the reference list in Chapter 2 in the sample manuscript and at reference lists in journals that are published in APA Style.

Alphabetizing names. Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name, and use the following rules for special cases:

- Alphabetize by the author's surname. This surname/given name formula is commonly used in Western countries but is less commonly used in many Eastern countries. If you are uncertain about the proper format for a name, check with the author for the preferred form or consult the author's previous publication for the commonly used form (e.g., Chen Zhe may publish under Zhe Chen in the United States).
- Alphabetize letter by letter. When alphabetizing surnames, remember that "nothing precedes something": Brown, J. R., precedes Browning, A. R., even though i precedes j in the alphabet.

Singh, Y., precedes Singh Siddhu, N.
López, M. E., precedes López de Molina, G.
Ibn Abdulaziz, T., precedes Ibn Nidal, A. K. M.
Girard, J.-B., precedes Girard-Parregaux, A. S.
Villafuerte, S. A., precedes Villa-Lobos, J.
Benjamin, A. S., precedes ben Yaakov, D.
Alphabetize the prefixes Mc, and Mac literally, not as if they were all spelled Mac. Disregard the apostrophe: MacArthur precedes McAllister, and MacNeil precedes M'CaThy.

Alphabetize entries with numerals chronologically (e.g., Macomber, J., II, precedes Macomber, J., III).

Order of several works by the same first author. When ordering several works by the same first author, give the author’s name in the first and all subsequent references, and use the following rules to arrange the entries:

- One-author entries by the same author are arranged by year of publication, the earliest first:
  

- One-author entries precede multiple-author entries beginning with the same surname (even if the multiple-author work was published earlier):


- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author, and so on:


- References with the same authors in the same order are arranged by year of publication, the earliest first:


- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by title (excluding A or The).

Exception: If the references with the same authors published in the same year are identified as articles in a series (e.g., Part 1 and Part 2), order the references in the series order, not alphabetically by title.

Place lowercase letters—d, b, c, and so forth—immediately after the year, within the parentheses:


Order of several works by different first authors with the same surname. Arrange works by different authors with the same surname alphabetically by first initial:


Note: Include initials with the surname of the first author in text citations (see section 6.14).

Order of works with group authors or with no authors. Occasionally, a work will have as its author an agency, association, or institution, or it will have no author at all. Alphabetize group authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g., American Psychological Association, not APA). A parent body precedes a subdivision (e.g., University of Michigan, Department of Psychology).

If, and only if, the work is signed "Anonymous," begin the entry with the word Anonymous spelled out, and alphabetize the entry as if Anonymous were a true name.

If there is no author, move the title to the author position, and alphabetize the entry by the first significant word of the title.

Treat legal references like references with no author; that is, alphabetize legal references by the first significant item in the entry (word or abbreviation). See Appendix 7.1 for the format of references for legal materials and ways to cite them in the text.

6.26 References Included in a Meta-Analysis

If the number of articles contributing studies to the meta-analysis is relatively small (e.g., about 50 or fewer), they should appear in the reference list with an asterisk included to identify them. If the number of articles in the meta-analysis exceeds 50, then the references to the articles should be placed in a list and submitted as an online supplemental archive. In this second case, if an article is mentioned in the text and is included in the meta-analysis, it should be cited both in the reference list and in the supplemental materials.

Add the following statement before the first reference entry: References marked with an asterisk indicate studies included in the meta-analysis. The in-text citations to studies selected for meta-analysis are not preceded by asterisks.


