

Reference and Citation Examples

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Books

A book with one author

A book with one author could be formatted in any of the following

ways: In-Text Citation

Sample 1 According to Lunsford (2009), new writing spaces created by technology require the writer to focus on the audience and on the writing purpose more than ever before.

Sample 2 Writers today have many writing spaces created from new technologies that influence how writers approach a rhetorical situation (Lunsford, 2009).

Sample 3 Lunsford (2009) stated, “Today, perhaps more than ever before, *everyone* can be a writer—every day” (p. vi).

Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.

Reference Page Citation

Lunsford, A. A. (2009). *The everyday writer* (4th ed.). Bedford/St. Martin’s.

In-Text Citation

Sample 4 Cleckley (1997) noted that diversity in the classroom prepared young Americans for work in a global society.

Sample 5 Diversity in the classroom prepared young Americans for work in a global society was the idea presented by well-known scholar Betty Jane Cleckley (1997).

Sample 6 Cleckley (1997) stated, “Because youth have had experience working and playing with children of other races and cultures while growing up, they will be better able to interact with those of other cultures when working within intercultural corporations” (p. 37).

Reference Page Citation

Cleckley, B. (1997). *Strategies for promoting pluralism in education and the workplace*.

Praeger.

A book with two or more authors

A book with two to 20 authors could be formatted in any of the following ways:

In-Text Citation

Sample 1 Often, people compare Caldwell and Thomason's book (2004) to *The DaVinci Code* because of the brilliant writing and historical context.

Sample 2 *The Rule of Four* (Caldwell & Thomason, 2004) has been compared to Dan Brown's *The DaVinci Code*.

Sample 3 The novel is described as "an encyclopedia masquerading as a novel" and as "a dissertation on everything from architecture to zoology" (Caldwell & Thomason, 2004, p. 136).

Note: Use *et al.* for additional citations of a source with three to five authors: first citation – (Smith, Levy, & Jones, 2008), additional citations – (Smith et al., 2008). Use *et al.* along with the first author in the citation when a source has more than six authors: (Smith et al., 2008).

Reference Page Citation

Caldwell, I., & Thomason, D. (2004). *The rule of four*. Dial.

Smith, G. Q., Levy, J., Jones, B., Arthur, N. S., Banks, E., Adam, C., & Arnold, A. (2008).

Book title. Publishing company.

Note: Provide surnames and initials **for up to and including 20 authors**. When there are two to 20 authors, use an ampersand before the final author's name: Author, A. A., Author, B. B., & Author, C. C.

Note: **When there are 21 or more authors**, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.

Sample with 21+ Authors

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The

NCEP/NCAR 40-year reanalysis project. Bulletin of the American Meteorological Society, 77(3), 437–471. [https://doi.org/10.1175/1520-0477\(1996\)077%3C0437:TNYP%3E2.0.CO;2](https://doi.org/10.1175/1520-0477(1996)077%3C0437:TNYP%3E2.0.CO;2)

In-Text Citation

- Sample 4** Mandelbrot and Hudson (2004) have combined Mandelbrot’s mathematical framework with Hudson’s knowledge of Wall Street to produce a must-read for any serious investor.
- Sample 5** For the individual who manages money for a living, one of the best books on the market is *The Misbehavior of Markets* by Mandelbrot and Hudson (2004).
- Sample 6** Mandelbrot and Hudson (2004) stated, “This equilibrium market clearing price is automatically interpreted as being the mean of a normal probability distribution” (p. 46).

Reference Page Citation

Mandelbrot, B., & Hudson, R. L. (2004). *The misbehavior of markets*. Basic Books.

A book with a group author

A book with a group author (e.g., organizations, corporations, or government agencies) could be formatted in any of the following ways:

In-Text Citation

- Sample 1** *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.
- Sample 2** A clear mandate was expressed by The National Commission on Terrorist Attacks (2004).
- Sample 3** The National Commission on Terrorist Attacks report stated, “Investigate the facts and circumstance relating to the terrorist attacks of 9/11 . . . and other areas as determined by the Commission” (2004, p. 14).

Reference Page Citation

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of*

the National Commission on Terrorist Attacks upon the United States. W.W. Norton.

An edited book

An edited book could be formatted in any of the following

ways: In-Text Citation

Sample 1 Aguirre and Baker (2008) presented information about inequality in the American society, educational system, criminal justice system, family units, and much more to examine how racial oppression still affects the United States.

