

A Pocket Style Manual

Sixth Edition

Clarity

Grammar

Punctuation and Mechanics

Research

MLA, APA, Chicago, CSE

Usage/Grammatical Terms

Diana Hacker

Nancy Sommers

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Supporting your claims Back up your assertions with facts, examples, and other evidence from your research.

Lending authority to your argument Expert opinion can give weight to your argument. But don't rely on experts to make your argument for you. Construct your argument in your own words and cite authorities in the field to support your position.

Anticipating and countering other interpretations Do not ignore sources that seem contrary to your position or that offer interpretations different from your own. Instead, use them to give voice to opposing ideas and interpretations before you counter them.

36 Avoiding plagiarism

Your research paper is a collaboration between you and your sources. To be fair and ethical, you must acknowledge your debt to the writers of those sources. When you acknowledge your sources, you avoid plagiarism, a serious academic offense.

Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words.

36a Citing quotations and borrowed ideas

When you cite sources, you give credit to writers from whom you've borrowed words and ideas. You also let your readers know where your information comes from, so that they can evaluate the original source.

You must cite anything you borrow from a source, including direct quotations; statistics and other specific facts; visuals such as cartoons, graphs, and diagrams; and any ideas you present in a summary or a paraphrase.

The only exception is common knowledge—information that your readers may know or could easily locate in general sources. For example, most general encyclopedias

will tell readers that Sigmund Freud wrote *The Interpretation of Dreams* and that chimpanzees can learn American Sign Language. When you have seen certain information repeatedly in your reading, you don't need to cite it. However, when information has appeared in only a few sources, when it is highly specific (as with statistics), or when it is controversial, you should cite the source.

APA recommends an author-date style of citations. Here, briefly, is how the author-date system usually works. See 38 for a detailed discussion of variations.

1. The source is introduced by a signal phrase that includes the last name of the author followed by the date of publication in parentheses.
2. The material being cited is followed by a page number in parentheses.
3. At the end of the paper, an alphabetized list of references gives publication information for the source.

IN-TEXT CITATION

As researchers Yanovski and Yanovski (2002) have explained, obesity was once considered "either a moral failing or evidence of underlying psychopathology" (p. 592).

ENTRY IN THE LIST OF REFERENCES

Yanovski, S. Z., & Yanovski, J. A. (2002). Drug therapy: Obesity. *The New England Journal of Medicine*, 346, 591-602.

36b Enclosing borrowed language in quotation marks

To show that you are using a source's exact phrases or sentences, you must enclose them in quotation marks. To omit the quotation marks is to claim—falsely—that the language is your own. Such an omission is plagiarism even if you have cited the source.

ORIGINAL SOURCE

In an effort to seek the causes of this disturbing trend, experts have pointed to a range of important potential contributors to the rise in childhood obesity that are unrelated to media.

—Henry J. Kaiser Family Foundation, "The Role of Media in Childhood Obesity" (2004), p. 1

Directory to APA in-text citation models

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38a APA in-text citations

APA's in-text citations provide at least the author's last name and the year of publication. For direct quotations and some summaries and paraphrases, a page number is given as well. In the following models, the elements of the in-text citation are highlighted.

NOTE: APA style requires the use of the past tense or the present perfect tense in signal phrases introducing cited material: *Smith (2005) reported*, *Smith (2005) has argued*.

- **1. A quotation** Ordinarily, introduce the quotation with a signal phrase that includes the author's last name followed by the year of publication in parentheses. Put the page number, preceded by "p." (or "pp." for more than one page), in parentheses after the quotation.

Critser (2003) noted that many health care providers still "remain either in ignorance or outright denial about the health danger to the poor and the young" (p. 5).

If the author is not named in the signal phrase, place the author's name, the year, and the page number in parentheses after the quotation: (Critser, 2003, p. 5). (See item 12 on p. 177 for citing parts of electronic sources.)

NOTE: Do not include a month, even if the entry in the reference list includes the month.

- **2. A summary or a paraphrase** Include the author's last name and the year in a signal phrase introducing the material or in parentheses following it. Give a page number to help readers find the passage. For online sources without page numbers, see "No page numbers" on page 178.

Yanovski and Yanovski (2002) explained that sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (p. 594).

Sibutramine suppresses appetite by blocking the reuptake of the neurotransmitters serotonin and norepinephrine in the brain (Yanovski & Yanovski, 2002, p. 594).

- **3. Two authors** Name both authors in the signal phrase or in parentheses each time you cite the work. In the parentheses, use "&" between the authors' names; in the signal phrase, use "and."

