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Audio Podcast

Reference List

**General Form:** Producer, P. P. (Producer). (Year, Month Day). *Title of podcast* [Audio podcast].
Retrieved from [http://www.shortwebaddress.com](http://www.shortwebaddress.com)


In-Text

**General Form:** (Producer, year)

*Example:* (Oliver & Zaltzman, 2013)
**Audio Media**

Music Recording – Full Album

**Reference List**

**General Form:**


Use this only if the year of the recording differs from the copyright year.

Can be Compact disc, Vinyl, LP, mp3, streaming service, etc.

Only include this if it is different than the writer(s).

If not found online, use City, ST: Record label.

**Example:**


**In-Text**

**General Form:**

(Writer, year)

**Example:**

(Prine, 1973)
Music Recording – Single Track

Reference List


In-Text

GENERAL FORM: (Writer, year)

EXAMPLE: (Prince, 1985)
BOOKS & eBooks

Book

Reference List


In-Text

GENERAL FORM: (Author, year)

EXAMPLE: (Anderegg, 2007)
eBook

**Reference List**

**GENERAL FORM:**

Location: Publisher.

Edition of the book, ignore if the book doesn’t mention the edition or it is the 1st ed.

Only capitalize the first word of the book title, any proper nouns, and the first word in a subtitle.

Identify the ebook publisher.

This example is an edited book, so (Eds.) notes that these are the editors.

**EXAMPLE:**

**In-Text**

**GENERAL FORM:**
(Author, year)

**EXAMPLE:**
(Willcocks, Seddon, & Shanks, 2003)

BACK TO TABLE OF CONTENTS
VitalSource eBook

**Reference List**


- The city and state abbreviation of where the book was published, or city and country if outside of U.S.
- Identify the ebook publisher.
- Edition of the book, ignore if the book doesn't mention the edition or it is the 1st ed.


**In-Text**

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Goree, Manias & Till, 2013)
Book with Multiple Authors

Reference List

**GENERAL FORM:**


**EXAMPLE:**


In-Text

**GENERAL FORM:**

(Author & Author, year)

**EXAMPLE:**

(Kotter & Cohen, 2002)
**Edited Book**

**Reference List**

**General Form:**


If there are multiple authors, use *(Eds.)*.

**Example:**


**In-Text**

**General Form:**

(Editor, year)

**Example:**

(Katz, Moore, & Morse, 1999)
Chapter in an Edited Book

**Reference List**

**General Form:**  
Location: Publisher.

**Example:**  

**In-Text**

**General Form:**  
(Author, year)

**Example:**  
(Zittrain, 2011)
Table or Figure from a Book

**Reference List**

**Creator of the table or figure.**
If none is listed, assume the book author made it.

**Identify what it is, e.g. chart, figure, table, image, etc.**

**GENERAL FORM:**
Author, A. A. (year). Title of chart (year) [Chart]. In A. Author, *Title of book* (p. xxx).
City, ST: Publisher.
If the year is not included, omit this.

**Book author**

**Page the figure is on**

**EXAMPLE:**

**In-Text**

**Author/Creator of the figure**

**GENERAL FORM:**
(Author, year)

**Year of the figure**

**EXAMPLE:**
(Whitney, 1936)
Encyclopedia Entry – Print

**Reference List**

**General Form:**


If the entry is on multiple pages, use pp. If it is on just one page, use p.

**Example:**


**In-Text**

**General Form:**

(Author, year)

**Example:**

(Baldwin, 1998)
Encyclopedia Entry – Database

**Reference List**

**GENERAL FORM:**


**EXAMPLE:**


**In-Text**

**GENERAL FORM:**

(Author, year)

**EXAMPLE:**

(Ford-Martin, 2001)
Encyclopedia Entry – Database – No Author or Editor

Reference List

**General Form**


Retrieved from http://www.entirewebaddress.com

**Example:**


In-Text

**General Form:**

(Author, year)

Since there is no author, use the title of the entry; it should be in quotes and not longer than two of three words.

**Example:**

(“Parapsychology,” n.d.)
Dissertation in print

**Reference List**

**GENERAL FORM:** Author, A. A. (year). *Title of dissertation (Type)*. School, City, ST.


**In-Text**

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Dilena, 1982)
Dissertation from a database

Reference List

**GENERAL FORM:** Author, A. (year). *Title of dissertation (Master’s thesis).* Available from Name of Database (Accession or order number).


