



## South East Asian Association for Institutional Research (SEAIR)

### Paper Referencing & Citation Format

In academic writing, it is very important to cite and reference the materials used in the writing properly. Proper citation allows the readers to explore your particular subject matter further. Citing also protects against plagiarism by clearly indicating and differentiating which information comes from other sources and which is the researcher's own work and writing. Following a generally accepted style in Social Science, the APA style guide helps display facts, key points, and scientific findings simply and clearly for the readers. The Annual SEAIR Conference Proceedings subscribes to this uniform style for an efficient publication process for author and publisher alike, allowing for the swift and accurate typesetting of academic work. The Annual SEAIR Conference Proceedings has chosen the APA style for its simplicity, ease of use, and its focus on scientific subjects.

The APA, or American Psychological Association, style, created in 1929, has the goal of setting down a set of rules and standards for scientific writing that would simplify the style while increasing reader comprehension. Below is a guide that we at Annual SEAIR Conference Proceedings hope will aid our authors in the use of the APA style.

The American Psychological Association reference style uses the Author-Date format. Refer to the Publication Manual of the American Psychological Association (7th Edition, October 2019 ed.) for more information.

**\*\*Note:** As a contributor to Annual SEAIR Conference Proceedings publications, you are expected to ensure that your work is professionally copy-edited and in proper APA referencing and citations format and forms styling prior to submission. Non-conformance can result in unnecessary delays and rejections

## In-Text Citations

In-text citations are used to show where you retrieved the information that you are using to make specific arguments in your writing. In the APA Publication Manual (7<sup>th</sup> edition, 2021), in-text citations are covered on pages 253-278.

Below are some general rules to follow when using in-text citations.

### APA Citation Basics

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example (Doe, 2022).

**Note:** Bracketed numbers may NOT indicate in-text citations. If your in-text citations do not follow the author-date method, please correct them prior to submission.

If you are referring to an idea from another work but not directly quoting the material or making reference to an entire book, article, or other work, you only have to refer to the author and year of publication and not the page number in your in-text citation. All sources that are cited in the text must appear in the reference list at the end of the paper.

## Types of Citations

### Integrated Citations

A work that is directly referenced within the text by the author's, or multiple authors', name is called an integrated citation. When this happens, cite the source by placing the year of publication in parentheses following the author's name, as in the following example:

Many professors have used the work of Jerry (2018) to show . . .

When there is an integrated citation for a work with multiple authors, separate the authors with the word "and." For example:

Jerry and Wattanasap (2014) showed in their previous work that . . .

In an integrated citation that includes "et al." (see In-Text Citations: Author/Authors), you would write the citation as such:

Parky et al. (2003) discuss the prospect of having more than eight signatures. . .

When writing an integrated citation for multiple citations, treat each citation as its own integrated citation. You would then separate the citations by a comma and an "and" between the last two citations.

The authors of Hin (1977), Jerry (2018), Jerry and Wattanasap (2014), and Parky et al. (2003) discuss in their research . . .

## **Parenthetical Citations**

If the work is not directly referenced in the text but still needs to be cited, the citation will be moved to the end of the sentence, and the author's name will be included along with the publication year, as in the following example:

(Churchill, 1943).

A more detailed discussion of parenthetical citations can be found in the In-Text Citations: Author/Authors section.

## **Paraphrasing Materials**

When using information from one of your sources but not directly quoting text from that work, this is paraphrasing. When paraphrasing a source work, you must cite their work by listing their name and the year of publication where the information is used, like so:

Although the APA style can seem difficult, it often is very easy to use once it has been practiced (Jerry, 2018).

While a page number is not required for paraphrased material, it is often preferred since this can help your readers find the exact source of the information. The page, or range of pages, where the information is found is identified by a "p." for a single page or "pp." for multiple pages. For example:

Although the APA style can seem difficult, it often is very easy to use once it has been practiced (Jerry, 2018, pp. 24-32).

When you are citing electronic, online material or a source that doesn't have a page number, use the paragraph number where the information is found. The paragraph number is indicated by "para." An online source cited like this would look like this:

The APA style has shown a 25% increase in knowledge retention (Jerry, 2018, para. 3).