Sample 2 Aguirre and Baker (2008) reviewed the inequality in the American education system that ranges from public compulsory education to post-secondary education.

Sample 3 As stated in Aguirre and Baker (2008), “Even with noticeable growth in nonwhite enrollments in American schools, educational segregation persists” (p. 41).

Reference Page Citation

Aguirre, A., Jr., & Baker, D. V. (Eds.) (2008). *Structured inequality in the United States:*

Critical discussions on the continuing significance of race, ethnicity, and gender (2nd

ed.). Pearson Education.

An excerpt from an edited book or an anthology

An excerpt from an edited book or an anthology could be formatted in any of the following ways:

In-Text Citation

Sample 1 Montessor lures his victim into the catacombs by hinting that a cask of Amontillado rests in the vault (Poe, 1846/2007).

Sample 2 Montessor tells the reader at the start what he is doing: “The thousand injuries of Fortunato I had borne as I best could, but when he ventured upon insult, I vowed revenge” (Poe, 1846/2007, p. 968).

Reference Page Citation

Poe, E. A. (2007). The cask of Amontillado. In R. Abcarian & M. Klotz (Eds.), *Literature and the human experience: Reading and writing* (9th ed., pp. 968-973). Bedford/St.

Martin's. (Original work published 1846)

Note: If the excerpt has an original publication date listed, include that information at the end of the reference entry and provide the original publication date combined with the anthology copyright date in the in-text citation, for example: (Poe, 1846/2007).

A chapter from a book

A chapter from a book could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Locker and Kienzler (2008, Chapter 7) present good guidelines for writing effective résumés and provide many examples for types of résumés.
- Sample 2** If a résumé is longer than one page, Locker and Kienzler (2008, Chapter 7) recommend that the second page include at least 10 to 12 lines and include the person's name at the top of the second page along with the page number.
- Sample 3** As stated in Locker and Kienzler (2008, Résumés), "It is a myth that all résumés must fit on one page" (p. 213).

Reference Page Citation

Locker, K. O., & Kienzler, D. S. (2008). Résumés. In *Business and administrative communication* (8th ed., pp. 206-241). McGraw-Hill.

Note: Use either the chapter number or the name of the chapter.

An electronic book or eBook from an electronic database (e.g., course textbooks)

For ebooks, the format, platform, or device (e.g., Kindle) is not included in the reference. For audiobooks, include the narrator and audiobook notation only in specific cases.

An eBook could be formatted in any of the following ways:

In-Text Citation

- Sample 1** According to Hlebowitsch (2005), macrocurriculum and microcurriculum are two levels of curriculum design.
- Sample 2** Curriculum design has two levels, macrocurriculum and microcurriculum (Hlebowitsch, 2005).
- Sample 3** Macrocurriculum embraces “the design of the all-school experience and concerns itself with building-level design factors, including the organization of courses across and within grade levels, school-wide mission features, and school-wide (extra-classroom) experiences” (Hlebowitsch, 2005, p. 9).

Reference Page Citation

Hlebowitsch, P. S. (2005). *Designing the school curriculum*. Retrieved [March 18, 2020](#), from the University of Phoenix eBook Collection database.

Note: For course texts provided by Bookshelf, replace University of Phoenix eBook Collection database with VitalSource Bookshelf. For eBooks available from a public website, provide the URL to the eBook.

Electronic text (eBook) authored by individuals specifically for an Apollo Group subsidiary (e.g., University of Phoenix)

A custom eBook will be labeled as a custom text on the title page and sometimes on the copyright page.

An eBook authored by individuals could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Paul and Elder (2002) indicated that if we create our experience, then we are responsible for our lives.
- Sample 2** We can control our experience (Paul & Elder, 2002).
- Sample 3** Paul and Elder (2002) stated, “For most people, experience is understood as something that ‘happens to them,’ not something they create for themselves” (Chapter 8, p. 131).

Note: In the eBook, you may need to include the chapter to clarify the source.

Reference Page Citation

Paul, R., & Elder, L. (2002). *Critical thinking: Tools for taking charge of your professional and personal life* [University of Phoenix Custom Edition eBook]. Prentice Hall. Retrieved from University of Phoenix, GEN480—Interdisciplinary Capstone course website.

