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## **QUICK NOTES:**

# **American Psychological Association (APA) Style Manual**

**For the Faculties of  
Engineering, Health Sciences &  
Medicine**

*Adapted from the *Publication Manual of the American Psychological Association* 5<sup>th</sup> ed., 2001 AND American Psychological Association (2007). *APA Style to Guide Electronic References*. Washington, D.C.: Author.*

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**5<sup>th</sup> edition: 2009**

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## I. GENERAL INTRODUCTION

Referencing (or citing sources) is the important process of acknowledging another person's ideas used in constructing one's own essays or assignments, whether quoted directly or otherwise. A research paper without the acknowledgement of sources will be considered as plagiarized. Whether paraphrasing, summarizing or quoting directly from a work, you must credit the source. Every scholarly discipline has a preferred format or style of referencing their publications. According to the policies of the UOB Libraries, the following formats should be used with the respective disciplines:

**APA:** is used mainly in the social sciences (psychology, sociology, anthropology, education, etc.) and in some of the hard sciences.

**MLA:** is used mainly in the humanities (art, literature, history)

Notes and references/cited works are ways an author deals with identifying important elements of the work which do not fit strictly within the flow of the text:

1. **Notes** (Footnotes OR Endnotes) are a device to handle information that is extra—explanatory, peripheral, interesting—but not intrinsic to the argument or story.
2. **List of References / Cited Works:** are the items that have been read and **specifically** referred to (or cited) in the paper.
3. **Bibliography:** is a list of all the items that were read in preparation for writing a paper. It will, therefore, contain cited items and items that were found but not cited.
4. **Bracketed (In-text) Citations** identify the sources briefly within the text so that readers can tie them to more complete information in the reference list / works cited at the end of the paper.

This Manual deals with three components of the APA Style with samples. The first part touches on how notes are added to the publication (paper, report, thesis...); the second part deals with documenting references: reference list and parenthetical citations of the more common reference formats. Each item includes a basic form template and a sample.

## **II. NOTES:**

Sometimes the author wishes to impart information to the reader that does not fit comfortably into the flow of narrative of the work. The information may be peripheral to the argument being made; it may be explanatory or background material which, if introduced within the text, would interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

This information can be included in the work, but outside the body of the text, by means of notes. Within the text the author uses an identifier to tell the reader that extra information is available. The identifier directs the reader either to footnotes (notes at the bottom of the page containing the identifier) or to endnotes (notes placed at the end of the chapter, article or book).

### **Numbering:**

Notes should be numbered consecutively (beginning with the number 1) throughout a document (paper, article, chapter, etc.). The numbers correspond with numbers placed in the area of the part of the text they document.

In your text use Arabic numerals typed slightly above the line (superscript like this<sup>15</sup>) to signal a note that will be found in a footnote/endnote. Place this superscript numeral at the end of quotations or paraphrases, with the numeral always following immediately without a space after the final word or mark of punctuation (except in the case of dashes, where note numbers precede the punctuation mark).

### **EXAMPLE:**

Robert B. Dove makes the distinction between a Congressional calendar day and a legislative day, noting, "A legislative day is the period of time following an adjournment of the Senate until another adjournment."<sup>1</sup>

Takaki writes that "this emerging demographic diversity has raised fundamental questions about America's identity and culture."<sup>2</sup>

Banning's work shows that small villages often existed for a time only to disappear mysteriously, perhaps because of plagues, invaders, or--most likely--a nomadic way of life.<sup>3</sup>

In an essay in *Electronic Antiquity*, Richard Diamond explores the issue of blindness in Oedipus Rex:

Thus Sophokles has us ask the question, who is blind? We must answer that Teiresias is physically blind, yet he sees himself and Oidipous' nature. Oidipous is physically sighted, but he is blind to himself, to his own nature.<sup>4</sup>

**Symbols:**

The following symbols can be used in the order given: asterisk (\*), dagger (†), double dagger (‡), section mark (§), parallel mark (||), and paragraph mark or blind P (¶).

**EXAMPLE:**

The excerpt comes from *The Count of Monte Cristo*\* and reveals the difference between that tale and many of the other works of Dumas.†

If more than six notes are to appear, the symbols should be doubled; if there are to be more than twelve notes, the symbols should be trebled. Trebled symbols, however, look clumsy, and it is therefore better to use superior figures throughout.

**Placement:**

Notes themselves are placed either at the end of the page where the cited information appears (footnotes) or at the end of the paper, chapter, article, or book (endnotes) in a page preceding the Reference. They should correspond with superscript numerals/symbols.

**Format & Indentation:**

Use single spacing within each footnote<sup>1</sup>, but use a 1.5 space between footnotes<sup>2</sup>. They should be formatted with a first line indent of 1 cm from the left margin. Distinguish footnotes from the text by using a smaller type size (10) and placing a space bar line beginning at the left margin (sample below).

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<sup>1</sup> Authors notes are basically placed here to not interfere with the reader's understanding of the text but may still be useful or interesting for the reader.

<sup>2</sup> Authors notes.

### III. REFERENCE LIST:

Contains the bibliographic details (information) of the various types of information sources that you used, e.g. books, periodical articles, videos, interviews, etc.

#### Format of the Reference List

1. The **reference list** appears at the end of your paper on a new page, following the last page of your paper. For instance, if your paper itself is six and a half pages long, using half of page seven, the references page should begin on page eight. This page should also be numbered (page 8) just like the rest of your paper.
2. **Title:** The title of the page—"Reference List"--should be centered.
3. **Spacing:** Entries should be double-spaced with no extra space between entries.
4. **Indentation:** Entries themselves should be formatted with a hanging indent of 1 cm for each citation: the first line of each reference is flush with the left margin; subsequent lines of the same reference are indented.
5. **Space:** Use one space after all punctuation.
6. **Sorting:** The Reference List is sorted alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article (disregarding the articles: a, an, the, la, un, une...).
7. **Names:** There are basically two types of authors: people and institutions.

**7.1** For each **person** listed as an author, you must give that person's last name, and the initials of any other "name elements" given for that person (such as middle name). Do not use first names, medical degrees, Jr. and the like. For authors (though not for editors), type the last name, then a comma, then first and middle (and any subsequent) initials. Put a period after each initial. **For example:**

<b>John Wilkes Booth</b>	Booth, J. W.
<b>John F. Kennedy</b>	Kennedy, J. F.
<b>C. Thomas Howell</b>	Howell, C. T.
<b>J. R. R. Tolkien</b>	Tolkien, J. R. R.
<b>Queen Elizabeth II</b>	Elizabeth II

**7.2** Sometimes the work is said to have "**institutional** authorship". Simply spell out the name of the institution and end it with a period; do not use abbreviations in institutional authors. Capitalize every word in the name of

the institution, except for prepositions (like of, to, and from), articles (like a, an, and the), and conjunctions (like and and or). **For example:**

Institute of Financial Education.

European Space Agency.

**8. When There Are Two to Six Authors for the Same Work:** When you are arranging the names of two authors of the same work, join them by using the ampersand (&), not “and”

**Example:**

Cone, J. D., & Foster, S. L. (1993).

Festinger, L., Riecken, H., & Schachter, S. (1956).

**9. When There More Than Six Authors for the Same Work:** When a work has up to (and including) six authors, cite all authors. When a work has more than six authors cite the first six followed by "et al."

**Example:**

Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., et al. (1967).

**10. When There Are Two or More Works by the Same Author:** When you are arranging two or more works by the same author, order them according to date of publication, with the earliest date coming first.

**Example:**

Neuhoff, C. S. (1994).

Neuhoff, C. S. (1998).

**11. When A Single Person is an Author of Both a One-Author Work and a Multiple Author Work:** When one person serves as both the sole author of a one-author work and the first author listed on a multiple author work, list the one-author entry first.

**Example:**

Cowell, M. (1992).

Cowell, M., & Neuhoff, C. S. (1991).

**12. When Works Have the Same First Author and Different Second or Third Authors:** When one person serves as the first author listed on multiple works, alphabetize the works according to the last names of the second authors (and so on).

**Example:**

Cowell, M., Elliott, N., & Johnson, L. (1993).