According to Sothorn and Gordon (2003), "Environmental factors may contribute as much as 80% to the causes of childhood obesity" (p. 104).

Obese children often engage in limited physical activity (Sothorn & Gordon, 2003, p. 104).

- **4. Three to five authors** Identify all authors in the signal phrase or in parentheses the first time you cite the source.

In 2003, Berkowitz, Wadden, Tershakovec, and Cronquist concluded that sibutramine "must be carefully monitored . . . to control increases in [blood pressure] and pulse rate" (p. 1811).

In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.

As Berkowitz et al. (2003) advised, "Until more extensive safety and efficacy data are available, . . . weight-loss medications should be used only on an experimental basis for adolescents" (p. 1811).

- **5. Six or more authors** Use the first author's name followed by "et al." in the signal phrase or in parentheses.

McDuffie et al. (2002) tested 20 adolescents, aged 12-16, over a three-month period and found that artistat, combined with

behavioral therapy, produced an average weight loss of 4.4 kg, or 9.7 pounds (p. 646).

■ **6. Unknown author** If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of short works such as articles and chapters are put in quotation marks; titles of long works such as books and reports are italicized.

Children struggling to control their weight must also struggle with the pressures of television advertising that, on the one hand, encourages the consumption of junk food and, on the other, celebrates thin celebrities ("Television," 2002).

NOTE: In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2009). In the list of references, also use the name Anonymous as author.

■ **7. Organization as author** If the author is a government agency or another organization, name the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

Obesity puts children at risk for a number of medical complications, including Type 2 diabetes, hypertension, sleep apnea, and orthopedic problems (Henry J. Kaiser Family Foundation, 2004, p. 1).

If the organization has a familiar abbreviation, you may include it in brackets the first time you cite the source and use the abbreviation alone in later citations.

FIRST CITATION (National Institute of Mental Health [NIMH], 2010)

LATER CITATIONS (NIMH, 2010)

■ **8. Authors with the same last name** To avoid confusion, use initials with the last names if your reference list includes two or more authors with the same last name.

Research by E. Smith (1989) revealed that. . . .

■ **9. Two or more works by the same author in the same year** When your list of references includes more than

one work by the same author in the same year, use lowercase letters ("a," "b," and so on) with the year to order the entries in the reference list. (See item 7 on p. 182.) Use those same letters with the year in the in-text citation.

Research by Durgin (2003b) has yielded new findings about the role of counseling in treating childhood obesity.

■ **10. Two or more works in the same parentheses** When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list, separated with semicolons.

Researchers have indicated that studies of pharmacological treatments for childhood obesity are inconclusive (Berkowitz et al., 2003; McDuffie et al., 2002).

■ **11. Personal communication** Cite interviews, memos, letters, e-mail, and similar unpublished person-to-person communications in the text only, not in the reference list.

One of Atkinson's colleagues, who has studied the effect of the media on children's eating habits, has contended that advertisers for snack foods will need to design ads responsibly for their younger viewers (F. Johnson, personal communication, October 20, 2004).

■ **12. Electronic source** Cite electronic sources, including online sources, as you would any other sources, giving the author and the year when they are available.

Atkinson (2001) found that children who spent at least four hours a day watching TV were less likely to engage in adequate physical activity during the week.

Electronic sources may lack page numbers, authors' names, or dates. Here are APA's guidelines for handling sources without these details.

Unknown author

If no author is named in the source, mention the title of the source in a signal phrase or give the first word or two of the title in parentheses (see also item 6). (If an organization serves as the author, see item 7.)

The body's basal metabolic rate, or BMR, is a measure of its at-rest energy requirement ("Exercise," 2003).

Unknown date

When the date is unknown, use the abbreviation "n.d." (for "no date").

Attempts to establish a definitive link between television programming and children's eating habits have been problematic (Magnus, n.d.).

No page numbers

APA ordinarily requires page numbers for quotations, summaries, and paraphrases. When an electronic source lacks stable numbered pages, include paragraph numbers or headings to help readers locate the passage being cited.

If the source has numbered paragraphs, use the paragraph number preceded by the abbreviation "para.": (Hall, 2009, para. 5). If the source contains headings, cite the appropriate heading in parentheses; you may also indicate which paragraph under that heading you are referring to.

Hoppin and Taveras (2004) pointed out that several other medications were classified by the Drug Enforcement Administration as having the "potential for abuse" (Weight-Loss Drugs section, para. 6).

NOTE: PDF documents often have stable page numbers. For such sources, give the page number in the parenthetical citation.