Reference Components

In general, a reference should contain the author name, date of publication, title of the work, and publication data. The following sections (6.27–6.31) describe these components. Detailed notes on style accompany the description of each element, and example numbers given in parentheses correspond to examples in Chapter 7 in sections 7.1–7.11.
6.27 Author and Editor Information

Authors.
- Invert all authors' names; give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., & Author, C. C.). When authors number eight or more, include the first six authors' names, then insert three ellipses, and add the last author's name (see Chapter 7, Example 2). In text, follow the citation guidelines in section 6.12.
- If the reference list includes different authors with the same surname and first initial, the authors' full first names may be given in brackets:
  
  
  *In text:
  
  (Paul Janet, 1876)
  (Pierre Janet, 1908)

- If an author's first name is hyphenated, retain the hyphen and include a period after each initial (Lamour, J.-B., for Jean-Baptiste Lamour).
- Use commas to separate authors, to separate surnames and initials, and to separate initials and suffixes (e.g., Jr. and II; see Chapter 7, Example 24); with two to seven authors, use an ampersand (&) before the last author.
- Spell out the full name of a group author (e.g., Royal Institute of Technology; National Institute of Mental Health; see Chapter 7, Examples 31, 32, 35, 68). In a reference to a work with a group author (e.g., study group, government agency, association, corporation), a period follows the author element.
- If authors are listed with the word with, include them in the reference in parentheses: Bulatao, E. (with Winford, C. A.). The text citation, however, refers to the primary author only.
- In a reference to a work with no author, move the title to the author position, before the date of publication (see Chapter 7, Examples 9, 30, 71). A period follows the title.

Editors.
- In a reference to an edited book, place the editors' names in the author position, and enclose the abbreviation Ed. or Eds. in parentheses after the last editor's name. The period follows the parenthetical abbreviation (Eds.).
- In a reference to a chapter in an edited book, invert the chapter authors' names as noted above but do not invert book editors' names.
- The name of the book editor should be preceded by the word Ed. Provide initials and surnames for all editors (for substantial reference works with a large editorial board, naming the lead editor followed by et al. is acceptable).
  

- For a book with no editor, simply include the word in before the book title.

6.28 Publication Date

- Give in parentheses the year the work was published (for unpublished or informally published works, give the year the work was produced).
- For magazines, newsletters, and newspapers, give the year and the exact date of the publication (month and month and day), separated by a comma and enclosed in parentheses (see Chapter 7, Examples 7-11). If the date is given as a season, give the year and the season, separated by a comma and enclosed in parentheses.
- For papers and posters presented at meetings, give the year and month of the meeting, separated by a comma and enclosed in parentheses.
- Write in press in parentheses for articles that have not been accepted for publication (see Chapter 7, Example 6). Do not give a date until the article has actually been published. (To reference a paper that is still in progress, under review, or being revised, see Chapter 7, Example 59.)
- If no date is available, write n.d. in parentheses.
- For several volumes in a multivolume work or several letters from the same collection, express the date as a range of years from earliest to latest (see Chapter 7, Examples 23 and 65).
- For archival sources, indicate an estimated date that is reasonably certain but not stated on the document by using ca. (circa) and enclose the information in square brackets (see Chapter 7, Example 67).
- Finish the element with a period after the closing parenthesis.

6.29 Title

Article or chapter title. Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title or place quotation marks around it. Finish the element with a period.

Mental and nervous diseases in the Russo-Japanese war: A historical analysis.

Periodical title: Journals, newsletters, magazines. Give the periodical title in full, in uppercase and lowercase letters. Italicize the name of the periodical.

Social Science Quarterly

Nonperiodical title: Books and reports.
- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title.
- Enclose additional information given on the publication for its identification and retrieval (e.g., edition, report number, volume number) in parentheses immediately after the title. Do not use a period between the title and the parenthetical information; do not italicize the parenthetical information.

Development of entry-level tests to select FBI special agents (Publication No. FR-PRD-94-06).
If a volume is part of a larger, separately titled series or collection, treat the series and volume titles as a two-part title (see Chapter 7, Example 24).

Finish the element with a period.

Nonroutine information in titles. If nonroutine information is important for identification and retrieval, provide it in brackets immediately after the title and any parenthetical information. Capitalize the first letter of the notation. Brackets indicate a description of form, not a title. Here are some of the more common notations that help identify works:

- [Letter to the editor]
- [Special issue]
- [Special section]
- [Monograph]
- [Abstract]
- [Audio podcast]
- [Data file]
- [Brochure]
- [Motion picture]
- [Lecture notes]
- [CD]
- [Computer software]
- [Video webcast]
- [Supplemental material]

6.30 Publication Information

Periodicals: Journals, newsletters, magazines.

