

**OCLS APA 7e Guide:****Based on the *Publication Manual of the American Psychological Association*, 7th ed.**

Online Campus Library Services

Indiana Wesleyan University

Updated April 17, 2024

**Author Note**

This guide is based on the *Publication Manual of the American Psychological Association* (7th ed.). For discrepancies between this guide and the *Publication Manual*, defer to the *Publication Manual of the American Psychological Association* as the authority.

## Table of Contents

Academic Writer™ .....	5
Writing Your Paper .....	5
Getting Started .....	5
Creating an Outline .....	6
Formatting Your Paper .....	6
General Format for an APA 7th Edition Student Paper .....	6
Title Page .....	6
Abstract .....	7
Body of the Paper .....	7
References List .....	7
Tables, Figures, Appendices .....	8
Citing Sources in-text .....	9
Plagiarism .....	9
In-text Citations .....	10
Secondary Sources .....	15
Lists or Seriation .....	15
Headings .....	16
Credibility in Using Sources, e.g., Wikipedia .....	17
Biblical Entries or Classical Works .....	18
References - Bible Gateway, New International Version (NIV): Reference .....	18
References - YouVersion Bible App (Religious Work, will be referenced as an App) .....	19
Sources Needing Only an In-text Citation .....	20
Personal Communications .....	20
Numbers in APA .....	20
Using URLs .....	20
Creating the References .....	21
Using the Cite Feature in the Library Databases .....	21
General Formatting Tips for APA References and In-text Citations .....	21
Most Commonly Used References .....	23
References - Books .....	23
References - Book Chapter from a Collection of Works by Various Authors .....	23
References - Book Review .....	24
References - Brochure .....	24
References - Dictionaries, Encyclopedias, and Other Reference Works .....	25
References - eBooks (Including Kindle Books without Page Numbers) .....	25
References - eTextbook Courseware .....	26
References - In Press Article .....	27
References - Journal Article, Published as Advance Online Publication .....	28
References - Journal/Periodical Articles .....	28
References - Journal/Periodical Articles With an Article Number .....	29
References - Journal/Periodical Articles With a DOI .....	30
References - Journal/Periodical Articles Without a DOI, From a Non-Database Source. ....	31
References - Magazine Articles from a Subscription-Based Library Database .....	31
References - Newspaper Article from a Subscription-Based Library Database .....	32

References - Online Magazine Articles Not from a Database .....	32
References - Online Newspaper Article .....	33
References - Reference Book Article, with an Author of the Article .....	33
References - Reference Book Article, with an Edition and Volume .....	33
References - Technical Reports, Research Reports, Non-Newspaper or Journal Articles .....	34
References - Theses and Dissertations, Published .....	35
References - Theses and Dissertations, Unpublished .....	35
References - Webpage from a Larger Site with a Corporate or Group Author .....	35
References - Webpage from a Larger Website with an Individual Author .....	36
References - Webpage from a News Website.....	36
Other Reference Examples: .....	37
References - Annual Company Report (taken from the company website) .....	37
References - Blog Comment .....	37
References - Blog Post.....	37
References - CINAHL Evidence-Based Care Sheets .....	38
References - Court Decisions.....	38
References - Company Form 10-K.....	38
References - ERIC Documents .....	39
References - First Research Industry Reports.....	40
References - Fitne Nurse Theorists Video Collection .....	40
References - Government Website .....	40
References - Images/Photographs/Clipart.....	41
References - Industry Market Report (from EBSCO Business Source Complete) .....	42
References - Industry Medtrack Report (from EBSCO Business Source Complete).....	42
References - Infographic.....	42
References - Legislation, Statutes, and Regulations .....	43
References - Marketline Company Profiles (formerly called Datamonitor) .....	43
References - Market Share Reporter (Online Edition) .....	43
References - Mobile App .....	44
References - Motion Picture .....	44
References - Music Recording.....	44
References - Opposing Viewpoints in Context (Viewpoint Article) .....	45
References - Podcast .....	45
References - Posts (from X) [Formerly called Tweets (from Twitter)] .....	46
References - PowerPoint Slides .....	46
References - Software .....	46
References - Stat Pearls – From Network of the National Library of Medicine (NNLM) Site	46
References - Stat Pearls – From Stat Pearls Site.....	47
References - Student Paper .....	47
References - SWOT Analysis .....	47
References - TED Talk .....	48
References - TED Talk from YouTube .....	48
References - Television Show, One Time Occurrence .....	49
References - Translated Book (or Article).....	49
References - TREN document (Theological Research Exchange Network) .....	50
References - UpToDate™ App.....	50

References - UpToDate™ database.....	51
References - UpToDate™ -- Lexicomp™.....	51
References - Video.....	52
References - Video from Library Video Databases, e.g., Alexander Street Press; Films on Demand, KANOPY, etc.....	52
References - YouTube Channels .....	53
References - YouTube Videos .....	53
University Specific Reference Examples: .....	54
References - Course Supplemental .....	54
References - Lecture from a Class .....	55
References - Skyepack OER.....	55
References - Student Handbook (IWU publication).....	56
References - Syllabus.....	56
References - University Catalog .....	57
Creating a Reference to ChatGPT or Other AI Models and Software.....	57
References - Text Created by ChatGPT in Research.....	57
PowerPoint™ Presentations and APA.....	58
Formatting Tables .....	61
Formatting Figures.....	62
Getting Help with APA.....	64
Sample Formatting with APA Writing Helps.....	64

## APA 7e Guide

Based on *Publication Manual of the American Psychological Association, 7th ed.*

### Academic Writer™

Academic Writer™ is the word processing software tool created by the American Psychological Association (APA). Online Campus Library Services (OCLS) pays for the subscription to this resource. Academic Writer™ has several areas:

- **Write** – Allows the user to create, save, and continue editing papers. The Write area requires an additional username/password. The user creates their user name and password. The Write area is available only to the user; it is the user's personal space.
- **References** – Use this area to access fill-in-the-blank templates to create and save References.
- **In-text citations** – Use the citation function to insert properly formatted in-text citations into your paper.
- **Learn** – Quick Guides, Tutorials, References examples, paper examples, Tables, and Figures examples are all available in this area.

OCLS highly recommends students use Academic Writer. The software takes the stress out of APA format both for the paper as a whole and individual in-text citations. Users still have to know when to cite their sources and use the software to place in-text citations in Academic Writer. Academic Writer formats references in APA 7th Edition Style, as long as users enter the information correctly.

Although there are two ways to access Academic Writer, OCLS recommends the Brightspace options below to access Academic Writer.

- Option 1: Go to your current Brightspace course. Scroll along the right-hand side of the page and find the **Tools for Success!** widget. Click the Academic Writer button.
- Option 2: Go to your current Brightspace course. Click on Content (from the top toolbar). Next, click on Course Dashboard (left side), and then click on IWU Resources. Now, click on the Academic Writer link.
  - The first time you click the Academic Writer button or use the IWU Resources link, you must create a personal account for Academic Writer™. Once you have created your account, use either of these options. Brightspace will connect right into the Academic Writer interface.

### Writing Your Paper

#### Getting Started

- Write from an outline or a concept map.
- The first draft should be a rough form of the paper. Return to the paper a day or two later to write the final draft.
- Use the spell check option in your word processing program.
- Use Grammarly, free to IWU N&G students (<http://www.grammarly.com/edu>).

- Consider having a friend proofread your paper.

### Creating an Outline

The APA Publication Manual **does not** provide instructions for formatting or creating an outline, but your instructor may request that you include an outline with your paper. When asked to create an outline in APA style, we recommend using the word processor function. Use an accepted font and double space.

## Formatting Your Paper

### General Format for an APA 7th Edition Student Paper

- **If you choose not to use Academic Writer, then use the following tips for formatting your paper.**
- **Students should follow instructor or university guidelines on which title page format (Professional Title Page or Student Title Page) to use when writing papers. The information below reflects the Student Paper format.**
- 8 1/2 x 11 paper.
- Double-space (everything).
- Set the margins at 1-inch on all four sides. (This is a default setting for Word).



- Use only left justify.
- Allow your computer to move automatically to the following line unless starting a new paragraph. Computers allow word wrapping.
- **APA 7th Edition allows writers to use different fonts and sizes: 12-point Times New Roman, 11-point Arial, 11-point Calibri, 11-point Georgia, 10-point Lucida Sans Unicode, or 10-point Computer Modern are accepted fonts for Professional and Student papers.**
- Number pages in sequence (1, 2, 3...) starting with the Title Page.
- Write papers using active voice whenever possible. Choose nouns and verbs that clearly express your ideas to inform better or persuade the person reading your paper.
- Academic writing uses a medium to formal tone. When you write your paper, do not use slang, jargon, or contractions (I'll, shouldn't, and so on).

### Title Page

- Center the title in the upper half of the title page, three to four (3-4) lines down from the top margin.
- Type the paper title **in bold print**.
- Place the page number in the upper right-hand corner at the 1-inch margin from the right edge of the paper; 1/2 inch from the top of the page. Paging starts with page 1 on the title page and continues throughout the paper.
- Include the full paper title **in bold print**. Use your Enter or Return key to create a blank line between the title and your name. On the next line, type your name. Type the university name on the next line. Type your course number and course name (example - GEN 111: Foundations of Lifelong Learning). Type your instructor name on the

following line. Next, type the assignment due date. These lines are typed in Title Case (capitalize all important words or words longer than four letters).

- Additionally, you may add the [IWU Academic Honesty Statement](#) per your program and instructor requirements.
- Double-space and center all of these lines side to side.

### Abstract

- An abstract generally is not required for student papers. Check with your instructor.
- If your instructor requires an Abstract, the Abstract is the second page of your paper after the title page. It is a separate page from the title page.
- Center and type the word **Abstract** in bold print at the top of the page.
- There is no paragraph indenting for the abstract paragraph.
- The abstract uses a block paragraph format (no indenting). The abstract should be between 150-250 words and is a summary of the paper's contents.

### Body of the Paper

- On the first page of text (page 2 if no abstract; page 3 if there is an abstract), type the paper's full title, centered, **in bold print**, on the first line available to type in the main body area of the Word page. Type the title in Title Case, a combination of upper/lower case letters. Capitalize all main (important) words, proper nouns, and any other words of four letters or more.
- Double-space throughout the body of the paper.
- **APA 7th Edition Style uses one (1) space following punctuation marks such as periods, question marks, exclamation marks, or any other punctuation marks at the end of the sentence.**
- **Type one (1) space after commas, colons, or semicolons.**
- Do not include spaces after abbreviations (e.g., U.S.) or after ratios (1:4) or Bible verses (*King James Bible*, 1611/2017, Song of Solomon 8:6).
- Any information written in the body of the paper that is not an original thought or idea ***must*** include an in-text citation. Put an in-text citation in the body of the paper where the information is used. (See the section **Citing Sources In-text** for examples and a fuller explanation). Except for personal communications, traditional knowledge, or oral traditions, all sources ***must*** have a matching entry in the References list at the end of the paper.
- Enter a page break (using your computer or word processor) at the end of the written portion of the paper so that the References page starts on a new page.

### References List

- Start the References list on a new page. Insert a page break at the end of the body of your paper to keep **References** at the top of a new page.
- You ***must cite*** any source listed on the References page in the body of the paper.
- List references in alphabetical (ABC) order.
- Type the word **References** in bold print and upper and lowercase letters. Center the word **References** at the top of the page. Type **References** (plural, with the letter s) even if your paper only has one source.

- Double-space all References list entries. Use only one space after a punctuation mark.
- Use hanging indent format.
  - *A hanging indent is where the first line of each reference is aligned flush with the left margin and each subsequent line of the reference is indented a half-inch.*
  - Below is what a hanging indent looks like:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

American Psychological Association. (2021). *Academic Writer* [Software].  
<https://academicwriter.apa.org>

### Tables, Figures, Appendices

- Some papers necessitate additional explanatory information that fits better at the end of the paper rather than in the paper. This information follows immediately after the References page.
  - Tables – start each table on a new page; type the table number and title above the table.
  - Figures – start each figure on a new page; type the figure number and title above the figure.
  - Appendices – Start each appendix on a new page.
- Label each item sequentially, e.g., Table 1, Table 2, or Figure 1, Figure 2, Appendix A, Appendix B, etc. If your paper has one appendix, label it Appendix.
- In a shorter paper, or per instruction from your faculty, you may want to insert figures in the body of your paper where you discussed the information rather than at the end of the paper.
- Formatting for tables and figures is discussed in the section **General Paper Formatting, Formatting Tables and Figures**.



## Citing Sources in-text

### Plagiarism

- Plagiarism is defined as using someone else’s ideas, concepts, facts, illustrations, graphics, etc., as if they were your own. No credit is given to the original author of the materials used. If you are not sure if you need to cite and reference information, ask yourself these two questions: “Where did I get my words?” and “Where did I get my ideas?” If the answers to these questions are another source, cite and reference that source.
- APA is one of several scholarly writing systems or styles that give writers ways to use ideas, concepts, facts, illustrations, graphics, and other sources appropriately and correctly in their writing.
- A video explaining how to avoid plagiarism and self-plagiarism is available on the Academic Writer™ site: [How to Avoid Plagiarism and Self-Plagiarism](#)
- Think of APA as your insurance policy against plagiarism. Students sometimes use these concepts, may even paraphrase them, and hope they do not get caught. The problem with the penalties of plagiarism is not that someone else uses the content but that proper credit is not given to the original source. Citing sources in the text and including a References list entry at the end of the paper gives the student a method to use whenever they choose to quote or paraphrase from another source.
- Quoting (word for word from the original source) or paraphrasing (restating the original source in your own words) requires an in-text citation. Here are two methods that students can use for this illustrated source:

Otani, K., Herrmann, P. A., & Kurz, R. S. (2011). Improving patient satisfaction in hospital care settings. *Health Services Management Research*, 24(4), 163-169.

