Workshop Structure

Part 1
- Introduction
- In-Text Citation (ITC)
  - Formatting
  - Quotations
  - Dates
- Authors

Part 2
- References
  - Formatting
  - Print vs. E-Resource
  - Complete Works
  - Sections of Complete Works
But first.....

DON'T PANIC
What is APA?

- Formatting and citation guidelines created by the American Psychological Association
- Citation style used by the social and behavioural sciences
- Focus on clarity and non-disruptive reading
IN-TEXT CITATIONS (ITC)

- Used with **every paraphrase** and **quotation**
- *(Author surname, publication date)*
  - or
- *(Author surname, publication date, page number(s))*
Keys to the References list
- Keep author and date close together, place ITC with page numbers after quoted material

Non-disruptive to the reader
- Author can be indicated by signal phrase
  Results indicate (Krmpotich, 2010)
  Krmpotich (2010) states....
ITC: Dates

- Date of **publication**, not the date of printing

- Use ‘n.d.’ if published and date is unknown:
  
  Baker and Taylor (n.d.)

- Use ‘in press’ for a work accepted for publication but not yet published
  
  Davindra, Hay, and Shaw (in press) …
ITC: Two authors

- Always use both surnames

- Keep order of names as it appears on the authorship statement

- Join names with ‘and’ when used outside parentheses
  - Clement and Potter (2008) …

- Join names with ‘&’ when used inside parentheses
  - The authors contend that … (Clement & Potter, 2008)
ITC: More than two authors

- **3 - 5 authors**
  - **First citation: all names**
    - Bar-Ilan, Shoham, Idan, Miller, and Shachak (2008)
    - (Bar-Ilan, Shoham, Idan, Miller, & Shachak, 2008)
  - **Subsequent: “[first author’s surname] et al.”**
    - (Bar-Ilan et al., 2008)

- **6 or more authors**
  - **All citations: “[first author’s surname] et al.”**
    - Duff et al. (2010) or (Duff et al., 2010)
ITC: More than two authors

- Works with similar author groups
  - List all names until one differs
    - Sze, Singh, Scheaffer, et al. (2012)
    - Sze, Singh, Brooks, et al. (2012)

  - Note: When more than one author precedes ‘et al.’ use a comma after the last name
Pop Quiz #1!

When do you use a publication date in an in-text citation and what do you do if you cannot locate a date?
Always include the date in APA citations but if there is no date, use ‘n.d.’
Use full name and its abbreviation when first used

- A recent study by the National Institute of Mental Health [NIMH] (2012) …
- An innovative study (National Institute of Mental Health [NIMH], 2012) found …

Use abbreviation in subsequent ITC

- In conclusion, the researchers (NIMH, 1999) identified …
Cite the source by its title in the signal phrase or use the first word or two in the parenthetical citation

- **Periodicals, books, website, etc.**: italicize and capitalize all significant words
  - … the workbook *Reading Readiness* (2013)…

- **Articles, chapters, web page, etc.**: enclose the first few words of the title in quotation marks with the comma inside the quotes, capitalize all significant words.
  - This essay on free care (“Study Finds,” 1982)…
ITC: Unknown/no author

- Works signed *Anonymous*: use *Anonymous* as the author’s name
  - This pamphlet, whose author remains unknown (*Anonymous*, 1888) ....

- Treat works signed *Anonymous* as different to works where the author is not known
Even if the publication year differs, use either first initials or, if initials are the same, full first names

- R. Shaw (2010) and E. Shaw (2012) …
- Ryan Shaw (2010) and Rachel Shaw (2007)
ITC: Multiple Sources

(Breton, 2011; O’Riordan & Phillips, 2007)

Separate with semicolon

Order authors alphabetically
ITC: Multiple Sources

Order dates chronologically

(Hartel, 2010a, 2010b, 2011)

Identify different works from the same year by adding letters alphabetically by title
You need to cite a section from this website and no personal author is given. How would you cite the authorship in the first and second ITC?
Pop Quiz #2!

First ITC: American Psychological Association [APA]

Second ITC: APA
ITC: Indirect/Secondary Sources

- An indirect/secondary source provides information from another source to which you do not have direct access.
- You must identify secondary source citation with ‘as cited in’.