Never use the page numbers of Web pages you print out because different computers can print out Web pages with different pagination.

## **Quotations**

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses, as in an integrated citation.

According to Jerry (2018), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation, as in a parenthetical citation.

She stated, "Students often had difficulty using APA style" (Jerry, 2018, p. 199), but she did not explain as to why.

## **Author/Authors**

APA style has a series of important rules regarding the use of author names in the author-date system. In this section, we will review the rules, primarily regarding author names and publication dates.

### *Citing an Author or Authors*

A basic citation will always use the author-date system shown above in the APA Citation Basics section. The pages the information is found on can also be included.

(Hin, 1987, pp. 43-49)

### *A Work by Two Authors*

Name both authors in parentheses each time you cite the work. Use the word "and" between the authors' names within an integrated citation, and use an ampersand (&) in a parenthetical citation:

(Hin & Rush, 1988)

### *A Work by More Than Two Authors*

List the first author followed by et al.

(Barnes et al., 1998)

### *Unknown Author*

If there is no author listed for the source, cite the source by its title in the signal phrase or use the first word or two in a parenthetical citation. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are placed in quotation marks.

A similar study was done on students learning to format research papers ("Using APA," 2001). In "Using APA" (2001), students learned to format research papers.

Note: In the rare case "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

### *Organization as an Author*

If the author is an organization or a government agency, write the organization's full name in the signal phrase or in the parenthetical citation the first time you cite the source.

The purpose of the style was to clarify and simplify the writing (American Psychological Association, 2020).

According to the American Psychological Association (2020), . . .

If the organization has a well-known abbreviation, include the abbreviation in brackets the

first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2020)

Second citation: (MADD, 2020)

### **Two or More Works Cited at the Same Time**

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

If multiple works by the same author or authors are cited simultaneously, use commas between the publication years, again listing the sources in the same order that they appear in the reference list.

(Berndt, 2002, 2004)

### **Authors with the Same Last Name**

To prevent confusion, use first initials when last names are the same. The first initial should appear before the last name of the authors.

(G. Johnson, 2001; P. Johnson, 1998)

### **Two or More Works by the Same Author in the Same Year**

If you have two sources by the same author in the same year, use lowercase letters (a, b, c) with the year to order the entries in the reference list. Use the lowercase letters with the year in the in-text citation.

Research has shown (Allen, 2013a) that . . .

It was later discovered that these signs were indicative of a great underlying cause (Allen, 2013b).

### **Personal Communication**

For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

Many students have difficulty with the APA style initially (E. Robbins, personal communication, 4th January, 2001).

A. P. Smith also claimed that many of her students had difficulties with the APA style (personal communication, 3rd November 2002).

### **Citing Indirect Sources**

If you use a source that was cited in another source, name the original source (the source that was cited) in your signal phrase. List the secondary source (the source that cited the original source) in your reference list and cite the secondary source in parentheses.

Johnson argued that . . . (as cited in Smith, 2003, p. 102).

## Unknown Date

If no date is given, use the abbreviation "n.d." (meaning "no date") in the place of a publication year.

Another study of students and research decisions discovered that students succeeded with tutoring (Sterling, n.d.).

## Reference List

Unlike in-text citations, reference citations include additional details beyond the author and date. Each reference citation is made up of four parts: Author, Date, Title, and Publication Data. This information will be listed at the end of your article under the subtitle "References." In the APA Publication Manual (7th edition), references, with examples, are covered on pages 313-352.

The following is a step-by-step guide to building a reference citation using each of these four parts.

### Reference List: Author/Authors

The following rules for handling work by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.).

#### *Single Author*

List the author's last name first, followed by the author's initials. For example: Fowlericarium, R. B.

Fowlericarium, R. B. (2012). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

#### *Two Authors*

List authors by their last names and initials. Use an ampersand (&) instead of "and," and include a comma between them. For example, Wegener, D. T., & Petty, R. E.

Wegenerica, D. T., & Petty, R. E. (2014). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

#### *Three to Twenty Authors*

List authors by their last names and initials. Use commas to separate author names, while the last author's name is preceded again by an ampersand. For example: Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S.