<https://doi.org/10.1258/hsmr.2011.011008>

- Quoting:
  - “Their professional norms focus on the quality of care that they provide and the need to continuously improve it” (Otani et al., 2011, p. 168).
  - Otani et al. (2011) emphasized: “their professional norms focus on the quality of care that they provide and the need to continuously improve it” (p. 168).
- Paraphrasing:
  - **Parentetical citation:** Nursing, by its very nature, emphasizes the care that is given to patients and the need continually to look for ways to better that care (Otani et al., 2011).
  - **Narrative citation:** Otani et al. (2011) stated that nursing, by its very nature, emphasizes the care that is given to patients and the need continually to look for ways to better that care.
- The original content of the article was used, and credit was given to Otani, Hermann, and Kurz. By looking in the student’s References list, the reader could quickly determine which entry the student used if they cared to find the source.
- Proper citation leaves no doubt in a reader’s mind which source originated the concepts, phrasing, or experiences the document expressed.

- Students sometimes think they have done their due diligence when an in-text citation is attached at the end of a paraphrase containing multiple sentences. However, doing this can confuse the reader about what information came from the student and what information came from the cited source. Students should provide a citation for each applicable sentence. Another option is to start a multi-sentence paraphrase with wording that tells the reader what follows comes from the cited source. An example of this might be: Jones (2012) developed the theory of XYZ based on the following four concepts. The first concept is . . . .
- **APA 7th Edition Style lets writers omit the publication date from citations when the writer cites *the same source* in a single paragraph.** Include the author’s name(s) as part of each sentence in the paragraph to indicate any sentence with information taken from the source.
- These explanations underscore the need for properly quoting or paraphrasing materials to avoid plagiarism or self-plagiarism. The next section on In-text Citations explains and provides examples for the proper format of quotes and paraphrases.

## In-text Citations

### Direct Quotations

- You are quoting a source (also called a direct or word-for-word quotation) when you take the words *exactly as they appear* in the source.
- Set off the quotation with quotation marks (less than 40 words)
- Use an indented block quote (40 or more words)
- An in-text citation for a direct, word-for-word quotation must include the author (or title if no author), copyright date, page number(s)/paragraph number(s), or section title.
  - **Parenthetical citation example:** “Sentence of quoting from a source” (Wilson, 2010, p. 34).
  - **Narrative citation example:** Wilson (2010) emphasized the “sentence of quoting from a source” (p. 34).
- You do not need to include a page number(s), paragraph number(s), or section title(s) for a paraphrase. However, APA considers it courteous to do so.
- The first time you use a source within a paragraph, the author, date, and location information is given. **Suppose that the same source is repeated within the same paragraph with no other intervening source used. In that case, you can omit the date if the format for the in-text citation is as follows:** Almay and Lockerby (2007) pointed out . . . Almay and Lockerby speculated. . . . If the parenthetical format for an in-text citation is used, repeat the author and date information for all in-text citations. Example: (Almay & Lockerby, 2007).
- Examples of ways to cite a direct quotation (less than 40 words):
  - According to Franco et al. (2017), in “this model, cognitive processes undergo a process of development” (p. 717).
  - In 2017, Franco et al. noted that in “this model, cognitive processes undergo a process of development” (p. 717).

- In “this model, cognitive processes undergo a process of development” (Franco et al., 2017, p. 717).  
“[In] this model, cognitive processes undergo a process of development,” according to Franco et al. (2017, p. 717).
    - Franco et al.’s (2017) study concluded that in “this model, cognitive processes undergo a process of development (p. 717).
- Quoting in-text citations for one and multiple authors. Always cite what is in the first position of the References entry.
  - One author
    - **Parenthetical Citation Example:** (Jones, 2010, p. 456).
    - **Narrative Citation Example:** Jones (2010) noted “...” (p. 456).
  - Two authors
    - **Parenthetical Citation Example:** (Smith & Jones, 2009, para. 7).
    - **Narrative Citation Example:** Smith and Jones (2009) acknowledged “...” (para. 7).
  - Three to 20 authors: Use et al.
    - **Parenthetical Citation Example:** (Smith et al., 2009, p. 16).
    - **Narrative Citation Example:** Smith et al. (2009) maintained “...” (p. 16).
    - When creating references, write out author last names and initials for any source having up to twenty authors in the References list.
  - For sources having more than 21 authors:
    - When creating a reference, write out the author’s last names and initials for the first nineteen (19) authors in the order they appear in the source. Then use three ellipsis points and type the last author listed. Here is an example reference for an academic journal article with more than 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., Leetma, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437–471. <https://doi.org/fg6rf9>

- **Parenthetical Citation Example:** (Kalnay et al., 1996, p. 439).
- **Narrative Citation Example:** Kalnay et al. (1996) noted “...” (p. 439).

### *No or Unknown author*

- Use the first few words of the title since the title has now moved to the first position in the References list entry.
- If the title has italics in the References list entry, the in-text citation should also use italics.

- Book with no author: (*Interpersonal Skills*, 2019, p. 5).
- If the references entry title does not use italics, put double quotation marks around the title. Capitalize all significant words. Shorten long titles in the in-text citation. Here is an example:
  - (“Understanding Sensory Memory,” 2018, p. 3)
- Group author
  - In the References list entry, do not abbreviate the group author name.
  - For the first in-text citation, give the name of a group author that persons recognize easily by their abbreviation, followed by the abbreviation. Here is an example:

United Nations. (n.d.). *Universal declaration of human rights*.

<https://www.un.org/en/about-us/universal-declaration-of-human-rights>

- **Parenthetical Citation Example:** (United Nations [UN], n.d., Preamble, para. 1).
- **Narrative Citation Example:** The United Nations (UN, n.d.) noted “...” (Preamble, para. 1).
- If the group name is not easily recognized, or multiple organizations or companies use the same abbreviation, write out the group name in each in-text citation. An example:
- NATO
  - North Atlantic Treaty Organization
  - National Association of Theatre Owners
    - **Parenthetical Citation Example:** (National Association of Theatre Owners, 2000, p. 5).
    - **Narrative Citation Example:** The National Association of Theatre Owners (2000) stated ... (p. 5).

### ***No Page Numbers***

When you directly quote from written material that does not contain page numbers (e.g., webpages and websites, some eBooks), provide another way of locating the quoted passage.

- Provide a paragraph number (count the paragraphs manually if they are not numbered).
  - “The sky is blue” (Smith, 2022, para. 4).
- Provide a heading or section name. Capitalize the title of the heading, followed by the word *section* in lowercase.
  - “The grass is green” (Jones, 2022, Lawn Care).
- Provide a heading or section name in combination with a paragraph number.
  - “Water is wet” (Williams, 2022, H<sub>2</sub>O Essentials, para. 1).

## Paraphrasing

- You paraphrase a source when you take an idea, concept, etc., and restate it using your own words.
  - A paraphrase is not set off with quotation marks.
  - In-text citations for a paraphrase should include the author (or title if no author) and copyright date.
    - **Parenthetical Citation Example:** Information is documented in a writing style (Wilson, 2010).
    - **Narrative Citation Example:** Wilson (2010) recounted that information should be documented in a writing style.
  - You do not need to include a page number(s), paragraph number(s), or section title(s) for a paraphrase. However, APA considers it courteous to do so.
  - A good method of knowing you are paraphrasing is to read the material until you understand it. Place the material aside and write out your paraphrase from memory. It is not likely that you will write it down word for word. Then give the appropriate citation using the examples below.
- Paraphrasing in-text citation for one and multiple authors.
    - One author
      - **Parenthetical Citation Example:** (Jones, 2010).
      - **Narrative Citation Example:** Jones (2010) noted ....
    - Two authors
      - **Parenthetical Citation Example:** (Smith & Jones, 2009).
      - **Narrative Citation Example:** Smith and Jones (2009) acknowledged ....
    - Three or more authors: Use et al.
      - **Parenthetical Citation Example:** (Smith et al., 2009).
      - **Narrative Citation Example:** Smith et al. (2009) maintained....
    - No or Unknown author
      - Use the first few words of the title since the title has now moved to the first position in the References list entry.
      - If the title has italics in the References list entry, the in-text citation should also use italics.
        - Book with no author: (*Interpersonal Skills*, 2019, p. 5).
      - If the references entry title does not use italics, put double quotation marks around the title. Capitalize all significant words. Shorten long titles in the in-text citation. Here is an example:
        - (“Understanding Sensory Memory,” 2018, p. 3).
    - Group author
      - For the first in-text citation, give the name of a group author that persons recognize easily by their abbreviation, followed by the abbreviation.
        - **Parenthetical Citation Example:** (United Nations [UN], n.d.).
        - **Narrative Citation Example:** The United Nations (UN, n.d.) noted...
      - In the References list entry, do not abbreviate the group author name. See the previous example.

### ***No Date of Publication***

When no date is apparent, use n.d. in place of the date position: (Webber, n.d.).

### ***Same Author and Same Date***

- When you have multiple sources with the same author and the same date, the reader must be able to differentiate between the sources. Alphabetize each source in the References list by the title since it is the first difference in the reference (same author(s) and date). Then attach a small letter a, b, c, etc., to the date. The date plus the small letter are used in the References list and the in-text citation.
  - For example, your References list includes two entries for books published by Robert K. Greenleaf in 1996. One title is *On Becoming a Servant-Leader*, and one is *Seeker and Servant and One*.
    - Assign the letter a to the first title (1996a); assign the letter b to the second title (1996b). The in-text citation for a paraphrase of the first entry would be (Greenleaf, 1996a). The in-text citation for a paraphrase of the second entry would be (Greenleaf, 1996b).
  - If there is no year of publication, place a dash before the letter.
    - Assign the letter a to the first title (n.d.-a); assign the letter b to the second title (n.d.-b). The in-text citation for a paraphrase of the first entry would be (Veterans Administration, n.d.-a). The in-text citation for a paraphrase of the second entry would be (Veterans Administration, n.d.-b).
- When you have multiple sources by the same author but different dates, list them in your References by date order with the earliest date listed first. For the in-text citation, the date will point to the corresponding entry in the References list.

### ***Cite Multiple Sources***

Sometimes there is a need to cite multiple sources because that idea/concept is repeated in several sources. The citations are included in the same parenthetical in-text citation, in alphabetical order. Separate each author name with a semicolon. Here is an example: (Brown, 2005; Lang, 2013; Smothers, 2003; Wills & Mitchell, 2004).

### **What Needs to Be Cited:**

- Using words verbatim (word-for-word) from another source.
- Introducing facts, statistics, or illustrations that you find in another source.
- Taking an idea, theory, or concept and building on it for your conclusions.
- When writing code or building on someone else's code (computer programming).
- Any time you are not sure if by not citing, you might be guilty of plagiarizing. (It is better to be safe than to plagiarize!).

### What Does *Not* Need to Be Cited?

- Your ideas.
- Your personal experiences.
- Common knowledge:
  - Information that most educated people already know.
  - Information that can very quickly be found in most dictionaries or encyclopedias.
  - Information belonging to everyone. It is impossible to attribute some common sayings to any one person, such as “It is what it is.”
  - How do you know if a fact is common knowledge? If it is mentioned in five or more sources.

### Secondary Sources

- In scholarly research and writing, a primary source gives original results. *Secondary sources* summarize information found in other sources. APA Style™ recommends using primary sources whenever possible.
- For example, it is preferable to use a person’s original quotation. Occasionally, you see a quote that someone else has quoted in an article or book you are reading, and you feel that using the quote will help your writing. You need to document this quote as a secondary source.
  - In-text citation: The quote is from Christine Van Dae, but it was in an article by F. De Meglio.
    - Example In-text Citation for a Secondary Source:
      - Van Dae noted, “we just don’t know what we’ll see with the final numbers three months after graduation” (as cited in De Meglio, 2013, para. 3).
  - The References list entry would be for the website article by De Meglio. Van Dae is not cited in the References list.

De Meglio, F. (2013, July 31). Harvard MBAs flee Wall Street, take pay cut. *Businessweek*.

<http://www.businessweek.com/articles/2013-07-31/harvard-mbas-flee-wall-street-take-pay-cut#r=most%20popular>

### Lists or Seriation

- APA prefers the use of the following format for lists:
  - Complete paragraphs or long sentences (such as steps in a procedure) should use numbered lists.
  - Short words within a paragraph should use lowercase letters enclosed in parentheses, e.g. (a) beef, (b) chicken, and (c) fish, lamb, or pork.
  - Use bulleted lists to display short phrases or to show items in a series that do not have steps or do not have an order or hierarchy.

- If you use complete sentences in a bulleted list, start each sentence with a capital letter and put a period or other ending punctuation at the end of the sentence.
- If you use phrases or sentence fragments in a bulleted list, you can choose not to include a period or end punctuation. APA Style™ recommends this if you list short, simple items.
- A second option is to put punctuation marks after each item, especially if your list has longer items or complex explanations. Use commas or semicolons after each item. Place a period at the end of the item given in the last bullet.

### **Headings**

- Headings help break the paper into sections.
- Generally, a small paper will only need a couple of heading levels.
- For a large paper, you can use up to five (5) heading levels.
- The paper title at the beginning of the paper is a Level 1 Heading. If you include subheadings, format them as Level 2, Level 3, etc.
- Do not use Introduction as a heading right under the title on page 2. The first couple of paragraphs of the paper are the introduction.
- See examples of headings in APA Style™ on the next page.



### **Level 1 – Centered, Boldface, Upper and Lowercase**

Start paragraph with standard paragraph indent, double-spaced.

### **Level 2 -- Flush Left, Boldface, Uppercase and Lowercase**

Start paragraph with standard paragraph indent, double-spaced.

### **Level 3 -- *Flush Left, Bold Italic, Uppercase and Lowercase***

Start paragraph with a standard paragraph indent, double-spaced.

**Level 4 -- Indented, Boldface, Uppercase and Lowercase, ending with a period.** Start the paragraph with normal double-spacing, on the same line as the Level 4 heading.

**Level 5 -- *Indented, Bold Italic, Uppercase and Lowercase, ending with a period.*** Start the paragraph with normal double-spacing, on the same line as the Level 5 heading.

### **Credibility in Using Sources, e.g., Wikipedia**

Many journals, by nature of their publisher, go through a peer-review process. An expert editorial board determines that any article printed in that journal is new research, trusted research, or research that adds to a field of study. These kinds of journals are peer-reviewed, refereed, or even scholarly journals. Magazines or newspapers, such as *Time*, *Business Week*, *Health*, *Reader's Digest*, *New York Times*, *Wall Street Journal*, etc., are not peer-reviewed sources. See the OCLS tutorial on [Types of Sources](#).