■ **13. Indirect source (source quoted in another source)**
If you use a source that was cited in another source (a secondary source), name the original source in your signal phrase. List the secondary source in your reference list and include it in your parenthetical citation, preceded by the words "as cited in." In the following example, Satcher is the original source; Critser is the secondary source, given in the reference list.

Former surgeon general Dr. David Satcher described "a nation of young people seriously at risk of starting out obese and dooming themselves to the difficult task of overcoming a tough illness" (as cited in Critser, 2003, p. 4).

38b APA references

In APA style, the alphabetical list of works cited, which appears at the end of the paper, is titled "References." For advice on preparing the list, see pages 197–98. For sample references lists, see pages 201, 204, and 206.

Alphabetize entries in the list of references by authors' last names; if a work has no author, alphabetize it by its title. The first element of each entry is important because citations in the text of the paper refer to it and readers will be looking for it in the alphabetized list. The date of publication appears immediately after the first element of the citation.

In APA references, titles of books are italicized; titles of articles are neither italicized nor put in quotation marks. (For rules on capitalization of titles, see p. 196.)

General guidelines for listing authors (print and online) In APA style, all authors' names are inverted (the last name comes first), and initials are used for all first and middle names.

NAME AND YEAR CITED IN TEXT

Duncan (2008) has reported that. . . .

BEGINNING OF ENTRY IN THE LIST OF REFERENCES

Duncan, B. (2008).

Directory to APA reference list models**GENERAL GUIDELINES FOR LISTING AUTHORS (PRINT AND ONLINE)**

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1. Single author

author: last name + initial(s) year title (book)
 Egeland, J. (2008). *A billion lives: An eyewitness report from the frontlines of humanity*. New York, NY: Simon & Schuster.

2. Two to seven authors List up to seven authors by last names followed by initials. Use an ampersand (&) before the name of the last author.

all authors: last name + initial(s) year title (book)
 Musick, M. A., & Wilson, J. (2007). *Volunteers: A social profile*. Bloomington: Indiana University Press.

all authors: last name + initial(s) year title (article) journal title
 Diessner, R., Solom, R. C., Frost, N. K., Parsons, L., & Davidson, J. (2008). Engagement with beauty: Appreciating natural, artistic, and moral beauty. *The Journal of Psychology*, 142, 303-329.

3. Eight or more authors List the first six authors followed by three ellipsis dots and the last author's name.

Mulvaney, S. A., Mudasiru, E., Schlundt, D. G., Baughman, C. L., Fleming, M., VanderWoude, A., . . . Rothman, R. (2008). Self-management in Type 2 diabetes: The adolescent perspective. *The Diabetes Educator*, 34, 118-127.

4. Organization as author

author: organization name year title (book)
 American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders (4th ed.)*. Washington, DC: organization as author and publisher Author.

If the publisher is not the same as the author, give the publisher's name at the end as you would for any other source.

- **5. Unknown author** Begin the entry with the work's title.

title (book) _____ year _____ place of publication _____ publisher
New concise world atlas. (2007). New York, NY: Oxford University

Press.

- **6. Two or more works by the same author** Use the author's name for all entries. List the entries by year, the earliest first.

Barry, P. (2007, December 8). Putting tumors on pause. *Science News*, 172, 365.

Barry, P. (2008, August 2). Finding the golden genes. *Science News*, 174, 16-21.

- **7. Two or more works by the same author in the same year** List the works alphabetically by title. In the parentheses, following the year add "a," "b," and so on. Use these same letters when giving the year in the in-text citation. (See also pp. 197-98.)

Elkind, D. (2008a, Spring). Can we play? *Greater Good*, 4(4), 14-17.

Elkind, D. (2008b, June 27). The price of hurrying children [Web log post]. Retrieved from <http://blogs.psychologytoday.com/blog/digital-children>

Articles in periodicals (print) Periodicals include journals, magazines, and newspapers. For a journal or a magazine, give only the volume number if the publication is paginated continuously throughout each volume; give the volume and issue numbers if each issue of the volume begins on page 1. Italicize the volume number and put the issue number, not italicized, in parentheses.

For all periodicals, when an article appears on consecutive pages, provide the range of pages. When an article does not appear on consecutive pages, list all pages on which the article appears: A1, A17.

Some print articles include a DOI (digital object identifier), often on the first page of the article. For such an

article, give the DOI at the end of the reference list entry, following the print publication information. See item 8. For an illustrated citation of an article in a print journal or magazine, see page 184.