Cowell, M., McLaughlin, M., & Phelps, V. (1989).

13. **When Two or More Works Have the Same Multiple Authors:** When you are arranging two or more entries which have identical multiple authors, order them according to the year of publication, with the earliest coming first.

**Example:**

Vitaglione, S. S., & Bundy, C. (1988).

Vitaglione, S. S., & Bundy, C. (1991).

14. **When Two or More Works Have the Same Author (or Multiple Authors) and the Same Publication Date:** When you are arranging two or more works which have identical authors (or author) AND identical year of publication, order them alphabetically by the first significant word in the title, and assign a lowercase letter (a, b, c, etc.) to the year of publication in each entry.

**Example:**

Vitaglione, S. S., & Bundy, C. (1988a). *Findings...*

Vitaglione, S. S., & Bundy, C. (1988b). *Investigations...*

15. **When there is No Author:** When no author is named for the work you are citing, alphabetize the entry according to the first significant word in the title. However, if the work is signed "Anonymous," alphabetize the entry according to the word "Anonymous."

**Example:**

Anonymous. (1996). *Findings...*

*Investigations of the human mind.* (1998)...

16. **Titles:**

**16.1** For the titles and subtitles of reference materials, books, and reports, only the first word in the title is capitalized as well as any proper names. The complete title is then *italicized*. Example for *The encyclopedia Britannica; The battles of Madagascar: Sufferings of a people; Priorities for prevention research.*

**16.2** For the titles of periodicals (magazines, journals and newspapers), and the source of dissertations, the first letter of each word is capitalized. The complete title is then *italicized*. Example: *U.S. News & World Report; Management Review; Newsweek; International Dissertation Abstracts.*

- 16.3** For the titles of entries from reference materials, the titles of chapters, articles and dissertations, only capitalize the first letter of the first word, as well as any other proper noun. Example for: Marie Curie; The effect of television violence on small children; The status of health education in California's public school districts: A comparison to state and national recommendations and status reports.
- 16.4** Use a colon (:) between main title and subtitle: Example: *The battles of Madagascar: Sufferings of a people*
- 16.5** Use a colon (:) between main title and series name, or subtitle and series name. Precede a series name with the abbreviation "Vol." and the source's number within that series: Example: *Pig Latin versus Pig Dutch: A contrastive grammar: Vol. 23. Studies in comparative linguistics*
- 17. Date of Publication:** This information tells the reader how much time has passed between the writing and publication of the source document and the writing of your own research paper.
- 17.1** For books: year only: Example: (2004).
- 17.2** Republished books: two dates are given: the original publication date and the new publication date: Example: (1999/2003)
- 17.3** For articles in monthly periodicals: year, month: Example: (1988, May).
- 17.4** For articles in weekly periodicals: year, month beginning day: Example: (1993, October 18).
- 17.5** For newspaper articles: year, month day: Example: (1993, September 16).
- 17.6** When there is no date which occurs rarely: Example: (n.d.)
- 18. Pagination (page numbering):**
- 18.1** Pages of a chapter in a book start with "pp." and then put the numbers of the first and last pages of the chapter, separated by a hyphen: Example: (pp. 345-356)
- 18.2** More than one page and continuous in an article: Example: 345-356.
- 18.3** More than one page and continued on later pages of the same issue: 765+
- 18.4** Newspaper articles are cited according to section and page: A2
- 18.5** Since newspapers paginate sections differently, you need to cite the section and page numbers as they appear in the newspaper. Give the

section first, so page 2 of section C is cited as "C2." If the article continues on consecutive pages, cite them as a range (e.g., A4-5). Newspaper articles often skip pages, however, beginning on page 1, for example, then skipping to page 15. When this happens, give the first page number followed by a plus sign (e.g., A1+).

**18.6** If the periodical does not use volume numbers, include “**pp.**” before the page numbers so the reader will understand that the numbers refer to pagination. Use “**p.**” if the source is a page or less long.

**18.7** When there is no page number for a electronic resources: no pagination.

Example: (n.p.)

**19. Publishing information:** - Spell out the publishing names of associations and university presses, but omit superfluous terms such as “Publishers,” “Co.,” or “Inc.”

**20. Publisher:** When the author and publisher are identical, use the word “Author” as the name of the publisher.

**Example:**

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4<sup>th</sup> ed.). Washington, DC: Author.

**21. Place of publication:** If **two or more locations** are given, give the location listed first or the publisher's home office.

**22. Electronic Sources:**

22.1 An electronic source has two parts. Format the first part as though it were a print source (book, article...) and then add the subscription database or Web page information with the date you accessed it.

22.2 On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active [hypertext link](#). That should be removed from the document.

22.3 Access/Retrieval date is important if the content you are citing is likely to be changed or updated (when no fixed publication date, edition, or version number can be cited). For undated or otherwise changeable content retrieved from the open Web, as well as in-preparation, in-press, or preprint journal articles, include the retrieval date. No retrieval date is necessary for content that is not likely to be changed or updated, such as a journal article or book.

22.4 Name and location of a source: Direct readers as closely as possible to the source you used. Full web address (URL) should be the main address or login screen. As for scholarly/peer-reviewed, publishers have begun assigning a Digital Object Identifier (DOI) to journal articles and other documents. When a DOI is available, include the DOI instead of the URL in the reference. The DOI may be hidden under a button labeled “Article,” “Cross-Ref,” “PubMed,” or another full-text vendor name.

22.5 Give the home or menu page URL for works whose full text is accessible by subscription only.

22.65. Give the home or menu page URL for reference works, such as online dictionaries or encyclopedias.

22.7 With the exception of hard-to-find books and other documents of limited circulation delivered by electronic databases, the database name is no longer a necessary element of the reference. This change is made in the interest of simplifying reference format. If you do include the database name in a reference, do not include the database URL.

22.8 If you put the exact address of the article which is usually VERY long, you need to break the address after a slash (/) or a dot (.) after turning off the automatic underlining for Web addresses

22.9 There is no period used after a URL in a citation.

## 23 REMINDER:

23.1 For space saving reasons, the citations below are spaced 1.5; APA requires double spacing of citations.

23.2 Check below for the type of source you would like to cite. Note that this list includes only the more common reference formats.

23.3 If what you are looking for does not appear below, check the American Psychological Association (2001). *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, D.C.: Author.

23.4 For Electronic resources, check American Psychological Association (2007). *APA Style to Guide Electronic References*. Washington, D.C.: Author.

## COMPUTER SKILLS WITH MS WORD TO AID IN FORMATING:

### **Inserting Notes**

1. In **print layout view**, click where you want to insert the note.
2. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
3. Click **Footnotes** or **Endnotes**. By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the **Footnotes** or **Endnotes** box.
4. In the **Number format** box, click the format you want.
5. Click **Insert**: note number inserted and places the insertion point next to the note number.
6. Type the note text.
7. Scroll to your place in the document and continue typing.

As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word rennumbers the footnote and endnote reference marks.

### **To sort by name:**

1. Highlight the part you wish to sort.
2. Go to the Table menu and click Sort.
3. Choose “Sort by:” Paragraph (1<sup>st</sup> box) Text (2<sup>nd</sup> box) and Ascending.
4. Click OK in the Sort window.

### **To sort by name and date:**

1. Highlight the part you wish to sort.
2. Go to the Table menu and click Sort.
3. Under “Sort by:”
  - 1<sup>st</sup>: Choose “Sort by:” Field 1 (1<sup>st</sup> box) Text (2<sup>nd</sup> box) and Ascending.
  - 2<sup>nd</sup>: Choose “Sort by:” Field 2 (1<sup>st</sup> box) Date (2<sup>nd</sup> box) and Ascending
4. Click OK in the Sort window.

 **To create a hanging indent:**

1. Highlight the citations you wish to indent.
2. Go to the Format menu and click Paragraph.
3. Under “Indentation”, there is “Special”, choose “Hanging” and type: 1 cm.
4. Click OK.

 **To turn off automatic underlining for Web addresses:**

1. Go to the Format menu and click AutoFormat.
2. Click Options.
3. Under the AutoFormat tab, if the Internet and network paths with hyperlinks box is checked, click to remove the check mark.
4. Click the AutoFormat as you type tab, and remove the check mark from Internet and network paths with hyperlinks box.
5. Click OK in the AutoCorrect window; click OK in the AutoFormat window.