Websites are not peer-reviewed. There are some excellent websites, while others have just plain inaccurate information. There is no peer-review process, as anyone can put up a web page if they have a server to store the web file. The researcher has to determine a web page's authenticity. OCLS provides a tutorial on criteria to look for when evaluating a website. See the OCLS tutorial on [Evaluating Sources](#).

One of these websites that are not considered appropriate for academic work is Wikipedia, <https://www.wikipedia.org>. Although it provides good background information, Wikipedia's programming lets anyone with an internet connection edit articles. Each page has an Edit tab. This tab gives information about recent page changes. Even articles on the most common topics change regularly. One way you can use Wikipedia is to scroll to the bottom of an article and look at the sources listed for writing that page. Your instructor will likely not accept a Wikipedia article as a source.

## Biblical Entries or Classical Works

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters / Religious Text*

*-Remember to change Special Cases field to Republished, to enter the original publication date-*

- NOTE: APA 7th edition style requires the version name, original and current publication years, book name, chapter, and verse for each in-text citation.
- In APA 7th edition style, references from the Bible or other classical works (Greek & Roman) now are cited in-text, and a References list entry is required.
- In-text citations for Bible verses include the version used in italics, the original and current publication years, and the book name, chapter, and verse.
- The parenthetical citation for the commentary of the scripture or classical work would be cited like any other book with an in-text citation and appropriate References entry. Following are examples of how one would reference a study Bible with notes or commentary:

Barker, K. L. (Ed.). (2002). *Zondervan NIV study Bible*. Zondervan. (Original work published 1978)

*In-Text Citation for Scripture - Add Book Chapter:Verse*

Parenthetical Citation Example: (Barker, 1978/2002, Psalm 136:1-3)

Narrative Citation Example: Barker (1978/2002, Psalm 136:1-3)

*In-Text Citation for Commentary - Add page number*

Parenthetical Citation Example: (Barker, 1978/2002, p. 923)

Narrative Citation Example: Barker (1978/2002, p. 923)

## References - Bible Gateway, New International Version (NIV): Reference

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters / Religious Text*

*-Remember to change Special Cases field to Republished, to enter the original publication date-*

*New international version: Holy Bible*. (2011). BibleGateway.com.

<https://www.biblegateway.com/versions/New-International-Version-NIV-Bible/>

(Original work published 1978)

*In-Text Citation for Scripture*

Parenthetical Citation Example: (*New International Version*, 1978/2011, Psalm 136:1-3)

Narrative Citation Example: *New International Version* (1978/2011, Psalm 136:1-3)

**References - YouVersion Bible App (Religious Work, will be referenced as an App)**  
*Academic Writer Reference Type: Software / Mobile App*

*Be sure to update the date, the version of the Bible, and the app version you are using.*

YouVersion. (2024). *American Standard Version (ASV)*. In *The Bible* (Version 10.4) [Mobile app]. App Store. <https://apps.apple.com/us/app/bible/id282935706>

*In-Text Citation for Scripture*

Parenthetical Citation Example: (YouVersion, 2024, Psalm 136:1-3).

Narrative Citation Example: YouVersion (2024, Psalm 136:1-3)

*In-Text Citation for Notes/Commentary*

Parenthetical Citation Example: (YouVersion, 2024)

Narrative Citation Example: YouVersion (2024)

### Sources Needing Only an In-text Citation

#### Personal Communications

- Includes email, personal interviews between you and another person(s), or any method of communication not available in digital or print archives. Cite information found on your company intranet as personal communications.
- NOTE: Cite and reference class lectures, handouts, and other resources available to instructors or other students based on their format (image, infographic, lecture notes, photograph, PowerPoint slides, streaming video, and so on).
- Academic Writer explains [Personal Communications](#)
- The same format is used for any personal communication. Either format below is acceptable.
  - **Parenthetical Citation Example:** “The church will continue to provide an emphasis in small groups because that is what has allowed us to grow the way we have” (B. Lytle, personal communication, January 15, 2020).
  - **Narrative Citation Example:** B. Lytle (personal communication, January 15, 2020) stated, “the church will continue to provide an emphasis on small groups because that is what has allowed us to grow the way we have.”

#### Numbers in APA

- Write out numbers zero through nine. For all subsequent numbers, use numerals, e.g., The study used 59 subjects. Four subjects were in a post-retirement age bracket.
- Use numerals for:
  - Units of measurement, e.g., 15 cm, equal 5.9 in.
  - Statistics, functions in math, fractions and decimals, percentages, and ratios.
  - Representing ages, dates, exact amounts of money, and points or scores on scales.

#### Using URLs

APA 7th edition allows you to show a URL as an active hyperlink. You can also format the URL in regular font. The issue is consistency. All URLs should have the same format for the entire paper. APA 7th edition also allows you to shorten URLs using a program like TinyURL or Bit.ly. Some URLs can be so long that they take up several lines in the References entry. Using a URL shortener program allows your References to flow better. Make sure that the shortened URL that you use will take the reader to the correct source location.

Do not include URLs for sources you find in library databases. If you find a source on the open internet, you must include a URL in your References list entry. The URL shows the source’s location on the internet. URLs must be accurate when you submit your paper. Make sure that all URLs used in the paper are active working links. If not, either update the links or remove those sources.



## Creating the References

### Using the Cite Feature in the Library Databases

Many of the library's databases come from third-party *vendors*, e.g., EBSCO provides almost 40 unique databases; ProQuest provides over 20 unique databases. Some of these *vendors* attempt to provide an APA reference for articles in the databases; however, these references *generally are not accurate*. The databases use computer code to create their references. Database references do not always account for the variations of italics, capitalization, or information not provided by the database reference.

Students are responsible for verifying each database-provided APA References list entry. Check the information the database gives you against your APA resources, e.g., the *OCLS APA 7e Guide* or the *Publication Manual of the American Psychological Association*, 7th ed. To show what you might find, here are three graphics. The first graphic is how an article looks in the database list. The second graphic shows the database-generated APA reference. The third graphic shows the correct reference according to APA 7th edition style.

Graphic 1: As the article looks in the database listing (Business Source Complete database).

12.		<p><b>Doing More GOOD.</b> </p> <p>By: Chavez, Jodi. <i>Strategic Finance</i>, Dec2011, Vol. 93 Issue 6, p48-51, 4p, 1 Illustration</p> <p>The article discusses the things to consider in developing corporate social responsibility (CSR) strategies, as well as the benefits of CSR. The author mentions that it is important for companies...</p> <p>Subjects: SOCIAL responsibility of business; DECISION making; BUSINESS ethics; MANAGEMENT -- <b>Employee</b> participation; BUSINESS planning; BUSINESS communication; <b>EMPLOYEE retention</b>; COMPETITIVE advantage; COST control</p> <p>Database: Business Source Complete</p>
-----	---	---

Graphic 2: The database provided APA citation.

<p><b>APA</b> (American Psychological Assoc.)</p>	<p>References Chavez, J. (2011). Doing More GOOD. <i>Strategic Finance</i>, 93(6), 48-51.</p>
---	---

Graphic 3: Corrected APA format per APA 7th edition style:

<p>Chavez, J. (2011). Doing more good. <i>Strategic Finance</i>, 93(6), 48-51.</p>
--

In this example, the change that should be made is to the title (change GOOD to good).

The following pages give examples that mirror the sources IWU students use most often.

### General Formatting Tips for APA References and In-text Citations

Here are some basic rules for citations that are characteristic of many sources.

- Use the author's surname (last name) and initials for any first, second, or third names.
- A comma separates all authors.
- An ampersand (&, *and sign*) is included between the last and next to last authors, even if only two authors (Jones & Brown, 2020).
- The date is always enclosed in parentheses.
- A period follows the date.
- Use only the year unless there is no volume and issue number given, or it is a daily publication, such as a newspaper, e.g. (2019, August 25). Start with the year, then the month and day. Write out the month.
- Book titles, journal/magazine article titles, and websites are all lower case except the first word, the first word after a colon, and any proper nouns. This rule supersedes what you might find in a database format for APA!
- Book titles, journal titles, and titles of a web technical report, e.g., PDF, are in italics.
- Journal titles are capitalized except for little words within the title, less than four letters, e.g., *Journal of Business Ethics*; *Journal for the Study of the New Testament*.
- Omit words like Inc., Co., or Publishers, from the publisher name.
- Shorten or abbreviate the publisher name only if you find the shortened form on the source. For example, shortening John Wiley & Sons to Wiley is acceptable because Wiley appears on the source itself.
- Following a journal title, use a comma, followed by the volume number in italics, no space, and then put the issue number in parentheses, using regular print.
- A comma follows the issue number, followed by the page range. Write out the full- or complete-page range, e.g., 345-349, NOT 345-9.
- In APA 7th edition style, there is only one (1) acceptable way to display the DOI in the References list.
  - <https://doi.org/10.1007/s10551-016-3061-6>
- As of 2019, APA 7th edition style allows you to display DOIs or URLs as hyperlinks (underlined) or as plain text that is not underlined. If you publish your work online or if someone will read it online, DOIs and URLs should be live (underlined and clickable).
- When a DOI or URL ends a citation, never use punctuation. Periods and other punctuation marks can cause hyperlinks to work incorrectly.
- Always copy and paste DOIs and URLs from your web browser into your paper for accuracy. Do not change any capitalization, punctuation, or other symbols in DOIs or URLs. Do not add line breaks manually to DOIs and URLs. It is fine if your word processor adds line breaks or moves DOIs or URLs to their lines.
- Publisher locations are no longer included. However, if multiple publishers are listed on the source, they are all included, separated by a semicolon.
  - Example: Troyer, M. (2000). Learning to write in college. Pearson; Harper.

## Most Commonly Used References

*NOTE: If you are using Academic Writer to create your references list, the appropriate reference type to choose is listed.*

### References - Books

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Authored book*

Anderson, D. (2001). *Beyond change management: Advanced strategies for today's transformational leaders*. Jossey-Bass/Pfeiffer.

Parenthetical Citation Example: (Anderson, 2001).

Narrative Citation Example: Anderson (2001)

- For books, only give the publisher information. The city and state or city and country are not used.
- When a book has more than one publisher, list all publishers, separated by a semi-colon.
- When an imprint of a larger publishing company is given, use the imprint or smaller publisher.

Kirkman, B. L., & Harris, T. B. (2017). *3D team leadership: A new approach for complex teams*. Stanford Business Books.

- Stanford Business Books is an imprint of Stanford University Press.

Parenthetical Citation Example: (Kirkman & Harris, 2017).

Narrative Citation Example: Kirkman and Harris (2017)

Bass, B. M., & Bass, R. (2008). *The Bass handbook of leadership: Theory, research, and managerial applications* (4th ed.). Free Press.

Parenthetical Citation Example: (Bass & Bass, 2008).

Narrative Citation Example: Bass and Bass (2008)

- Sometimes a book may be a revision of the original and be a 2nd, 3rd, 4th, revised, etc., edition of the original. This information is important, and you should include it in the citation per the above example. **Do not use the superscript for “nd,” “rd,” or “th.”** If the book was a revised edition, use (Rev. ed.).

### References - Book Chapter from a Collection of Works by Various Authors

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Chapter in an edited book*

- This includes books where different authors write each chapter or section. Usually, the book has an editor(s). Generally, the names listed on the book title page are editors of the entire book.
- Cite the author of the chapter in-text, not the editors of the entire book. Although the editors are given in the References entry, editors are never cited in-text.
- Immediately following the book title, provide page numbers for the actual article, chapter, or section in the References entry.

Goodman, M. (1955). Organizational inertia or corporate change momentum. In D. P. Cushman & S. Sanderson (Eds.), *Communicating organizational change: A management perspective* (pp. 95–112). New York Press.

Parenthetical Citation Example: (Goodman, 1955).

Narrative Citation Example: Goodman (1955)

### References - Book Review

*Academic Writer Reference Type: Reviews / Book review*

Penny, J. (2010). Outliers: The story of success [Review of the book *Outliers*, by M. Gladwell]. *Personnel Psychology*, 63(1), 258–260. [https://doi.org/10.1111/j.1744-6570.2009.01168\\_5.x](https://doi.org/10.1111/j.1744-6570.2009.01168_5.x)

Parenthetical Citation Example: (Penny, 2010).

Narrative Citation Example: Penny (2010)

### References - Brochure

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature / Fact sheet or brochure*

- APA Style™ uses square brackets after the title to denote any unusual format apart from books, journal articles, newspaper articles, websites, etc. Brochures, maps, DVDs, paintings, etc., are formats that use square brackets.
- When a corporate author is the same as the company that published the source, omit the publisher
- When you cannot identify the author, use the title to create the in-text citation. You can shorten the title, however. An example of an in-text citation for the second example below might be (*DiSC Classic*, 2001, p. 3).



- Note: your title may vary, like the one in the DiSC citation is no longer in print. Use the title on the front of your booklet, and be sure that you identify the date and publisher; change as needed.

American Heart Association. (2017). *What is cardiovascular disease?* [Fact sheet].

Parenthetical Citation Example: (American Heart Association, 2017).

Narrative citation Example: American Heart Association (2017)

*DiSC classic: Personal profile system 2800* [Brochure]. (2001). Inscape.

Parenthetical Citation Example: (*DiSC Classic*, 2017).

Narrative citation Example: *DiSC Classic* (2017)

## References - Dictionaries, Encyclopedias, and Other Reference Works

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Entry in a reference work | Authored reference work*

*-If your information may change over time, at the top of the form, locate the Special Cases function and choose Retrieval date needed-*

Merriam-Webster. (n.d.). Empowerment. In *Merriam-Webster.com dictionary*. Retrieved January 6, 2020, from <http://www.merriam-webster.com/dictionary/empowerment>

Parenthetical Citation Example: (Merriam-Webster, n.d.).

Narrative Citation Example: Merriam-Webster (n.d.)

- When an online reference work is updated regularly, use (n.d.) for the date and include a retrieval date.