- Give the volume number after the periodical title; italicize it. Do not use Vol. before the number.
- Include the journal issue number (if available) along with the volume number if the journal is paginated separately by issue (see Chapter 7, Examples 3, 7, 8). Give the issue number in parentheses after the volume number; do not italicize it. Give inclusive page numbers on which the cited material appears.
- Finish the element with a period.

Social Science Quarterly, 84, 508–525.

- Periodical publisher names and locations are generally not included in references, in accordance with long practice.

Nonperiodicals: Books and reports

- Give the location (city and state or, if outside of the United States, city and country) where the publisher is located as noted on the title page for books; reports, brochures; and other separate, nonperiodical publications.

- If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location.
- The names of U.S. states and territories are abbreviated in the reference list and in the Method section (suppliers' locations); use the official two-letter U.S. Postal Service abbreviations. To cite locations outside the United States, spell out the city and the country names. However, if you are publishing outside the United States or for an international readership, check your institution's or publisher's specific style guidelines for writing out or abbreviating state, province, territory, and country names.
- Use a colon after the location.
- Give the name of the publisher in as brief a form as is intelligible. Write out the names of associations, corporations, and university presses, but omit superfluous terms, such as Publishers, Co., and Inc., which are not required to identify the publisher. Retain the words Books and Press.
- If two or more publisher locations are given in the book, give the location listed first or, if specified, the location of the publisher's home office.
- When the author is also the publisher, use Author to indicate the publisher.
- Finish the element with a period.
  
  Washington, DC: Author.
  Pretoria, South Africa: Unisa.

6.31 Electronic Sources and Locator Information

Since this manual was last updated, electronic journal publishing has gone from being the exception to the rule. Publishing in the online environment has greatly increased the efficiency of publication processes and has contributed to a more vibrant and timely sharing of research results. However, the electronic dissemination of information has also led to a number of new publishing models. Unedited articles can now be disseminated on the Internet in advance of publication. Links to supplementary material such as long data sets and videos can be embedded in electronic articles and made accessible with a simple click. Corrections that were formerly noted in a subsequent journal issue can now be made with no fanfare as a simple update to online files. All of these circumstances have called for new ways of tracking digital information.

In this new environment, some former models for referencing material no longer apply. It is not always clear how to distinguish the advance online version of an article from the final published version or how to determine which is the “version of record” (see section 6.24). Moreover, readers may be consulting the electronic version with supplemental material or the print version of the same article without supplemental material. In the ephemeral world of the web, article links are not always robust.

In general, we recommend that you 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. We discuss next some key elements of the electronic retrieval process, beginning with some general information about uniform resource locators (URLs) and digital object identifiers.
(DOIs) and ending with formatting guidance for citing publication data from electronic sources.

**Understanding a URL.** The URL is used to map digital information on the Internet. The components of a URL are as follows:

<table>
<thead>
<tr>
<th>Protocol</th>
<th>Host name</th>
<th>Path to document</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>http://</code></td>
<td><code>www.apa.org</code></td>
<td><code>monitor/oct00/workplace.html</code></td>
</tr>
</tbody>
</table>

The path to a document, following the protocol, is separated by a colon and two forward slashes (e.g., `http://`).

**Domain name extension** (in the preceding example, `.org`) can help you determine the appropriateness of the source for your purpose. Different extensions are used depending on what entity hosts the site. For example, the extensions `.edu` and `.org` are for educational institutions and nonprofit organizations, respectively; `.gov` and `.mil` are used for government and military sites, respectively; and `.com` and `.biz` are used for commercial sites. Domain name extensions may also include a country code (e.g., `.ca` for Canada or `.nz` for New Zealand). The rest of the address indicates the directory path leading to the desired document.

All content on the Internet is prone to being moved, restructured, or deleted, resulting in broken hyperlinks and nonworking URLs in the reference list. In an attempt to resolve this problem, scholarly publishers have begun assigning a DOI to journal articles and other documents.