 **To break the URL address:**

- Turn off automatic underlining for Web addresses
- Position the cursor after a slash (/) or a dot (.)
- Click the space bar to place a space

## **REFERENCE LIST FORMATS:**

### ***1. REFERENCE ARTICLE: ENCYCLOPEDIA, DICTIONARY...***

#### **1.1 Dictionary:**

##### **BASIC FORM:**

Title of dictionary (edition). (Date of Publication). Place of publication: Publisher.

##### **EXAMPLE:**

*Merriam-Webster's collegiate dictionary* (10<sup>th</sup> ed.). (1993). Springfield, MA.:  
Merriam-Webster.

#### **1.2 Entry in a printed Encyclopedia/Reference Book:**

##### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work*, vol.: p.  
no(s). Place of publication: Publisher.

##### **EXAMPLE:**

###### ***Author:***

Bergman, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp.  
501-508). Chicago: Encyclopedia Britannica.

Warren, S. A. (1977). Mental retardation and environment. In *International  
encyclopedia of psychiatry, psychology, psychoanalysis, and neurology* (Vol. 7,  
pp. 202-207). New York: Aesculapius.

###### ***No Author:***

Sharks. (1993). In *The new encyclopedia Britannica* (Vol. 7, p. 25). Chicago:  
Encyclopedia Britannica.

#### **1.3 Online Encyclopedia/Reference Entry:**

##### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of entry. In  
*Title of full work*, p. no(s). Retrieval date, from Name of Website from URL

##### **EXAMPLE:**

###### **ENCYCLOPEDIA**

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of  
philosophy*. Retrieved January 28, 2007, from <http://plato.stanford.edu>

## DICTIONARY

Heuristic. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved October 20, 2005, from <http://www.m-w.com/dictionary/>

## HANDBOOK

Body dysmorphic disorder. (2005). In M. H. Beers, R. S. Porter, T. V. Jones, J. L. Kaplan, & M. Berkwits (Eds.), *The Merck manual of diagnosis and therapy online*. Retrieved January 28, 2007, from <http://www.merck.com/mmpe/index.html>

### **1.4 Entry in a CD-ROM Encyclopedia/Reference Book:**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of entry. In *Title of full work* [CD-ROM]. Place of production: Producer.

#### EXAMPLE:

Syrkin, M. (1997). Lebanon. In *Encyclopedia Britannica* [CD-ROM]. Chicago: Encyclopedia Britannica.

## **2. BOOKS**

### **2.1 One Author:**

#### BASIC FORM:

Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication: Publisher.

#### EXAMPLE:

Hemingway, E. (1964). *A moveable feast*. New York: Scribner's.

Chase, J. A. (1979). *Advertising: The hits and myths*. New York: Doubleday.

### **2.2 Two Authors:**

#### BASIC FORM:

Last Name, A. A. & Last Name, B. B. (Year of Publication). *Title of the book*. Place of publication: Publisher.

#### EXAMPLE:

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

### **2.3 Corporate Authorship:**

Spell out the name of the institution and end it with a period; do not use abbreviations.

#### **BASIC FORM:**

Full Corporate Name. (Year of Publication). *Title of the book*. Place of publication:  
Publisher.

#### **EXAMPLE:**

Institute of Financial Education. (1982). *Managing personal funds*. Chicago:  
Midwestern.

### **2.4 No Author Identified:**

#### **BASIC FORM:**

*Title of the book*. (Year of Publication). Place of publication: Publisher.

#### **EXAMPLE:**

*Experimental psychology*. (1938). New York: Holt.

### **2.5 Editor as Author:**

#### **BASIC FORM:**

Last Name, A. A. (Ed.). (Year of Publication). *Title of the book*. Place of publication:  
Publisher.

#### **EXAMPLE:**

Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*. New  
York: Plenum.

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological  
interventions with minority youth*. San Francisco: Jossey-Bass.

### **2.6 Specific Editions:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of the book*. (Number of edition). Place  
of publication: Publisher.

#### **EXAMPLE:**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction  
to organizational behavior*. (3<sup>rd</sup> ed.). New York: McGraw-Hill.

## **2.7 Article or Chapter in an Edited Book:**

### **BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of the article/chapter. In Name of editor(s) (Ed(s).), *Title of the book* (page numbers). Place of publication: Publisher.

### **EXAMPLE:**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

## **2.8 Translated Works:**

### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of book*. (Name of translator, Trans.). Place of publication: Publisher. (Original work published Year of publication).

### **EXAMPLE:**

Freud, S. (1970). An outline of psychoanalysis (J. Strachey, Trans.). New York: Norton. (Original work published 1940).

## **2.9 Non-English Material in Latin Script:**

### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of book in original language*. [Translated title]. Place of publication: Publisher.

### **EXAMPLE:**

Tremblay, G. (2000). La version française des lois constitutionnelles du Canada [The French version of the constitutional laws of Canada]. Paris : SEDES.

**2.10 Non-English Material in Non-Latin Script:** Book titles, magazine titles, and newspaper titles may appear in Cyrillic, Arabic and other non-Latin scripts should use their Latin equivalent (consistent transliteration).

### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Transliterated title of book*. . [Translated title] Place of publication: Publisher.

EXAMPLE:

Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

**2.11 Republished Book:**

BASIC FORM:

Last Name, First Name. (Year of Publication.) *Title of Book*. Place of New Publication: Publisher. (Original work published Year).

EXAMPLE:

Conrad, Joseph. (1950). *Heart of darkness*. New York: New American Library.  
(Original work published 1902).

Beccaria, Cesare. (1986). *On crime and punishments* (D. Young, Trans.) Indianapolis: Hackett Publishing. (Original work published 1764).

**2.12 Multivolume Works:**

BASIC FORM:

Last Name, A. A. (Ed.). (Year of Publication). *Title of the book*. (Vol. nos. from – to).  
Place of publication: Publisher.

EXAMPLE:

Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4). New York: Plenum Press.

**2.13 Conference Proceedings:**

BASIC FORM:

Last Name, A. A. (Year of Publication). Title of the paper. In Name of editor(s) (Ed(s).), *Title of the published volume*, (page numbers). Place of publication: Publisher.

EXAMPLE:

Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

#### **2.14 Electronic Book from a Library Database:**

##### BASIC FORM:

Last Name, A. A. (Year of Publication). *Title of the book*. Place of publication:  
Publisher. Retrieval from Name of Database.

##### EXAMPLE:

Norman, R. (1998). *The moral philosophers*. New York: Oxford University Press.  
Retrieved from eBrary database.

#### **2.15 Entire Book Online:**

##### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of the book*.  
Publisher or Organization that placed work online. Available from website  
(URL)

##### EXAMPLE:

Darwin, Charles. (1859). *The origin of species*. An Online Library of Literature.  
Available from the <http://www.literature.org/Works/Charles-Darwin/origin/>

### **3. PERIODICAL ARTICLES: JOURNALS, MAGAZINES AND NEWSPAPERS**

#### **3.1 Printed Scholarly or Professional Journal Articles:**

Formats for articles in scholarly or professional journal vary according to the way the journal numbers its pages.

##### *3.1.1 Article in a Journal with Continuous Pagination:*

##### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume*,  
Page Numbers.

##### EXAMPLE:

Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance Europe. *American Historical Review*, 102, 1309-1342.

3.1.2 Article in a Journal with Non-Continuous Pagination (Pages Each Issue Separately):

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number*(Issue Number), Page Numbers.

**EXAMPLE:**

Sawyer, J. (1966). Measurement and prediction, clinical and statistical. *Psychological Bulletin*, 66(3), 178-200.

**3.2 Journal Article from a Library Database:**

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume Number*(Issue Number), Page Numbers. Retrieval from Name of Database.

**EXAMPLE:**

Holton, W. (1994). The Ohio Indians and the coming of the American Revolution in Virginia. *The Journal of Southern History*, 60(2), 453-478. Retrieved from JSTOR database.

Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the negativity. *Journal of Clinical Psychology*, 58, 1023-1035. Retrieved from Academic Search Premier Database.

**3.3 Internet Journal Article with DOI Assigned:**

**BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal, Volume*(Issue), Page Numbers. DOI number

**EXAMPLE:**

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482–488. doi:10.1037/0002-9432.76.4.482

### **3.4 Internet Journal Article with no DOI Assigned:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Journal*,  
*Volume*(Issue), Page Numbers. Retrieval from website (URL)

#### **EXAMPLE:**

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38–48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>

### **3.5 Internet Article in an Internet-only Journal:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of article.  
*Title of Journal*, *Volume*, Page Numbers. Retrieval from website (URL)

#### **EXAMPLE:**

Kawasaki, J. L., & Raven, M.R. (1995). Computer-administered surveys in extension. *Journal of Extension*, 33, 252-255. Retrieved from <http://joe.org/joe/index.html>

### **3.6 Preprint version of an article**

#### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of article.  
*Title of Journal*, *Volume*, Page Numbers. Retrieval date. DOI number

#### **EXAMPLE:**

Philippsen, C., Hahn, M., Schwabe, L., Richter, S., Drewe, J., & Schachinger, H. (2007). Cardiovascular reactivity to mental stress is not affected by alpha2-adrenoreceptor activation or inhibition. *Psychopharmacology*, 190(2), 181–188. Advance online publication. Retrieved January 22, 2007. doi:10.1007/s00213-006-0597-7

### **3.7 In-press article, retrieved from institutional or personal Web site**

#### **BASIC FORM:**

Last Name, A. A. (in press). Title of article. *Title of Journal*. Retrieval date, from website (URL)

EXAMPLE:

Shanahan, M. (in press). Perception as abduction: Turning sensor data into meaningful representation. *Cognitive Science*. Retrieved August 25, 2004, from <http://www.cs.utexas.edu/users/kuipers/readings/Shanahan-cogsci-05.pdf>

**NOTE:**

Check and update the references as paper submission or publication date approaches. For example, if first referred to as IN PRESS ARTICLE in August 2004, before it appeared in *Cognitive Science*, and then submitted the paper to a journal editor in August 2008, the reference would have to be updated to include DOI number.

**3.8 Manuscript in preparation, retrieved from institutional or personal Web site**

BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of Manuscript*. Retrieval date, from website (URL)

EXAMPLE:

Libarkin, J. C., & Anderson, S. W. (n.d.). *Science Concept Inventory development in higher education: A mixed-methods approach in the geosciences*. Manuscript in preparation. Retrieved March 12, 2007, from <http://newton.bhsu.edu/eps/LibAndJRST2005.pdf>

**3.9 Printed Newspaper Article:**

BASIC FORM:

Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Newspaper*, page numbers, continued page numbers [if article is on non-consecutive pages].

EXAMPLE:

Brody, J. E. (1995, February 21). Health factor in vegetables still elusive. *New York Times*, p. C1.

Schwartz, J. (1993, September 30). Obesity affects economic status. *The Washington Post*, pp. A1, A4.

### **3.10 Newspaper Article from a Library Database:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*. Retrieval from Name of Database.

#### **EXAMPLE:**

Cowell, A. (2001, September 3). Britain faces flurry of illegal migrants using channel tunnel. *New York Times*. Retrieved from Expanded Academic ASAP database.

### **3.11 Internet Article in a Newspaper:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Newspaper*. Retrieval from website (URL)

#### **EXAMPLE:**

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

### **3.12 Printed Magazine Article:**

#### **BASIC FORM:**

Last Name, A. A. (Year, Month and Day of Publication). Title of article. *Title of Magazine, Volume Number, page numbers.*

#### **EXAMPLE:**

Lankford, K. (1998, April). The trouble with rules of thumb. *Kiplinger's Personal Finance Magazine, 52, 102-104.*

### **3.13 Printed Unsigned/Anonymous Article:**

#### **BASIC FORM:**

Title of article. (Year, Month of Publication). *Title of Periodical, Page Numbers.*

#### **EXAMPLE:**

Reagan's tax revolution: What it means for investors. (1985, August). *Changing Times*, pp. 40+.

### **3.14 Magazine Article from a Library Database:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of article. *Title of Magazine, Volume Number*, Page Numbers. Retrieval from Name of Database.

EXAMPLE:

Gore, R. (2001, April). Pharaohs of the sun. *National Geographic*, 199. Retrieved from Expanded Academic ASAP database.

**3.15 Internet Article in a Magazine:**

BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article. *Title of Magazine*. Retrieval from website (URL)

EXAMPLE:

Adler, J. (1999, May 17). Ghost of Everest. *Newsweek*. Retrieved from [http://newsweek.com/nw-srv/issue/20\\_99a/printed/int/socu/so0120\\_1.htm](http://newsweek.com/nw-srv/issue/20_99a/printed/int/socu/so0120_1.htm)

**3.16. Online magazine content not found in print version**

BASIC FORM:

Last Name, A. A. (Date of Publication). Title of article [Online exclusive]. *Title of Magazine*. Retrieval date, from website (URL)

EXAMPLE:

Gutierrez, D. (n.d.). On state political torture [Online exclusive]. *Tikkun*. Retrieved January 28, 2007, from <http://www.tikkun.org/magazine/specials/statetorture>

**3.17 Printed Book Review:**

BASIC FORM:

Last Name, A. A. of the Reviewer (Date of Publication). Title of the review [Review of the book *Title of the book*]. *Title of the Periodical in Which the Review is Published*, Volume(Issue Number), Page Numbers.

EXAMPLE:

Rose, T. (1998, February 24). Blues sisters [Review of the book *Blues legacies and black feminism: Gertrude "Ma" Rainey, Bessie Smith, and Billie Holliday*]. *Village Voice*, 8, 139-141.

### **3.18 Internet Book Review:**

#### **BASIC FORM:**

Last Name, A. A. of the Reviewer (Date of Electronic Publication or Last Update).

Title of the review [Review of the book *Title of the book*]. *Title of the Periodical in Which the Review is Published*. Retrieval date, from website (URL)

#### **EXAMPLE:**

Parfit, M. (1997, December 7). Breathless. [Review of the book *The climb: Tragic ambitions on Everest*]. *New York Times on the Web*. Retrieved October 7, 1999, from <http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>

Cramond, B. (2007). Enriching the brain? Probably not for psychologists [Review of the book *Enriching the brain: How to maximize every learner's potential*]. *PsycCRITIQUES*, 52(4), Article 2. Retrieved from <http://www.apa.org/psycritiques/>

### **3.19 Printed Abstract:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection, Volume Number if applicable*, Abstract Number.

#### **EXAMPLE:**

Mortimer, J. A. & Pirozzolo, F. J. (1985). Remote effects of head trauma. *Alzheimer's disease: Abstracts of the Psychological and Behavioral Literature*, 201.

Smith, J. L. (2000). Side effects of Alzheimer medication [Abstract]. *Psychological and Behavioral Literature*, 453.

### **3.20 Abstract from a Library Database:**

#### **BASIC FORM::**

Last Name, A. A. (Date of Publication). Title of abstract [with "Abstract" in brackets if it does not appear in the periodical title]. *Title of Abstract Collection, Volume Number if applicable*, Page Numbers (if given). Retrieval from Name of Database.

#### **EXAMPLE:**

Isaac, J. D., & Sansone, C. (1999, May). Other people as a source of interest in an activity [Abstract]. *Journal of Experimental Social Psychology*, 35, 239-265. Abstract retrieved from IDEAL database.

### **3.21 Online Abstract:**

#### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). (Date of Publication or of Latest Update). Title of Abstract [Abstract]. *Title of Abstract Collection, Volume Number (Issue Number)*, Page Numbers (if given). Retrieval from URL

#### EXAMPLE:

Oliverio, A. (1997). The state of injustice: The politics of terrorism and the production of order [Abstract]. *International Journal of Comparative Sociology*, 38, 1-2. Retrieved from the <http://www.yorku.ca/faculty/academic/ishwaran/ijcsabst.htm#The State>.