In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Loetz, 2009)
Dissertation from a website

Reference List

**General Form:**

**Example:**

In-Text

**General Form:**
(Author, year)

**Example:**
(Bungay, 2011)

BACK TO TABLE OF CONTENTS
Religious and other Classical Works

The Bible falls under the category of classical works and does not require an entry on the references page. Other items that fall in this category are ancient Greek and Roman works, the Qur’an, Book of Mormon, and other classical and religious works (e.g. *The Epic of Gilgamesh*, *The Code of Hammurabi*, *The Egyptian Book of the Dead*, etc.).

If you are using an annotated Bible or study guide you will then cite it as an edited book.

Rules to follow for in-text citations

- The **first time** you cite the Bible you need to identify what version you are using. Some common versions are:
  - The King James Bible
  - The New Revised Standard Version
  - New International Version
  - New American Standard Bible

  **Example:** According to the Bible, truth liberates us ([2 John 1:2 New International Version](#)).

After this you just need to include the book, chapter and verse in your in-text citations.

  **Example:** ([2 John 1:2](#))

- Always be as specific as possible. In the above example 2 John refers to the second book of John, 1 is the chapter and 2 is the verse.

- Abbreviations for books are accepted, for example Cor. Instead of Corinthians.

- In this case the Bible is being used as a proper noun and should be uppercase.

- ([Qur'an 5:3](#))

- ([Jacob 2:21, Book of Mormon](#))
MAGAZINES & NEWSPAPERS

Magazine Article in Print

Reference List

**GENERAL FORM:** Author, A. A., & Author, A. A. (year, Month day). Title of the article. *Title of the Magazine, xx(x), xxx-xxx.*


This example only has a month, so ignore the day.

In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Ricci & Longmore-Etheridge, 2013)
MAGAZINES & NEWSPAPERS

Magazine Article in Print - No Author

Reference List

**GENERAL FORM:** Title of the article. (year, Month). *Title of the Periodical, xx(x), xxx-xxx.*

**EXAMPLE:** Road map to a great deal. (2009, October). *Consumer Reports, 74(10), 44-47.*

In-Text

**GENERAL FORM:** (“Shortened title,” year)

**EXAMPLE:** (“Road map,” 2009)
MAGAZINES & NEWSPAPERS

Magazine Article from a Database

Reference List


In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Taibbi, 2009)
MAGAZINES & NEWSPAPERS

Newspaper Article in Print

Reference List

**General Form:** Author, A. A., & Author, A. A. (year, Month day). Title of the article. *Title of the Newspaper*, pp. xx.


In-Text

**General Form:** (Author, year)

**Example:** (Lucchetti & Craig, 2009)
MAGAZINES & NEWSPAPERS

Newspaper Article from a Database

Reference List


In-Text

GENERAL FORM: (Author, year)

EXAMPLE: (Moran, 2009)
MAGAZINES & NEWSPAPERS

Book Review in Print

**Reference List**

**General Form:**


**Example:**


**In-Text**

Last names only, no initials.

**General Form:**

(Author, year)

**Example:**

(Johnson, 2013)
Book Review - Online

**Reference List**

**GENERAL FORM:**

**EXAMPLE:**

**In-Text**

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Waldman, 2013)
Reprinted Article

**Reference List**

**GENERAL FORM:** Author, A. A. (year of reprint). Title of the reprinted work. In A. Editor/Author (Ed.), *Title of work containing the reprint* (page range of reprint). City, ST: Publisher. (Reprinted from *Original source information – including date*).


**In-Text**

**GENERAL FORM:** (Author, year/year)

The first year is of the original publication and the second year is of the reprint.