**The DOI system.** Developed by a group of international publishers, the DOI System provides a means of persistent identification for managing information on digital networks (see http://www.doi.org/). The DOI System is implemented through registration agencies such as CrossRef, which provides citation-linking services for the scientific publishing sector. According to their mission statement, CrossRef is dedicated to enabling easy identification and use of trustworthy electronic content by promoting the cooperative development and application of a sustainable infrastructure (http://www.crossref.org/). CrossRef's participants have developed a system that provides two critical functions. First, they assign each article a "unique identifier and underlying routing system" that functions as a clearinghouse to direct readers to content, regardless of where the content resides (Kasdorf, 2003, p. 646). Second, they collaborate to use the DOI as an underlying linking mechanism "embedded" in the reference lists of electronic articles that allows click-through access to each reference. CrossRef currently has more than 2,600 participating publishers and scholarly societies.

**The DOI as article identifier.** A DOI is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet.

The publisher assigns a DOI when your article is published and made available electronically. All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards. We recommend that when DOIs are available, you include them for both print and electronic sources.

The DOI is typically located on the first page of the electronic journal article, near the copyright notice (see Figure 6.2). The DOI can also be found on the database landing page for the article (see Figure 6.3).

**The linking function of DOIs.** The DOIs in the reference list function as links to the content you are referencing. The DOI may be hidden under a button labeled Article, CrossRef, PubMed, or another full-text vendor name (see Figure 6.4). Readers can then click on the button to view the actual article or to view an abstract and an opportunity to purchase a copy of the item. If the link is not live or if the DOI is referenced in a print publication, the reader can simply enter the DOI into the DOI resolver search field provided by the registration agency CrossRef.org and be directed to the article or a link to purchase it (see Figure 6.5). Locating the article online with the DOI will give you access to any online supplemental archives associated with the article (see section 2.13 regarding supplemental materials).

### 6.32 Providing Publication Data for Electronic Sources

- For electronic versions based on a print source (as in PDF), give inclusive page numbers for the article cited. Use pp. before the page numbers in references to newspapers. See Chapter 7, Examples 1–3.

---

**Location of Digital Object Identifier (DOI) in Journal Article**

How to Say No: Single- and Dual-Process Theories of Short-Term Recognition Tested on Negative Probes

Klaus Oberauer
University of Bristol

These experiments with short-term recognition tasks are reported. In Experiment 1 and 2, participants decided whether a probe matched a list item specified by an spatial location. Items presented at study
A taxonomy of behavior change techniques used in interventions.

Abraham, Charles, England, Charles; Abraham, Department of Psychology, University of Sussex, Falmer, Brighton, England, BNI 7EG, s.c.s.abraham@sussex.ac.uk


ISSN: 0278-7810 (Print); 1930-7810 (Electronic)

Document Type: Journal Article

Language: English

Publication Type: Peer Reviewed Journal

Digital Object Identifier: 10.1087/0278-7810-27(3)-379

Methodology: Empirical Study; 1800 Quantitative Study

 Auxiliary Materials: Other (Internet Available)

Release Date: 20080714

Provide the DOI, if one has been assigned to the content. Publishers who follow best practices publish the DOI prominently on the first page of an article. Because the DOI string can be long, it is safest to copy and paste whenever possible. Provide the alphanumeric string for the DOI exactly as published in the article. This is not a style issue but a retrieval issue.

Use this format for the DOI in references: doi:xxxxxxx

When a DOI is used, no further retrieval information is needed to identify or locate the content.

If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. If you are accessing the article from a private network or behind a paywall, use the crossed out DOI in the reference.
Database, you may need to do a quick web search to locate this URL. Transcribe the URL correctly by copying it directly from the address window in your browser and pasting it into your working document (make sure the automatic hyphenation feature of your word processor is turned off).

- Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before most punctuation (an exception would be http://). Do not add a period after the URL, to prevent the impression that the period is part of the URL. This is not a style issue but a retrieval issue.

- Test URLs in your references at each stage prior to the submission and/or publication of your work. If the document you are citing has moved, update the URL so that it points to the correct location. If the content is no longer available, substitute another source (i.e., the final version if you originally cited a draft) or drop it from the paper altogether.