### **3.22 Reprinted or Republished Article:**

#### EXAMPLE:

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (Ed.), *Research readings for discipline-based art education*. Reston, VA: NAEA. (Reprinted from *Studies in Art Education*, 19 (1986), 34-39.)

Following the entry, enclose "Reprinted from" in parentheses, noting the original publication information. Close with a period.

### **3.23 ERIC Documents (Report available from the Educational Resources Information Center):**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of ERIC document* (Report No. AB-12). City, ST: Sponsoring Entity. (ERIC Document Reproduction Service No. ED 123 456)

#### EXAMPLE:

Mead, J.V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

### **3.24 Company Information from a Library Database:**

#### **BASIC FORM:**

*Company Name* (company profile) (Date of Publication). Retrieval from Name of Database.

#### **EXAMPLE:**

*Ripon Pickle Company Inc.* (company profile). (2003). Retrieved from Business Source Premiere.

## ***4. DISSERTATIONS***

Formats for dissertations depend on whether the dissertation is published or unpublished, and whether or not it is abstracted in Dissertation Abstracts International (DAI).

### **4.1 Unpublished Doctoral Dissertation:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation.*

Unpublished doctoral dissertation, Name of University, Place of University.

#### **EXAMPLE:**

Beilke, D. (1997). *Cracking up the south: Humor and identity in southern Renaissance fiction.* Unpublished doctoral dissertation, University of Wisconsin, Madison.

### **4.2 Unpublished Master's Thesis:**

#### **4.2.1 At a University in the United States**

Give the name of the city and, except for the cities listed, the name of the state. (Do not give the name of the state if it is included in the name of the university.)

CITIES: Baltimore / Boston / Chicago / Los Angeles / New York / Philadelphia / San Francisco

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). *Title of thesis.*

Unpublished master's thesis, Name of University, Place of University.

**EXAMPLE:**

Myers, K. H. (2004). *Juvenile recidivism: An investigation into the reduction of future law violations of incarcerated youth in Louisiana.* Unpublished master's thesis, McNeese State University, Lake Charles, LA.

**4.2.2 At a University Outside the United States**

Give the city and, except for the cities listed, country of a university outside of the United States.

CITIES: Amsterdam / Jerusalem / London / Milan / Moscow / Paris / Rome / Stockholm / Tokyo / Vienna

**EXAMPLE:**

Almeida, D. M. (1990). *Fathers' participation in family work: Consequences for fathers' stress and father-child relations.* Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.

**4.3 Dissertation from Dissertation Abstracts International (DAI) / UMI:**

Give the UMI number as well as the volume and page numbers of [Dissertation Abstracts International. NOTE: the volume and page numbers of Dissertation Abstracts International are obtained by clicking "Citation + Abstract" after the search and then looking under "Source."

**BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). Title of thesis. *Title of Abstract Collection, Volume Number (Issue Number), Page Numbers (if given).*  
(DAI/UMI Accession number).

**EXAMPLE:**

Bower, D.L. (1993). Employee assistant programs supervisory referrals:  
Characteristics of referring and nonreferring supervisors. *Dissertation Abstracts International, 54* (01), 534B. (UMI No. 9315947)

#### **4.4 Dissertation abstracted and obtained from a University:**

Give the university and year of the dissertation as well as the volume and page numbers from the Dissertation Abstract International. ]” NOTE: In the library database Digital Dissertations and Theses, the volume and page numbers of Dissertation Abstracts International are obtained by clicking "Citation + Abstract" after the search and then looking under “Source.”

##### **BASIC FORM:**

Last Name, A. A. (Year of Submission of Master's Thesis). Title of thesis (Doctoral dissertation, Name of University, Place of University). *Title of Abstract Collection, Volume Number* (Issue Number), Page Numbers (if given).

##### **EXAMPLE:**

Ross, D. F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University). *Dissertation Abstracts International*, 51, 417.

#### **4.5 Dissertation from a Library Database:**

##### **BASIC FORM:**

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation*. (Doctoral dissertation, Name of University, Place of University). Retrieval from Database name. Publication Number

##### **EXAMPLE:**

Embar-Seddon, A. R. (2000). *Perceptions of violence in the emergency department* (Doctoral dissertation, Cornell University). Retrieved from ProQuest Dissertations & Theses Database. (AAT 1434728)

#### **4.6 Online Dissertation from an Institutional or Personal Website:**

##### **BASIC FORM:**

Last Name, A. A. (Year of Submission of Dissertation). *Title of dissertation*. (Doctoral dissertation, Name of University, Place of University). Retrieval from website (URL)

##### **EXAMPLE:**

Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute

of Technology, 1997). Retrieved from <http://www-static.cc.gatech.edu/~asb/thesis/>

**5. Reports:** The author is usually an organization or a group author

**5.1 General Report Format:**

BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Publishing Agency, Department, Office, or Institute.

EXAMPLE:

Favat, F. A. (1977). *Child and tale: The origins of interest*. (NCTE Research Rep. No. 19). Urbana, IL: National Council of Teachers of English.

**5.2 Report Available from a Government Printing Office (GPO):**

BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: Government Printing Office.

EXAMPLE:

National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment*. (NIH Publication No. 95-3682). Washington, DC: Government Printing Office.

**5.3 Report from a University:**

BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of report* (Number Assigned to the Report). Place of Publication: University and Specific Department Publishing the Report.

EXAMPLE:

Iran-Nejad, A., Clore, G.L., & Vondruska, R.J. *Affect: A functional perspective* (Tech. Rep. No. 222). Champaign, IL: University of Illinois, Center for the Study of Reading.

#### **5.4 Report from a Private Organization:**

##### BASIC FORM:

Organization Name. (Date of Publication). *Title of report*. Place of Publication:  
Publisher.

##### EXAMPLE:

Kimberly-Clark. (2002). Kimberly-Clark (Annual Report). Dallas, TX: Author.

#### **5.5 Internet Report:**

##### BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of report*  
(Number Assigned to the Report). Place of Publication: University and Specific  
Department Publishing the Report. Retrieved from URL

##### EXAMPLE:

U.S. Public Health Service. (2000). *Report of the surgeon general's conference on  
children's mental health: A national section agenda*. Washington, DC: U.S.  
Department of Health and Human Services. Retrieved from <http://www.surgeongeneral.gov/chilreport.htm>

#### **5.6 Internet Technical or Research Reports:**

##### BASIC FORM:

Last Name, A. A. (Date of Publication). Title of report (report number if given).  
Retrieved from Institute or Establishment from URL

##### EXAMPLE:

Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). The health literacy of  
America's adults: Results from the 2003 National Assessment of Adult Literacy  
(Report No. NCES 2006-483). Retrieved from National Center for Education  
Statistics: <http://nces.ed.gov/pubs2006/2006483.pdf>

### **6. UNPUBLISHED MATERIAL:**

Formats for unpublished work vary according to what stage of the publication process they are in.

### **6.1 Unpublished Manuscript not Submitted for Publication:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript.

#### **EXAMPLE:**

Ipock, E., & Street, S. (1999). *Early childhood development: A new perspective*.  
Unpublished manuscript.

### **6.2 Unpublished Manuscript with a University Cited:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Manuscript). *Title of manuscript*. Unpublished manuscript.  
Name and Place of University.

#### **EXAMPLE:**

Thomas, L., & Hudgeons, S. (1999). *Suicidal behavior and adolescence*. Unpublished  
manuscript, University of Eastern Colorado.

### **6.3 Unpublished Paper Presented at a Meeting/Conference:**

#### **BASIC FORM:**

Last Name, A. A. (Author/Presenter) (Year, Month and Day of Presentation). *Title of  
paper*. Paper presented at Name of Conference, place of presentation.

#### **EXAMPLE:**

Nesbitt, L. (1999, May 20). *Writing the personal in public: The Ceilidh Web forum in  
the composition classroom*. Paper presented at the Computers and Writing  
Conference, Rapid City, South Dakota.

### **6.4 Unpublished Conference Paper:**

#### **BASIC FORMAT:**

Last Name, A. A. (Year, month of conference). *Title of paper*. Paper presented at  
name of the conference, city, state or country.

#### **EXAMPLE**

Martins, J. R. (2004, April). *Working with the terminally ill: An integrated theoretical  
model*. Paper presented at the American Counseling Association World  
Conference, San Diego, CA.

