Parenthetical Citations Table of Contents

1.1 Single author
1.2 Two authors
1.3 Three to five authors
1.4 Six or more authors
1.5 No author
1.6 Anonymous author
1.7 Corporate author (organization, association)
1.8 E-mail message or letter

References Table of Contents

Books
2.1 Single author or editor book
2.2 Corporate author book
2.3 Two or more author book
2.4 No author book
2.5 Anonymous author
2.6 Book chapter (edited book)
2.7 Print encyclopedia article
2.8 Online encyclopedia article
2.9 Electronic book from a database
2.10 Electronic book not from a database

Periodical articles
2.11 Print journal article
2.12 Online journal article from a database
2.13 Online journal article not from a database
2.14 Print magazine article
2.15 Online magazine article from a database
2.16 Online magazine article not from a database
2.17 Print newspaper article
2.18 Online newspaper article from a database
2.19 Online newspaper article not from a database

Government publications
2.20 ERIC document from database
2.21 ERIC document from web site

Electronic sources follow the same pattern as printed sources in parenthetical citations unless otherwise noted.

When citing an entire work, the author’s last name and publication date are sufficient for parenthetical citation. When citing a very specific portion of a source, or when using a quotation, give the page, chapter, or figure number, etc., in addition to the author’s last name and publication date.
1.1 Single author

When you do not mention the author’s name in the sentence, give the last name, the date, and the page number in parentheses at the end of the cited material. When citing web sites, cite the last name, the date (n.d. if no date is listed,) the heading (if present,) and the paragraph (para. 7, for example) in parentheses at the end of the cited material.

This is referred to as a “purification process” whereby “threatening or painful dissonances are warded off to preserve intact a clear and articulated image of oneself and one’s place in the world” (Sennett, 1980, p.11).

The book’s generous color illustrations are a real asset to visual learners in the sciences (Mallinson, n.d., Conclusion, para. 14).

When you use the author’s name in the sentence, place the date of the work in parentheses, immediately after the author’s name. For a quotation, the page number, preceded by p., appears in parentheses after the quotation.

Sennett (1980) calls this a “purification process” whereby “threatening or painful dissonances are warded off to preserve intact a clear and articulated image of oneself and one’s place in the world” (p. 11).

1.2 Two authors

Goody and Watt (1963) state that “the most significant elements of human culture are undoubtedly channeled through words, and reside in the particular range of meanings and attitudes which members of any society attach to the verbal symbols” (p. 323).

1.3 Three to five authors

List all authors’ names for the first reference. In subsequent references, use the first author’s name plus et al.

Kintgen, Kroll, and Rose (1988) maintain that “just as a single definition of literacy is insufficient, so is scrutiny from within the confines of a single academic discipline” (p. xv).

As Kintgen et al. (1988) explain: “the contemporary asymmetry between reading and writing can be related to use in a particular socioeconomic context” (p. xvii).

1.4 Six or more authors

The Internet opens markets in unexpected ways (Williams et al., 2005, para. 4).

1.5 No author

To cite a work with no author, cite the first few words of the title, underlined or in quotes (as it appears in the references) (“Surveillance Society,” 1998) or (College Bound Seniors, 1979).

1.6 Anonymous author

When the author of a reference is listed as “anonymous,” use Anonymous followed by a comma, the date, and the page (Anonymous, 1922).

1.7 Corporate author (organization, association, etc.)

If the name of the organization is long, spell it out the first time, followed by an abbreviation in brackets (Food and Drug Administration [FDA], 1996). In subsequent citations, use the abbreviation only (FDA, 1996).

1.8 E-mail message or letter

Use the sender’s name followed by a comma and personal communication followed by a comma followed by the date of the communication (Jo Baker, personal communication, October 28, 2002).
2.0 References

Your reference page(s) should list all of the sources from which you have obtained information or which you have directly quoted in your paper. Here your reader will obtain the complete information for the sources which were mentioned in the parenthetical citations within the body of your paper. Each item should be listed only once regardless of how many times it was cited within the body of the paper.

References are arranged in alphabetical order by authors' last names except where the source has no author, in which case it will be in order by title. Ignore initial articles (a, an, the) in the titles when alphabetizing. References should be double-spaced and citations should be formatted using hanging indents. In MS Word this is accomplished by highlighting the section of citations, then clicking on Format ⇒ Paragraph, then clicking on Hanging in the drop-down menu under Special.

References for electronic sources are identical to those for print, followed by the retrieval information needed to locate the cited source. Many publishers assign a DOI (digital object identifier) to each article or document. This is a unique alphanumeric string providing a stable persistent link to that source. When a DOI is available, no other retrieval information is required. If there is no DOI, the phrase “Retrieved from” is followed by the web address. If from a subscription database, just include the base URL (e.g. http://ehis.ebscohots.com). The final period (.) is omitted when a citation ends with a DOI or a web address. The retrieval date is not included. Registration agencies such as CrossRef (http://www.crossref.org) link the DOI to the related full text.