- In general, it is not necessary to include database information. Journal coverage in a particular database may change over time; also, if using an aggregator such as EBSCO, OVID, or ProQuest (each of which contain many discipline-specific databases, such as PsycINFO), it may be unclear exactly which database provided the full text of an article.

- Some archival documents (e.g., discontinued journals, monographs, dissertations, or papers not formally published) can only be found in electronic databases such as ERIC or JSTOR. When the document is not easily located through its primary publishing channels, give the home or entry page URL for the online archive.

- Do not include retrieval dates unless the source material may change over time (e.g., Wikis).

- As with references to material in print or other fixed media, it is preferable to cite the final version (i.e., archival copy or version of record; see section 6.24).

This chapter contains examples of references in APA Style. The examples are grouped into the following categories: periodicals; books, reference books, and book chapters; technical and research reports; meetings and symposia; doctoral dissertations and master's theses; reviews and peer commentary; audiovisual media; data sets, software, measurement instruments, and apparatus; unpublished and informally published works; archival documents and collections; and retrievable personal communications. In most categories, references to electronic or downloadable versions of each source type are integrated among references to print or other fixed media versions.

The most common kinds of references are illustrated here. Occasionally, however, you may need to use a reference for a source for which this chapter does not provide specific guidance. In such a case, choose the example that is most like your source and follow that format. Additional reference examples may be found on the APA Style website (www.apastyle.org). When in doubt, provide more information rather than less. Because one purpose of listing references is to enable readers to retrieve and use the sources, most entries contain the following elements: author, year of publication, title, and publishing or retrieval data—all the information necessary for unique identification and library search.

Following is an index to the reference examples that lists types of work referenced and variations of each reference element. The numbers after each index entry refer to the numbered reference examples. Appendix 7.1 at the end of this chapter includes templates and example references to legal materials.

Types and Variations

Periodicals

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<table>
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<tr>
<th>Types and Variations</th>
</tr>
</thead>
</table>

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- editorial, 14

Federal Register (see Appendix 7.1, Example 18)
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- supplemental material, 15
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Books, Reference Books, and Book Chapters

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
</tr>
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</table>

Technical and Research Reports

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<thead>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

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<tr>
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<th>Notes</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Doctoral Dissertations and Master's Theses

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
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</table>

Reviews and Peer Commentary

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Audiovisual Media

<table>
<thead>
<tr>
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<th>Notes</th>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Data Sets, Software, Measurement Instruments, and Apparatus

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
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<td>apparatus, 57 data set, 54</td>
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Examples by Type

7.01 Periodicals

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

General reference form:


- Include the digital object identifier (DOI) in the reference if one is assigned (see section 6.31).
- If no DOI is assigned to the content and you retrieved it online, include the home page URL for the journal, newsletter, or magazine in the reference. Use this format: Retrieved from http://www.xxxxxxxxx
- If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number.
- If you are citing an advance release version of the article, insert Advance online publication before the retrieval statement.
- Some journals offer supplemental material that is available only online. To reference this supplemental material, or any other nonroutine information that is important for identification and retrieval, include a description of the content in brackets following the title: [Letter to the editor], [Map], [Audio podcast].

1. Journal article with DOI


2. Journal article with DOI, more than seven authors


3. Journal article without DOI (when DOI is not available)


- Include the issue number if the journal is paginated by issue.
- If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page.
- No retrieval date is needed.

4. Journal article without DOI, title translated into English, print version


- If the original version of a non-English article is used as the source, cite the original version. Give the original title and, in brackets, the English translation.
- If the English translation of a non-English article is used as the source, cite the English translation. Give the English title without brackets.