## **7. OTHER PRINT RESOURCES**

### **7.1 Brochure:**

Format references to brochures in the same way that you would format references to entire books, but identify the publication as a brochure in brackets before the publication information.

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of the brochure*. Place of publication:  
Publisher.

#### EXAMPLE:

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities*. (4th ed.) [Brochure].  
Lawrence, KS: Author.

### **7.2 Online Brochure**

#### BASIC FORM:

Last Name, A. A. (Date of Publication). *Title of the brochure* [Brochure]. Retrieved  
from website (URL)

#### EXAMPLE:

California Board of Psychology. (2005). *For your peace of mind: A consumer guide to psychological services* [Brochure]. Retrieved from <http://www.psychboard.ca.gov/pubs/consumer-brochure.pdf>

### **7.3 Handout or Poster given by a Speaker at a Conference:**

Indicate whether your source is a poster or a paper.

#### BASIC FORM:

Last Name, A. A. (Date of Conference). *Title of the handout/poster*. Handout/Poster  
presented at Name of Conference, Place of Conference.

#### EXAMPLE:

Mooney, K. S., & Berndt, T. J. (2003, April). *Conceptions of positive and negative features in romantic relationships and cross-sex friendships*. Poster presented at the biennial meeting of the Society for Research in Child Development, Tampa, FL.

#### **7.4 Poster Session:**

##### **BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title*. Poster session presented at organization, place of presentation.

##### **EXAMPLE:**

Goff, B.F., & Goodrich, D.C. (1998, June). *Integrated observations of semi-arid land-surface-atmosphere interactions*. Poster session presented at a special symposium of the American Meteorological Society, San Diego, CA.

#### **7.5 Lecture Notes:**

##### **BASIC FORM:**

Personal notes from a class lecture seem to be to consider as a “personal communication” because it includes “unrecoverable data.” For this reason, personal communications are only cited within the text and are not included in the reference list.

##### **EXAMPLE:**

In a lecture on November 16, 2002, to a PSY 235 class, Professor Smith said .....  
OR (A. B. Smith, PSY 235 lecture, November 16, 2002).

#### **7.6 Online Lecture Notes:**

##### **BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title of Lecture*. Retrieved from Institute or Department Web site: website (URL)

##### **EXAMPLE:**

Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees*. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm>

#### **7.7 Online Curriculum Guide:**

##### **BASIC FORM:**

Last Name, A. A. (Year, Month of Presentation). *Title of guide*. Retrieved from Institute or Department Web site: website (URL)

EXAMPLE:

Hoff, L. A. (1994). Violence issues: An interdisciplinary curriculum guide for health professionals. Retrieved from Public Health Agency of Canada Web site: [http://www.phac-aspc.gc.ca/ncfv-cnivf/familyviolence/html/fviolencei\\_e.html](http://www.phac-aspc.gc.ca/ncfv-cnivf/familyviolence/html/fviolencei_e.html)

**7.8 Class Handout:**

BASIC FORM:

Last Name, A. A. (Date of Course). *Title of the handout*. Course Number: University Name.

EXAMPLE:

Smith, A. B. (2003, Spring). *Abnormal behavior in children*. PSY 235: Purdue University.

**7.9 Paper from a Conference:**

BASIC FORM:

Last Name, A. A. (Year, Month of conference). Title of the paper. Symposium conducted at Name and location of symposium

EXAMPLE:

Shrout, P. E. (Chair), Hunter, J. E., Harris, R. J., Wilkinson, L., Strouss, M.E., Applebaum, M. I., et al. (1996, August). Significance tests—Should they be banned from APA journals? Symposium conducted at the 104th Annual Convention of the American Psychologists Association, Toronto, Canada.

**7.10 Work Discussed in a Secondary Source:**

BASIC FORM:

Enter the **secondary source** in the reference list according to the format: book, article, webpage...

EXAMPLE:

1. Interested in Johnson and Wyatt's study (Primary source)
2. Found this study in C. Ury's article (Secondary source):

Ury, C. (2003). Perception and misconception: Information gathering attitudes.

## ***8. ELECTRONIC RESOURCES***

### **8.1 Computer Software:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of Program and Version (if Version is part of the program title) [Computer software]. (Date of Production). Place of Publication: Publisher. Version (if Version is not part of the title).

#### **EXAMPLE:**

Microsoft Excel [Computer software]. (1993). Redmond, WA: Microsoft. Version 5.0.

Arend, Dominic N. (1993). Choices (Version 4.0) [Computer software]. Champaign, IL: U.S. Army Corps of Engineers Research Laboratory.

### **8.2 Software downloaded from Web site**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). Title of Program and Version (if Version is part of the program title) [Software]. Available from company name: website (URL)

#### **EXAMPLE:**

St. James, J., Schneider, W., & Eschman, A. (2003). PsychMate Student Guide (Version 2.0) [Software]. Available from Psychology Software Tools: <http://www.pstnet.com/products/PsychMate/default.htm>

#### **NOTE:**

If no version number is available, include the retrieval date.

If an individual has proprietary rights to the software, name him or her as the author; otherwise, treat such references as unauthored works.

### **8.3 Stand-Alone Document:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page*.  
Retrieval date, from URL

EXAMPLE:

Albanese, J. (2001). *How can we reach teenage smokers?* Retrieved September 31, 2001, from <http://msweb.nursingspectrum.com/ce/ce229.htm>

**No author identified, no date, not connected to a journal:**

BASIC FORM:

*Title of page.* (n.d.). Retrieval date, from URL

EXAMPLE:

*GVU's 8th WWW user survey.* (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

**8.4 Document available on a University Program or Department Website:**

BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). *Title of page.*  
Retrieved from University Name, Department Name Web site: URL

EXAMPLE:

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures.*  
Retrieved from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

**8.5 Document created by a Private Organization, no page numbers, no date:**

BASIC FORM:

Organization Name. (n.d.). *Title of page.* Retrieval date, from URL

EXAMPLE:

Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs.  
(n.d.). *Fund-raising efforts.* Retrieved November 10, 2001, from  
<http://www.hattiesburgcag.org>

**8.6 Chapter or Section in an Internet Document:**

BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). Chapter title. In  
*Title of page.* Retrieval date, from URL

EXAMPLE:

Thompson, G. (2003). Youth coach handbook. In *Joe soccer*. Retrieved September 17, 2004, from <http://www.joesoccer.com/menu.html>

**8.7 Online/ Digitized Scholarly Collections:**

BASIC FORM:

Last Name, A. A. (Date of Electronic Publication or Last Update). Title of Material.  
Retrieved from University Name, Collection Name Web site: URL

EXAMPLE:

Eaton, S. (1907). *Sermons on advertising*. Retrieved from Duke University, Rare Book, Manuscript and Special Collections Web site: [http://scriptorium.lib.duke.edu/dynaweb/ea/databases/printlit/@Generic\\_\\_BookTextView/1851](http://scriptorium.lib.duke.edu/dynaweb/ea/databases/printlit/@Generic__BookTextView/1851)

**8.8 Web page, Government Author:**

BASIC FORM:

Government Department Name. (Date of Electronic Publication or Last Update). *Title of page*. Retrieval date, from URL

EXAMPLE:

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*. Retrieved September 18, 2001, from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

**8.9 Poster Session:**

BASIC FORM:

Last Name, A. A. (Date of Conference). *Title of the poster*. Poster session presented at Name of Conference, Place of Conference. Retrieval date, from URL

EXAMPLE:

Binh, N. X., McCue, C., & O'Brien, K. (1999 October). *English language and development work at Vinh University, Nghe An Province*. Poster session presented at the Fourth International Conference on Language and Development, Hanoi, Vietnam. Retrieved August 23, 2001, from <http://www.languages.ait.ac.th/hanoi/binh.htm>

### **8.10 Email Message:**

#### **BASIC FORM:**

The *Publication Manual* recommends that email messages from individuals be cited as personal communications, and therefore not be included in the References. Here is how an in-text parenthetical reference to a personal email message might look.

#### **EXAMPLE:**

Bryan Burgin (personal communication, November 18, 1998) notified me that my proposal had been accepted.

