DOCUMENTING SOURCES: A BRIEF GUIDE TO APA STYLE FOR DMACC STUDENT WRITERS

Any academic research project must include accurate documentation of the resources consulted. This means providing information about your sources so your reader can locate them. If you examine articles in research journals, you will notice that they always include a list of references, with publication information.

Documentation in research papers has two basic features:

- At the end of your paper, or accompanying your presentation, include a list of the resources you used. The list must be on a separate page, with the title "References" centered at the top of the page. Each entry, or citation, in the list provides information about the original source. Citations are alphabetized using the letter-by-letter system, starting with the author’s last name. If a source has no author, the entry is alphabetized by title. Citations are double-spaced, in hanging-indent format. There are specific rules for punctuation, use of italics, and spacing in the References list, illustrated by the examples in this guide.

- Each time you refer to a source in the text of your paper, include the last name of the author or the first few words of the title of the source (enough to identify it in your References list) and the specific page number, if applicable, as close to the paraphrase or quotation as possible. (See the section on In-Text References for examples.) These references lead your reader to the appropriate entry in your References list.

This brief guide provides examples in the APA (American Psychological Association) style for information sources most commonly used by DMACC students. For more detailed information or for examples not given here, consult the Publication Manual of the American Psychological Association.

You may also want to visit the APA Website at <http://www.apastyle.org>.

This guide includes several sections as follows:

- REFERENCES: BOOKS
- REFERENCES: ARTICLES FROM PERIODICALS
- REFERENCES: INFORMATION FROM DMACC LIBRARY DATABASES
- REFERENCES: INTERNET WEBSITES
- IN-TEXT REFERENCES (INCLUDING PERSONAL COMMUNICATIONS)
- SAMPLE REFERENCE LIST
REFERENCES: BOOKS

The following are the basic elements of a citation for a book:

- The author's or editor's last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the book, in *italics*, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places.)
- The city of publication (and the state, if the city is not easily recognized), followed by a colon
- The name of the publisher, followed by a period

Basic format:


Usually you can find this information on the title page of the book (front and back).

Sometimes you need to include additional information (for example, page numbers) if you are citing only part of the book, such as a single chapter.

**A book by one author**


**A book by two to seven authors**


**A book with one editor**


**A book with two editors**


**A book by a corporate author**

An electronic version of a book

A second or later edition of a book

A multivolume work

*Note: Use this format only when you used two or more volumes and you want to cite the entire work.*

An encyclopedia entry

An online encyclopedia entry

Part of an edited book (anthology or collection)

*Note: This entry includes the page numbers of the chapter or section cited.*

A book chapter
REFERENCES: ARTICLES FROM PERIODICALS

A periodical is any publication that appears regularly on a scheduled basis, such as a daily or weekly newspaper, a monthly magazine, or a scholarly journal.

The basic elements of a citation for an article from a periodical include the following:

- The author's last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the article, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places)
- The name of the periodical, in italics, followed by a comma
- The volume number (if known), in italics, followed by a comma
- The page numbers, followed by a period
- The digital object identifier (DOI) assigned to the article, if available.
  - If no DOI is available, include the URL for the article publisher. Use this format: Retrieved from http://www.xxxxxxxx (do not place a period at the end of the URL)

Example:

doi:xx.xxxxxxxxxxxxx

Sometimes you will need to include additional information, such as a specific date or issue number for some types of periodicals. If each issue of the periodical starts with page 1 (instead of continuous pagination), include the issue number in parenthesis directly after the volume number. Do not italicize the issue number.

What is a DOI?

DOI stands for Digital Object Identifier. It is a string of numbers and letters that serve as a permanent "address" to digital objects such as journal articles. URLs are constantly changing and therefore serve as an inefficient way to locate digital information over the long term. Using a DOI instead of a URL in a reference list prevents users from encountering broken links and dead ends when recovering sources from a reference list.

DOI is administered by the International DOI Foundation. Individual DOIs are assigned to individual objects by the publisher at the time of publication, and they never change. A DOI will link readers directly to the object in question (or information about how to access the object) no matter where the object currently resides.

In APA references lists, DOI takes the place of changeable resource information (such as URLs). It eliminates the need for retrieval dates. Use DOI information whenever available, both for electronic resources and print resources.
If you find an article that does not have a DOI, you have two options:
1. Use the CrossRef website to look up a DOI using citation information, such as title, author, publisher, and year of publication. http://www.crossref.org/guestquery/
2. If you cannot find a DOI for the article on CrossRef, you must include the publisher’s website URL. The citation information for all articles (including ones found in DMACC databases) will include the name of the original publisher. If the citation information does not also include the website for the publisher, use a search engine (such as Google) to locate the website. Do not look for the specific page containing the article; only include the publisher’s main or home page. Take a few minutes to ensure that you have the correct URL, then include it in your citation. See below for examples.