## References - eBooks (Including Kindle Books without Page Numbers)

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Authored book*

- Include a DOI\*, if available. \*See Section [References – Journal/Periodical Articles](#) and following for a further discussion of DOIs.
- When you quote an eBook format that does not have page numbers (for example, some Kindle books), use one of the following options to help your reader find the quotation or paraphrase quickly and easily.
  - Give a heading or section name. You can abbreviate heading or section names if the name is lengthy.
  - Provide a paragraph number. Count the paragraphs manually if they are not numbered.
  - Combine a heading or section name AND a paragraph number.
    - (Schwedt & Garza, 2021, Triptans, para. 7).

- **Do not include Kindle location numbers with in-text citations.** Instead, provide the page number (available in many Kindle books, especially those based on print editions) **or use the methods described above to create a page number alternative.**
  - For more information on quoting material that does not have page numbers, see this post from the APA Style Blog: <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/no-page-numbers>
  - See the **Rosling** example (below) for a sample References list entry and in-text citation for a Kindle book without page numbers.
- APA 7th Edition Style has no special notation if a print book, audiobook, or eBook is used and if the content of each format is the same. If the source is an abridged work from the original print version, add square brackets right after the title that it was an audiobook.
- If the eBook has a different copyright year from the original source, treat it as a reprint. At the end of the information, add parenthetical information that gives this wording: (Original work published xxxx).
- Provide the publisher information, but not the city or state.
- For an example of an eTextbook, see the next section: **References – Courseware eTextbook.**

Fletcher, S. N. E. (2015). *Cultural sensibility in healthcare*. Sigma Theta Tau.

Parenthetical Citation Example: (Fletcher, 2015).

Narrative Citation Example: Fletcher (2015)

Johnson, M. (2011). *The diversity code: Unlock the secrets to making differences work in the real world*. AMACON.

Parenthetical Citation Example: (Johnson, 2011).

Narrative Citation Example: Johnson (2011)

Rosling, H. (with Rosling, O., & Ronnlund, A. R.). (2018). *Factfulness: Ten reasons we're wrong about the world - And why things are better than you think*. Flatiron Books.

Parenthetical Citation Example: (Rosling, 2018, Author's Note, para. 1).

Narrative Citation Example: Rosling (2018, Author's Note, para. 1)

## References - eTextbook Courseware

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Authored book*

- Many classes are using eTextbooks published by a variety of companies.
- These textbooks are available electronically through a digital textbook platform. The university purchases textbooks from textbook companies, while others are freely available through various open education sources.

- The first example shows a typical eTextbook available through VitalSource. Publisher information is from the original print version, but the URL represents the eText publisher.

Anderson, E. T., & McFarlane, J. M. (2015). *Community as partner: Theory and practice in nursing* (7th ed.). Wolters Kluwer. <http://bookshelf.vitalsource.com>

Parenthetical Citation Example: (Anderson & McFarlane, 2015).

Narrative Citation Example: Anderson and McFarlane (2015)

- The second example below is an open-source textbook from the open educational resource publisher, OpenStax. OpenStax provides an example for citing their textbooks. The following example is adapted to meet APA guidelines. Look for the attribution tab at the bottom of any page of the open-source textbook. Adapt the information using the example below. If the book has an author or editor, use that information in place of OpenStax as the author.

Hyodo, H. (Ed.), & OpenStax. (2019). *Introduction to sociology* (4th ed.). OpenStax CNX.

<http://cnx.org/contents/f1de5db8-afb9-4025-94b6-6044c8d6cd86@4.15>

Parenthetical Citation Example: (Hyodo, OpenStax, 2019).

Narrative Citation Example: Hyodo, OpenStax (2019)

OpenStax. (2019, December 19). *Business ethics*. OpenStax CNX.

<http://cnx.org/contents/914ac66e-e1ec-486d-8a9c-97b0f7a99774@5.1>

Castronovo, R. (2006). Death. In J. Gabler-Hover & R. Sattelmeyer (Eds.), *American history throughout literature 1820-1870* (Vol. 1, pp. 311-316). Gale. <http://www.gale.com>

## References - In Press Article

*Academic Writer Reference Type: Periodicals | Journal Article*  
*-For the date option, choose the button for In Press-*

Kiran, K. (in press). Service quality and customer satisfaction: Perspectives from academics.

*Library Review.*

Parenthetical Citation Example: (Kiran, in press).

Narrative Citation Example: Kiran (in press)

- In Press articles are articles submitted and accepted for publication. List In Press articles without giving volume, issue, or page numbers until the article is published.

- If your References list has multiple entries by the same author, any In Press article entries follow published articles.
- If there are multiple In Press articles by the same author, use (in press-a, in press-b, etc.) and list them alphabetically by the first word after the date element.
- It is preferable not to use In Press articles since they may still be in the peer-review process.
- If you are working on a lengthy term paper, be sure to check the status of In Press articles before submitting your paper. If the article is no longer “in press” then provide the complete reference.

### References - Journal Article, Published as Advance Online Publication

*Academic Writer Reference Type: Periodicals | Journal Article*

*-An Advance Online Publication will NOT have a volume, issue or page numbers-*

*-Choose the Advance Online Publication option listed directly above the DOI or URL buttons-*

Bahar, A. K. (2021). Will we ever close the gender gap among top mathematics achievers?

Analysis of recent trends by race in advanced placement (AP) exams. *Journal for the Education of the Gifted*. Advance online publication.

<https://journals.sagepub.com/doi/full/10.1177/01623532211044540>

Parenthetical Citation Example: (Bahar, 2021).

Narrative Citation Example: Bahar (2021)

- As with the “in press” article, be sure to check the article’s publication status before submitting your paper.
- When a journal publishes the article, cite from the published journal issue, not from the advance online publication.

### References - Journal/Periodical Articles

*Academic Writer Reference Type: Periodicals | Journal Article*

- DOI stands for Digital Object Identifier. It is that article’s unique address on the internet. The DOI may or may not lead you to the article’s full text, depending on your access. However, the DOI will lead you to the citation information *about* the article.
- There are three things to look for with a journal article.
  - If there is a DOI, use the DOI to end the References list entry. There is no punctuation (period) after the DOI.
  - If there is no DOI and you found the article in one of the library databases, create a reference for the article as if you used the print version of that article.

- If there is no DOI and you did not find the article in a library database, use the article URL at the end of the reference. If you used an open-source article, use the actual URL of the article.
- Most journal/periodical articles are scholarly or academic. However, they are not necessarily peer-reviewed. Peer-reviewed articles are preferable in academic research. Many peer-reviewed journals provide DOIs, but not all of them do. It is up to the publisher to assign a DOI.
- The DOI always starts with the number 10. The remainder of it is alphanumeric. Database accession numbers or ISSN numbers are not the same things as a DOI. Do not use accession numbers or ISSN numbers in APA article citations—use the DOI.
- When DOIs were first introduced to APA, the format was doi:10.0000/0000. Since then, the DOI evolved through three varying formats.
  - In APA 7th Edition Style, only the third format is acceptable. It is easy to change the DOI format because only the preface is changed. Add **https://doi.org/** in front of the 10. The key issue is consistency. The newest format shows a URL, a searchable link to the publisher’s page for that article.
- Some journals and CrossRef (see the next section, **References – Journal/Periodical Articles With a DOI**, for further explanation of CrossRef) are beginning to provide the newest DOI format. See the examples below.
  - Although you format DOIs like URLs, the link should take you to the publisher’s site, not necessarily the full article. You may have to use a library database to get the article in full text or request it through interlibrary loan.
- The three acceptable formats, in order of how they have evolved from CrossRef:
  - doi:10.xxx/xxxxxxx (~2009, **not currently used**)
  - http://dx.doi.org/10.xxx/xxxxxxx (~2012, **not currently used**)
  - https://doi.org/10.xxx/xxxxxxx (2017, **only format currently accepted for APA 7th Edition Style**)

### References - Journal/Periodical Articles With an Article Number

*Academic Writer Reference Type: Periodicals / Journal Article (Look for Article Number option where you enter the page numbers)*

- Some articles from online-only journals are not assigned unique issue or page numbers and are given an article number instead.
- If a journal article has an article number instead of a page range, include the word “Article” followed by the article number instead of the page range.

van Houtert, E. A. E., Rodenburg, T. B., Vermetten, E., & Endenburg N. (2022). The impact of service dogs on military veterans and (ex) first aid responders with post-traumatic stress disorder. *Frontiers in Psychiatry, 13*, Article 834291.

<https://doi.org/10.3389/fpsy.2022.834291>

Parenthetical Citation Examples: (van Houtert et al., 2022)

Narrative Citation Examples: van Houtert et al. (2022)

- If you are using a direct quote from an article that has an article number, use the page numbering from the document in your in-text citations. For example, if you are using a quotation found on page "Page 4 of 15", use (p. 15) for the direct quote.

## References - Journal/Periodical Articles With a DOI

*Academic Writer Reference Type: Periodicals | Journal Article*

Holmes, O., IV. (2010). Redefining the way we look at diversity: A review of recent diversity and inclusion findings in organizational research. *Equity, Diversity, and Inclusion: An International Journal*, 29(1), 131–135. <https://doi.org/10.1108/02610151019255>

- Note that this one uses the IV as a designation for the author. Abbreviations, such as Sr., Jr., II, III, etc., are used in the References list, but titles such as Ph.D., Ed.D., RN, etc., are not part of the Reference entry. Abbreviations and credentials are not part of in-text citations.

Cook, D. M., & Bero, L. A. (2009). The politics of smoking in federal buildings: An executive order case study. *American Journal of Public Health*, 99(9), 1588–1595.  
<https://doi.org/10.1025/APJH.2008.151829>

Parenthetical Citation Examples: (Cook & Bero, 2009; Holmes, 2010)

Narrative Citation Examples: Cook and Bero (2009) and Holmes (2010)

- You can find DOIs as follows. If the methods below do not work, you can assume that the publisher has not assigned a DOI to an article.
- Often DOIs are included with the database citation. Sometimes the DOI is available on the article's short version. Sometimes you have to click on the article title and look at the full citation. There can be a specific field for the DOI in the database record, or the DOI may be "tacked on" to the end of the abstract field. See the graphic below:

<b>Abstract:</b>	Executive orders are important presidential tools for health policymaking that are subject to less public scrutiny than are legislation and regulatory rulemaking. President Bill Clinton banned smoking in federal government buildings by executive order in 1997, after the administration of George H.W. Bush had twice considered and abandoned a similar policy. The 1991 and 1993 Bush proposals drew objections from agency heads and labor unions, many coordinated by the tobacco industry. We analyzed internal tobacco industry documents and found that the industry engaged in extensive executive branch lobbying and other political activity surrounding the Clinton smoking ban. Whereas some level of stakeholder politics might have been expected, this policy also featured jockeying among various agencies and the participation of organized labor. (Am J Public Health. 2009;99:1588-1595. <a href="https://doi.org/10.2105/APJH.2008.151829">doi:10.2105/APJH.2008.151829</a> ) [ABSTRACT FROM AUTHOR]
------------------	---

- Often, the DOI is located on the article's first page. DOIs can be at the top, or the bottom, or along the side.

- You can use CrossRef to find DOIs assigned to articles. Visit <https://www.crossref.org/>; If a DOI is available, CrossRef will provide it.

### **References - Journal/Periodical Articles Without a DOI, From a Non-Database Source.**

*Academic Writer Reference Type: Periodicals | Journal Article*

Hijzen, A., Upward, R., & Wright, P. W. (2010). The income losses of displaced workers.

*Journal of Human Resources*, 45(1), 243–269. Retrieved from

<http://www.ssc.wisc.edu/jhr/>

Parenthetical Citation Example: (Hijzen et al., 2010).

Narrative citation: Hijzen et al. (2010)

- Note that for any in-text citation with three or more authors, give the first author surname (last name) only, followed by et al. This applies just to the in-text citation. In the References entry, list up to 21 authors.

### **References - Journal/Periodical Articles Without a DOI, from a Common Library Database or Print Journal**

*Academic Writer Reference Type: Periodicals | Journal Article*

Dafny, L. S., & Lee, T. H. (2016). Health care needs real competition. *Harvard Business Review*, 94(12), 76–87.

Parenthetical Citation Example: (Dafny & Lee, 2016).

Narrative Citation Example: Dafny and Lee (2016)

- The reference *does not* require a URL if the article was obtained from either the original print issue or standard library databases.

### **References - Magazine Articles from a Subscription-Based Library Database**

*Academic Writer Reference Type: Periodicals | Magazine Article*

Shulivitz, J. (2019). Why don't I see you anymore? *Atlantic*, 324(5), 15–18.

Willis, A. (2010, February 10). China tops Germany as no. 1 exporter. *BusinessWeek*.

Parenthetical Citation Example: (Shulivitz, 2019; Willis, 2010).

Narrative Citation Example: Shulivitz (2019) and Willis (2010)

- Magazines are those titles that are published daily, weekly, or monthly and have a popular appeal. Article authors generally are employees of the magazine publisher. Some examples of magazines are *Time*, *Business Week*, *Forbes*, *Prevention*, *Christianity Today*, etc.
- When your instructor asks for scholarly, peer-reviewed, or academic articles, magazine articles do not qualify. When in doubt, consult OCLS!
- If a magazine article has a DOI, include the DOI in the reference.
- If the magazine article does not have a DOI, end the reference after the page range.
- If the magazine article does not have volume, issue, and/or page numbers, omit the missing elements from the reference.

### References - Newspaper Article from a Subscription-Based Library Database

*Academic Writer Reference Type: Periodicals | Newspaper Article*

Friedman, L., & Thrush, G. (2019, February 8). Unveiling a ‘Green New Deal,’ and ambition on a vast scale. *The New York Times*. A1.

Parenthetical Citation Example: (Friedman & Thrush, 2019).

Narrative Citation Example: Friedman and Thrush (2020)

- Do not include the database name or URL (web address) for newspaper articles found in subscription-based library databases.
- Database newspaper article references do not include retrieval information or a retrieval date.

### References - Online Magazine Articles Not from a Database

*Academic Writer Reference Type: Periodicals | Magazine Article*

Collins, L. (2007, May 14). Banksy was here: The invisible man of graffiti art. *The New Yorker*.

