

Book of quotations

Entry heading. (year). In Editor(s) (initial(s) then last name) (Ed(s)),
Title of book (page(s)). Place of publication: Publisher.

(Note: "Author" refers to the author of the book, not the person quoted.)

Mortality. (2009). In P. D. Hurt (Ed.), *Best-loved quotes* (p. 468). Atlanta, GA: Heritage.

Edition other than the first

Author(s) (last name, initial(s)) (year). *Title of book* (edition information.). Place of publication: Publisher.

McMann, Q., Kempe-Maddox, T. D., & Chiasca, L. (2009). *Bewitched: The psychology of love* (Rev. 6th ed.). Hilo, HI: Island.

PERIODICAL ARTICLES (JOURNALS, MAGAZINES, & NEWSPAPERS FROM PRINT SOURCES)

(Note: Add a DOI to the citation if any is provided by the publisher.)

Article in a magazine

Author (last name, initial(s)) (year, month day). Article title. *Title of Magazine*, volume number(issue number) (if any), page number(s).

Dinno, A. (2009, March). Volcanoes: Their evolution and chemistry. *Discover*, 6(4), 146-150, 180.

(Note: Use complete date including day if given. Do not abbreviate months.)

Article in a journal paginated by volume

Author (last name, initial(s)) (year). Title of article. *Title of Journal*, volume number, page number(s). doi (if any)

Hunter, R., & Cartman, S. (2009). The family in crisis. *Journal of Marriage and the Family*, 55, 185-204. doi: 10.2347/564598321

Article in a journal paginated by issue

Author (last name, initial(s)) (year). Title of article. *Title of Journal*, volume number(issue number), page number(s). doi (if any)

Epstein, L. (2009). Obesity and personality. *Science*, 34(2), 30-38.

Article in a daily newspaper

Author (last name, initial(s) (if available)) (year, month day). Title of article. *Name of Newspaper*, page number(s). (use pp.)

North, A. (2009, April 30). College counts in careers. *The Oregonian*, pp. A1, A17.

(Note: Use a complete date including day if given. Do not abbreviate months.)

OTHER WORKS**Personal communication**

Personal communications such as interviews, email, etc., are not cited in the references list. Cite in-text only.

Review of a book

Author (last name, initial(s)) (date (use format for the type of periodical in which the review is located)). Title of review (if any) ["Review of the book" *Title of book*, by book author (initial(s) then last name)]. *Title of Periodical*, volume number(issue number) (if applicable), page number(s) (use format for the type of periodical in which the review is located). doi (if available)

Stanley, M. (2009). New book continues controversy [Review of the book *The new science of evolution: Update*, by H. Byatt]. *Science Review*, 240(25), 31-34. doi:10.4122/1705220

DVD

Name of producer (Producer). (year). *Title of DVD* [DVD]. Available from Web site of producer or distributor

Anabeck System (Producer). (2009). *Marketing your own small business: Tips from the pros* [DVD]. Available from <http://www.anabeck.com>

Electronic sources

For electronic sources, please refer to Library handout, *Documenting Electronic Sources: APA Style*, which is available at the Library or on the Library homepage (www.carrollcc.edu/library).

Library & Media Services**Information/Reference**

Help is provided in finding information, topic selection, research, locating materials, use of equipment, and use of bibliographic formats.

Interlibrary Loan

Assistance is provided for locating and obtaining information or material from other libraries.

Library Instruction

Faculty members may request instruction in the use of the Library and its resources for their classes. Library tutorials are available on the Library homepage.

Media Hardware and Software

Faculty members may book equipment and software for classroom use.

Photocopying

Self-service photocopying is available in the Library.