- **8. Article in a journal paginated by volume**

Holtug, N. (2010). Immigration and the politics of social cohesion. *Ethnicities*, 10, 435-451. doi:10.1177/1468796810378320

- **9. Article in a journal paginated by issue**

Black, J. (2010). Big government: Good and bad. *The New Criterion*, 28(5), 24-27.

- **10. Article in a magazine** Give the year and the month for monthly magazines; add the day for weekly magazines.

McKibben, B. (2007, October). Carbon's new math. *National Geographic*, 212(4), 32-37.

- **11. Article in a newspaper** Use "p." (or "pp." for more than one page) before page numbers.

Svoboda, E. (2008, October 21). Deep in the rain forest, stalking the next pandemic. *The New York Times*, p. D5.

- **12. Letter to the editor**

Park, T. (2008, August). Defining the line [Letter to the editor]. *Scientific American*, 299(2), 10.

- **13. Editorial or other unsigned article**

The global justice movement [Editorial]. (2005). *Multinational Monitor*, 26(7/8), 6.

- **14. Review** If the review has no author or title, use the material in brackets as the title.

Applebaum, A. (2008, February 14). A movie that matters [Review of the motion picture *Katyn*, 2007]. *The New York Review of Books*, 55(2), 13-15.

Agents of change. (2008, February 2). [Review of the book *The power of unreasonable people: How social entrepreneurs create markets that change the world*, by J. Elkington & P. Hartigan]. *The Economist*, 366(8565), 94.

Citation at a glance

Article in a journal or magazine (APA)

To cite an article in a print journal or magazine in APA style, include the following elements:

- 1 Author
- 2 Year of publication for journal; complete date for magazine
- 3 Title and subtitle of article
- 4 Name of journal or magazine
- 5 Volume number, issue number, if required (see p. 182)
- 6 Page number(s) of article
- 7 DOI, if there is one

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next

FIRST PAGE OF ARTICLE

An Appeal to Authority

The new paternalism in urban schools

BY DAVID WHITMAN

FALL 2008 / EDUCATION NEXT 53-58

REFERENCE LIST ENTRY FOR A JOURNAL OR MAGAZINE ARTICLE

Whitman, D. (2008). An appeal to authority: The new paternalism in urban schools. *Education Next*, 8(4), 53-58.

Books (print) Give the city and the state (abbreviated) for all US cities or the city and the country (not abbreviated) for all non-US cities; also include the province (not abbreviated) for Canadian cities. Do not give a state if the publisher's name includes it (as in many university presses). For an illustrated citation of a print book, see page 186.

- **15. Basic format for a book**
 McKenzie, F. R. (2008). *Theory and practice with adolescents: An applied approach*. Chicago, IL: Lyceum Books.
- **16. Book with an editor** Use the abbreviation "Ed." for one editor; use "Eds." for more than one.
 Aronson, J., & Aronson, E. (Eds.). (2008). *Readings about the social animal* (10th ed.). New York, NY: Worth.
- **17. Book with an author and an editor** Use the abbreviation "Ed." for one editor; use "Eds." for more than one.
 McLuhan, M. (2003). *Understanding me: Lectures and interviews* (S. McLuhan & D. Staine, Eds.). Toronto, Ontario, Canada: McClelland & Stewart.
- **18. Book with an author and a translator** Use "Trans." for one or more translators.
 Steinberg, M. D. (2003). *Voices of revolution, 1917* (M. Schwartz, Trans.). New Haven, CT: Yale University Press. (Original work published 2001)
- **19. Edition other than the first**
 O'Brien, J. A. (Ed.). (2006). *The production of reality: Essays and readings on social interaction* (4th ed.). Thousand Oaks, CA: Pine Forge Press.
- **20. Article or chapter in an edited book or an anthology** Use the abbreviation "Ed." for one editor; use "Eds." for more than one.
 Denton, N. A. (2006). Segregation and discrimination in housing. In R. G. Bratt, M. E. Stone, & C. Hartman (Eds.), *A right to housing: Foundation of a new social agenda* (pp. 61-81). Philadelphia, PA: Temple University Press.

Citation at a glance

Book (APA)

To cite a print book in APA style, include the following elements:

- 1 Author
- 2 Year of publication
- 3 Title and subtitle
- 4 Place of publication
- 5 Publisher

COPYRIGHT PAGE

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 ISBN-10: 0-374-16684-4
 ISBN-13: 978-0-374-16684-4

THOMAS L. FRIEDMAN
Hot, Flat, and Crowded
 AND HOW IT CAN RENEW AMERICA

FARRAR, STRAUS AND GIROUX
 NEW YORK

REFERENCE LIST ENTRY FOR A PRINT BOOK

- 1 [2] 3
 Friedman, T. L. (2008). *Hot, flat, and crowded: Why we need a green revolution—And how it can renew America.*
 4 [5]
 New York, NY: Farrar, Straus and Giroux.