<https://www.newyorker.com/magazine/2007/05/14/banksy-was-here>

Hurley, J. (2021, January 20). Could COVID-19 eliminate the alarm clock? *Science*

*Translational Medicine*, 13(577), eabg4723. [https://doi.org/](https://doi.org/10.1126/scitranslmed.abg4723)

[10.1126/scitranslmed.abg4723](https://doi.org/10.1126/scitranslmed.abg4723)

Parenthetical Citation Example: (Collins, 2007; Hurley, 2021).

Narrative Citation Example: Collins (2007) and Hurley (2021)

- If a magazine article has a DOI, include the DOI in the reference.



- If the magazine article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online magazine that is not part of a database), include the URL of the article at the end of the reference.

### References - Online Newspaper Article

*Academic Writer Reference Type: Periodicals | Newspaper Article*

Ingraham, C. (2020, January 5). The harmful, popular misconceptions about rural America. *The Washington Post*. <https://www.washingtonpost.com/business/2020/01/03/five-myths-about-rural-america/>

Parenthetical Citation Example: (Ingraham, 2020).

Narrative Citation Example: Ingraham (2020)

- Online newspaper article references do not include a retrieval date.

### References - Reference Book Article, with an Author of the Article

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Entry in a reference work | Entry in an authored reference work*

Slonimsky, N., Kuhn, L. & McIntire, D. (2001). Bach. In N. Slonimsky & L. Kuhn (Eds.), *Baker's biographical dictionary of musicians* (Vol. 1, p. 158). Schirmer.

<http://www.gale.com>

Parenthetical Citation Example: (Slonimsky et al., 2001).

Narrative Citation Example: Slonimsky et al. (2001)

- This example is for an authored article in a reference book. The book also has editors. This reference book also has more than one volume. Since this reference book was an eBook, the retrieval information includes the publisher of the e-version.
- If the URL is a stable (non-changing) URL, you do not need to include a retrieval date.

### References - Reference Book Article, with an Edition and Volume

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters | Entry in a reference work | Entry in an authored reference work*

Evans, J. A. S. (2003). Roman Empire. In *New Catholic encyclopedia* (2nd ed., Vol. 12, pp. 299-322). Gale Cengage Learning. <https://www.gale.com>

Paranthenetical Citation Example: (Evans, 2003).

Narrative Citation Example: Evans (2003)

- This example of a reference book article has an author. The book does not have editors. The book is part of a multi-volume set in its second edition. The URL represents the book's electronic version publisher.

### References - Technical Reports, Research Reports, Non-Newspaper or Journal Articles

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature | Report by a government, agency, task force, working group, or other group*

- Websites can be difficult because you may not find all the information you need for a complete citation. The “parts” should include Author. (Date). *Title of the page* (Report number or format). Source. The source can be a DOI, publisher information, or URL.
- If the web page, in the opinion of the paper writer, will not change, do not include the retrieval date.
- Be sure to copy and paste the URL (web address) accurately. The URL should be a live (working) link that takes the reader to the referenced web page when you submit the paper.
- If a web page does not have an author, the web page's title moves to the first position. Use the title to create your in-text citation.
- If a web page does not have a date, substitute (n.d.). Use (n.d.) for the date in the in-text citation. Do not use the copyright date found at the bottom of a web page. This copyright date is part of the web designer's development for all of the web pages on the website. Look for a date (not a review date) close to the content you are citing. If you do not find a clear publication date, it is best to use (n.d.).

Hoggard, W. D., II. (1964). *Environmental testing of ionosphere explorer spacecraft final report*

(Report no. NASA-TM-X-55109). NASA: Goodard Space Flight Center.

<https://ntrs.nasa.gov/citations/19650003005>

Paranthenetical Citation Example: (Hoggard, 1964).

Narrative Citation Example: Hoggard (1964)

Office of Planning, Research, and Evaluation. (2014, January). *Putting the pieces together: A program logic model for coaching in Head Start* (Report # 2014-06). U.S. Department of Health and Human Services, Administration for Children and Families.

[http://www.acf.hhs.gov/sites/default/files/opre/a\\_logic\\_model\\_for\\_coaching\\_in\\_head\\_start\\_from\\_the\\_descriptive\\_study\\_of.pdf](http://www.acf.hhs.gov/sites/default/files/opre/a_logic_model_for_coaching_in_head_start_from_the_descriptive_study_of.pdf)

Parenthetical Citation Example: (Office of Planning, Research, and Evaluation, 2014).

Narrative Citation Example: Office of Planning, Research, and Evaluation (2014)

- These examples use corporate authors.
- Use parentheses to explain the kind of report the source is. Information in parentheses might include a publication number (many government documents have publication numbers).

### References - Theses and Dissertations, Published

*Academic Writer Reference Type: Dissertations and Theses / Dissertation or thesis, published in a database*

Bates, C. S. (2018). *Academic leader's perspectives on the impact of change in higher education on leadership development and faculty governance model*. (Publication No. 13421676)  
[Doctoral dissertation, Indiana Wesleyan University]. ProQuest Dissertations & Theses Global.

Parenthetical Citation Example: (Bates, 2018).

Narrative Citation Example: Bates (2018)

- Dissertations published in a print edition or uploaded to ProQuest Dissertations & Theses Global database are published works.

### References - Theses and Dissertations, Unpublished

*Academic Writer Reference Type: Dissertations and Theses / Dissertation or thesis, published in a database*

Gazan, L. O. (2009). *Patterns and trends of effective teaching in the nursing simulation lab*  
[Unpublished master's thesis]. Indiana Wesleyan University.

Parenthetical citation: (Gazan, 2009).

Narrative citation: Gazan (2009)

### References - Webpage from a Larger Site with a Corporate or Group Author

*Academic Writer Reference Type: Websites, Social Media, and Online Forums / Webpage*

IKEA. (n.d.). *The IKEA concept: Doing it a different way*. Retrieved January 9, 2020, from [http://www.ikea.com/ms/en\\_US/this-is-ikea/the-ikea-concept/index.html](http://www.ikea.com/ms/en_US/this-is-ikea/the-ikea-concept/index.html)

Parenthetical Citation Example: (IKEA, n.d.).

Narrative Citation Example: IKEA (n.d.)

- The writer decided that the page could change with time, so they included a retrieval date.

National Aeronautics and Space Administration. (n.d.). *Artemis: Humanities return to the moon*.

Retrieved June 8, 2021, from <https://www.nasa.gov/specials/artemis/>

- To use an organization's acronym, write the full name the first time you cite the organization in your paper's text. Use the acronym in all following in-text citations.

Parenthetical Citation Example: (National Aeronautics and Space Administration [NASA], n.d.).

Narrative Citation Example: National Aeronautics and Space Administration [NASA] (n.d.).

Subsequent citations: (NASA, n.d.)

### **References - Webpage from a Larger Website with an Individual Author**

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | Webpage*

Reh, F. J. (2016, July 20). *Level 3 management skills*. The Balance Careers.

<https://www.thebalance.com/level-3-management-skills-2275892>

Parenthetical Citation Example: (Reh, 2016).

Narrative Citation Example: Reh (2016)

- You may use a retrieval date if you decide that the web page content could change over time.

### **References - Webpage from a News Website**

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | Webpage on a news website*

Dmitrieva, K. (2020, January 10). *Women now make up the majority of the U.S. labor force*. Bloomberg. <https://bloom.bg/3AaKwzH>

Parenthetical Citation Example: (Dmitrieva, 2020).

Narrative Citation Example: Dmitrieva (2020)

- News sources generally have a full date (Year, Month, Day). Use the full date whenever possible.
- Include the news source, such as CNN, Fox News, Bloomberg, Reuters, etc.
- If the URL is quite long, it is appropriate to use a URL shortening service like Bit.ly or TinyURL.

### **Other Reference Examples:**

#### **References - Annual Company Report (taken from the company website)**

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature | Annual report*

Yum! Brands. (2024). *Unstoppable growth, digitally powered: Yum! Brands 2023 annual report.*

[https://s2.q4cdn.com/890585342/files/doc\\_financials/2023/ar/annual-report-2023/downloads/pdf/2023-annual-report.pdf](https://s2.q4cdn.com/890585342/files/doc_financials/2023/ar/annual-report-2023/downloads/pdf/2023-annual-report.pdf)

Parenthetical Citation Example: (Yum! Brands, 2023).

Narrative Citation Example: Yum! Brands (2023)

#### **References - Blog Comment**

*Academic Writer Reference Type: Periodicals | Blog Comment*

Resinger, P. (2021, February). Hey there, we use APA-style at our university in Innsbruck

(Austria). [Comment on the blog post “APA style JARS: Resources for instructors and students”]. *APA Style Blog*. <https://apastyle.apa.org/blog/jars-resources-instructors-students>

Parenthetical Citation Example: (Resinger, 2021).

Narrative Citation Example: Resinger (2021)

#### **References - Blog Post**

*Academic Writer Reference Type: Periodicals | Blog Post*

Fosua, S. (2020, January 6). A dream not deferred. *The Wesleyan Church*.

<https://www.wesleyan.org/a-dream-not-deferred>

Parenthetical Citation Example: (Fosua, 2020).

Narrative Citation Example: Fosua (2020)

### References - CINAHL Evidence-Based Care Sheets

*Academic Writer Reference Type: Periodicals / Journal Article*

Heering, H., & Gunder, S. (2018, December 28). Spiritual needs of hospitalized patients.

*CINAHL Evidence-Based Care Sheets*. Retrieved from <https://www.ebscohost.com>

Parenthetical Citation Example: (Heering & Gunder, 2018).

Narrative Citation Example: Heering and Gunder (2018)

- The Care Sheets are exclusive to CINAHL and are available only in the CINAHL database.
- Readers must retrieve the cited work from that exact database or archive, so include information about the database or archive in the reference list entry.
- References for works from proprietary databases are similar to journal article references. The name of the database or archive is written in italic title case in the source element, the same as a periodical title, and is followed by a period. After the database or archive information, also provide the DOI or URL of the work. If the URL is session-specific (meaning it will not resolve for readers), provide the URL of the database home page instead.

### References - Court Decisions

*Academic Writer Reference Type: Legal / U.S. Supreme Court case*

Roe v. Wade, 410 U.S. 113 (1973). <https://www.landmarkcases.org/cases/roe-v-wade>

Parenthetical Citation Example: (*Roe v. Wade*, 1973).

Narrative Citation Example: *Roe v. Wade* (1973)

- Government statutes, federal codes, state codes, legal cases, etc., are difficult to cite because they do not follow the pattern of any other kind of APA citation. Instead, they follow *The BlueBook: The Uniform System of Citation* (18th ed., 2005). *The BlueBook* is the writing style the legal community uses.
- The references entry is in regular font, and the in-text citation is in italics. This is opposite from the format of most other resource types.

### References - Company Form 10-K

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature / Annual Report*

Nike, Inc. (2023). *Form 10-K*.

<https://www.sec.gov/ix?doc=/Archives/edgar/data/320187/000032018723000039/nke-20230531.htm>

Parenthetical Citation Example: (Nike, Inc., 2023)

Narrative Citation Example: Nike, Inc. (2023)

- 10-K reports are available for any publicly-traded company. They are available from EDGAR, a public government site of the U.S. Securities Exchange Commission.
- Since the company (Nike) is both the author and the publisher, omit the publisher's information.

### References - ERIC Documents

*Academic Writer Reference Type: Unpublished and Informally Published Works / Work published in ERIC database*

Costley, K. C., Bell, D., & Legget, T. (2014). *More feet hitting the road: Ten ways to get impoverished childrens' test scores up* (ED545372). ERIC.

<https://eric.ed.gov/?id=ED545372>

Parenthetical Citation Example: (Costley et al., 2014).

Narrative Citation Example: Costley et al. (2014)

- When there are three or more authors in the References entry, the first author with et al. is used for the in-text citation per the example above.

Klein-Collins, R., & Olson, R. (2014). *Random access: The Latino student experience with prior learning assessment* (ED547413). ERIC. <https://eric.ed.gov/?id=ED547413>

Parenthetical Citation Example: (Klein-Collins & Olson, 2014).

Narrative Citation Example: Klein-Collins and Olson (2014)

- These include the documents in the ERIC database that have an accession number starting with ED and are generally available from the <http://eric.ed.gov> website.
- ERIC documents (not journals) represent sources that require the inclusion of the database name and URL when full text is available.

### References - First Research Industry Reports

*Academic Writer Reference Type: Newsletter Article*

**\*\*Under Newsletter title, add the name of the database you are using.\*\***

Industry profile: Personal care products manufacturing. (2022, March 14). *First Research*

*Database*. <https://www.mergentonline.com/FirstResearch>

Parenthetical Citation Example: (“Industry Profile: Personal Care,” 2022).

Narrative Citation Example: “Industry Profile: Personal Care,” (2022)

### References - Fitne Nurse Theorists Video Collection

*Academic Writer Reference Type: Film or Video*

Fitne (Producer). (1990). *Madeleine Leininger: Transcultural nursing care* [Film].

<https://www.fitne.net>

- Since the producer (or entity that uploaded the content) is the same as the publisher, no publisher information comes after the title.

### References - Government Website

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature | Report by a government, agency, task force, working group, or other group*

**-If your information may change over time, at the top of the form, locate the Special Cases function and choose Retrieval date needed-**

Division of Cancer Prevention and Control. (2023, August 30). *What cancer patients, survivors,*

*and caregivers should know about the flu*. Centers for Disease Control and Prevention.

Retrieved March 31, 2024 from <https://www.cdc.gov/cancer/flu/basic-info.htm>

National Cancer Institute. (2024, March). *Cancer trends progress report*. U.S. Department of

Health and Human Services, National Institutes of Health.

<https://progressreport.cancer.gov/>



U. S. Bureau of Labor Statistics. (2024, April 3). *Occupational employment statistics: May 2023 state occupational employment and wage estimates: Ohio*. U. S. Department of Labor.

Retrieved March 31, 2024 from [https://www.bls.gov/oes/current/oes\\_oh.htm](https://www.bls.gov/oes/current/oes_oh.htm)

Parenthetical Citation Example: (Division of Cancer Prevention and Control, 2023; National Cancer Institute, 2024; U. S. Bureau of Labor Statistics, 2024).