Other Publications from the Library

Documenting Electronic Sources: APA Style

The Research Paper: A Step by Step Guide

Plagiarism: What Is It & How to Avoid It

Faculty Services

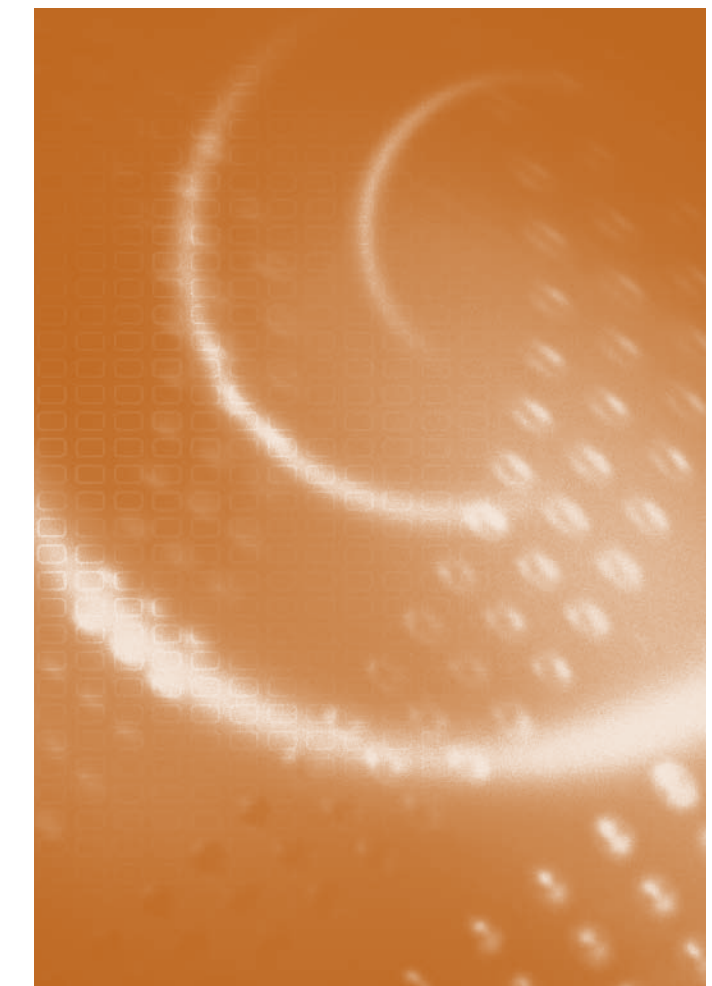
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Documenting Sources: APA Style

For Print and Other Non-Electronic Sources



Documenting Sources: APA Style

For Print and Other Non-Electronic Sources

The purpose of citing sources is to identify the origin of the ideas, quotations, illustrations, etc. that you use in your work and to enable another reader to find the source itself. Anything that is not documented should be either your own idea or common knowledge.

Carroll Community College courses require the use of either the Modern Language Association (MLA) or the American Psychological Association (APA) format to document your research. Professionals in the humanities (English, history, philosophy and the arts) usually use the MLA style. APA style is preferred for publications in mathematics, science, and social science courses. Your instructor will usually tell you which style to use.

The APA style used at Carroll Community College requires a brief reference in parentheses in the text of the paper at the location of the material to be documented (called in-text or parenthetical documentation) and a list of full references on the last page (the references list).

The easiest time to document sources is when you are actually handling them for the first time. Decide what type of resource you are using and then follow the examples below if applicable. Be sure to get all the information you need. For books, the information you need is usually on the front and back of the official title page inside the book. For periodicals, the information can be found in the citation from a database or from the periodical itself.

The most common types of sources are illustrated below but for explanations and examples of more complicated sources, please refer to the *Publication Manual of the American Psychological Association* or your English textbook. For electronic sources, please refer to the Library handout, *Documenting Electronic Sources: APA Style*, available in the Library or from the Library homepage. Nearly all source examples in this pamphlet are fictional. Library staff will also be happy to advise you about documentation; however, for a specific assignment your instructor is the final authority.

In-text Documentation Format

Documentation in the text is given so the reader can locate the full citation for the quotation or paraphrase in the references list. The basic in-text citation for a paraphrase includes the author(s) and date of publication. The author(s) and date appear either in the sentence itself (a signal phrase) or at the end of the sentence in parentheses (called parenthetical citation). For quotations, the author and date are normally included in the signal phrase and a page number is added at the end of the quotation. If no indication of length is given in the source itself, use paragraph numbers instead. See the APA manual for examples of two or more works by the same author, three or more authors, unknown author, etc.

FORMAT FOR PARAPHRASES

Basic in-text citation with author signal phrase

Signal phrase with author's last name (year), summary or paraphrase.

According to Franz and Light (2009), researchers concluded that funding for additional longitudinal studies was an objective worth pursuing.

Basic in-text citation with author's name in parentheses

Summary or paraphrase (author's last name, year).

Researchers concluded that funding for additional longitudinal studies was an objective worth pursuing (Franz & Light, 2009).

Personal communication

Person-to-person communications, such as interviews, letters, e-mail, etc., are documented by in-text citation only, using the initials and last name of the source, and date upon which the communication took place.

F. Moore (personal communication, January 4, 2009) has said that funding for the program will continue for at least another year.

Secondary source (source within a source)

Smith has noted several discrepancies in twin studies of the past (as cited in Ernst, 2009).