Kernistry, M. H., Cornelly, D. P., Sun, C. R., Berry, A., Harlowaery, T.,  
Bacharom, J. S., Nextica, U., Thomas, I., March, K., Bishardoo, K., Leister,

I., Ulrich, H., Brehmatory, M., Frey, K., Isi, M., Mel, S., Ano, D., Karatzas, K., Marty, Q., & Stevens, C. (2013). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

### *More Than Twenty Authors*

List the last names and initials of the first nineteen authors, separated by commas. An ellipsis (. . .) will then be used, followed by the final author's last name and initials. Never use et al. in a reference citation. For example: Millery, F. H., Choi, M. J., Angelica, L. L., Harlandy, A. A., Stamosica, J. A., Thomas, S. T., . . . Rubinery, L. H.

Kernistry, M. H., Cornelly, D. P., Sun, C. R., Berry, A., Harlowaery, T., Bacharom, J. S., Nextica, U., Thomas, I., March, K., Bishardoo, K., Leister, I., Ulrich, H., Brehmatory, M., Frey, K., Isi, M., Mel, S., Ano, D., Karatzas, K., Mart, Q., ... Rubinary, L. H. (2019). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

### *Author with a Suffix (Jr., Sr., etc.)*

When an author has a suffix as part of their name, such as Jr. (junior) or Sr. (senior), the suffix will appear after the initials of the author. A comma separates the initials from the suffix. For example, Downey, R., Jr.

Downey, R., Jr. (Actor). (2013). *Iron Man 3*. Marvel Studios.

### *Organization as Author*

When an organization writes a book or article, the organization's name takes the place of the author's. Do not abbreviate. For example, the American Psychological Association.

American Psychological Association. (2021). *Publication manual of the American Psychological Association* (7th ed.). Author.

### *Unknown Author*

When the author's name is unknown, the title of the source will take the place of the author's name.

Merriam-Webster's collegiate dictionary (10th ed.). (2013). Merriam-Webster.

**NOTE:** When your chapter or article includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks (for articles) and italics (for books) as appropriate. For example, parenthetical citations of the source above would appear as follows (Merriam-Webster, 2013).

### **Reference List: Date**

The date in a reference citation will always appear in parentheses following the authors. Always include a period after the closing parenthesis. The following are examples of dates used in various reference scenarios, which will demonstrate how to organize your sources

in the reference list.

### *Two or More Works by the Same Author*

Use the author's name for all entries and order the entries by year (earliest comes first).

Hin, K. M. (1981). Children, nutrition, and learning. *Educational Psychologist*, 16, 24-35. Hin, K. M. (1999). Plain and simple. A teaching guide. *Educational Psychologist*, 34, 2-14.

When an author appears both as the only author and, in another citation, as the first author of a group, list the one-author entries first, regardless of publication date.

Berndty, T. J. (2019). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.  
Berndty, T. J., & Keefe, K. (2015). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerrtica, N. L., Flemingo, M. A., & Petty, R. E. (2020). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, 6, 629- 654.  
Wegener, D. T., Petty, R. E., & Kleinary, D. J. (2014). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

### *Two or More Works by the Same Author in the Same Year*

If there are multiple references by the same author in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Lowercase letters are then added to each publication year, listed alphabetically.

Berndtica, T. J. (2021a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.  
Berndtica, T. J. (2021b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

The same also applies to groups of writers. If you use more than one source by a group of authors from the same year, attach a letter (starting with a) to the publication year.

Sturridgericary, D., Owenery, M., & Reinabica, J. M. (2014a). Actor-network theory and post-structuralism. *International Journal of Actor-Network Theory and Technological Innovation*, 13(1), 54-75.  
Sturridgericary, D., Owenery, M., & Reinabica, J. M. (2014b). Human and non-human actors in ANT. IGI Global.



### *Works with No Date of Publication*

Some sources have no defined date of publication. In this case, write "n.d." (no date) in place of the date.