**EXAMPLE:** (Nabokov, 1943/1991)
ONLINE COURSES

iTunes U course

Reference List

**GENERAL FORM:** Author, A. A. (year, Month day). Title of the section [Format of section]. In *Title of the course* [iTunes U course]. Retrieved from [http://itunes.apple.com](http://itunes.apple.com)


In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Willette & Giuntini, 2012)
Online course – Message board comment

Reference List

**GENERAL FORM:** Author, A. A. (Year, Month day). Re: Title of post [Online course comment].
Retrieved from Title of Course: http://www.entirewebaddress.com


In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Bluementhal, 2012)
**ONLINE COURSES**

Online course – Slideshow or class material

**Reference List**

**GENERAL FORM:** Author, A. A. (Year). *Title of slideshow or handout* [Material type]. Retrieved from Institution and Course name website: http://www.entirewebaddress.com


**In-Text**

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Stoltz, 2013)
PERSONAL COMMUNICATIONS

E-mail

Reference List

No reference citation is needed. The in-text citation is all that is needed.

**In-Text**

**General Format:**
(I. I. Surname, personal communication, Month day, year)

**Example:**
(A. L. Anderson, personal communication, March 9, 2013)

Include initials. Normally initials aren’t used in in-text citations, but since there is no reference page entry they are included here.

This date format is also not typical of the APA format (year, month day) but again since there is no reference page entry it is a little different.

For the day, use just the digit(s) and omit any superlatives.
PERSONAL COMMUNICATIONS

Interview

Reference List

No reference citation is needed. The in-text citation is all that is needed.

**In-Text**

**GENERAL FORMAT:**

(I. I. Surname, personal communication, Month day, year)

**EXAMPLE:**

(A. L. Anderson, personal communication, March 9, 2013)

Include initials. Normally initials aren't used in in-text citations, but since there is no reference page entry they are included here.

This date format is also not typical of the APA format (year, Month day) but since there is no reference page entry it is a little different.

For the day, use just the digit(s) and omit any superlatives.
PERSONAL COMMUNICATIONS

Information from a Live Lecture

Reference List

No reference citation is needed. The in-text citation is all that is needed.

In- Text

GENERAL FORMAT: (I. I. Surname, personal communication, Month day, year)

EXAMPLE: (A. L. Anderson, personal communication, March 9, 2013)

For the day, use just the digit(s) and omit any superlatives.
Personal Communication

Facebook Note or Page

Reference List

**GENERAL FORMAT:** Author, A. [First name]. (Date). Timeline [Facebook page]. Retrieved Month day, year, from full URL


In-Text

**GENERAL FORMAT:** (Author, Year)

**EXAMPLE:** (Globe University Green Bay, 2013)

Simply to help disambiguate. It can be year OR year, Month day.

Like most electronic sources you must identify the format.

Only include a retrieval date if there is no date available on the page. Just the digit(s), no superlatives.

Corporate or group authors are acceptable.
Personal Communication

Facebook Status Update

**Reference List**

**General Format:** Author, A. [First name]. (year, Month day). The entire status update [Facebook status update]. Retrieved from http://www.entirewebaddress.com

**Example:** Yoffe, E. [Emily]. (2013, November 11). Slate has an important, heartbreaking story about foreign adoption gone wrong. It looks at one Ethiopian adoption that ended in murder and examines an adoption culture of mega-families and brutal discipline. [Facebook status update]. Retrieved from https://www.facebook.com/EmilyYoffe

**In-Text**

**General Format:** (Author, Year)

**Example:** (Yoffe, 2013)

BACK TO TABLE OF CONTENTS
Personal Communication

Twitter update or tweet

Reference List

**GENERAL FORMAT:**  Author, A. A. [Username]. (year, Month day). The tweet in its entirety [Tweet].
Retrieved from http://www.entirewebaddress.com

Retrieved from https://twitter.com/insidehighered

In-Text

**GENERAL FORMAT:**  (Author, year)

**EXAMPLE:**  (Golden, 2013)
Scholarly Journal Article in Print

Reference List

**GENERAL FORM:**

Author, A. A., & Author, A.A. (year, Month). Title of the article. *Title of the Journal, xx(x), xxx-xxx.*

**EXAMPLE:**


In this example, the journal doesn’t have an issue number.

**In-Text**

**GENERAL FORM:**

(Author, year)

**EXAMPLE:**

(Andrews, 2013)
Scholarly Journal Article from a Database with a DOI

**Reference List**

**GENERAL FORM:**


**Example:**


**In-Text**

**GENERAL FORM:**

Last name only, no initials.

**Example:**

(McMurran & Christopher, 2009)

---

**What is a DOI?**

A DOI, or digital object identifier, is a unique number assigned to a journal article. Some articles have them while others do not. Look for a DOI in the article’s record in the database.