Periodicals (e.g., Journal Articles, Newspapers)

A journal/magazine article

A journal article could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Walker and Schutte (2004) believed that the five areas of team building were not inclusive of all the areas needing attention.
- Sample 2** Not everyone agrees with the five areas of team building (Walker & Schutte, 2004).
- Sample 3** According to Walker and Schutte (2004), “Over time, perceptions of effectiveness and actual effectiveness can build on each other, because teams that are confident of success tend to experience success, which in turn sustains or increases perceptions of efficacy while also building general cohesiveness” (p. 188).

Reference Page Citation

Walker, J. S., & Schutte, K. M. (2004). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorders*, 12(3), 182-192.

A journal/magazine article from an online database with no DOI®

A journal article from an online database with no DOI could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Daniels (2004) included Darden Restaurants on her list of the 50 best companies for minorities.

Sample 2 A list of companies has been singled out as best for minority employees (Daniels, 2004).

Sample 3 According to Daniels (2004), “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’” (para. 5).

Note: No page number was listed in this particular article because of the way the article was written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate the name of the section within the citation: (Daniels, 2004, Methods section, para. 3).

Reference Page Citation

Daniels, C. (2004, June 28). 50 best companies for minorities. *Fortune*, 149(13), 136-146.

Retrieved March 18, 2020, from <http://money.cnn.com/magazines/fortune/>

Note: When no DOI is given, the URL address for the actual journal should be used. However, if the journal requires a subscription to view the article, then you may want to provide the database name you used to access the article from the University Library so that your facilitator can easily locate the article.

A journal/magazine article from an online database—no author

A journal article with no author from an online database could be formatted in any of the following ways:

In-Text Citation

Sample 1 In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite- Aid who is currently in prison for fraud.

Sample 2 *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).

Reference Page Citation

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved March 18, 2020, from

<http://money.cnn.com/magazines/fortune/>

Note: The example above is a magazine article. Include the month or season in the copyright section of the reference entry for magazine articles only (e.g., Fall, Summer, January, March, etc.). The month or season does not need to display in the in-text citation.

A journal/magazine article from an online database with an assigned DOI®

DOI stands for Digital Object Identifier and is an identification record provided by the publisher. If the journal article has a DOI, use the DOI in lieu of providing the URL address to the journal's homepage.

In-Text Citation

- Sample 1** Tzschenteke, Kirk, and Lynch (2004) studied the motivations behind why lodging owners in Scotland made the move to *green* their properties.
- Sample 2** Operational cost reduction was one reason some hotel owners opted to *green* their properties (Tzschenteke, Kirk, & Lynch, 2004).
- Sample 3** This paper “discusses the preliminary findings of a wider study on environmental decision making in the context of owner-managed lodging operations” (Tzschenteke, Kirk, & Lynch, 2004, p.116).

Reference Page Citation

Tzschentke, N., Kirk, D., & Lynch, P. A. (2004). Reasons for going green in serviced accommodation establishments. *International Journal of Contemporary Hospitality Management*, 16(2), 116-124. <http://doi.org/10.1108/09596110410520007>

A newspaper article

A newspaper article could be formatted in any of the following

ways: In-Text Citation

- Sample 1** Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.
- Sample 2** Efforts have been made regarding racial parity (Herron & Miles, 1987).
- Sample 3** The Supreme Court declared, “A company may decide to promote an employee

on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

Reference Page Citation

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *The New York Times*, p. E4.

An online newspaper article

An online newspaper article could be formatted in any of the following ways:

In-Text Citation

Sample 1 McGrath (2007) interviewed some *Oxford English Dictionary* employees about the deletion of hyphens from 16,000 dictionary entries.

Sample 2 The recent article about the deletion of 16,000 hyphens from the *Oxford English Dictionary* explored how hyphens have become unnecessary with many words in modern usage (McGrath, 2007).

Sample 3 McGrath (2007) stated, “The greatest hyphenator ever was Shakespeare (or Shak- speare in some contemporary spellings) because he was so busy adding new words, many of them compounds, to English: ‘sea-change,’ ‘leap-frog,’ ‘bare- faced,’ ‘fancy-free’” (para. 8).