For more on citing print books in APA style, see pages 185 and 187.

21. Multivolume work

Luo, J. (Ed.). (2005). *China today: An encyclopedia of life in the People's Republic* (Vols. 1-2). Westport, CT: Greenwood Press.

22. **Book with a title in its title** If the book title contains another book title or an article title, neither italicize the internal title nor place it in quotation marks.

Marcus, L. (Ed.). (1999). *Sigmund Freud's The interpretation of dreams: New interdisciplinary essays*. Manchester, England: Manchester University Press.

Online sources Online articles and books sometimes include a DOI (digital object identifier). APA uses the DOI, when available, in place of a URL in reference list entries.

If a source has no publication date, use "n.d." (for "no date"). Use a retrieval date for an online source only if the content is likely to change. Most of the examples in this section do not show a retrieval date because the content of the sources is stable; if you are unsure about whether to use a retrieval date, consult your instructor.

23. Article in an online journal

author: last name + initial(s) year article title journal title volume page(s) DOI
 Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research*, 29, 535-555. doi:10.1006/ssre.2000.0680

If there is no DOI, include the URL for the journal's home page.

Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. *Current Research in Social Psychology*, 6, 124-133. Retrieved from <http://www.uiowa.edu/~grpproc/crisp/crisp.html>

24. **Article in an online magazine** Include the URL for the magazine's home page.

Shelburne, E. C. (2008, September). The great disruption. *The Atlantic*, 302(2). Retrieved from <http://www.theatlantic.com/>
 Rupley, S. (2010, February 26). The myth of the benign monopoly. *Salon*. Retrieved from <http://www.salon.com/>

- **25. Article in an online newspaper** Include the URL for the newspaper's home page.

Watson, P. (2008, October 19). Biofuel boom endangers orangutan habitat. *Los Angeles Times*. Retrieved from <http://www.latimes.com/>

- **26. Article from a database** If the database gives a DOI for the article, use the DOI at the end. For an illustrated citation of an article from a database, see pages 190–91.

all authors: last name + initial(s) year article title
 Eskritt, M., & McLeod, K. (2008). Children's note taking as a mnemonic tool. *Journal of Experimental Child Psychology*, 101, page(s) DOI volume
 52-74. doi:10.1016/j.jecp.2008.05.007

If there is no DOI, include the URL for the home page of the journal. If the URL is not included in the database entry, you can search for it on the Web.

Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness for change. *The Journal of School Nursing*, 23, 73-79. Retrieved from <http://jsn.sagepub.com/>

- **27. Online book**

Adams, B. (2004). *The theory of social revolutions*. Retrieved from http://www.gutenberg.org/catalog/world/readfile?fk_files=44092 (Original work published 1913)

- **28. Chapter in an online book**

Clinton, S. J. (1999). What can be done to prevent childhood obesity? In *Understanding childhood obesity* (pp. 81-98). Retrieved from <http://www.questia.com/>

- **29. Report or long document from a Web site**

Source with date

all authors: last name + initial(s) online publication date document title
 Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved from http://www.cutr.usf.edu/pdf/mobile_phone_text.PDF

Source with no date

Archer, D. (n.d.). *Exploring nonverbal communication*. Retrieved from <http://nonverbal.ucsc.edu>

- **30. Section in a Web document**

author (organization) year
 National Institute on Media and the Family. (2009). Mobile title of section title of Web document
 networking. In *Guide to social networking: Risks*. Retrieved from http://www.mediafamily.org/network_pdf/MediaWise_Guide_to_Social_Networking_Risks_09.pdf URL

For an illustrated citation of a section in a Web document, see pages 192–93.