5. Journal article with DOI, advance online publication


- This journal publishes four print issues per year but also offers individual articles online as soon as they are finalized. The content is assigned a DOI before it is assigned a volume, issue, or page numbers.
- If there is no DOI assigned and you retrieved the article electronically, give the URL of the journal home page.
- Definitions of advance online publication vary among journal publishers. Generally, the term refers to peer-reviewed work, but the content may not be copyedited or formatted for final production.
- Update your references close to the publication date of your work, and refer to final versions of your sources, if possible.
EXAMPLES BY TYPE

6. In-press article posted in a preprint archive

- The exact URL is used because the article is informally published and not yet indexed on a journal website. Journal publishers that do not offer advance online publication may allow authors to post a version of their article online ahead of print in an outside repository, also called a preprint archive.
- Update your references close to the publication date of your work and refer to the final version of a work, if possible.

7. Magazine article

8. Online magazine article

9. Newsletter article, no author

- The exact URL is helpful here because specific newsletter articles are difficult to locate from the government agency home page.
- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title (or the full title if it is short) enclosed in quotation marks for the parenthetical citation: "Six Sites Meet," 2006.

10. Newspaper article

- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5–B7).

11. Online newspaper article

- Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

12. Special issue or section in a journal

- To cite an entire issue or special section of a journal, give the editors of the issue and the title of the issue.
- If the issue has no editors, move the issue title to the author position, before the year of publication, and end the title with a period. Alphabetize the reference entry by the first significant word in the title. In text, use a shortened title enclosed in quotation marks for the parenthetical citation: "Capital Punishment," 2004.
- Provide the page range for special sections.
- To reference an article within a special issue, simply follow the format shown in Examples 1–4.

13. Monograph as part of journal issue

- For a monograph with an issue (or whole) number, include the issue number in parentheses followed by the serial number, for example, 58(1, Serial No. 231).
- For a monograph bound separately as a supplement to a journal, give the issue number and supplement or part number in parentheses after the volume number, for example, 803, Pt. 2).

14. Editorial without signature

15. Online-only supplemental material in a periodical

- The description of supplemental material or other nonroutine information (e.g., a letter to the editor, podcast, or map) is included in brackets to help the reader identify and retrieve the material.
- If no author is indicated, move the title and bracketed description to the author position.
- In text, use the following parenthetical citation (Marshall-Pescini & Whiten, 2008).
16. Abstract as original source


Although it is preferable to cite the full text of an article, abstracts can be used as sources and included in the reference list.

17. Abstract as secondary source


Although it is preferable to cite the full text of an article, abstracts can be used as sources and included in the reference list.

Database names and abstract identifier (if applicable) may be given for material of limited circulation.

7.02 Books, Reference Books, and Book Chapters

This category includes books and reference books such as encyclopedias, dictionaries, and discipline-specific reference books (e.g., Diagnostic and Statistical Manual of Mental Disorders; see example at www.apastyle.org). It also includes books that are published in electronic form only, reference works and public domain books available online, and out-of-print books that may be available only in online repositories. When DOIs are assigned, use them as noted in the examples that follow.

For an entire book, use the following reference formats:

Author, A. A. (1967). Title of work. Location: Publisher.


Editor, A. A. (Ed.). (1966). Title of work. Location: Publisher.

For a chapter in a book or entry in a reference book, use the following formats:


Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher. doi:xxxxx

18. Entire book, print version


19. Electronic version of print book


20. Electronic-only book


21. Electronic version of republished book

22. Limited-circulation book or monograph, from electronic database


Database information may be given for items of limited circulation.

23. Several volumes in a multivolume work


In text, use the following parenthetical citation: (Koch, 1959–1963).

24. Electronic version of book chapter in a volume in a series


If the content has been assigned a DOI, give the DOI in the reference. No URL or database name is needed.

In regularly published series with subtitles that change regularly, the series title is uppercase and the subtitle is lowercase, as in a book title.

25. Book chapter, print version


If a-English work is used as the source, give the English title in the original language and, in brackets, the English translation.

26. Book chapter, English translation, reprinted from another source


If the content has been assigned a DOI, give the DOI in the reference. No URL or database name is needed.

If the English translation of a non-English work is used as the source, cite the English translation. Give the English title without brackets, followed by the translator’s name in parentheses.

In text, use the following parenthetical citation: (Piaget, 1970/1988).

27. Reference book


If a-English reference work is used as the source, give the title in the original language and, in brackets, the English translation.