Reference Page Citation

McGrath, C. (2007, October 7). Death-knell. Or death knell. *The New York Times*. Retrieved March 18, 2020, from <http://www.nytimes.com>

Websites and Online Media

A website with no identifiable author

When the content on a website has no identifiable author, use the name for the organization, corporation, or government agency as the group author and begin the entry with the group author. Place the title of the web page in italics if the web page is a report or brochure; otherwise, leave the title without italics. Include the URL address. If the website has no identifiable author, including no identifiable group author, you should use caution in selecting the source for your paper as the source may not be a reliable reference. A website with no identifiable author could be formatted in any of the following ways:

In-Text Citation

- Sample 1** The website for the National Osteoporosis Foundation (2008) has many interesting facts about this debilitating disease.
- Sample 2** Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2008).
- Sample 3** The National Osteoporosis Foundation (2008) stated, “Eighty percent of those affected by osteoporosis are women” (Osteoporosis Prevalence: Gender, para. 2).

Reference Page Citation

National Osteoporosis Foundation. (2008). *Fast facts*. Retrieved March 18, 2020, from <http://www.nof.org>

Tuscan white bean pasta. (2018, February 25). Budgetbytes. Retrieved March 18, 2020, from <https://www.budgetbytes.com/tuscan-white-bean-pasta/>

Note: Italicize the name of the web page or document when it is a long report or study.

Note: The words “Retrieved from” are used before a URL only when a retrieval date is also needed; otherwise, URLs are presented without a label.

Title of page. (Year, Month Date). Site name. Retrieved Month Date, Year, from URL

In-Text Citation

- Sample 4** Subaru of America (2004) makes it easy to compare its Outback with similar cars.
- Sample 5** Subaru currently has five models in its lineup (Subaru of America, 2004).
- Sample 6** According to Subaru of America (2004), “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (para. 1).

Reference Page Citation

Subaru of America, Inc. (2004). *Subaru previews all-new*. Retrieved March 18, 2020, from

<http://www.subaru.com>

A website with an author

A website with an author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Copeland (2003), the adaptation required when minorities enter the workplace is a two-way street.

Sample 2 Diversity is a positive thing in the workforce (Copeland, 2003).

Sample 3 Copeland (2003) stated, “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Managing a Multicultural Workforce, para. 1).

Note: In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section.

Reference Page Citation

Copeland, L. (2003). Managing a multicultural workforce. *California Job Journal*. Retrieved March 18, 2020, from <http://www.jobjournal.com>

In-Text Citation

Sample 4 According to Nix (2004), no definitive national Christmas tree exists.

Sample 5 Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).

Sample 6 Nix (2004) mentioned that “four trees touted to be the nation’s Christmas tree” (para. 1).

Reference Page Citation

Nix, S. (2004). The Amazon and neotropical rainforest. Retrieved March 18, 2020, from <http://forestry.about.com>

Podcasts

Podcasts could be formatted in any of the following ways:

In-Text Citation

Sample 1 In Fogarty's (2007) podcast about the differences between *who* versus *whom*, she provided tips to determine which one should be used in a question.

Sample 2 This podcast explores the confusion of *who* versus *whom*, and the speaker reminds the listeners to use *who* when a person is the subject of the sentence (Fogarty, 2007).

Reference Page Citation

Fogarty, M. (Writer/Speaker). (2007, March 9). *Who versus whom* [Audio podcast]. Retrieved

March 18, 2020, from Grammar Girl's Quick and Dirty Tips for Better Writing

website: <http://grammar.quickanddirtytips.com/who-versus-whom.aspx>

Note: Give the author name or podcaster name first followed by the role in parentheses (e.g., Producer, Writer, Speaker, etc.).

An online video

A video post could be formatted in any of the following ways:

In-Text Citation

Sample 1 In an Internet video, Gore (2008) stated that 68% of the American population believes that human activity is a contributing factor in global warming.

Sample 2 This Internet video about global warming explores the urgency to “organize our response appropriately” (Gore, 2008) to the climate crisis.

Reference Page Citation

Gore, A. (Author). (2008, April). *Al Gore: New thinking on the climate crisis* [Video file].

Available from TED Talks website: <http://www.ted.com/talks/view/id/243>

Note: Give the name of the author/producer/writer/publisher name followed by that person's or entity's role in parentheses. If there is no name to give in the author position, then the entry should begin with the title of the video instead.

Course Materials

Online course materials

Documents (e.g., lecture notes, syllabi, supplemental documents) listed in online course materials could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to University of Phoenix Week Three Supplement (2006), three major steps for analyzing sources exist.

Sample 2 A key question to ask is “Which source is strongest?” (University of Phoenix, 2006, Week Three Supplement).

Reference Page Citation

University of Phoenix. (2006). Week Three supplement: Appendix B. Retrieved [March 18, 2020](#), from University of Phoenix, CRT/205—Critical Thinking course website.