### **8.11 Message posted to an Electronic Mailing List:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Message). Title(Subject/RE:/FW) of message [Message No.]. Message posted to Name of Listserve electronic mailing list, archived at URL

#### **EXAMPLE:**

Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Msg 670]. Message posted to ForensicNetwork electronic mailing list, archived at <http://tech.groups.yahoo.com/group/ForensicNetwork/message/670>

### **8.12 Message posted to a Newsgroup, Forum or Discussion Group:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Message). Title of message [Message No.]. Message posted to new website (URL), archived at website (URL)

#### **EXAMPLE:**

Chalmers, D. (2000, November 17). Seeing with sound [Msg 1]. Message posted to [news://sci.psychology.consciousness](http://groups.google.com/group/sci.psychology.consciousness), archived at <http://groups.google.com/group/sci.psychology.consciousness/>

### **8.13 Online Posting:**

#### **BASIC FORM:**

Last Name, A. A. (Date of Posting). Title of posting. Message posted to URL

#### **EXAMPLE:**

Casper, K. (2001, October 1). Re: watered down curricula. Message posted to <http://mathforum.org/epigone/math-teach>

### **8.14 Educational Standards:**

#### **BASIC FORM:**

Government Department. (Year of Publication). *Title of document*. Retrieved from website (URL)

#### **EXAMPLE:**

Virginia Department of Education. (2001). *Virginia standards of learning: Grade three, health*. Retrieved from <http://www.pen.k12.va.us/VDOE/Superintendent/Sols/health3.pdf>

### **8.15 Fact Sheet:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of sheet*. Retrieved from website (URL)

#### **EXAMPLE:**

RAND Corporation. (2006). *Three steps for improving the quality of mental health care in the United States* [Fact sheet]. Retrieved from [http://www.rand.org/pubs/research\\_briefs/2006/RAND\\_RB9190.pdf](http://www.rand.org/pubs/research_briefs/2006/RAND_RB9190.pdf)

### **8.16 Data Set:**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). *Title of sheet* [Data sheet/file]. Available from Institution or Department Web site: website (URL)

#### **EXAMPLE:**

Pew Hispanic Center. (2004). *Changing channels and crisscrossing cultures: A survey of Latinos on the news media* [Data file and code book]. Available from Pew Hispanic Center Web site: <http://pewhispanic.org/datasets/>

### **8.17 Graphic Representation of Data (Map, Chart...):**

#### **BASIC FORM:**

Last Name, A. A. (Year of Publication). [Detailed description of graphic representation]. *Title of Graphic Representation*. Retrieved from website (URL)

#### **EXAMPLE:**

Centers for Disease Control and Prevention. (2005). [Interactive map showing percentage of respondents reporting “no” to, During the past month, did you

participate in any physical activities?]. *Behavioral Risk Factor Surveillance System*. Retrieved from <http://apps.nccd.cdc.gov/gisbrfss/default.aspx>

### **8.18 Qualitative Data:**

#### **BASIC FORM:**

Last Name, A. A. (Interviewer) & Last Name, A. A. (Interviewee). (Year of Interview). *Title of Interview* [Interview]. Retrieved from website name Website: website (URL)

#### **EXAMPLE:**

Moist, J. (Interviewer) & Guy, R. (Interviewee). (2006). *Mrs. Rose Guy* [Interview transcript]. Retrieved from Alive in Truth: The New Orleans Disaster Oral History and Memory Project Web site: <http://www.aliveintruth.org>

#### **NOTE**

Interviews that are not retrievable (i.e., not captured in transcript or audio) should be cited in text as a personal communication (including month, day, year) and not included in the reference list.

## ***9. NON-PRINT SOURCES***

### **9.1 Published Interviews:**

#### **BASIC FORM:**

In the first example, the interview lacks a title, so a description of the interview is given in brackets. If the interview has a title, include the title (without quotation marks) after the year, and then give a further description in brackets if necessary.

#### **EXAMPLE:**

Archer, N. (1993). [Interview with Helen Burns, author of *Sense and Perception*]. *Journal of Sensory Studies*, 21, 211-216.

Bernard, N. (2003). Close encounter with Kuffi Anan. *Journal of Political Studies*, 25, 105-108.

### **9.2 Television Broadcast:**

#### **BASIC FORM:**

Last Name, A. A. (Function). (Year, Month and Day of Broadcast). *Title of broadcast* [Television Broadcast]. Place of Recording: Television Service or Network.

EXAMPLE:

Aspell, P. (Executive Producer). (1995, March 15). *Nova* [Television Broadcast].  
Boston: WGBH.

**9.3 Television Feature, podcast**

BASIC FORM:

Last Name, A. A. (Function). (Year of Broadcast). *Title of broadcast* [Motion  
Picture/Documentary...]. In First Name Last Name (Executive Producer), *Title  
of program*. Podcast retrieved from TV channel: website (URL)

EXAMPLE:

Kloft, M. (Producer/Director). (2006). *The Nuremberg Trials* [Motion picture]. In M.  
Samuels (Executive Producer), *American experience*. Podcast retrieved from  
WGBH: [http://www.pbs.org/wgbh/amex/rss/podcast\\_pb.xml](http://www.pbs.org/wgbh/amex/rss/podcast_pb.xml)

**9.4 Videotape:**

BASIC FORM:

Last Name, A. A. (Function). (Date of Production). *Title of videotape* [Kind:  
Documentary, Motion Picture]. Place of Publication: Publisher.

EXAMPLE:

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis*.  
[Motion Picture]. Englewood Cliffs, NJ: Prentice Hall.

**9.5 Audio Podcast:**

BASIC FORM:

Last Name, A. A. (Function). (Date of Production). *Title of show* [Show no.] Title of  
radio program. Podcast retrieved from website (URL)

EXAMPLE:

Van Nuys, D. (Producer). (2006, October 13). Understanding autism [Show 54].  
*Shrink Rap Radio*. Podcast retrieved from <http://www.shrinkrapradio.com/>

**9.6 PowerPoint Presentation Slides:**

BASIC FORM:

Last Name, A. A. (Date of Presentation). *Title of presentation*. Presented at a Course  
Number lecture at University Name.

EXAMPLE:

Smith, A. B. (2003, March 4). *Abnormal behaviors*. Presented at a PSY 235 lecture at Purdue University.

**9.7 Online Presentation Slides:**

BASIC FORM:

Last Name, A. A. (Date of Presentation). *Title of presentation* [PowerPoint slides]. Retrieved from website (URL)

EXAMPLE:

Columbia University, Teachers College, Institute for Learning Technologies. (2000). *Smart cities: New York: Electronic education for the new millennium* [PowerPoint slides]. Retrieved from <http://www.ilt.columbia.edu/publications/index.html>

**9.8 Personal Communications:**

BASIC FORM:

Here's what the APA Manual (5th ed.) says about personal communication (section 3.102): "Personal communications may be letters, memos, some electronic communications, email messages, interviews, speeches, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included on 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." For example: N.E. Migan (personal communication, January 11, 2001)

Because the information is not retrievable they should not appear in the Reference List. They should look as follows:

EXAMPLE:

J. Burnitz (personal communication, September 20, 2000) indicated that ....

**OR**

In a recent interview (J. Burnitz, personal communication, September 20, 2000) I learned that ....

## IV. BRACKETED (IN-TEXT) CITATIONS:

Within the text you need to identify the sources briefly so that readers can tie them to more complete information in the reference list at the end of the article..

➤ The passage below is an example of direct quotation. A specific detail from the book was important enough that the writer reproduced it word-for-word, and gave the appropriate credit to the original author.

### EXAMPLE:

**Previous studies did not address this issue, however, because “[t]hey neglected any effects of liquid surface tension and viscosity, so that their results are applicable only to the initial stages of droplet impact, when these forces are negligible compared to their inertial effects [at the time of impact]” [1].**

➤ Use square brackets to indicate that the original source differs slightly from the reproduction.

➤ In order to fit a quotation into the grammar of the main sentence, you can change the first letter of the original source from uppercase to lowercase.

➤ Square brackets signify the addition of clarification material to the quoted passage.