**In-Text**

Last name only, no initials.

**Example:**

(McMurran & Christopher, 2009)
Scholarly Journal Article from a Database without a DOI

Reference List

**GENERAL FORM:**


**EXAMPLE:**


In-Text

**GENERAL FORM:**

(Author, year)

**EXAMPLE:**

(Sweeney, 2008)

What is a DOI?

A DOI, or digital object identifier, is a unique number assigned to a journal article. Some articles have them while others do not. Look for a DOI in the article’s record in the database.
## Software

### Reference List

**GENERAL FORM:**

Rightsholder, R. R. (Year). Title of Software (Version) [Description of format]. Location: Name of Producer.

- Capitalize the first work and any other important words in the title.
- If any version other than the first.
- If there is no rightsholder, i.e. it’s nonproprietary or open source, move the title to the author position; Can use a corporation’s name.

**EXAMPLE:**

Sega America. (2013). Sonic Dash (Version 1.6.1) [Mobile application software].


### In-Text

**GENERAL FORM:**

(Rightsholder, year)

**EXAMPLE:**

(Sega America, 2013)

---

**Do I need to cite this?**

Well-known and standard software, applications, and programming languages do not require citations. This includes any Microsoft Office program, Java, most Adobe products, SAS, SPSS, iPhoto, iTunes, Pages, KeyNote, Google Drive applications, Internet Explorer, Mozilla Firefox, etc. What this means is that you only need to cite software that is fledgling, unpopular, or very specific to a profession or discipline.

If there is no rightsholder, i.e. it’s nonproprietary or open source, move the title to the author position; Can use a corporation’s name.

Could be a word processor, mobile application, a programming language, operating system, etc.

If found online, use Retrieved from http://www.simplewebaddress.com
SOFTWARE

Information from a Mobile Application

Reference List

**GENERAL FORM:**  
Author, A. A. (Year) Title of information or section. In Title of Application (Version)  

**EXAMPLE:**  
Lipsis. (2013). In Medical Terminology and Abbreviations for Apple iOS (Version 1.5)  

In-Text

**GENERAL FORM:**  
(Author OR Section, year)

**EXAMPLE:**  
(“Lipsis,” 2013)
**VISUAL MEDIA**

### Video Podcast

**Reference List**

**General Form:**

**Example:**

**In-Text**

**General Form:** (Producer, year)

**Example:** (Flatow, 2012)

---

Even though the web address is actually http://www.sciencefriday.com/segment/02/17/2012/where-s-the-cuttlefish.html, shorten it to the host site.
Online Video - YouTube

Reference List


In-Text

GENERAL FORM: (Author, year)

EXAMPLE: (Blacknarcissa, 2012)
Online Video – Films on Demand – No Author

Reference List

**General Form:**  
*Title of video.* (Year, Month day). [Video file]. Retrieved from http://www.entirewebaddress.com

**Example:**  

**In-Text**

**General Form:**  
(“Short title,” year)

**Example:**  
(“How the states,” 2010)

---

**Films on Demand**  
Use the information given on the Films on Demand Site to create the citation. They only provide Title, Date, and web address. Do not use the citations provided on the website.

---

**Find this below the video on the page where you play the video.**
VISUAL MEDIA

Work of Art - Online

Reference List

**General Form:**

Artist, A A. (copyright or Creative Commons year). *Title of work [Medium: Painting, Drawing, Sculpture, Photograph, Image, etc.].* Retrieved from [Entire web address]

**Example:**


In-Text

**General Form:**

(Artist, year)

**Example:**

(Cmglee, 2011)
VISUAL MEDIA

Work of Art – Online with No Creator

**Reference List**

**GENERAL FORM:**  
*Title of the work of art [Medium: Painting, Drawing, Sculpture, Photograph, Image, etc.]. (Copyright year). Retrieved from [http://www.entirewebaddress.com](http://www.entirewebaddress.com)*

**EXAMPLE:**  

**In-Text**

**GENERAL FORM:**  
“(‘Shortened Title,’ year)

The *ca.* is left out.