29. Entry in an online reference work


30. Entry in an online reference work, no author or editor


If the online version refers to a print edition, include the edition number after the title.

7.03 Technical and Research Reports

Technical and research reports, like journal articles, usually cover original research but may or may not be peer reviewed. They are part of a body of literature sometimes referred to as gray literature, which "can serve a valuable supplementary role to formal publication, including additional resources, details, research methods and experimental techniques" ("Gray literature," 2006). Format references to technical and research reports as you would a book.


If the issuing organization assigned a number (e.g., report number, contract number, monograph number) to the report, give that number in parentheses immediately after the title.

If you obtained a report from the U.S. Government Printing Office, list the publisher location and name as Washington, DC: Government Printing Office.

For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author: Retrieved from Agency name website: http://www.xxxxxxx

31. Corporate author, government report

32. Corporate author, task force report filed online

33. Authored report, from nongovernmental organization

34. Report from institutional archive

35. Issue brief

- Use this form for issue briefs, working papers, and other corporate documents, with the appropriate document number for retrieval in parentheses.

7.04 Meetings and Symposia
Proceedings of meetings and symposia can be published in book or periodical form. To cite published proceedings from a book, use the same format as for a book or book chapter (see Example 39). To cite proceedings that are published regularly, use the same format as for a periodical (see Example 38). For contributions to symposia or for paper or poster presentations that have not been formally published, use the following templates.

Symposium:
Contributor, A. A., Contributor, B. B., Contributor, C. C., & Contributor, D. D. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

Paper presentation or poster session:
Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster session presented at the meeting of Organization Name, Location.

- For symposium contributions and paper or poster presentations that have not been formally published, give the month and year of the symposium or meeting in the reference.
40. Master's thesis, from a commercial database


41. Doctoral dissertation, from an institutional database


42. Doctoral dissertation, from the web


43. Doctoral dissertation, abstracted in DAI


44. Doctoral thesis, from a university outside the United States


7.06 Reviews and Peer Commentary

Reviews of books, motion pictures, and other information or entertainment products are published in a variety of venues, including periodicals, websites, and blogs. Some publications will print author responses to a reviewer's criticism or multiple reviews of the same product.


If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.

Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).

If the reviewed item is a book, include the author names after the title of the book, separated by a comma.

If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

45. Review of a book


46. Review of a video


47. Review of a video game, no author


48. Peer commentary on an article


7.07 Audiovisual Media

Audiovisual media include motion pictures; audio or television broadcasts (including podcasts); and static objects such as maps, artwork, or photos.

For a motion picture, use the following format:


For a music recording, use the following format:

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

List the primary contributors in the author position and use parentheses to identify their contribution.

For an episode from a television or radio series, use the same format as for a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

49. Video

50. Podcast

51. Single episode from a television series

52. Music recording

In text citations, include side and band or track numbers: “Shadow and the Frame” (lang, 2008, track 19).

53. Map retrieved online

7.08 Data Sets, Software, Measurement Instruments, and Apparatus

This category includes raw data and tools that aid persons in performing a task such as data analysis or measurement. Reference entries are not necessary for standard software and programming languages, such as Microsoft Word or Excel, Java, Adobe Photoshop, and even SAS and SPSS. In text, give the proper name of the software, along with the version number. Do provide reference entries for specialized software or computer programs with limited distribution.

Rightsholder, A. A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

or


Do not italicize the names of software, programs, or languages.
Do italicize the title of a data set.
If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.
In parentheses immediately after the title, identify the version number, if any.
In brackets immediately after the title or version number, identify the source as a computer program, language, software, and so forth. Do not use a period between the title and the bracketed material.

7.09 Unpublished and Informally Published Works

Unpublished work includes work that is in progress, has been submitted for publication, or has been completed but not submitted for publication. This category also includes work that has not been formally published but is available on a personal or institutional website, an electronic archive such as ERIC, or a preprint archive.

Author, A. A. (Year). Title of manuscript. Unpublished manuscript (or “ Manuscript submitted for publication,” or “Manuscript in preparation”).