O'Keeferica, E. (n.d.). Egoism & the crisis in Western values.  
<http://www.onlineoriginals.com/showitem.asp?itemID=135>

### *Forthcoming Works*

Use "in press" in the place of a date to cite a work that has yet to be formally published.

Smithsonian, P. (in press). Biannual retrograde and you. *The Journal of Aging and Geriatric Health*, 44(4), 145-178.

### **Reference List: Title and Publication Data**

#### *Reference List: Articles in Periodicals*

APA style dictates that after the author and publication date information described above, the title of the article is written in sentence case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is written in title case (all words in upper case except for articles, prepositions, and conjunctions) and is followed by the volume number, issue number, and page numbers. The title of the periodical and the volume number will always be italicized.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

#### *Article in a Journal Paginated by Volume*

Journals that are paginated by volume begin with page one in issue one and continue numbering issue two where issue one ended. In this case, only the volume number and the page number are necessary.

Harlowica, H. F. (2013). *Fundamentals for preparing psychology journal articles. Journal of Comparative and Physiological Psychology*, 65, 893-896.

#### *Article in a Journal Paginated by Issue*

Journals paginated by issue begin with page one in every issue; therefore, the issue number is indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scrutonarium, R. (2016). *The eclipse of listening. The New Criterion*, 15(40), 5-13.

#### *Article in a Magazine*

Articles in works published more frequently, such as weekly magazines, will include the month and date of publication.

Henricoru, W. A., III. (2020, 9th April). *Making the grade in today's schools*. *Time*, 135, 28-31.

### *Article in a Newspaper*

Schultzaricarium, S. (2015, 28th December). *Calls were made to strengthen state energy policies*. *The Country Today*, 1A, 2A.

### *Letter to the Editor*

For works other than articles, such as an editorial preface or Letter to the editor, label the work in brackets following its title.

Mollericarium, G. (2012, August). *Ripples versus rumbles* [Letter to the editor]. *Scientific American*, 287(5), 12.

### *Review*

For reviews, label the work as above, but also include the title and authors of the work being reviewed.

Baumeisterium, R. F. (2013). *Exposing the self-knowledge myth* [Review of the book *The self-knower: A Hero Under Control*, by R. A. Wicklundericum & M. Eckerty]. *Contemporary Psychology*, 38, 466-467.

## **Reference List: Books**

In APA style, after the author's names and the year of publication, the title of the book is written in sentence case and italicized (note that this is different from a journal reference). After the title, list the book's publisher.

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher.

### *Book Written by One or More Authors*

For a book by one or more authors, cite the authors, the book's title, and the publisher's information, as described above.

Calfeein, R. C., & Valenciatica, R. R. (2021). *APA guide to preparing manuscripts for journal publication*. American Psychological Association.

### *Edited Book, No Author*

List the editor or editors in place of the authors. Indicate their role using (Ed.) for a single editor or (Eds.) for multiple.

Duncanary, G. J., & Brooks-Gunnery, J. (Eds.). (2017). *Consequences of growing up poor*. Russell Sage Foundation.

### *Edited Book with an Author or Authors*

List the author first. Following the title of the book, list the editors with their initials before their last names. Indicate their role as above.

Plathologicary, S. (2020). *The unabridged journals* (K.V. Kukilarium, Ed.). Anchor.

### *A Translation*

List the translators in parentheses following the book's title. Format their names as you would editors', and include the original publication date following the publisher's information.

Laplaceica, P. S. (2021). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814)

**Note:** When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplaceica (1814/1951).

### *A Work Published in a Language Other Than English*

List the book title as it appears and include an English translation of the title in brackets.

Amanoarica, N., & Kondominium, H. (2020). *Nihongo no goi takusei* [Lexical characteristics of Japanese language]. Sansei-do.

### *Edition Other Than the First*

Include the edition number following the book's title.

Helferian, M. E., Kempeski, R. S., & Krugmanarian, R. D. (2017). *The Battered Child* (7th ed.). University of Chicago Press.

### *Article or Chapter in an Edited Book*

List the authors, year of publication, and title of the chapter. This is then followed by "In" and the name of the book in italics. List the editors before the title of the book and the publisher's information.