- **31. Short work from a Web site**

NATO statement endangers patients in Afghanistan. (2010, March 11). *Médecins sans frontières/Doctors without borders*. Retrieved from <http://www.doctorswithoutborders.org/>

- **32. Podcast**

organization as producer date of posting podcast title
 National Academies (Producer). (2007, June 6). Progress in preventing childhood obesity: How do we measure up? descriptive label series title
 [Audio podcast]. *The sounds of science podcast*. URL

Retrieved from <http://media.nap.edu/podcasts/>

writer/presenter date of posting podcast title
 Chesney, M. (2007, September 13). Gender differences in the use of complementary and alternative medicine (No. 12827) descriptive label Web site hosting podcast
 [Audio podcast]. Retrieved from University of California Television website: <http://www.uctv.org/ondemand> URL

Citation at a glance

Article from a database (APA)

To cite an article from a database in APA style, include the following elements:

- 1 Author(s)
- 2 Date of publication
- 3 Title of article
- 4 Name of periodical
- 5 Volume number; issue number, if required (see p. 182)
- 6 Page number(s)
- 7 DOI (digital object identifier)
- 8 URL for journal's home page (if there is no DOI)

ON-SCREEN VIEW OF DATABASE RECORD

The screenshot shows a database interface with the following details:

- Search:** Business Source Premier
- Title:** International Human Rights and Consumer Quality of Life: An Ethical Perspective
- Authors:** Hill, Ronald Paul¹; Felice, William L.²; Ainscough, Thomas³
- Source:** Journal of Macromarketing, Dec 2007, Vol. 27 Issue 4, p370-379, 10p, 2 charts
- Document Type:** Article
- Subject Terms:** *PRIMARY commodities; *MARKETING
- Database:** EBSCO
- Search Criteria:** AN 27711104
- Navigation:** Search, Clear, Basic Search, Advanced Search, Visual Search, Search History/Alerts, Preferences
- Actions:** Citation, Cited References (38), Times Cited in This Database (3)

END OF DATABASE RECORD

ISSN: 0276-1467
DOI: 10.1177/027614670307128

REFERENCE LIST ENTRY FOR AN ARTICLE FROM A DATABASE

Hill, R. P., Felice, W. F., & Ainscough, T. (2007). International human rights and consumer quality of life: An ethical perspective. *Journal of Macromarketing*, 27, 370-379. doi:10.1177/027614670307128

For more on citing articles from a database in APA style, see item 26.

■ **33. Blog (Weblog) post** Give the writer's name, the date of the post, the subject, the label "Web log post" in brackets, and the URL. For a response to a post, use the label "Web log comment."

Kellermann, M. (2007, May 23). Disclosing clinical trials [Web log post]. Retrieved from <http://www.iq.harvard.edu/blog/sss/archives/2007/05>

■ **34. Online audio or video file**

Chomsky, N. (n.d.). The new imperialism [Audio file]. Retrieved from <http://www.rhapsody.com/noamchomsky>

Zakaria, F. (Host), & McCullough, C. (Writer). (2007, March 6). In focus: American teens, Rwandan truths [Video file]. Retrieved from <http://www.pulitzercenter.org/showproject.cfm?id=26>

■ **35. Entry in a wiki** Include the date of retrieval; wiki content can change frequently. If an author or an editor is identified, include that name at the beginning of the entry.

Ethnomethodology. (n.d.). Retrieved June 18, 2010, from <http://stswiki.org/index.php?title/Ethnomethodology>

■ **36. Data set or graphic representation**

U.S. Department of Agriculture, Economic Research Service. (2009).

Eating and health module (ATUS): 2007 data [Data set].

Retrieved from <http://www.ers.usda.gov/Data/ATUS/Data/2007/2007data.htm>

Gallup. (2008, October 23). *No increase in proportion of first-time voters* [Graphs]. Retrieved from <http://www.gallup.com/poll/111331/No-Increase-Proportion-First-Time-Voters.aspx>

Citation at a glance

Section in a Web document (APA)

To cite a section in a Web document in APA style, include the following elements:

- 1 Author
- 2 Date of publication or most recent update
- 3 Title of section
- 4 Title of document
- 5 URL of section or of document

BROWSER PRINTOUT OF WEB SITE

2008 Minnesota Health Statistics Annual Summary - Minnesota Dept. of Health



2008 Minnesota Health Statistics Annual Summary

The Minnesota "Annual Summary" or "Minnesota Health Statistics" is a report published yearly. The most recent version of this report is **2008 Minnesota Health Statistics**, published January 2010. This report provides statistical data on the following subjects for the state of Minnesota.

To view the PDF files, you will need Adobe Acrobat (see [this site](#)).

- Introduction. Technical Notes. Definitions. (PDF: 42KB/7 pages).
- Overview of 2008 Annual Summary. (PDF: 66KB/11 pages).
- Live Births. (PDF: 196KB/21 pages).
- Fertility. (PDF: 26KB/2 pages).
- Infant Mortality and Fetal Deaths. (PDF: 188KB/15 pages).
- General Mortality. (PDF: 333KB/40 pages).
- Marriage/Dissolution of Marriage Divorce. (PDF: 25KB/2 pages).
- Population. (PDF: 73KB/12 pages).