Books
Author, A.A. (publication date). Title of book in italics. Location: Publisher.

Note: Locations should list the city & state using the 2 letter postal code without periods (e.g. NY, CA).

2.1 Single author or editor book

2.2 Corporate author book

2.3 Two or more author book

2.4 No author book

2.5 Anonymous author book

2.6 Book chapter (edited book)
2.7 Print encyclopedia article

2.8 Online encyclopedia article

2.9 Electronic book from a database follows the same format as a print book followed by DOI or Retrieved from database base URL:

2.10 Electronic book not from a database follows the same format as a print book followed by Retrieved from web address:

Periodical articles

When citing an online article, follow the guidelines for the print citation followed by the DOI if available. Otherwise include Retrieved from database or web address.

2.11 Print journal article
Include the journal issue number only if each issue of the journal is paginated individually.

2.12 Online journal article from a database
No DOİ assigned:

DOI assigned:
2.13 Online journal article not from a database


2.14 Print magazine article


2.15 Online magazine article from a database


2.16 Online magazine article not from a database

Give only the URL of the home page of an online source when the article can be easily located with a search.


2.17 Print newspaper article


2.18 Online newspaper article from a database


2.19 Online newspaper article not from a database

Give only the URL of the home page of an online source when the article can be easily located with a search.


ERIC documents

2.20 ERIC document from a database


2.21 ERIC document from a web site

2.22 Personal communication (letter, e-mail, text message)

Letters, e-mail messages and text messages should not be included in the references list because they are personal communications that cannot be retrieved by a third party. They should, however, be cited in the text.

Maps

2.23 Standalone map

*Title of Map.* [Map]. (Publication date). Place of publication: Publisher.


2.24 Map from a book

Author last name, author initials (if available). (Publication date). Title of map. [Map]. *Title of book.* Ed. Book editor. Place of publication: Publisher.


2.25 Online map

Maps on the Internet follow the format for a print map followed by Retrieved from web address.


Government publications

2.26 Print government publication

Author or Corporate Author. (Date of publication). *Title of document* (Publication or report number if applicable). Place of publication: Name of publisher.


2.27 Online government publication

Online government publications follow the same format as their print counterparts followed by Retrieved retrieval date from web address


Web pages

2.28 Entire web site
When citing an entire web site, no entry is needed in the Reference list so long as the URL is cited in the text of the paper. National Geographic Kids offers a whole host of useful educational tools for elementary school teachers http://kids.nationalgeographic.com/kids/.

2.29 Individual page(s) from a web site

Author or Corporate Author, if available. (publication date or if no date is given use n.d.). Title of web page. Retrieved from web address


2.30 Web page/article that is part of a larger work

Author last name, First initial. (publication date). Title. In Name of sponsoring organization, if available, Title of larger site. Retrieved from web address


2.31 Online video or audio

1. Author last name, A.A. (Publication date). Title of work. [media type: e.g. photograph, video clip, sound recording, map]. In Title of larger site. Begin title and format of work if author not given, followed by date. Retrieved from web address


2.32 Blog post or comment

Author last name, Author first initial. (posting date). Title of posting. [Web log post]. In Organization name or owner name, Title of blog. Retrieved retrieval date from web address.


2.33 Newsgroup, online forum, discussion group, or electronic mailing list

Author last name, A.A. (posting date). Title of post. [type of post]. Retrieved from web address


2.34 Social media feed in general (e.g. Facebook, Twitter, etc.)

When referring to a whole feed, no entry is needed in the Reference list so long as the URL is cited in the text of the paper.

A good place to stay current with research on microbiology is the American Society for Microbiology Facebook page (http://www.facebook.com/asmfan).

2.35 Social media individual posting (e.g. Facebook, Twitter, etc.)

Author or Group Name. (posting date). Title of posting. [page type]. Retrieved from web address

Barack Obama. (2010, September 17). Our nation’s success depends on strengthening America’s role as the world’s engine of discovery and innovation. [Twitter post]. Retrieved from http://twitter.com/BarackObama

Barack Obama. (2010, August 26). Women’s rights are ultimately human rights, and the march for equality will not end until full parity and equal opportunity are attained in every state and workplace across our nation. [Facebook post]. Retrieved from http://www.facebook.com/barackobama

For further examples, see the following:

Publication Manual of the American Psychological Association (Print - Milne Ref BF 76.7 P83 2010)

Purdue Online Writing Lab (http://owl.english.purdue.edu/owl)

APA Style.org (http://www.apastyle.org/)

Milne Library’s Citing Sources page provides links to additional guides and tutorials.