- Brown (as cited in Jenkins, 2006) contacted a spokesman for Lucasfilm....
- Lucasfilm addressed its fans (Brown, as cited in Jenkins, 2006) on the subject of....
ITC: Personal Communications

- Any source that could not be retrieved by the reader
  - Unpublished works (webpage content counts as being published unless it is restricted by passwords), e-mail, class lectures, conversations or interviews, etc.
- Introduce ITC with personal communication
- Refer to author by initials and surname and as exact a date as possible

**Conversation or Interview:**
In her recent interview, I. Menzel (personal communication, April 18, 2001) discussed…

**E-mail:**
In his e-mail (C. Olson, personal communication, October 13, 2013), the professor of Tolkien studies stated…

**Class lecture (with no readily available documents):**
Through a data modelling simulation (L. Howarth, personal communication, May 2, 2003)
Instead of relying on “agreement on principle to guide the actions of its employees and officers” (Craig, 2004, p. 27), a successful organization must develop a records management strategy.

A successful organization must develop a records management strategy instead of relying on “agreement on principle to guide the actions of its employees and officers” (Craig, 2004, p. 27).

A generally-held awareness about the importance of preserving data and knowledge is a poor substitute for a records management strategy explicitly tailored to an organization’s needs (Craig, 2004, p. 27).
In his collection of short stories, *M is for Magic*, Neil Gaiman (2007) emphasized the formative power of stories:

Stories you read when you’re the right age never quite leave you. You may forget who wrote them or what the story was called. Sometimes you’ll forget precisely what happened, but if a story touches you it will stay with you, haunting the places in your mind that you rarely ever visit. (p. ix)
If the source is not paginated, use

- Paragraph numbers (para.)
  - Either use given numbers or count for yourself
- Headings or chapter titles (shorten if necessary)
  - Capitalize key words, enclose in quotation marks
  - Following the title, you can add a comma and number of paragraph following it where quote is located
SPARC (2007-2013) encourages the licensing of publically-funded educational resources as OER. The organization recommends releasing such resources “in technical formats that enable use, editing, and compatibility with multiple technical platforms” (SPARC, 2007-2013, “How Do We Enable”, para. 4).

How Do We Enable Open Educational Resources?

There are three main strategies that can be used to promote Open Educational Resources:

Supporting OER adoption. OERs are available in a wide variety of subjects and course levels, yet many educators are not aware of these resources or do not know where to find them. Students, professors, librarians, and administrators can help spread the word to other educators and advocate adoption of OER whenever appropriate.

Supporting OER development. Frameworks for creating, vetting and evaluating the efficacy of OER are evolving. Institutions, foundations and governments can support this process by offering funding and resources that can pay authors, reviewers and researchers. Educators, authors and other experts can consider writing or reviewing OER materials, either through an existing initiative or starting one of their own.

Advocating effective policies. At the state and national level, policy makers should ensure that all educational resources created with public funds are licensed as OER, and that they are released in technical formats that enable use, editing, and compatibility with multiple technical platforms. At the local level, policymakers should incorporate OER into professional development programs, reward OER creation and adoption, and remove policy barriers and provisions in vendor contracts that interfere with OER use.

SPARC has endorsed the Cape Town Open Education Declaration, which provides a strategic framework for
A quotation from the following book begins on page 3 and ends on page 4:

Breton, P. (2011). The culture of the Internet and the Internet as cult: social fears and religious fantasies (D. Bade, Trans.). Duluth, MA: Litwin Books.

How would you format an in-text citation which includes the author, date, and location of the quote in the work (page numbers) within the parentheses?
Pop Quiz #3!

(Breton, 2011, pp. 3-4)
REFERENCES

- Include all published works
- References =/= Bibliography
REFERENCES: Types of Works

- With each source, ask yourself...
  - Is it a complete work or part of a work?
  - Is it part of a periodical?
  - Is the work in print or online?
# REFERENCES: Types of Works

<table>
<thead>
<tr>
<th>Complete Work</th>
<th>Section of a Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>Essay in a Book</td>
</tr>
<tr>
<td>Journal</td>
<td>Journal Article</td>
</tr>
<tr>
<td>Newspaper</td>
<td>News Article</td>
</tr>
<tr>
<td>Website</td>
<td>Web Page</td>
</tr>
<tr>
<td>Film</td>
<td>Blog Post / Vlog</td>
</tr>
<tr>
<td>Play</td>
<td>Television Episode</td>
</tr>
</tbody>
</table>

Complete Work  
- Book  
- Journal  
- Newspaper  
- Website  
- Film  
- Play  

Section of a Work  
- Essay in a Book  
- Journal Article  
- News Article  
- Web Page  
- Blog Post / Vlog  
- Television Episode
REFERENCES: Print vs. E-Resource

- Author. (Date). Title. **Source.**

**Print Work**
Publisher
Location: Publisher Name.

**E-Resource**
Location on the Web.
DOI or URL or Publisher if purchased
REFERENCEs: Sources for Print Works

Provide the city and abbreviated state name or city and country.