Narrative Citation Example: Division of Cancer Prevention and Control (2023), National Cancer Institute (2024), and U. S. Bureau of Labor Statistics (2024)

- The government office or author acronym can be used for an in-text citation. In the first use of the in-text citation, write out the office or author name, then in square brackets enter the acronym. In subsequent in-text citations you may use the acronym only.
- Write out the government office or author name in the References list. Do not use the acronym.
- Start with the smallest office noted as the primary author. Add the larger office to the source information following the title (see U. S. Bureau of Labor Statistics entry above.) If the author and largest office are the same, do not include the source information.
- If you are using a site with statistics that could change over time, e.g., unemployment rate, include a retrieval date, e.g., Retrieved March 31, 2024, from URL
- See also: **References - Technical Reports, Research Reports, Corporate Author.**

### References - Images/Photographs/Clipart

*Academic Writer Reference Type: Audiovisual Media | Work of art*

*\*After adding the title, be certain to select a description of the art from the dropdown menu*

*Library book shelves* [Photograph]. (n.d.). Data USA. <https://datausa.io/profile/cip/library-science>

Moini. (2011). *Library door sign* [Clipart]. Openclipart.

<https://openclipart.org/detail/145669/library-door-sign>

Parenthetical Citation Example: (*Library Book Shelves*, n.d.; Moini, 2011)

Narrative Citation Example: *Library Book Shelves* (n.d.); Moini (2011)

Even if the website is described as a *free clip art* site, you still need to provide an in-text citation and References list entry for the image, using a similar format to the above example.

- Clipart is no longer a part of the Microsoft Suite. Instead, when you want to insert an image, it immediately takes you to an online search. In other words, you are going outside your software to search for an image on the internet. Each image you use needs

both an in-text citation and a References entry. Images are located on an external site and created by someone, so you should cite and reference them per APA.

### References - Industry Market Report (from EBSCO Business Source Complete)

*Academic Writer Reference Type: Newsletter Article*

*\*Choose Group Author*

*\*\*Under Newsletter title, add the name of the database you are using.\*\**

Barnes Reports. (2023). United States Scheduled Air Transportation Industry Report (NAICS 48111). *Business Source Complete Database*. <https://www.ebsco.com>

Parenthetical Citation Example: (Barnes Reports, 2023).

Narrative Citation Example: Barnes Reports (2023)

- Access to Barnes Reports is provided through the Business Source Complete database.

### References - Industry Medtrack Report (from EBSCO Business Source Complete)

*Academic Writer Reference Type: Newsletter Article*

*\*Choose Group Author*

*\*\*Under Newsletter title, add the name of the database you are using.\*\**

Medtrack Pipeline Report. (n.d.). Elite Pharmaceuticals Inc. *Business Source Complete Database*. <https://www.ebsco.com>

Parenthetical Citation Example: (Medtrack Pipeline Report, n.d.).

Narrative Citation Example: Medtrack Pipeline Report (n.d.)

- Access to Medtrack Pipeline Reports is provided through the Business Source Complete database.

### References - Infographic

*Academic Writer Reference Type: Audiovisual Media | Infographic*

Wallach, O. (2021). *How to spot fake news* [Infographic]. Visual

Capitalist. <https://www.visualcapitalist.com/how-to-spot-fake-news/>

Parenthetical Citation Example: (Wallach, 2021).

Narrative Citation Example: Wallach (2021)

## References - Legislation, Statutes, and Regulations

*Academic Writer Reference Type: Legal / Federal Statute*

Patient Protection and Affordable Care Act, 124 U.S.C. § 119 et seq. (2010).

<https://www.govinfo.gov/content/pkg/STATUTE-124/pdf/STATUTE-124-Pg119.pdf>

- Government statutes, federal codes, state codes, legal cases, etc., are difficult to cite because they do not follow the pattern of any other kind of APA citation. Instead, they follow *The BlueBook: The Uniform System of Citation* (18th ed., 2005). *The BlueBook* is the writing style used by the legal community. The APA Style Blog provides an explanatory entry as well as links to more blog posts on legal citations: <http://blog.apastyle.org/apastyle/2013/02/introduction-to-apa-style-legal-references.html>

## References - Marketline Company Profiles (formerly called Datamonitor)

*Academic Writer Reference Type: Newsletter Article*

*\*Choose Group Author*

*\*\*Click on the down arrow in the box labeled Special Cases: and choose the option Other Notation. Here you can enter a reference code or other identifying number.\**

*\*\*\*Under Newsletter title, add the name of the database you are using.\*\**

MarketLine. (2024, March 11). Company profile: Colgate-Palmolive Co. [Reference code:

8F29C49C-AF39-411A-AF1B-930E67BFA795]. *Business Source Complete*

*Database.* <https://www.ebsco.com>

Parenthetical Citation Example: (MarketLine, 2024).

Narrative Citation Example: MarketLine (2024)

- Access to MarketLine Company Profiles is provided through the Business Source Complete database.

## References - Market Share Reporter (Online Edition)

*Academic Writer Reference Type: / Chapter in an edited book*

*\*For the first page of the chapter, enter a 1.*

*\*\*For the book title enter Market share reporter.*

*\*\*\*For publisher name, replace with the name of the database, Business Insights: Essentials.*

Top computer retailers, 2020. (2022). In V. L. Burton, III & R. S. Lazich (Eds.), *Market share*

*reporter* (32nd ed., p. 1). Business Insights: Essentials. <https://www.gale.com>

Parenthetical Citation Example: (Burton & Lazich, 2022).

Narrative Citation Example: Burton and Lazich (2022)

- Note the treatment of the author suffix. Suffixes like Jr., Sr., I, II, III, etc., are used in the References list entry but are not part of the in-text citation. APA Style™ *does not use* author titles such as Ph.D., RN, MD, etc.

## References - Mobile App

*Academic Writer Reference Type: Software / Mobile App*

Epocrates. (2024). *Idiopathic pulmonary fibrosis* (Version 24.4.1) [Mobile app]. App Store.


<https://apps.apple.com/us/app/epocrates/id281935788>

Epocrates. (2024). *Idiopathic pulmonary fibrosis* (Version 24.4.1) [Mobile app]. Google Play

Store. [https://play.google.com/store/apps/details?id=com.epocrates&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=com.epocrates&hl=en_US&gl=US)

Parenthetical Citation Example: (Epocrates, 2024).

Narrative Citation Example: Epocrates (2024)

- To get the URL location, send a text message to yourself from the app description in the app store. There is an option using the  send to feature by either text or email. This option gives you the URL for the app in the app store.
- If you are sure you have the latest app version downloaded on your device, you can find the app version either in the app itself or by going to the app store.

## References - Motion Picture

*Academic Writer Reference Type: Audiovisual Media / Film or Video*

Bakshi, R. (Director). (2010). *Lord of the rings* [Motion picture]. Warner Home Video.

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Motion picture].

New Line Cinema.

Parenthetical Citation Example: (Bakshi, 2010; Jackson, 2001).

Narrative Citation Example: Bakshi (2010) and Jackson (2001)

## References - Music Recording

*Academic Writer Reference Type: Audiovisual Media / Music recording (single track; classical recording)*

Debussy, C. (1994). Prélude à l'après-midi d'un faune [Song recorded by Bernard Haitink & Royal Concertgebouw Orchestra]. On *Debussy: Orchestral music*. Decca. (Original work published 1894)

Parenthetical Citation Example: (Debussy, 1894/1994).

Narrative Citation Example: Debussy (1894/1994)

- It is not necessary to show the format or source of the recording (e.g., CD, Pandora, Amazon Prime, Spotify, etc.).
- Provide a URL if the recording is only available online.

### References - Opposing Viewpoints in Context (Viewpoint Article)

*Academic Writer Reference Type: Periodicals / Magazine article*

**\*\*Replace Magazine Title with the name of the database, Gale Opposing Viewpoints Online Collection\*\***

Hagerty, B. (2022). Social media censorship violates the First Amendment. *Gale Opposing Viewpoints Online Collection*. <https://www.gale.com>

Parenthetical Citation Example: (Hagerty, 2022).

Narrative Citation Example: Hagerty (2022)

### References - Podcast

*Academic Writer Reference Type: Audiovisual Media / Podcast / Audio Podcast Episode*

Murphy, S. (Host). (2021, August 16). I am second - Mike Jorgensen [Audio podcast episode]. In *The Nook: Real Faith in Real Time*. <https://www.podpage.com/the-nook-podcast/i-am-second-mike-jorgensen/>

Parenthetical Citation Example: (Murphy, 2021).

Narrative citation Example: Murphy (2021)

- If an organization, institution, company, news source, etc., produce the podcast, include that information as publisher information, immediately following the title. As in the case of this example, the Host was also the producer.
- Describe if the episode was an audio or video podcast in square brackets.

## References - Posts (from X) [Formerly called Tweets (from Twitter)]

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | Twitter (tweets or pages) | Tweet*

APA Style [@APA\_Style]. (2020, December 11). *What's New In the #7thEdition of #APAStyle?*

[Post]. X. <https://twitter.com/i/moments/1181218317408837633>

Parenthetical Citation Example: (APA Style, 2020).

Narrative Citation Example: APA Style (2020)

- Social media posts often contain non-standard spelling and the use of symbols. Copy these exactly as used.

## References - PowerPoint Slides

*Academic Writer Reference Type: Unpublished and Informally Published Works | PowerPoint Slides or Lecture Notes*

Idleman, K. (2010, September 24). *Not a fan: Are you a fan or a follower?* [PowerPoint

slides]. Sermon Central. <https://www.sermoncentral.com/sermons/not-a-fan-are-you-a-fan-or-a-follower-kyle-idleman-sermon-on-faith-150356>

Parenthetical Citation Example: (Idleman, 2010).

Narrative Citation Example: Idleman (2010)

- See also: **References – Lecture from a Class** for examples of citing and referencing a PowerPoint uploaded to a Brightspace online course.

## References - Software

*Academic Writer Reference Type: Software | Computer Software*

Microsoft Corporation. (2024). *Microsoft 365 with Office Apps* (Version 2312, Build

17126.20132) [Computer software]. <https://www.microsoft.com/en-us/microsoft-365>

Parenthetical Citation Example: (Microsoft Corporation, 2024).

Narrative Citation Example: Microsoft Corporation (2024)

## References - Stat Pearls – From Network of the National Library of Medicine (NNLM) Site

*Academic Writer Reference Type: Technical and Research Reports and Gray Literature | Report by a government, agency, task force, working group, or other group*

Boktor, S. W., & Hafner, J. W. (2023). *Influenza* (PMID 29083802). National Library of Medicine, National Center for Biotechnology

Information. <https://www.ncbi.nlm.nih.gov/books/NBK459363/>

Parenthetical Citation Example: (Boktor & Hafner, 2023).

Narrative Citation Example: Boktor and Hafner (2023)

### References - Stat Pearls – From Stat Pearls Site

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | Webpage*

*-If your information may change over time, at the top of the form, locate the Special Cases function and choose Retrieval date needed-*

Boktor, S. W., & Hafner, J. W. (2023, January 23). *Influenza*. StatPearls.

Retrieved January 31, 2024, from <https://www.statpearls.com/point-of-care/23512>

Parenthetical Citation Example: (Boktor & Hafner, 2023).

Narrative Citation Example: Boktor and Hafner (2023)

### References - Student Paper

*Academic Writer Reference Type: Unpublished and Informally Published Works | Unpublished manuscript*

Bitner, A., Freeborn, M., & Lamar, A. (2011). *The organizational culture among executives at*

*Eli Lilly* [Unpublished manuscript]. College of Adult & Professional Studies, Indiana

Wesleyan University.

Parenthetical Citation Example: (Bitner et al., 2011).

Narrative Citation Example: Bitner et al. (2011)

- Note: There might be an occasion to reference a student paper from a previous class. Although this is not a recommended practice, you should reference the paper per the above example. Self-plagiarism is discouraged. The majority of the new paper should be original research and writing.

### References - SWOT Analysis

*Academic Writer Reference Type: Newsletter Article*

*\*Choose Group Author*

*\*\*Click on the down arrow in the box labeled Special Cases: and choose the option Other Notation. Here you can enter a reference code or other identifying number.\**

*\*\*\*Under Newsletter title, add the name of the database you are using.\*\**

GlobalData. (2021, December). The Estee Lauder Companies Inc - financial and strategic analysis review [Reference code: GDCPG29167FSA]. *Gale Business Insights: Essentials*. <https://www.gale.com>

Parenthetical Citation Example: (GlobalData, 2021)

Narrative Citation Example: GlobalData (2021)

MarketLine. (2024, March 22). Company profile: The Estee Lauder Companies Inc [Reference code: 8189FCF5-67F2-4065-9321-FAADC0980C3B]. *Business Source Complete Database*. <https://www.ebsco.com>

Parenthetical Citation Example: (MarketLine, 2024)

Narrative Citation Example: MarketLine (2024)

### References - TED Talk

*Academic Writer Reference Type: Audiovisual Media / TED Talk*

Veitch, J. (2015, December). *This is what happens when you reply to spam email* [Video]. TED Conferences. [https://www.ted.com/talks/james\\_veitch\\_this\\_is\\_what\\_happens\\_when\\_you\\_reply\\_to\\_spam\\_email](https://www.ted.com/talks/james_veitch_this_is_what_happens_when_you_reply_to_spam_email)

Parenthetical Citation Example: (Veitch, 2015).

Narrative Citation Example: Veitch (2015)

- Many classes use TED Talk educational videos as a part of their curricula. If the video is linking directly to the TED site, then cite and reference per the above example. Some TED Talks come from library subscription databases (e.g., Films on Demand). In this case, cite and reference per the specific library video database.

### References - TED Talk from YouTube

*Academic Writer Reference Type: Websites, Social Media, and Online Forums / YouTube (video or channel) / YouTube Video*



TED. (2013, March 1). *The art of asking* / *Amanda Palmer* [Video]. YouTube.

[https://www.youtube.com/watch?v=xMj\\_P\\_6H69g](https://www.youtube.com/watch?v=xMj_P_6H69g)

Parenthetical Citation Example: (TED, 2013).