Online forum messages, discussion groups, and newsgroups

An online forum message, discussion group message, or a newsgroup message could be formatted in any of the following ways (Note: Use caution when citing these sources in your academic work as these sources are not available to everyone, are not usually archived, and are not always academic. If a message is accessible for a limited time, then you should not consider it a reliable source.):

In-Text Citation

Sample 1 In Boardman’s (2008) Week Two forum message, he asked the students to answer, “Why do good people do bad things?” (page. 3).

Sample 2 As a follow-up question in the Week Two forum message, students were asked to explore the difference between effective and efficient communication for a scenario involving two scientists and their nontechnical audience (Boardman, 2008).

Reference Page Citation

Boardman, B. (2008, April 15). Week two class notes [Msg. 3]. Message posted to University of Phoenix class forum, MGT/344—Organizational Behavior and Ethical Responsibility course website.

Team Toolkit

Refer to the *Learning Team Toolkit* for information about formatting specific toolkit documents. Access *Toolkit Citations* from the homepage in the *Learning Team Toolkit* for sample reference entries.

Reference Page Citation

University of Phoenix. (2004). Learning team toolkit. Available on the University of Phoenix student/faculty website: <http://ecampus.phoenix.edu> (Retrieved May 10, 2008).

Note: Reference examples for articles contained in the Toolkit can be found by clicking the *Toolkit Citations* link on the home page of the Toolkit. (You'll find it on the left-hand side at the bottom of the list of links.)

Virtual Organizations

Please use the following format to reference information found within the Virtual Organizations:

Apollo Group, Inc. (Latest copyright date). Virtual Organization Name. *Title of web page*.

Retrieved from Course Prefix/Number – Full Course Name course website.

Reference Page Citation Example

Apollo Group, Inc. (2006). Riordan Manufacturing. *Finance & accounting - overview*. Retrieved from CIS/319 – Computers and Information Processing course website.

Simulations/Course Multimedia

Simulations or multimedia could be formatted in any of the following

ways: In-Text Citation

Sample 1 In the University of Phoenix simulation (2004), students are allowed to apply theory to practice.

Sample 2 A situation providing a dilemma regarding confidentiality allows us to apply theory to practice (University of Phoenix, 2004).

Sample 3 This simulation states, “The three possible candidates all have strengths and weaknesses for this position” (University of Phoenix, 2004).

Reference Page Citation

University of Phoenix. (2004). Keeping information confidential [Multimedia]. Retrieved March 18, 2020, from University of Phoenix, COM525—Advanced Communications Management course website.

Miscellaneous

An online dictionary (and an online encyclopedia)

An online dictionary entry or an online encyclopedia entry could be formatted in any of the following ways when there is no author or editor:

In-Text Citation

Sample 1 A *caucus* (n.d.), according to the *Oxford English Dictionary*, is a political party meeting that occurs prior to an election and is used to further the party’s interests.

Sample 2 A “private meeting of the leaders or representatives of a political party” took place yesterday (“Caucus,” n.d.).

Reference Page Citation

Caucus. (n.d.). In *Oxford English dictionary online*. Retrieved March 18, 2020, from <http://www.oed.com/>

Note: If the dictionary and encyclopedia have an author or an editor, follow the formatting for *a website with an author*.

A printed dictionary (and a printed encyclopedia)

A printed dictionary entry or a printed encyclopedia entry could be formatted in any of the following ways when there is no author or editor:

In-Text Citation

Sample 1 *Exorbitant* (2007), as defined in *Merriam-Webster’s Collegiate Dictionary*, has a

similar meaning to *excessive*.

Sample 2 *Exorbitant* (2007) is defined as “exceeding the customary or appropriate limits in intensity, quality, amount, or size” (p. 439).

Reference Page Citation

Exorbitant. (2007). In *Merriam-Webster’s Collegiate dictionary* (11th ed.).

Merriam-Webster.

Note: If the dictionary and encyclopedia have an author or an editor, follow the format for *a book with one author or an edited book*.

A classical work (e.g., the Bible, Greek or Roman works)

A classical work could be formatted in any of the following

ways: In-Text Citation

Sample 1 In the *Iliad*, one fighting scene is described in an epic simile that refers to the fighting as tanners playing a tug-of-war with a bull’s hide (Homer, trans. 1990).

