PRINT RESOURCES

Book with one author:

Book with more than one author:

(Note: If a book has more than 6 authors, list only the first one on the title page, followed by et al. (Latin for “and others”). If the Marketing book had 7 authors, you’d list it as: Kerin, R.A., et al. (2006). *Marketing* (8th ed.). New York: McGraw-Hill.

Book with an editor:

Something taken from an anthology (a collection of pieces):

Encyclopedia article with an author:

Encyclopedia article with no author: (Start with the title.)

Newspaper article: (Start with the title if there is no author.)

Magazine article: (Start with the article’s title if there is no author.)
**Journal article:**

**ELECTRONIC RESOURCES**

**Article from an electronic database:** (Write the reference as you would a hard-copy source. According to the APA Publication Manual, database information is not necessary, unless the source is only likely to be found in an archival database (e.g. JSTOR or ERIC). However, if a DOI is available, it should be included.)


Jones, J.J. (2009). How to do APA citation. *Journal of Citation, 2*(5), 22-34. doi: 10:1234567

**Information from a web site:** (If there is no author, start with the title of the page from which your information is taken. If no date of last update, use (n.d.)—no date.)


**Online lecture notes:** (Include the format of the source in brackets.)


**In-Text Citations (Using References in Your Document)**

Here are six handy guidelines for referring to research material in your paper:

1. First, if you wonder whether you should include a citation or not, include it! It’s better to be safe than sorry. Anything that did not originate in your own brain needs to have a citation showing where you got the information.
2. When you are paraphrasing or summarizing the ideas of a source without using the exact wording, you need to include the last name of the writer and the year. 
   *Example:* (Votaw, 2006).

3. If you are using the exact words of a source in your paper, you must put the exact wording in quotation marks [“ “] and include the last name of the writer, the year, and the page number. *Example:* (Votaw, 2006, p. 18).

4. If your source does not have an author, use the first few words of the title instead of the last name. Your in-text citation needs to link up with the end reference, so whatever that starts with is what you use when you refer to it in your paper. *Example:* For the encyclopedia article entitled “Competency to stand trial,” you would use (Competency, 2002, p. 219).

5. If you have a web source with no page numbers, you can use the paragraph number instead. *Example:* Whole Foods Market has a health information disclaimer on their web site that contains the following wording: “Consult your own physician regarding any opinions or recommendations with respect to your symptoms or medical condition” (Health info, 2006, para. 1).

6. If your source has no date, use (n.d.), which stands for “no date.” *Example:* According to the North Texas Food Bank’s “Hunger fact sheet” (n.d.), the number of people using food banks has more than doubled since 2001.

**Three ways to cite sources properly:**

First, create your bibliographic entry for the References page. Then you can choose between these three ways to cite that entry:

1. *Making the author and date part of the sentence:*
   As Bennett and Miles (2006) show in their article “Second in command,” the COO of a company is often overlooked.

2. *Saving everything for the end of the summary:*
   The COO of a company is often overlooked (Bennett & Miles, 2006).
3. *Using a direct quotation:* (Choose the option that works best for your sentence. They all contain the three necessary items.)

Bennett and Miles point out that “When you start to examine COOs as a class, one thing immediately becomes clear” (2006, p. 72).

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**There are different ways to refer to a source in your paper. As long as you have all the required information, choose the one that works best in your paragraph.**