Notes: Induced abortion statistics previously reported in this publication are now published separately. See Report to the Legislature: Induced Abortions in Minnesota.

See also Minnesota Health Statistics Annual Summary Main Page

For further information about the Annual Summary, please contact:

Center for Health Statistics
Minnesota Department of Health
Golden Rule Building, 3rd Floor
85 East Seventh Place

<http://www.health.state.mn.us/dhs/chs/annsum/08annsum/index.html>

Page 1 of 2

<http://www.health.state.mn.us/dhs/chs/annsum/08annsum/Fertility08.pdf>

ON-SCREEN VIEW OF DOCUMENT

Fertility Table 1
Total Reported Pregnancies by Outcome and Rate
Minnesota Residents, 1980-2008

| Year | Total Reported Pregnancies | Live Births | Induced Abortions | Fetal Deaths | Fetal Population | Pregnancy Rate |
|------|----------------------------|-------------|-------------------|--------------|------------------|----------------|
| 1980 | 84,782 | 67,843 | 16,990 | 449 | 938,773 | 88.4 |
| 1981 | 84,934 | 68,632 | 15,821 | 461 | 967,087 | 87.8 |
| 1982 | 84,400 | 68,512 | 15,559 | 429 | 977,905 | 86.4 |
| 1983 | 80,530 | 65,539 | 14,514 | 457 | 981,237 | 82.1 |
| 1984 | 82,736 | 66,715 | 15,556 | 465 | 985,608 | 83.9 |
| 1985 | 83,853 | 67,412 | 16,002 | 439 | 994,249 | 84.3 |
| 1986 | 81,882 | 65,766 | 15,716 | 400 | 997,201 | 82.1 |
| 1987 | 81,318 | 65,168 | 15,746 | 404 | 1,004,801 | 80.9 |
| 1988 | 83,335 | 66,745 | 16,124 | 466 | 1,020,209 | 81.7 |
| 1989 | 83,668 | 67,490 | 15,506 | 430 | 1,024,576 | 81.4 |
| 1990 | 83,714 | 67,985 | 15,280 | 449 | 1,025,919 | 81.6 |
| 1991 | 81,904 | 67,037 | 14,441 | 426 | 1,036,146 | 79.0 |
| 1992 | 79,844 | 65,591 | 13,846 | 407 | 1,049,175 | 76.1 |
| 1993 | 77,939 | 64,646 | 13,295 | 338 | 1,060,396 | 73.5 |

REFERENCE LIST ENTRY FOR A SECTION IN A WEB DOCUMENT

1 Minnesota Department of Health. (2010, January). Fertility. 2 3

In 2008 Minnesota health statistics annual summary. 4

Retrieved from <http://www.health.state.mn.us/dhs/chs/annsum/08annsum/Fertility08.pdf> 5

For more on citing documents from Web sites in APA style, see pages 188-91.

37. E-mail E-mail messages, letters, and other personal communications are not included in the list of references. (See item 11 on p. 177 for citing these sources in the text of your paper.)

38. Online posting
McKinney, J. (2006, December 19). Adult education-healthcare partnerships [Electronic mailing list message]. Retrieved from <http://www.nfl.gov/pipermail/healthliteracy/2006/000524.html>

Other sources (including online versions)

- 39. Dissertation from a database
Hymel, K. M. (2009). *Essays in urban economics* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (AAT 3355930)
- 40. Government document
U.S. Census Bureau. (2006). *Statistical abstract of the United States*. Washington, DC: Government Printing Office.
U.S. Census Bureau, Bureau of Economic Analysis. (2008, August). *U.S. international trade in goods and services* (Report No. CB08-121, BEA08-37, FT-900). Retrieved from <http://www.census.gov/foreign-trade/Press-Release/2008pr/06/ftdpress.pdf>
- 41. Report from a private organization If the report has a number, put it in parentheses following the title. (See also item 4 on pp. 181-82.)
Ford Foundation. (n.d.). *Helping citizens to understand and influence state budgets*. Retrieved from http://www.fordfound.org/pdfs/impact/evaluations/state_fiscal_initiative.pdf
- 42. Conference proceedings
Stahl, G. (Ed.). (2002). *Proceedings of CSDL '02: Computer support for collaborative learning*. Hillsdale, NJ: Erlbaum.
- 43. Map, chart, or illustration
Ukraine [Map]. (2008). Retrieved from the University of Texas at Austin Perry-Castañeda Library Map Collection website: http://www.lib.utexas.edu/maps/cia08/ukraine_sm_2008.gif
- 44. Advertisement
Xbox 360 [Advertisement]. (2007, February). *Wired*, 15(2), 71.
- 45. Lecture, speech, or address
Fox, V. (2008, March 5). *Economic growth, poverty, and democracy in Latin America: A president's perspective*. Address at the Freeman Spogli Institute, Stanford University, Stanford, CA.