Sample 2 In one section of Homer’s *Iliad* (trans. 1990), the fighting is compared to tanners who tug on a bull’s hide “stretching hard / till the skin’s oils go dripping out as the grease sinks in” (17:453-454).

Note: State either the translation or the version in the in-text citation for the first instance.

Reference Page Citation

No reference page entry is necessary for a classical work.

Microsoft® PowerPoint® presentations

References to Microsoft PowerPoint presentations can take two forms:

PowerPoint as a presentation

PowerPoint as an online presentation

PowerPoint as a presentation

Sometimes it is necessary to reference a PowerPoint presentation you have seen, either by itself or as part of a longer presentation. If the presentation cannot be retrieved by the general reader, cite the PowerPoint as a personal communication only within the text.

In-Text Citation

Sample 1 According to a PowerPoint presentation in the GEN 380 class (2006), the streets in Toronto are cleaner than the streets in New York.

Sample 2 The streets in Toronto are cleaner than the streets in New York (GEN 380, personal communication, September 3, 2006.)

Note: If the name of the presenter is known, use the first initial and last name of the presenter instead of the name of the class, as follows:

(G. Smith, personal communication, September 3, 2006).

Sample 3 According to a PowerPoint presentation in the GEN 380 class, “Compared to New York City, Toronto’s streets are free of litter, graffiti, and garbage” (personal communication, September 3, 2006).

Note: In a personal communication that is not written, do not use page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

PowerPoint as an online presentation

An online PowerPoint presentation can be formatted in any of the following

ways: In-Text Citation

Sample 1 According to a PowerPoint presentation from the National Security Council (2007), the United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein.

Sample 2 The United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein (National Security Council, 2007).

Sample 3 According to a PowerPoint presentation from the National Security Council (2007), “Winning in Iraq will not end the War on Terror, but it will make success in the War on Terror much easier” (slide 3).

Reference Page Citation

National Security Council. (2007, January). *Highlights of the Iraq strategy review*

[PowerPoint slides]. Retrieved March 18, 2020, from

<http://www.whitehouse.gov/nsc/iraq/2007/iraq-strategy011007.pdf>

Personal communication

Sources that the general reader cannot access should be cited as a personal communication. This can include information from interviews, emails, newsgroups, letters, memos, lectures, and Microsoft® PowerPoint presentations.

A personal communication is cited only within the text because items in the reference list at the end of the essay are reserved for sources that can be retrieved by the reader.

In-Text Citation

Sample 1 According to Smith (personal communication, September 3, 2006), pit bulls are no more dangerous than German shepherds.

Sample 2 Pit bulls are no more dangerous than German shepherds (G. R. Smith, personal communication, September 3, 2006.)

Sample 3 Smith stated, "Pit bulls are no more dangerous than German shepherds" (personal communication, September 3, 2006).

Note: In a personal communication that is not written, such as an interview, do not use page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

Software

(Note: Reference-page citations are not needed for common software programs such as Microsoft Excel or Adobe Photoshop. For specialized software, though, provide a reference citation and include the version number when you mention the software in the body of your paper.)

Software could be formatted in any of the following ways:

In-Text Citation

Sample 1 The topographical data (see Figure 2) was modeled in Quantum GIS (Version 1.7.0).

Sample 2 Quantum GIS (Version 1.7.0), an open-source program, was used to produce the grid of city utility services.

Reference Page Citation

Quantum GIS. (Version 1.7.0) [Computer Software]. Retrieved March 18, 2020, from <http://www.qgis.org>

Television series episode

A television series episode could be formatted in any of the following

ways: In-Text Citation

Sample 1 Interviews on *Frontline* in 2003 showed the complex web of players involved in the rise and fall of WorldCom (Smith & Young).

Sample 2 Collusion between stock analysts and corporate clients was a primary focus of Eliot Spitzer's investigations (Smith & Young, 2003).

Sample 3 The news media, perhaps too simplistically, placed the blame for the dot-com bust directly on Wall Street investors: "If you didn't have Wall Street, you wouldn't have had a bubble because you wouldn't have been able to bring together all the pieces necessary" (Smith & Young, 2003).

Reference Page Citation

Smith, H. (Writer), & Young, R. (Director). (2003). The Wall Street fix [Television series episode]. In D. Fanning (Executive producer), *Frontline*. WGBH.

Referencing figures (e.g., graphs, photographs)

In APA style, the following types of illustrations are considered *figures*: pictures, photographs, graphs, art, drawings, or anything that is not a *table*. Here are some general principles for images retrieved from the Internet:

- For the author, use the photographer's or image creator's name if available or use the name of the organization or corporation.