In the publisher position.
In text citations, include side and band or track numbers: “Shadow and the Frame” (lang, 2008, track 19).

or

Rightsholder, A. A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

Do not italicize the names of software, programs, or languages.
Do italicize the title of a data set.
If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.
In parentheses immediately after the title, identify the version number, if any.
In brackets immediately after the title or version number, identify the source as a computer program, language, software, and so forth. Do not use a period between the title and the bracketed material.

54. Data set

55. Measurement instrument

56. Software

57. Apparatus

7.10 Manuscript in progress or submitted for publication

If the work is available on an electronic archive, give this information at the end.

or

Rightsholder, A. A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

Do not italicize the names of software, programs, or languages.
Do italicize the title of a data set.
If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.
In parentheses immediately after the title, identify the version number, if any.
In brackets immediately after the title or version number, identify the source as a computer program, language, software, and so forth. Do not use a period between the title and the bracketed material.

or

60. Unpublished raw data from study, entitled work


61. Informally published or self-archived work


This work was later published in a journal and would now be referenced as follows:


62. Informally published or self-archived work, from ERIC


7.10 Archival Documents and Collections

Archival sources include letters, unpublished manuscripts, limited-circulation brochures and pamphlets, in-house institutional and corporate documents, clippings, and other documents, as well as such nontext materials as photographs and apparatus, that are in the personal possession of an author, form part of an institutional collection, or are stored in an archive such as the Archives of the History of American Psychology at the University of Akron or the APA Archives.

Author, A. A. (Year, Month Day). Title of material. [Description of material]. Name of collection (Call number, Box number, File name or number, etc.). Name and location of repository.

- This general format may be modified for collections requiring more or less specific information to locate materials, for different types of collections, or for additional descriptive information (e.g., a translation of a letter). Authors may choose to list correspondence from their own personal collections, but correspondence from other private collections should be listed only with the permission of the collector.
- As with any reference, the purpose is to direct the reader to the source, despite the fact that only a single copy of the document may be available and the reader may have some difficulty actually seeing a copy.

- Include as much information as is needed to help locate the item with reasonable ease within the repository. For items from collections with detailed finding aids, the name of the collection may be sufficient; for items from collections without finding aids, more information (e.g., call number, box number, file name or number) may be necessary to help locate the item.
- If several letters are cited from the same collection, list the collection as a reference and provide specific identifying information (author, recipient, and date) for each letter in the in-text citations.
- Use square brackets to indicate information that does not appear on the document. Use question marks to indicate uncertainty regarding names and dates; use *ca. (circa, not italicized) to indicate estimated dates (see Example 67).
- For interviews and oral histories, list the interviewee as the author. Include the interviewee's name in the description.
- If a publication of limited circulation is available in libraries, the reference may be formatted as usual for published material, without the archival source.

63. Letter from a repository


64. Letter from private collection


65. Collection of letters from an archive


66. Unpublished papers, lectures from an archive or personal collection

67. Archival/historical source for which the author and/or date is known or is reasonably certain but not stated on the document

68. Archival source with corporate author

69. Interview recorded and available in an archive

70. Transcription of a recorded interview, no recording available

71. Newspaper article, historical, in an archive or personal collection

72. Historical publication of limited circulation

73. Photographs
   (Photographs of Robert M. Yerkes. [ca. 1917–1954]. Robert Meens Yerkes Papers (Box 137, Folder 2292), Manuscripts and Archives, Yale University Library, New Haven, CT.)

7.11 Internet Message Boards, Electronic Mailing Lists, and Other Online Communities

The Internet offers several options for people around the world to sponsor and join discussions devoted to particular subjects. These options include blogs, newsgroups, online forums and discussion groups, and electronic mailing lists. (The last are often referred to as listservs. However, LISTSERV is a trademarked name for a particular software program; electronic mailing list is the appropriate generic term.)

74. Message posted to a newsgroup, online forum, or discussion group
   Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/pisforum/Weblog/theine_eight_how_can_cultural#comments

75. Message posted to an electronic mailing list

76. Blog post

77. Video blog post