**An article in a popular magazine**


**An article in an online popular magazine**


**An article in a daily newspaper**


*Note: Precede page numbers for newspaper articles with p. (if the article is on one page), or pp. (if the article continues on an inside page). Note that the section number is included with the page number.*

**An article in an online newspaper**


**A journal article with DOI**


doi: 10.1080/10668920903504992

**A journal article without DOI**

A book review

REFERENCES: DMACC LIBRARY DATABASES

Citations for articles and other documents from subscription service databases normally include the same information you would have in a citation to a print source, plus the document’s DOI information. You do not have to include information about which database you used to find the article, or when you first retrieved it. The basic elements of a citation for an article from a database include the following:

- The author’s last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the article, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places
- The name of the periodical, in italics, followed by a comma
- The volume number (if known), in italics, followed by a comma
- The page number(s), followed by a period
- The digital object identifier (DOI), if available
- If no DOI is included, use CrossRef (http://www.crossref.org/guestquery/) to try to look up the DOI information for the article
- If CrossRef yields no results, look up the website for the publisher and include the URL in your citation. Do not look for the specific page containing the article; only include the publisher’s main or home page.

Example:

doi:xx.xxxxxxxxxxxx

An article from an EBSCOhost database


An article from a Thomson Gale database (Academic OneFile or Contemporary Authors)


An article from a ProQuest database (The Des Moines Register, Iowa City Press-Citizen)


An article from the CQ Researcher database


Note: This article has no DOI listed in the database and a search on CrossRef returned no results. Include the website for the database in cases such as this.

An article from the Encyclopedia Americana database


An article from the JSTOR database

[not working tonight, return to this later]

An article from an OCLC FirstSearch database (PsychFirst, Books in Print, Medline, etc.)


A NetLibrary book

REFERENCES: INTERNET WEBSITES

 Citations for other types of electronic resources can include the following:

- The author's or editor's name, if known
- The publication or update year, if known, in parentheses, followed by a period
- The title of the document, in *italics* (capitalize only the first word of the title and any names of people or places)
- The title of the Internet site, if the document is part of a larger site
- The retrieval statement giving the electronic address, or URL, of the site, with no period or other punctuation

In reality, many websites will not include all of the information you would find in a print source or subscription database document. If you cannot find some of the information, cite what is available. If there is no publication date, use the abbreviation (n.d.) in place of the year.

**Websites**


**Wikipedia**


*Note: While using Wikipedia for basic information is often helpful, citing it on an academic research paper is generally not recommended.*

**Blog posting**

Podcast


Video (online)


Video (DVD)


Presentation slides found online


Government document found online


Note: This document is a presidential proclamation retrieved from GPO Access, a free online government database.

IN-TEXT REFERENCES

In the text of your paper, you must show your reader exactly what you borrowed from each source you paraphrase or quote, and exactly where in the source you found the material. These are your in-text, or parenthetical, references.

References in the text must clearly point to sources in your reference list, except in the case of personal communications (discussed below). Usually the author's last name and the publication date is enough information. In some cases, you may need to include page numbers as well. If a source has no author, use the title, shortened or in full.

An original passage from the preface (page xix) of the book *The Community College Experience: Plus* by Amy Baldwin, published in 2007 by Pearson/Prentice Hall is shown below, with examples of different types of in-text reference

Original passage

"Education can improve your life by increasing your understanding of yourself and the world around you. The more you know and understand other people, cultures, and yourself, the better able you are to influence your community in a positive way. Knowing more about yourself also improves your self-esteem and personal happiness. Moreover, higher education gives you the lifelong learning skills necessary for your health and well-being."

**Paraphrase, author's name in text**

Baldwin (2007) points out that higher education improves a person's quality of life in several ways.

**Paraphrase, author's name in parenthetical reference**

Higher education provides benefits that improve the overall quality of life (Baldwin, 1999).

**Direct quote, author's name in text, page number included**

According to Baldwin (2007, p. xix), "higher education gives you the lifelong learning skills necessary for your health and well-being."

References to Personal Communications

In APA style, the list of references includes information about recoverable data only. Personal communications are not recoverable by your reader, so they are cited only in the text of your paper. When you refer to a personal interview, a phone conversation, or other personal communication, give the initials and last name of your source, a descriptive phrase describing the communication, and as exact a date as possible. For example:

According to librarian P. Mumma (personal communication, March 15, 2010), students can get help finding information for research projects in several ways.

DMACC students can get help finding information for research projects in person, by phone, or from the library Website (P. Mumma, personal communication, March 15, 2010).
SAMPLE REFERENCE LIST

References


Rossi, L. (2007, March 5). More high schoolers tackle college courses. The Des Moines Register, pp. 1A, 4A.