**EXAMPLE:**  
“(‘British ship’s cat,’ 1906)”
**VISUAL MEDIA**

**Movie**

**Reference List**

The person(s) most responsible for creating the movie; can be producer, director, writer, actor, etc.; use less than six people. Only capitalize the first word of the title, any proper nouns, and the first word in a subtitle.

**GENERAL FORM:** 

**EXAMPLE:**

**In-Text**

This should match the person(s) in the above citation.

**GENERAL FORM:** 
(Creator & Creator, year)

**EXAMPLE:**
(Orci, Kurtzman, Lindelof & Abrams, 2013)

**Quick Tip**
Find all the information you need about any movie at *The internet movie database*
http://www.imdb.com

If the movie is available online, use the short web address, e.g. http://www.netflix.com, http://www.hulu.com
VISUAL MEDIA

Television Program – Entire Series

Reference List

The persons(s) most responsible for creating the series; can be producer, director, actors, etc., but **not writer**; use less than six people.

First year the show was originally aired – last year the show originally aired.

Only capitalize the first word of the title, any proper nouns, and the first word in a subtitle.

**General Form:**

**Example:**

**In-Text**

**General Form:**
*(Producer & Producer, Year-Year)*

**Example:**
*(Shah, 2013-2014)*
VISUAL MEDIA

Television Program – Single Episode

Reference List


In-Text

**General Form:**  (Writer & Director, year)

**Example:**  **First Citation**  (Groening, Brooks, Simon, Maxtone-Graham & Riordon, 1996)

**Subsequent Citation**  (Groening et al., 1996)

Quick tip

Quick tip
Since there are five creative credits, for the first in-text citation all must be listed, but for any later in-text citations you can just put the first writer and et al. instead of writing out all five names again.
WEBSITES

Webpage – With Author

Reference List

**GENERAL FORM:** Author, A. A. (year, Month day). Title of the webpage. Retrieved from Site Name website: http://www.entirewebaddress.com


In-Text

**GENERAL FORM:** (Author, year)

**EXAMPLE:** (Melo, 2013)
WEBSITES

Webpage – With Organization as Author

Reference List

**General Form:** Name of Organization. (year Month day). Title of webpage. Retrieved from http://www.entirewebaddress.com


In-Text

**General Form:** (Name of Organization, year)

**Example:** (Smithsonian Institute, 2013)
WEBSITES

Webpage – No Author

Reference List

**GENERAL FORM:** Title of webpage. (year, Month Day). Retrieved from Site Name website:

http://www.entirewebaddress.com

**EXAMPLE:** Physicists are learning more about what dark matter isn’t: This will help them find out what it is. (2013, November 2). Retrieved from The Economist website:


In-Text

**GENERAL FORM:** (“Shortened webpage title,” year)

**EXAMPLE:** (“Physicists are learning,” 2013)
WEBSITES

Webpage – No Date

Reference List

**GENERAL FORM:**

Author, A. A. (n.d.). Title of webpage. Retrieved Date from Site Name website:
http://www.entirewebaddress.com

**EXAMPLE:**

http://humanresources.about.com/od/organizationalculture/a/how-zappos-reinforces-its-company-culture.htm

In-Text

**GENERAL FORM:**

(Author, n.d.)

**EXAMPLE:**

(Heathfield, n.d.)
WEBSITES

Blog Entry

Reference List

A Note on Blogs

Blogs are a medium used by many people and industries. The credentials of the author can vary greatly; always make sure your author passes the C.R.A.P. test. Need more information, check here http://library.globeuniversity.edu/evaluation


In-Text

GENERAL FORM: (Author, year)

EXAMPLE: (Federman, 2013)

BACK TO TABLE OF CONTENTS
WEBSITES

Wikipedia Entry

Reference List

A Note on Wikipedia

Wikipedia is not considered to be a scholarly or peer-reviewed source. In fact, anyone can edit a Wikipedia page, regardless of their credentials. Instructors will often not accept Wikipedia as a cited resource.


In-Text

GENERAL FORM: (“Shortened title,” year)

EXAMPLE: (“Whistler, British Columbia,” 2013)

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WEBSITES

Report Published Online

**Reference List**

**GENERAL FORM:**

**EXAMPLE:**

**In-Text**

**GENERAL FORM:**
(Author, year)

**EXAMPLE:**
(Wilson & Rebek, 2005)