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Publisher.  
O'Neilica, J. M., & Eganory, J. (2012). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainribicca (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

### *Introductions, Prefaces, Forewords, and Afterword*

An introduction, preface, foreword, or afterword is cited much like a chapter in an edited book, using the applicable title as the chapter of the book.

Funkiness, R., & Kollnarian, M. (2018). Introduction. In E.W. Ludlowaric (Ed.), *Understanding English grammar* (pp. 1-2). Allynarian and Beacon.

### *Multivolume Work*

List the volume number or numbers after the title of the book.

Wienerarian, P. (Ed.). (2013). *Dictionary of the history of ideas* (Vols. 1-4). Scribner's.

### **Reference List: Other Print Sources**

#### *An Entry in an Encyclopedia*

Much like a chapter in an edited book, the name of the entry is listed after the author and year information. The volume and page numbers should also be included in the same set of parentheses following the encyclopedia's title.

Bergamoty, P. G. (2013). Relativity. In *The New Encyclopedia Britannica* (Vol. 26, pp. 501- 508). Encyclopedia Britannica.

#### *Dissertation, Published*

Author, A. A. (Year of publication). *Title of dissertation* (Accession or Order Number) Type of dissertation, Institution]. Name of database.

Coolericky, T. (2019). *Design, development, and implementation of a Wireless Local Area Network (WLAN): The Hartford Job Corps Academy case study* (UMI No. 3344745) [Doctoral dissertation, University of Missouri]. ProQuest Dissertations and Theses database.

#### *Dissertation, Unpublished*

Author, A. A. (Year). *Title of dissertation* [Unpublished doctoral dissertation]. Name of Institution, Location.

Kassovericar, A. (2017). *Treatment of abusive males: Voluntary vs. court-mandated referrals*

[Unpublished doctoral dissertation]. Nova University, Fort Lauderdale, FL, United States.

#### *Government Document*

Organization Name. (Year). *Document title* (Publication No.). Publisher.

National Institute of Mental Health. (2020). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). U.S. Government Printing Office.

**Note:** For information about citing legal sources in your reference list, see the Westfield State College page on Citing Legal Materials in APA Style.

### *Report from a Private Organization*

Organization Name. (Year). *Title of report*. Publisher.  
American Psychiatric Association. (2020). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Author.

### *Published Conference Proceedings*

When citing a paper that was published in the conference proceedings, cite the paper as you would a chapter in an edited book.

Author, A. A., & Author, B. B. (Year of publication). Title of paper. In *Proceedings of Conference Title*. Publisher.  
Schnaseary, J. L., & Cunniusty, E. L. (Eds.). (2015). Learning in the 21st century and beyond. In *Proceedings of the First International Conference on Computer Support for Collaborative Learning (CSCL '15)*. Erlbaum.

### *Conference Papers*

When citing a paper that was presented at a conference but not published in the conference proceedings, cite the source as follows:

Author, A. A. (Year of the conference). *Title of paper* [Paper presentation].  
Conference Title, Location.  
Snydericty, J. (2020). *Studies of the effects of fasting on metabolism* [Paper presentation]. The AMIA Conference, New York, NY, United States.

### **Reference List: Electronic Sources (Web Publications)**

Articles that are published online are very similar to print articles. You will want to include all information the online host makes available to you, including an issue number in parentheses (if available) and the source URL.

Author, A., (Year of publication). Title of work. *Title of Publication, Volume(Issue)*. URL  
Bernsteiaryn, M. (2012). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149.  
<http://www.alistapart.com/articles/writeliving>

### *Online Scholarly Journal Article: Citing DOIs*

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI) in your reference, if it is available, as opposed to the URL. DOIs can provide stable, long-lasting links for online articles and are unique to their documents. Many, but not all, publishers will provide an article's DOI on the first page of the document. Some online bibliographies will provide an article's DOI but may "hide" the code under a button that may read "Article" or may be an abbreviation of a vendor's name like "CrossRef" or "PubMed." This button will usually lead to the full article, which will include the DOI. A DOI from a print publication or one with a dead link can be found with CrossRef.org's "DOI Resolver" (<http://www.crossref.org/guestquery/>).