FORMAT FOR QUOTATIONS

Signal phrase including author's last name (year) "quotation" (page number (preceded by "p.")).

According to Smith (2009), some researchers are now "questioning the validity of twin studies of the past" (p. 25) and so the controversy will continue.

(Note: For quotations of 40 or more words, use block format. See APA manual for details).

Book of quotations

As philosopher Camille Belden said, "Life is short no matter how long you live it. Almost no one thinks their life is long enough" ("Mortality," 2009, pp. 468-469).

References Format

General Formatting Tips:

A references list should be double spaced. Each citation in the list should be alphabetized by author. If no author, alphabetize by the first word of the title other than *A*, *An*, or *The*. Author names should follow this format: last name first, then a comma followed by the first initial of the first name and initials of succeeding names.

Single space after punctuation, including periods and colons. Capitalize only the first word of the titles and subtitles and all proper nouns. (Does not apply to periodical titles where all main words are capitalized.) Source titles such as book and periodical titles are italicized.

If no date can be found in the source, use (n.d.) in the citation. For sources within a source, cite only the secondary source, not the original source in the references list. For publication location, list city and two-letter state abbreviation. For cities outside of the U.S., use the city and country. If a DOI (digital object identifier) is available, it is normally included at the end of the citation. DOIs may be issued by scholarly publishers. DOIs which carry over onto the next line should be divided at the punctuation with the punctuation beginning on the subsequent line.

BOOKS

Book by a single author

Author's name (last name, initial(s)) (year). *Title of book*. Place of publication: Publisher.

Hook, L. A. (2009). *The digital divide: A brief history*. New York, NY: Tapestry.

(Note: Only the first word of the title and subtitle are capitalized.)

Hook, L. A. (2009). *The digital divide: A brief history*. doi: 10.1095/3714925821

(Note: This is an example of a printed book issued with a DOI.)

Book by two to seven authors (Include all names.)

First author's name (last name, initial(s)), other author's name(s) (last name, initial(s)) (year). *Title of book*. Place of publication: Publisher.

Shifren, J., Baldwin, D. F., Justis, R., & Grizzle, H. (2009). *Plant life of the world's forests*. Reading, IA: Jameson.

Book by more than seven authors

(Note: The first six authors should be listed. Leave out any additional author's names after the sixth author's name except for the last author. Insert an ellipsis to indicate the missing authors.)

First author's name (last name, initial(s)), next five author's name(s) (last name, initial(s)),...last author's name (last name, initials(s)) (year). *Title of book*. Place of publication: Publisher.

Johnson-Venti, S. A., Wayne, Z., Branson, J., Langley, M., Jr., Chatsworth, E., Grodsky, V.,...Adonti, R. (2009). *Teaching as a career: A way of life*. Baltimore, MD: Educational Horizons.

Book by a corporate author

(Note: When an organization is both the author and the publisher of a given work, give the publisher's name as "Author.")

Organization. (year). *Title of book*. Place of publication: Author.

Taylor Confectionaries. (2009). *Coconut creams: A candy lover's dream*. Chicago, IL: Author.

Book by an unknown author

Title of book. (year). Place of publication: Publisher.

Guilford's new world atlas (10th ed.). (2009). Los Angeles, CA: Streamline.

Government publication

Name of top level agency responsible for document, Sub-agencies. (year). *Title of document* (Edition number (if any)). Place of publication: Publisher.

U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Mental Health. (2009). *Stress prevention* (2nd ed.). Washington, DC: Government Printing Office.

Work in an anthology

Author(s) of selection (last name(s), initial(s)) (year). Title of selection. In Editor(s) (initial(s) then last name) (Ed(s)), *Title of anthology* (Vol. (volume number) (if applicable), pp. (page numbers) of selection). Place of publication: Publisher.

Casimir, P. R. (2009). Piaget's theories in retrospect. In C. McCullough (Ed.), *Educational theorists* (2nd ed., Vol. 2, pp. 282-292). Taneytown, VT: Jones.

Entry in an encyclopedia or dictionary

Author of entry (last name, initial(s)) (year). Entry heading or article title. In Editor(s) (initial(s) then last name) (Ed(s)), *Title of encyclopedia or dictionary* (Vol. (volume number), pp.(page number(s))). Place of publication: Publisher.

(Note: Authors for individual articles are often acknowledged at the end of the article. For initials, locate author key.)

(Note: If the article has no author, begin the reference with the article title and publication date.)

Ord, C. (2009). Market research. In K. Wilkinson (Ed.), *Encyclopedia of marketing* (Rev. ed., Vol. 3, pp. 501-509). London, England: Quarry.