Narrative Citation Example: TED (2013)

### References - Television Show, One Time Occurrence

*Academic Writer Reference Type: Audiovisual Media / TV series episode or webisode*

Muir, D., & Robach, A. (Co-hosts). (2021, April 16). The perfect lie (Season 44, Episode 23)

[TV series episode]. In D. Sloan (Executive Producer), *20/20*. ABC.

<https://abcnews.go.com/2020>

Parenthetical Citation Example: (Muir & Robach, 2021).

Narrative Citation Example: Muir and Robach (2021)

### References - Translated Book (or Article)

*Academic Writer Reference Type: Books, Reference Works, and Book Chapters / Authored book*

**\*\*Click on the down arrow in the box labeled Special Cases: and choose the option Translated and republished\*\***

de Saint-Exupéry, A. (2000). *The little prince* (R. Howard, Trans.). Mariner Books. (Original work published 1943)

Parenthetical Citation Example: (de Saint-Exupéry, 1943/2000).

Narrative Citation Example: de Saint-Exupéry (1943/2000)

- This is an example of a book in English translated from another language.

de Saint-Exupéry, A. (1970). *Le petit prince* [The little prince] (K. Woods, Trans.). Harcourt Brace & Company. (Original work published 1943)

Parenthetical Citation Example: (de Saint-Exupéry, 1943/1970).

Narrative Citation Example: de Saint-Exupéry (1943/1970)

- There may be times when the book (or article) is in another language, and you used the source in that language, but you could translate the title into English for clarity. In this

case, put the translated English title in square brackets right after the title, with no punctuation until after the parenthesis of the translator.

### References - TREN document (Theological Research Exchange Network)

*Academic Writer Reference Type: Dissertations and Theses / Dissertation or thesis, published in a database*

Anderson, J. W. (2006). *A study of the biblical basis for tithing* (005-0001) [Doctoral dissertation, Western Evangelical Seminary]. Theological Research Exchange Network.

Runn, G. A. (2017). *Biblical metaphors for servant leadership: A strong foundation for leadership development* (046-0206) [Doctoral dissertation, Bethel Seminary]. Theological Research Exchange Network.

Parenthetical Citation Examples: (Anderson, 2006; Runn, 2017).

Narrative Citation Examples: Anderson (2006) and Runn (2017)

- TREN is a database of dissertations and theses prepared for graduate theological schools.
- IWU provides the full text of these documents from the library catalog.

### References - UpToDate™ App

*Academic Writer Reference Type: Software / Entry in a Mobile App*


UpToDate, Inc. (2024). Confidentiality in adolescent health care. In *UpToDate* (Version 3.66.1) [Mobile app]. App Store. <https://apps.apple.com/us/app/uptodate/id334265345>

UpToDate, Inc. (2023). Confidentiality in adolescent health care. In *UpToDate* (Version 3.62.5) [Mobile app]. Google Play.

[https://play.google.com/store/apps/details?id=com.uptodate.android&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=com.uptodate.android&hl=en_US&gl=US)

Parenthetical Citation Example: (UpToDate, Inc., 2023).

Narrative Citation Example: UpToDate, Inc. (2023)

- To get the URL location, send a text message to yourself from the app description in the app store. There is an option using the  send to feature by either text or email. This option gives you the URL for the app in the app store.
- If you are sure you have the latest app version downloaded on your device, you can find the app version either in the app itself or by going to the app store.

### References - UpToDate™ database

*Academic Writer Reference Type: Periodicals / Journal Article*

*-Click on the down arrow in the box labeled Special Cases: and choose the option From the UpToDate database-*

King, T. E. (2024). Treatment of idiopathic pulmonary fibrosis. *UpToDate*. Retrieved March 31, 2024, from <http://www.uptodate.com/home/index.html>

Parenthetical Citation Example: (King, 2024).

Narrative Citation Example: King (2024)

- Articles in the UpToDate database are available only in that database and have information that changes over time.
- In the reference list, format UpToDate articles like periodical articles. Italicize the database name in the reference like a periodical title, but do not italicize the database name if it appears in the text.
- Use the year of the last update in the date element.
- Include a retrieval date because the content is designed to change over time, and page versions are not archived.

### References - UpToDate™ -- Lexicomp™

*Academic Writer Reference Type: Periodicals / Journal Article*

*-Click on the down arrow in the box labeled Special Cases: and choose the option From the UpToDate database-*

UpToDate also provides drug information that comes from Lexicomp™. A drug entry would be referenced as follows:

Pirfenidone: Drug information. (n.d.). *UpToDate*. Retrieved March 31, 2024, from

<http://www.uptodate.com/home/index.html>

Parenthetical Citation Example: (“Pirfenidone,” n.d.).

Narrative Citation Example: “Pirfenidone” (n.d.)

- The in-text citation would be: (“Pirfenidone,” n.d.).

- If you use a direct (word-for-word) quotation, provide a heading or section name. It is okay to abbreviate a long or unwieldy heading or section name. The section's name is capitalized and listed before the word section, which is not capitalized: (“Pirfenidone,” n.d., Adverse Reactions).
- You may also provide a heading or section name in combination with a paragraph number: (“Pirfenidone,” n.d., Warnings/Precautions, para. 3).
- For information on how to capitalize medication names, visit the *APA 7 Style Blog*, <https://apastyle.apa.org/blog/brand-names-medications>

## References - Video

### *Academic Writer Reference Type: Audiovisual Media / Film or Video*

Fothergill, A., & Scholey, K. (Producer). (2019). *Our planet* [Film]. Netflix.

<https://www.netflix.com>

Parenthetical Citation Example: (Fothergill & Scholey, 2019).

Narrative Citation Example: Fothergill and Scholey (2019)

- If you use a direct (word-for-word) quote from a video, show the location where the quote begins. Usually, this is displayed in hours, minutes and seconds, e.g., (Fothergill & Scholey, 2019, 01:05:14).
- Whenever possible, use the Director as the author. When you cannot determine the Director, use someone in a similar position, such as the host. Label the position as such.

## References - Video from Library Video Databases, e.g., Alexander Street Press; Films on Demand, KANOPY, etc.

### *Academic Writer Reference Type / Film or Video*

Robin, V. (Guest Expert), & Henderson, H. (Host). (2018). *Greening the global food system* [Film]. Films Media Group. <https://fod.infobase.com>

DeLucia-Waack, J., & Segrist, A. (Guest Expert) & Horne, A. (Host). (n.d.). *Leading groups with adolescents* [Film]. The Association for Specialists in Group Work.

<https://www.psychotheapy.net>

Griffith, D. W. (Director). (n.d.). *Edgar Allen Poe* [Film]. Alexander Street Press.

<https://alexanderstreet.com>

Parenthetical Citation Example: (DeLucia-Waack et al., n.d.; Griffith, n.d.; Robin, 2018).

Narrative Citation Example: DeLucia-Waack et al. (n.d.); Griffith (n.d.); and Robin (2018)

- Give as much information as can be identified in the video. You may not be able to identify the Director or date, as in two of the examples above.
- When citing several sources for one idea, arrange the sources alphabetically (in ABC order).

### References - YouTube Channels

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | YouTube (video or channel) | YouTube Channel*

Grammarly. (n.d.). *Grammarly: Write with confidence* [YouTube channel]. Retrieved April 10, 2022, from <https://www.youtube.com/c/grammarly/featured>

Howfinity. (n.d.). *Social media & technology* [YouTube channel]. Retrieved April 10, 2022, [https://www.youtube.com/channel/UCrSvDunJEc1CME4-KvhW\\_3Q](https://www.youtube.com/channel/UCrSvDunJEc1CME4-KvhW_3Q)

Parenthetical Citation Example: (Grammarly, n.d.); (Howfinity, n.d.)

Narrative Citation Example: Grammarly (n.d.) and Howfinity (n.d.)

- YouTube *channels* are not dated. Use n.d. for the date.
- It is very easy to update YouTube content, so APA recommends a retrieval date.
- Some users in YouTube go by a pseudonym or screen name instead of their real name. Use the author's real name and their pseudonym in square brackets right after the name. If only a pseudonym is used, then use the pseudonym for the author's name.

### References - YouTube Videos

*Academic Writer Reference Type: Websites, Social Media, and Online Forums | YouTube (video or channel) | YouTube video*

Killam, L. A. [NurseKillam]. (2020, January 6). *How to create a student title page in APA format 7th edition using Microsoft Word 2019* [Video]. YouTube.

<https://youtu.be/AoJ6PsoBQ04>

- To quote directly (word-for-word) from an audiovisual work, provide a timestamp for the beginning of the quotation in place of a page number.
  - “The title is the most important part of your title page, and arguably your entire paper” (Killam, 2020, 1:29).

- Killam (2020) goes on to say, “I love titles that pique my interest” (2:02).

### **University Specific Reference Examples:**

For the many advantages of using Academic Writer, there is a limitation to the software, which is when referencing university-specific resources. The following references are for resources that do not have a matching resource template in Academic Writer. These references will need to be added manually to your paper after downloading your completed paper to Word.

#### **References - Course Supplemental**

*Information systems foundation* [Student worksheet]. (n.d.). Indiana Wesleyan University,

Brightspace, MKG-350 classroom. <https://brightspace.indwes.edu>

Topic 03: Research in psychology. (n.d.). In *The field of psychology* [Course supplement].

Indiana Wesleyan University, Brightspace, PSY-150 classroom.

<https://brightspace.indwes.edu>

Parenthetical Citation Example: (*Information Systems Foundation*, n.d.; “Topic 03: Research in Psychology,” n.d.).

Narrative Citation Example: *Information Systems Foundation* (n.d.) and “Topic 03,” (n.d.)

- Sometimes a course provides additional teaching aids that accompany the course’s assigned readings. Book publishers often provide these resources to enhance course content and provide further teaching on a topic. They may be interactive exercises. They do not include links to streaming media, such as YouTube or Films on Demand. Articles or books from the library or open source locations are not course supplementals, either. Other locations in this document give examples for citing these kinds of resources, e.g., Films on Demand for streaming media.
- The first example (above) shows the activity included the entire supplemental media. The second example is one where the course divided the presentation into multiple topics.
- If there is a listed author, the References list entry starts with that information. The date follows the author, and then the reference continues.
- If a date is given, that information replaces n.d.
- The first part of the retrieval statement will not change. The course number will change, depending on the course.
- The URL should remain the same, <https://brightspace.indwes.edu>

### References - Lecture from a Class

- Two examples (below) are given depending on whether the source was located on an open website or a face-to-face situation where the lecture was distributed.
  - Lecture notes from a public website or handouts downloaded from a course should have a References entry like the first example below.
  - Lecture notes in a course management system (Brightspace) should have a References entry like the second example below.
- If you reference lecture notes that you have personally written, cite the notes as personal communication because your notes are only available to you. See **Personal Communications**.

Brock, S. E. (2014). *Assessment and intervention for bipolar disorder: Best practices for school psychologists* [PowerPoint slides]. California State University.

<https://www.csus.edu/indiv/b/brocks/Workshops/NASP/BIPOLAR%20Summer%20NASP%2007.pdf>

Miller, T. E., Samson, A. F., & Garner, B. F. (2019). *Referral systems for children with bipolar disorder in the schools* [Lecture notes on bipolar disorder]. Indiana Wesleyan University,

Brightspace, EDU-111 classroom. <https://brightspace.indwes.edu>

Parenthetical Citation Example: (Brock, 2014; Miller et al., 2019).

Narrative Citation Example: Brock (2014) and Miller et al. (2019)

- The Brock example is a PowerPoint presentation available on a university website.
- The Miller et al. example is lecture notes provided by the professors. These notes are available to anyone in the IWU community who takes that course.

### References - Skyepack OER

*Defining marketing* [Skyepack OER element]. (n.d.). Indiana Wesleyan University, Brightspace, MKG-421 classroom. <https://brightspace.indwes.edu>

Parenthetical citation example: (*Defining Marketing*, n.d., Marketing Mix, para. 1)

Narrative citation example: *Defining Marketing* (n.d., Marketing Mix, para. 1)

- If you have a direct quotation, include the title of the subsection of the module and the paragraph number from where you are taking the quote  
(Name of Module, n.d., Title of the sub-section of the module, paragraph number)

Paranthenetical Citation Example for a Direct Quotation:  
 (*Defining Marketing*, n.d., Marketing Mix, para. 1)

### References - Student Handbook (IWU publication)

*Division of Master's Nursing student handbook*. (2022-2023). Indiana Wesleyan University.

Indiana Wesleyan University Portal, Academic Sites, MSN Student Resources.

Paranthenetical Citation Example: (*Division of Master's Nursing*, 2022-2023).

Narrative Citation Example: *Division of Master's Nursing* (2022-2023)

*Division of Post-Licensure Nursing student handbook*. (2022-2023). Indiana Wesleyan

University. Indiana Wesleyan University Portal, Academic Sites, RNBS Student Resources.

Paranthenetical Citation Example: (*Division of Post-Licensure Nursing*, 2022-2023).

Narrative Citation Example: *Division of Post-Licensure Nursing* (2022-2023)

- The IWU portal is a secure site that is only available to the IWU community. No one outside of the IWU community can access the actual URL.

### References - Syllabus

Indiana Wesleyan University. (2019, June). *GEN-111-Foundations of lifelong learning*

[Syllabus]. Indiana Wesleyan University, Brightspace, GEN-111 classroom.

<https://brightspace.indwes.edu>

Short, J. M., & Stormer, M. (2021, June). *NUR-320-Introduction to baccalaureate nursing*

[Syllabus]. Indiana Wesleyan University, Brightspace, NUR-320 classroom.

<https://brightspace.indwes.edu>

Paranthenetical Citation Examples: (Indiana Wesleyan University, 2019; Short & Stormer, 2021).

Narrative Citation Examples: Indiana Wesleyan University (2019) and Short and Stormer (2021)



## References - University Catalog

Indiana Wesleyan University. (2023-2024). *University catalog: 2023-2024 catalog*.