### *Article from an Online Periodical with DOI Assigned*

Brownliemary, D. (2017). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 49(11/12), 1245-1283.  
<http://doi:10.1108/03090560710821161>

### *Article from an Online Periodical with no DOI Assigned*

Online scholarly journal articles without a DOI require the URL of the journal home page. Since one of the goals of citations is to provide your readers with enough information to find the article, providing the journal home page aids readers in this process.

Kennethion, I. A. (2020). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. <http://www.cac.psu.edu/jbe/twocont.html>

### *Abstract*

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody? Two prison case studies [abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.  
<http://onlinelibrary.wiley.com/doi/10.1111/j.1468-3156.2007.00466.x/abstract>

### *Newspaper Article*

The newspaper's home page URL may be included in place of page numbers if the article was accessed online.

Parkeric-Pope, T. (2018, May 6). Psychiatry handbook linked to the drug industry. *The New York Times*. <http://www.nytimes.com>

### *Electronic Books*

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is *only* provided in a digital format or is difficult to find in print.

De Huffionsy, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*.  
<http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>  
Davision, J. (n.d.). *Familiar birdsongs of the Northwest*.  
<http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

### *Chapter/Section of a Web Document or Online Book Chapter*

Cite the chapter as in a print book, but include the URL at the end of the reference citation.

Engelshcallican, R. S. (2017). Module mod\_rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation*.  
[http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

**Note:** Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Website.

### *Online Book Reviews*

Cite the information as you normally would for the work you are quoting (The first example below is from a newspaper article; the second is from a scholarly journal). In brackets, write "Review of the book" and give the title of the reviewed work (See also Reference List: Articles in Periodicals— Review). Provide the web address after the words "Retrieved from" if the Review is freely available to anyone. If the Review comes from a subscription service or database, write "Available from" and provide the information where the Review can be purchased.

Zacharekian, S. (2018, 27th April). Natural women [Review of the book *LGBTQ like us*]. *The New York Times*.

<http://www.nytimes.com/2008/04/27/books/review/Zachareck-t.html?pagewanted=2>

Castrateion, G. (2017). New millennial Joyce [Review of the books *Twenty-first Joyce*, *Joyllibee's critics: Transitions in reading and culture*, and *Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173.

[http://muse.jhu.edu/journals/modern\\_fiction\\_studies/toc/mfs52.1.html](http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html)

### *Non-periodical Web Documents, Web Page, or Report*

When referencing a non-periodical web document, web page, or report, give as much publication information as possible. Sometimes, it is necessary to hunt around the Website for the information, but more information will only help your reference and your paper.

Angelion, E., Waggery, J., Lawricky, E., Moorey, K., Anderson, M., Soderlandy, L., & Brizeeyi, A. (2020, 5th May). *General format*.

<http://owl.english.purdue.edu/owl/resource/560/01/>

**Note:** When an Internet document is more than one web page, provide a URL that links to the home page or entry page for the document.

### *Online Encyclopedias and Dictionaries*

Often, encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feministry. (n.d.). In *Encyclopedia Britannica online*.

<http://www.britannica.com/EBchecked/topic/724633/feminism>

### *Online Bibliographies and Annotated Bibliographies*

Jürgenson, R. (2015). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*.

[http://www.hc-sc.gc.ca/ahc-asc/alt\\_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison- carceral\\_e.pdf](http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison- carceral_e.pdf)

## Data Sets

Point readers to raw data by providing a Web address or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (2018). *Indiana income limits*  
[Data set]. [http://www.huduser.org/Datasets/IL/IL08/in\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)

## Graphic Data (e.g., Interactive Maps and Other Graphic Representations of Data)

The name of the researching organization should take the place of the author, which is then followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solarium Radiation and Climatology Experiment. (2017). [Graph illustration of the SORCE Spectral Plot 8th May 2018]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. [http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectraion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectraion)

## Reference List: Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (but not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets.