Omit superfluous parts of the publishers’ name such as ‘Publishers’ or ‘Publishing’ except for ‘Books’ and ‘Press’.

- E.g. full name is “Kluwer Academic Publishers”
To locate online works, APA prefers a DOI (Direct Object Identifier) over a URL.

- A DOI is a string of alphanumeric characters beginning with 10.
- For ease of use, the DOI can follow `http://dx.doi.org/` so it resembles a URL and can be used in a browser’s web address field.
REFERENCES: Sources for Electronic Works

- Do not include retrieval date unless content likely to change over time
- After the period following the title information, use: http://dx.doi.org/10.xxx.xxxxx
- Former APA format: doi: 10.xxx.xxxxxx
If no DOI exists, use “Retrieved from” followed by URL from which you downloaded the content

- No period after URL
- Use most reliable link: permalink -> full URL or publisher/site homepage
- If necessary to break URL across lines, break before punctuation within the URL except http://
REFERENCES: Authors and Titles

- Use only the surname and first initials if given
  - If an editor or editors, include ‘(Ed.).’ or ‘(Eds.).’ after author name.

- No author: use the title instead
  - Alphabetize using the first word which is not a, an, or the
  - Capitalize the first word and the first word of the subtitle (after the colon)
REFERENCES: Multiple Authors

- Use the order as listed on the work
- List up to 7 authors by first initials and surname; separate by commas and use ‘&’ before last name
  - Smith, A., Cooper, B., & Baker, C.
- 8 or more, list first six, insert ‘…’, then add last author
Pop Quiz #4

Which of these names do you italicize when used within the general text of your paper or within the APA-style citations?

- Authors
- Book titles
- Journal titles
- Web pages
- Chapters
- Films
- Articles
Pop Quiz #4!

- Book titles
- Journal titles
- Films
REFEREN CES: Titles for Complete Works

Monograph:

Capitalize first word of title and subtitles. Italicize.

- Command languages: Effects of word order on user performance.

Periodical title

Capitalize all important words. Italicize.

- Journal of Material Culture
If edition information or volume numbers are important to identify the source, include in parentheses after the title but before the period


For other non-standard descriptive information, include in square brackets after the title

University of Toronto, Faculty of Information, Information Services. (n.d.). Information Services at the iSchool [Brochure]. Toronto, ON: Author.
Article/chapter title: **Capitalize first word of title and subtitles. Do not italicize.**

- Article titles will be followed by the periodical title
  - **Structured vs. unstructured tagging - a case study.** *Online Information Review*
REFERENCES: Section of Complete Non-Periodical Work

- Encyclopedia entries follow this format
- If volume and edition information is necessary to identify the work, include it before the page numbers in the parentheses


Online periodicals follow the same format with an added DOI after final period.

If a print article contains a DOI, include it in your citation.
Social media and micro-publishing represent new challenges

Use precise dates

Do not italicize the title and follow title with description of format in square brackets

pourmecoffee. (2014, Sept 16). Some things are just impossible to know, like why humans cannot live in peace and which side of the USB cable goes up [Tweet]. Retrieved from https://twitter.com/pourmecoffee/status/511872334672957440
REFERENCES: Formatting

- Title: Centered with the first letter capitalized; no *italics* or **bolding**

References


Association of Records Managers and Administrators, Standards Development Committee.
REFERENCES: Formatting

- Double space within and between entries in your list of references

- Justify the first line of each entry to the left and indent by 1/2 inch (a hanging indent) all subsequent lines in the entry


Pop Quiz #5!

Write out on the back of your handout the ITC and References entry for the first article from this journal.

Archivaria

Number 73  
Spring 2012

This publication is printed on acid-free paper.

Articles

On the Uses of Authenticity

BONNIE MAK ................................................................. 1

Cardiff and Miller’s Road Trip (2004): Between Archive and Fiction

ALEXANDRINA BUCHANAN .................................................. 19

The Conceptual Framework and the Physical Collection
Pop Quiz #5!

ITC:
(Mak, 2012)

Reference List Entry:
The End (of the beginning)

Any questions?
Ongoing Studies of APA Style

- 6th edition
- Inforum:
  BF76.7 .P83 2010b
  - Reference (2 copies)
  - Course Reserves
http://blog.apastyle.org/
While this site is well-organized for quick reference, not all sections have been recently updated, particularly regarding online sources. For more current information, refer to the APA Style Blog.
Citation Management Software (sometimes)

- EndNote
- RefWorks
- Zotero
- Wizfolio
- Database-specific features