➤ Long quotations

1. A long quotation of 4 or more lines should be indented ten spaces on the left.
2. No quotation marks are placed around a long quote.
3. The parenthetical citation should go after the period.

### EXAMPLE:

David Copperfield during his school years becomes identified and defined by James Steerforth:

There was an old door in this playground, on which the boys had a custom of carving their names. In my dread of the end of the vacation and their coming back, I could not read a boy's name, without inquiring in what tone and with what emphasis he would read, “Take care of him. He bites.” There was one boy - a certain J. Steerforth, who I conceived, would read it in a rather strong voice, and afterwards pull my hair [2].

- Provide page number from which the quotation is drawn in your citation in the reference list.
- Short quotations (fewer than three lines) are incorporated into the text and enclosed by double quotations marks (“”).
- Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (. . .). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. . .) (? . . .) (! . . .).
- When a period, comma, question mark or exclamation point occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.
- If the quotation contains insertions by the author, they should be included within brackets [ ].

#### ➤ **Position**

The system of citing sources is accomplished by enclosing citation numbers within the text of the paper **in square brackets [1]**, rather than superscripts<sup>1</sup> or in bracketed form (Jones 1998). **For example:**

**According to one technical writing expert, even though IEEE is the most difficult style to learn, it is still the most valuable style for aspiring engineers to pick up [1].**

- References must be numbered in the order they appear in the text.
- Once the source is labeled, use the same number in all subsequent references.
- Substitute reference numbers for the name of the author whenever appropriate.

#### EXAMPLE:

As [1], [2], and [3] demonstrate, the natural course of microprocessor evolution will likely lead to computers with . . .

According to [2], current Internet technology is still years behind industry projections. . .

- There are occasions in which the author's name is necessary. When citing a theory commonly attributed to one.

#### EXAMPLE:

To a large degree, quantum mechanics remains dependent on Einstein's theory of relativity, which states that . . . [1]

- Place note numbers directly after the reference rather than at the end of a clause or sentence, unless the reference ends at the end of a clause or sentence.

EXAMPLE:

One study [2] examined the mRNA levels of Jun C, Jun B, and Jun D in mouse tissues.

Current Internet technology is still years behind industry projections, one study suggested [2].

- Place all punctuation outside the square brackets, except commas used to separate multiple references.
- Placement of the citation can be important.

EXAMPLE 1:

**...some photographs [2] are not easily reproduced.**

This sentence means that it is hard to reproduce the photographs published by source [2]. The reader will assume that the writer has actually tried to reproduce these photos.

EXAMPLE 2:

**Some photographs are not easily reproduced [2]**

This means that source [2] claimed that it is hard to reproduce some (unspecified) photos. The reader will assume that [2] tried to reproduce the photos.

- When more than one work is involved in the same citation, separate citation numbers with commas and without any spaces. If a sequence of three or more citation numbers occurs in the reference, use a single range separated by a hyphen.

EXAMPLE:

Though unlikely, the same effects was reported by [2,7,12].

Motion or centrifugation can speed up the diagnosis of some viral infections [19-22].

**V.1 APA List of References**  
(sorted according to in-text  
bracketed citations)

**REFERENCE LIST**

**Font: 14 Bold;**  
**Alignment: Centered**

[1] Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the individual in Renaissance Europe. *American Historical Review*, 102, 1299-1342.

**Font: 12; Alignment: Right; Line Spacing: Double**

[2] Institute of Financial Education. (1982). *Managing personal finance in the Midwestern*.

[3] Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and the American Psychological Association*.

**Sort: Numerical arrangement/order according to order of citation in text (parenthetical citation). Number enclosed in square brackets [ ]**

[4] Albanese, J. (2001). *Workaholics? Retrieved September 31, 2001, from <http://msweb.nursingspectrum.com/ce/ce229.htm>*

[5] Oliverio, A. (1997). The state of injustice: The politics of terrorism and the production of order [Abstract]. *International Journal of Comparative Sociology*, 38, 1-2. Retrieved March 25, 2000, from the <http://www.yorku.ca/faculty/academic/ishwaran/ijcsabst.htm#The State>.

[6] Archer, N. (1993). [Interview with Helen Burns, author of *Sense and Perception*]. *Journal of Sensory Studies*, 21, 211-216.

[7] VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123.

[8] Archer, N. (2000). Relativity. *Encyclopedia Britannica*, Vol. 26, pp. 501-508. Chicago: Encyclopedia Britannica.

**Indentation: Special: Hanging: 1cm**  
**Line spacing: Double**

[9] Smith, A. B. (2003, Spring). *How to tell children about divorce*. PSY 235: Purdue University.

- [10] National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment*. (NIH Publication No. 95-3682). Washington, DC: Government Printing Office.
- [11] Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.
- [12] Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*. New York: Plenum.
- [13] University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Foundation Web site: <http://www.rwjf.org/library/chrcare>
- [14] Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the negativity. *Journal of Clinical Psychology*, 58, 1023-1035. Retrieved from Academic Search Premier Database.
- [15] Nesbitt, L. (1999, May 20). *Writing forum in the composition classroom*. Writing Conference, Rapid City, South Dakota.
- [16] Smith, A. B. (2003, Spring). *Abnormal behavior in children*. PSY 235: Purdue University.
- [17] Reagan's tax revolution: What it means for investors. (1985, August). *Changing Times*, pp. 40+.

If **URL** is included, the hyperlink and the automatic underlining should be turned off to then break for continuation on current line.

**V.2 APA List of References (sorted alphabetically)**

**REFERENCE LIST**

**Font: 14 Bold;**  
**Alignment: Centered**

Albanese, J. (2001). *How can we reach teenage smokers?* Retrieved September 31,

2001, from <http://msweb.nursingspectrum.com/ce/c>

**Font: 12; Alignment: Right; Line Spacing: Double**

Archer, N. (1993). [Interview with Helen Burns, author of

*Journal of Sensory Studies*, 21, 211-216.

Archer, N. (2000). *Relative*. Two or more books by the same author *Encyclopaedia Britannica* (Vol. 26, pp. 501-

508). Chicago: Ency

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human

memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Clynes, M. (Ed.). (1982). *Music, mind and brain: The neurobiology of music*. New

York: Plenum.

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish:*

*Psychology & Behavioral Sciences*. American Psychological

Association.

**Sort: Alphabetically according to the surname of the first author, or in the case of no author, by the first main word in the title of the book or journal article**

Institute of Financial Education. (1982). *Managing personal funds*. Chicago:

Midwestern.

Kowalski, R. M. (2002). Whining, griping, and complaining: Positivity in the

negativity. *Journal of Clinical Psychology*, 58, 1023-1035. Retrieved from

Academic Search Premier Database.

Martin, J. (1997). Inventing sincerity, refashioning prudence: The discovery of the

individual in Renaissance Europe. *American Historical Review*, 102, 1309-

1342.

National Advisory Mental Health Council. (1995). *Basic behavioral science research for mental health: A national investment*. (NIH Publication No. 95-3682).

Washington, DC: Government Printing Office.

Nesbitt, L. (1999, May 20). *Writing the personal in public: The Ceilidh Web forum in the composition classroom*. Writing

Conference, Rapid City, South Dakota.

**Indentation:** Special: Hanging: 1cm  
**Line spacing:** Double

Oliverio, A. (1997). The state of injustice: The politics of terrorism and the production of order [Abstract]. *International Journal of Comparative Sociology*, 38, 1-2.

Retrieved March 25, 2000, from the <http://www.yorku.ca/faculty/academic/ishwaran/ijcsabst.htm#The State>.

Reagan's tax revolution: What it means for investors. (1985, August). *Changing Times*, pp. 40+.

Smith, A. B. (2003, Spring). *Abnormal behavior in children*. PSY 235: Purdue University.

If **URL** is included, the hyperlink and the automatic underlining should be turned off to then break for continuation on current line.

Smith, A. B. (2003, Spring). *How to tell* University.

University of California, San Francisco, Institute for Health and Aging. (1996, November). *Chronic care in America: A 21st century challenge*. Retrieved September 9, 2000, from the Robert Wood Foundation Web site: <http://www.rwjf.org/library/chrcare>

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123.