Buttery, C. (Interviewer), & Stapleton R. (Interviewee). (2019). *Oral History 2*  
[Interview transcript].  
[http://www11.jsc.nasa.gov/history/oral\\_histories/oral\\_histories.htm](http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm)

## Computer Software/Downloaded Software

This type of reference is for specialized Software only. It is not necessary to cite standard office software (e.g., Word, Excel) or programming languages.

Ludiscious, T. (2012). *PsychInquiry* [computer software]. Worth.

Software that is downloaded from a website should provide the Software's version and year when available.

Hasheder, B., Tesarianor, B., & Zuraidi, K. (2013). *OTSoft: Optimality Theory Software*  
(Version 2.1) [Software].  
<http://www.linguistics.ucla.edu/people/hayes/otsoft/>

## Online Forum or Discussion Board Posting

For citations of online forums or discussion boards, Include the title of the message or post and the URL of the newsgroup or discussion board. Please note that titles for items in



online communities (e.g., blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g., "Message posted to . . . , archived at . . .").

Freddie, B. D. (1201, 23rd November). *New inventions in the cyberworld of toylandia* [Online forum post]. Earthlink.  
<http://groups.earthlink.com/forum/messages/00025.html>

### *Twitter, Facebook, and Instagram*

When referencing posts from Twitter, Facebook, and Instagram, include the title of the message or post, the type of post, the social media, and the URL.

APA Education [@APAEducation]. (2018, 7th May). *When the self emerges: Is that me in the mirror?* [Tweet]. Twitter.  
<http://www.twitter.com/the1sttransport>

Ricardison, J. (2015). *Psychology Video Blog #3* [Status update]. Facebook.  
<http://www.facebook.com/watch?v=lqM90eQi5-M>

### *Audio and Video Podcast*

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible identifiers (following the author's name) may include Producer, Director, etc.

Scottish, D. (Host). (2017-present). *The community college classroom* [Audio podcast]. Adveeducation. <http://www.adveeducation.com>

## **Reference List: Other Non-Print Sources**

### *Motion Picture*

Basic reference list format:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication).  
Title of *motion picture* [Film]. Studio or distributor.

Smithian, J. D. (Producer), & Somkiat, A. F. (Director). (2021). *Really big disaster movie* [Film]. Paramount Pictures.

### *A Television Series*

Bersandoria, D. L. (Producer). (2012). *Exciting action show* [TV series].  
American Broadcasting Company.

### *Single Episode of a Television Series*

Wanda, S. W. (Writer), & Marty, I. R. (Director). (2016). The Rising Angel and the Falling Ape (Season 3, Episode 12) [TV series episode]. In D. Dude (Producer), *Creatures and Monsters*. Belarus Studios.

### *Music Recording*

Tajulupin, B. (2015). Someone saved my life tonight [Song]. On *Captain Fantastic and the brown dirt cowboy*. Big Pig Music Limited.

## Further Assistance

Should you need any more assistance, the internet is filled with great websites that can show you how to cite properly. Examples of these would be:

The Purdue Online Writing Lab (OWL), at [owl.english.purdue.edu/owl/resource/560/01](https://owl.english.purdue.edu/owl/resource/560/01) KnightCite, by Calvin College, at [www.calvin.edu/library/knightcite/index.php](http://www.calvin.edu/library/knightcite/index.php) Citation Machine, at <http://www.citationmachine.net/apa/> APA Style Blog, at <http://blog.apastyle.org/apastyle/> APA Style FAQ, at <http://www.apastyle.org/learn/faqs/index.aspx>

The OWL is a great resource for the guidelines of the APA format, and KnightCite and Citation Machine are reference generators that can be used to create examples of proper APA references. The American Psychological Association produces the last two websites to assist authors in understanding APA style.

## References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Author.

American Psychological Association. (n.d.a.). *APA style blog*. <http://blog.apastyle.org/apastyle/>

American Psychological Association. (n.d.b.). *APA style FAQ*. <http://www.apastyle.org/learn/faqs/index.aspx>

Calvin College. (n.d.). *KnightCite*. <http://www.calvin.edu/library/knightcite/index.php>

Purdue OWL. (n.d.). *Purdue online writing lab*. <https://owl.english.purdue.edu/owl/resource/560/01/>

## Document History

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