- If no author information is available, use the title in the author's place.
- For the publication date, if no photo information is included, the last updated date for the website can be used.
- Place the image title in brackets, if provided; if not, create a short description in place of the title and include the figure type.

Reference Page Citation Example

Cable News Network. (2009). [Photograph of President Barack Obama and Vice President Joe

Biden watching the inaugural parade outside the White House] *The 44th President*

Inauguration. Retrieved March 18, 2020, from

<http://www.cnn.com/2009/POLITICS/01/20/obama.inauguration/index.html>

Basic guidelines for formatting citations in the text

1. Place the complete citation within parentheses.
2. Use the words in the first part of the citation exactly as they appear in the References so that the source in the text can easily be located in the References.
3. Use the author's last name and year for the citation: (Smith, 2008).
4. Place the year in the citation, but do not include the month and day.
5. Use only the *last name* of the author, and never include the first name or initials except in a personal communication.
6. Use *et al.* for additional citations of a source with three to five authors: first citation – (Smith, Levy, & Jones, 2008), additional citations – (Smith et al., 2008).
7. Use *et al.* along with the first author in the citation when a source has more than six authors: (Smith et al., 2008).
8. Place the name of a group author (corporations, organizations, and government agencies) first when no individual author is listed in the source.
9. Use the first two or three words of the title of the work when no author is listed: (*Writing Executive Summaries*, 2007) or ("Evaluating a Case Study," 2008). Capitalize all major words of the title.
10. Use *italics* for titles of books, periodicals, movies, television shows, and reports. Use quotation marks for titles of articles, chapters, or web pages.
11. Include the page or paragraph number for a direct quotation: p. or pp. for page numbers, para. for paragraph numbers. You can also use the section heading of the document if needed. It is recommended that you include page or paragraph numbers with your paraphrases.
12. Place any necessary punctuation *after* the final parenthesis of the citation unless it is a block quotation.
13. Never use a URL address in the citation.
14. Cite your work if you are referencing work from a previous document. Refer to the



[Self- Plagiarism](#) section of the [Plagiarism Guide](#) in CWE's Tutorials & Guides.

Basic guidelines for formatting the References page

1. Place the references in alphabetical order in one list. (Do not number references or separate them into categories.)
2. Use periods to separate each major element in the reference: Name, A. (Year). Article title. *Journal Title*, 24(4), 13-16.
3. Include the author's last name and first and middle *initials*: Smith, G. Q. (Always use *initials* instead of authors' first/middle names.)
4. Use ellipses between the sixth and final author's name when the source has more than eight authors: Smith, G. Q., Levy, J., Jones, B., Arthur, N. S., Banks, E., Adam, C., . . . Arnold, A.
5. Place the year in parentheses after the author's name: Smith, G. Q. (2008). If no year is available, put (n.d.) in parentheses. Include the month or season with the copyright for magazine articles (2010, March) or (2011, Summer). Include the month and day for newspaper articles (2009, May 7).
6. Place the name of a group author (corporations, organizations, and government agencies) first when no individual author is listed in the source.
7. Place the title of a book or article first when no author is listed in the source.
8. Capitalize the following elements of the *first title* mentioned in the reference: first word, proper nouns, and the first word after a colon or a dash.
9. Capitalize all major words of the *second title* mentioned in the reference (e.g., journal titles, newspaper titles, book titles)
10. Use *italics* for titles of books, journals, newspapers, movies, television shows, and long reports or studies.
11. Never use quotation marks or italics for article titles.
12. Include a retrieval date only for Internet sources that contain content that can change over time, such as Wikis.
13. Use the DOI number for electronic sources rather than the name of a database: doi:xxxxxx. If the document does not contain a DOI number, use the URL of the publisher's home page: Retrieved from <http://www.xxxxxx>. (Do not use periods at the end of a DOI number or URL address.)
14. Include database retrieval information only for sources with limited circulation.
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16. Lead your reader as closely as possible to your source. Not every source will fit the examples in this guide, so you may need to combine elements from more than one option to create your entry. Start with the information you know to create the reference. Typically you will be able to determine who wrote the article, when it was published, the title of the article, and where you located the piece. This will give you a good start to creating the reference and citation. Use the above guidelines to help fill in any gaps once you determine the 4 key pieces of your reference.