<https://indwes.smartcatalogiq.com/en/2023-2024/catalog/>

Indiana Wesleyan University. (2023-2024). Honesty, cheating, plagiarism, and forgery. In

*University catalog: 2023-2024*. <https://indwes.smartcatalogiq.com/2023->

[2024/catalog/college-of-adult-and-professional-studies-caps/caps-policies-and-](https://indwes.smartcatalogiq.com/2023-2024/catalog/college-of-adult-and-professional-studies-caps/caps-policies-and-)

[regulations/academic-caps/copy-of-honesty-cheating-plagiarism-and-forgery/](https://indwes.smartcatalogiq.com/2023-2024/catalog/college-of-adult-and-professional-studies-caps/caps-policies-and-regulations/academic-caps/copy-of-honesty-cheating-plagiarism-and-forgery/)

First Parenthetical Citation Example: (Indiana Wesleyan University [IWU], 2023-2024).

Subsequent Citations: (IWU, 2023-2024)

Narrative Citation Example: Indiana Wesleyan University (IWU), 2023-2024)

Subsequent Citations: IWU (2023-2024)

- To use an organization's acronym, write the full name the first time you cite the organization in your paper's text. Use the acronym in all following in-text citations.
- A new catalog is published each year electronically. Students retain the catalog that they began within the first course of their degree program. For example, if a student began a degree program in September of 2020, they would continue to use the 2020-2021 edition of the catalog, even though IWU will publish a new catalog edition in the fall of 2021. Displaying the date as a part of the title is essential.
- You can shorten a corporate author name to its acronym if the intended audience readily understands the acronym.
- Avoid enclosing more than one in-text citation in back-to-back parentheses. Instead, place the information inside one set of parentheses per the first example above.

### Creating a Reference to ChatGPT or Other AI Models and Software

For an in-depth overview of APA rules for referencing and citing ChatGPT, visit the official APA Style Blog at <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

## References - Text Created by ChatGPT in Research

When using ChatGPT or other AI tools in your research, describe how you used the tool in the Method section or in a comparable section of your paper. Quoting ChatGPT's text from a chat session is similar to sharing an algorithm's output. Credit the author of the algorithm (OpenAI) with a reference list entry and the corresponding in-text citation.

*Sample text from ChatGPT*

The American Psychological Association (APA) writing style is widely used in the social sciences, including psychology, sociology, and education, among others. “Overall, the APA writing style is an important tool for academic writing that helps to ensure clarity, consistency, and credibility in research and other forms of academic writing” (OpenAI, 2023).

OpenAI. (2023). *ChatGPT* (March 14 version) [Large language model].

<https://chat.openai.com/chat>

Parenthetical Citation Example: (OpenAI, 2023)

Narrative Citation Example: OpenAI (2023)

### **PowerPoint™ Presentations and APA**

Just as you cite and provide references for a paper, it is also important to provide in-text citations and References in PowerPoint™ presentations. This includes citing and referencing images that you use in the PowerPoint™.

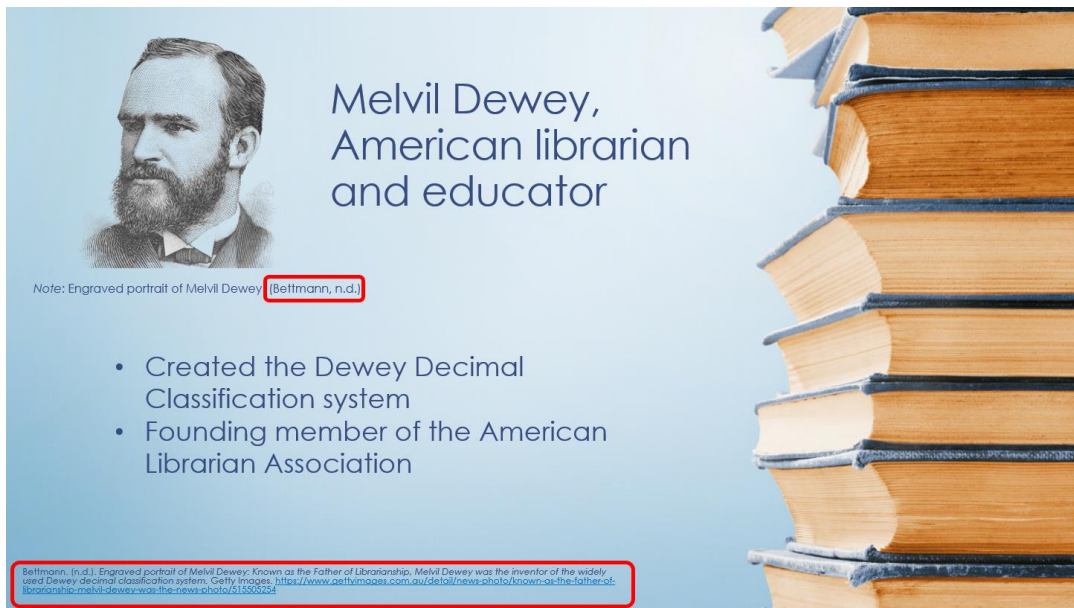
There are two commonly accepted practices for citing and referencing in PowerPoint™ presentations. *ALWAYS check with your instructors to see if they have a preference.*

- Option One:
  - Provide a full reference on each slide. If you cite **only one source per slide**, put the full reference entry at the bottom of the slide where that content is shown. You can format this reference in a small font size not to consume the slide.
- Option Two:
  - Provide in-text citations and a separate References slide. If you cite **more than one source per slide**:
    - Place the in-text citation with the content, just as you do with a written paper.
    - Create a References list. Place the list on the last slide(s) in the presentation, just as you would for a paper. The References list can use a smaller font, e.g., 12 or 14-point font.
    - You will not necessarily need to read your References list when you give a presentation. However, the references show that you are giving credit for content not original to you.
- Of these two methods, the second option of using in-text citations within the content of the presentation, and having the last slide(s) of your presentation show all of your references is the least intrusive to the flow of your actual PowerPoint.
- Note about clipart: In pre-2013 versions of Microsoft Office, clipart came as a part of the software. In Microsoft Office 2013 and subsequent versions, the Insert option gives you a way to insert saved pictures on your machine or find pictures online via Bing Image

Search. You need to cite and reference clipart or online pictures and any other images that you might use.

The following provides three PowerPoint slide examples. The first slide shows Option One, a reference on a slide with only one citation. The next slides show Option Two, in-text citations within the slide content and a References list that is the presentation's last slide.


#### Example: Option One



Example: Option Two

### Chester Barnard (1886-1961): A Brief Biography

- First corporate position: AT&T's Statistics Department
- President, New Jersey Bell Telephone, 1927-1948
- Author of *The Functions of the Executive*, a "primer for the scientific study of organizations" (Williamson, 1995a, p. 3)
- Blended theory and practice of organization and management, emphasized practical experience
- "Action analysis...based on a realistic human model" (Tsuneo, 2005, p. 21)



### References

Barnard, C. (2000). The nature of leadership. In K. Grint (Ed.), *Leadership: Classical, contemporary and critical approaches* (pp. 89-111). Oxford University Press.

Douglas, M. (1995). Converging in autonomy: Anthropology and institutional economics. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 98-115). Oxford University Press.

Moe, T. M. (1995). The politics of structural choice: Toward a theory of public bureaucracy. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 116-153). Oxford University Press.

Pfeffer, J. (1995). Incentives in organizations: The importance of social relations. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 72-97). Oxford University Press.

Rockefeller Archive Center. (n.d.). *Chester I. Barnard* [Photograph]. The Rockefeller Foundation: A digital history. [https://rockfound.rockarch.org/biographical/-/asset\\_publisher/6ygckECN11nb/content/chester-i-barnard](https://rockfound.rockarch.org/biographical/-/asset_publisher/6ygckECN11nb/content/chester-i-barnard)

Scott, W. R. (1995). Symbols and organizations: From Barnard to the institutionalists. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 38-55). Oxford University Press.

Tsuneo, S. (2005). Barnard, Chester Irving (1886-1961). In M. Witzel (Ed.), *The encyclopedia of the history of American management* (pp. 20-22). Thoemmes Continuum.

Williamson, O. E. (1995a). Introduction. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 3-10). Oxford University Press.

Williamson, O. E. (1995b). Chester Barnard and the incipient science of organization. In O. E. Williamson (Ed.), *Organization theory: From Chester Barnard to the present and beyond* (pp. 172-207). Oxford University Press.

## Formatting Tables

Here are some tips for deciding when to use a table:

- Tables visually display numerical values or textual information.
- Tables are arranged neatly in columns and rows.
- Label and format any other image or graphic without rows or columns as a figure.
- Do not overuse tables. Most times, readers learn the information better in-text rather than in a table.
- For a class assignment, fair use allows using a table from another source whether you present the table as is or adapt it. However, you must provide attribution for the source that has the original table. **APA 7th Edition Style requires a References list entry for tables adapted and presented from other sources.**
- If you publish your paper (i.e., make it available through the IWU library catalog or as part of ProQuest Dissertations & Theses), you must obtain copyright permission to reproduce the table.

Formatting the table:

- Use 12 pt., New Times Roman for most tables. If needed, you can go as small as 10 pt. font, but no smaller. Tables can be single-spaced, but if there is more clarity with additional white space, it is preferred to use double spacing.
- Keep the table on one page as much as possible. You can format tables in the paper in either landscape or portrait orientation.
- Every row/column must have a label.
- Use a lightweight line and only use horizontal lines, no vertical lines.
- Format the table number in **bold font**, flush left against the margin, and use numerals for numbering, e.g., **Table 1**.
- The table title is in italics, with all significant words greater than three letters capitalized. Place the table title above the table itself, double-space the table number and title.
- A table may have three kinds of notes underneath.
  - A general note explains any information that relates to the table as a whole. Use a general note to attribute the information in the table to another source. A general note starts with the word, *Note* in italics, followed by a period.
  - A specific note explains information for just one column, row, or cell in the table. Use a superscript lower-case letter, starting with the letter a.
  - A probability note helps explain when probability markings are used in a table, e.g., asterisks or other symbols.
- Number tables sequentially as they are discussed in the text, e.g., Table 1, Table 2, etc.
- Refer to any tables you use in your paper's text. An example of this might be: Table 3 explains the gender breakdown of the research group. Never include a table (or figure) that you do not mention in your paper's body (text).
- Using the Insert ribbon of the word processor, you can insert tables easily into a paper. However, the formatting of the generic table the word processor generates is not per APA guidelines. You will have to edit some of the lines and erase the vertical lines to match the example below.

Here is an example of a correctly formatted table.

**Table 8**

*Gender of Leader*

		Frequency	Percent	VP	CP
Valid	Male	84	69.4	69.4	69.4
	Female	37	30.6	30.6	100.0
	Total	121	100.0	100.0	

*Note.* VP stands for Valid Percentage, and CP stands for Cumulative Percentage.

### **Formatting Figures**

Tips for deciding to include a figure:

- Include any images or information that does not display well in a table format.
- Figures should add value to the paper.
- Figures may display information more accurately and in more visually appealing ways than a table.
- Create figures so that readers will understand each figure without having to read the paper's text.
- Figures should convey essential facts.
- Figures should be visually appealing in both size and readability.
- Fair use will allow a figure from another source for a class assignment, whether presented as is or adapted. However, you must provide attribution for the source that has the original figure. If you publish your paper (i.e., make it available through the IWU library catalog or as part of ProQuest Dissertations & Theses), you must obtain copyright permission to reproduce the table.

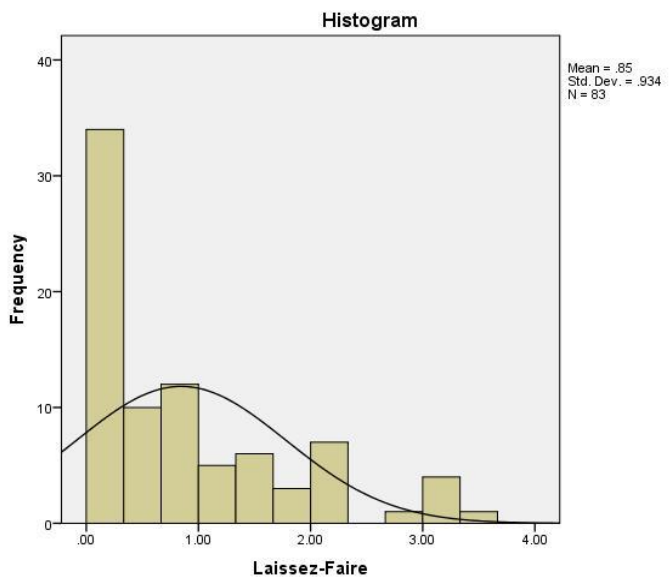
Formatting the figure:

- Lines should be clear and sharp.
- The typeface is simple, readable, and consistent with the rest of the paper.
- Make sure the graphic, photograph, chart, graph, etc., is large enough to be understood.
- The figure number appears above the figure in **bold print**. Place the figure title in one double-spaced line below the figure number—format figure titles in *italics*.
- The figure number is in bold print, and numerals are used sequentially, e.g., **Figure 1**, **Figure 2**, **Figure 3**.
- Refer to each figure in your paper's body.

See the next page for two examples of correctly formatted figures. Figure 2 requires attribution due to copyright.

**Figure 1**

*Laissez-Faire Leadership Style*



*Note.* The histogram illustrates the perception of the laissez-faire leadership style displayed in the two leader groups.

**Figure 2**

*Williams Prayer Chapel on the Campus of Indiana Wesleyan University*



*Note.* Copyright 2013 by J. L. Kind. Used by permission.

### Getting Help with APA

The *OCLS APA 7e Guide* contains only a few examples of common sources IWU students use in their papers. Here are some further resources for understanding APA:

#### Sources to use for Further APA Help

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

American Psychological Association. (n.d.). *Academic Writer* (Version 2.0) [Computer software]. <https://academicwriter.apa.org>

American Psychological Association. (2021). *APA style blog*. <https://apastyle.apa.org/blog/>

Online Campus Library Services. (n.d.). *APA style*. Indiana Wesleyan University.

<https://ocls.indwes.edu/homepage/apastyle>

### Sample Formatting with APA Writing Helps

Here is a link to an example paper provided by the American Psychological Association on their APA writing style site (copy and paste this link into your web browser):

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>

Still, have questions? Do you not see your source covered here? Contact OCLS by using our request [form](#).