39 APA manuscript format: sample pages

- 46. Brochure, pamphlet, or fact sheet
National Council of State Boards of Nursing. (n.d.). *Professional boundaries* [Brochure]. Retrieved from https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf
World Health Organization. (2007, October). *Health of indigenous peoples* (No. 326) [Fact sheet]. Retrieved from <http://www.who.int/mediacentre/factsheets/fs326/en/index.html>
 - 47. Film or video (motion picture)
Guggenheim, D. (Director), & Bender, L. (Producer). (2006). *An inconvenient truth* [DVD]. United States: Paramount Home Entertainment.
 - Spurlock, M. (Director). (2004). *Super size me* [Motion picture]. Available from IDF Films, 1133 Broadway, Suite 926, New York, NY 10010
 - 48. Television program
Pratt, C. (Executive producer). (2008, October 5). *Face the nation* [Television broadcast]. Washington, DC: CBS News.
Smith, M. (Writer/producer). (2008). Heat [Television series episode]. In D. Fanning (Executive producer), *Frontline*. Boston, MA: WGBH.
 - 49. Computer software or video game
Sims 2 [Computer software]. (2005). New York, NY: Maxis.
- The American Psychological Association makes a number of recommendations for formatting a paper and preparing a list of references. The following guidelines are consistent with advice given in the *Publication Manual of the American Psychological Association*, 6th ed. (Washington, DC: APA, 2010).

Sample APA list of references

ALL AND HTN IN ONE CLIENT

10

1 References

- 2 Hockenberry, M. (2003). *Wong's nursing care of infants and children*. St. Louis, MO: Mosby.
- 3 Lemone, P., & Burke, K. (2004). *Medical surgical nursing: Critical thinking in client care*. Upper Saddle River, NJ: Pearson Education.

Sample proposal, APA style

1 MEMORANDUM

To: Jay Crosson, Senior Vice President, Human Resources

From: Kelly Ratajczak, Intern, Purchasing Department

Subject: Proposal to Add a Wellness Program

Date: April 24, 2006

Health care costs are rising. In the long run, implementing a wellness 2 program in our corporate culture will decrease the company's health care costs.

Research indicates that nearly 70% of health care costs are from common illnesses related to high blood pressure, overweight, lack of exercise, high cholesterol, stress, poor nutrition, and other preventable health 3 issues (Hall, 2006). Health care costs are a major expense for most businesses, and they do not reflect costs due to the loss of productivity or absenteeism. A wellness program would address most, if not all, of these health care issues and related costs.

Benefits of Healthier Employees 4

Not only would a wellness program substantially reduce costs associated with employee health care, but our company would prosper through many other benefits. Businesses that have wellness programs show a lower cost in production, fewer sick days, and healthier employees ("Workplace Health," 2006). Our healthier employees will help to cut not only our production and absenteeism costs but also potential costs such as higher turnover because of low employee morale.

Implementing the Program

Implementing a good wellness program means making small changes to the work environment, starting with a series of information sessions.

- 1 Reference list on new page, heading centered.
- 2 Authors' names inverted and alphabetized. 3 First line of entry flush left, subsequent lines indented 1/2". 4 Ampersand used with multiple authors. 5 Double-spaced throughout.

- 1 First page in memo format. 2 Clear point in first paragraph.
- 3 Introduction provides background information. 4 Headings define sections.

(Annotations indicate typical business-style formatting and effective writing.)

■ REFERENCES

- 2 Hall, B. (2006). Good health pays off: Fundamentals of health promotion incentives. *Journal of Deferred Compensation* 11(2), 16-26. Retrieved from <http://www.aspenpublishers.com/>
- 3 Springer, D. (2005, October 28). Key to business success? *La Crosse Tribune*. Retrieved from <http://lacosstribune.com/>
- 4 Workplace health and productivity programs lower absenteeism, costs. (2006). *Managing benefit plans* 6(2), 1-4. Retrieved from <http://www.ioma.com/>

- 1 Reference list on new page, heading centered.
- 2 Authors' names inverted and alphabetized.
- 3 First line of entry flush left, subsequent lines indented 1/2".
- 4 Work with no author listed by title.