

DOCUMENTING SOURCES: A BRIEF GUIDE TO APA STYLE FOR DMACC STUDENT WRITERS

Any academic research project must include accurate documentation of the resources consulted. This means providing information about your sources so your reader can locate them. If you examine articles in research journals, you will notice that they always include a list of references, with publication information.

Documentation in research papers has two basic features:

- At the end of your paper, or accompanying your presentation, include a list of the resources you used. The list must be on a separate page, with the title "References" centered at the top of the page. Each entry, or citation, in the list provides information about the original source. Citations are alphabetized using the letter-by-letter system, starting with the author's last name. If a source has no author, the entry is alphabetized by title. Citations are double-spaced, in hanging-indent format. There are specific rules for punctuation, use of italics, and spacing in the References list, illustrated by the examples in this guide.
- Each time you refer to a source in the text of your paper, include the last name of the author or the first few words of the title of the source (enough to identify it in your References list) and the specific page number, if applicable, as close to the paraphrase or quotation as possible. (See the section on In-Text References for examples.) These references lead your reader to the appropriate entry in your References list.

This brief guide provides examples in the APA (American Psychological Association) style for information sources most commonly used by DMACC students. For more detailed information or for examples not given here, consult the *Publication Manual of the American Psychological Association*.

You may also want to visit the APA Website at <<http://www.apastyle.org>>.

This guide includes several sections as follows:

- **REFERENCES: BOOKS**
- **REFERENCES: ARTICLES FROM PERIODICALS**
- **REFERENCES: INFORMATION FROM DMACC LIBRARY DATABASES**
- **REFERENCES: INTERNET WEBSITES**
- **IN-TEXT REFERENCES (INCLUDING PERSONAL COMMUNICATIONS)**
- **SAMPLE REFERENCE LIST**

REFERENCES: BOOKS

The following are the basic elements of a citation for a book:

- The author's or editor's last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the book, in *italics*, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places.)
- The city of publication (and the state, if the city is not easily recognized), followed by a colon
- The name of the publisher, followed by a period

Basic format:

Author, A. A., & Author, B. B. (year). *Title of book*. Location: Publisher.

Usually you can find this information on the title page of the book (front and back).

Sometimes you need to include additional information (for example, page numbers) if you are citing only part of the book, such as a single chapter.

A book by one author

Baldwin, A. (2007). *The community college experience: Plus*. Upper Saddle River, NJ:
Pearson/Prentice Hall.

A book by two to seven authors

Levin, J. S., Kater, S., & Wagoner, R. L. (2006). *Community college faculty: At work in the new economy*. New York: Palgrave Macmillan.

A book with one editor

Wallin, D. L., (Ed.). (2005). *Adjunct faculty in community colleges: An academic administrator's guide to recruiting, supporting, and retaining great teachers*. Boston: Anker.

A book with two editors

Roueche, J.E., & Jones, B. R. (Eds.). (2005). *The entrepreneurial community college*. Washington, DC: Community College Press.

A book by a corporate author

American Association of Community Colleges. (2003). *State-by-state profile of community colleges*. (6th ed.). Washington, DC: Community College Press.

An electronic version of a book

Cohen, A. M., & Brawer, F. B. (2003). *The American community college*. Retrieved from <http://www.netlibrary.org/>

A second or later edition of a book

Vaughan, G. B. (2006). *The community college story* (3rd ed.). Washington, DC: American Association of Community Colleges.

A multivolume work

English, F. W. (Ed.). (2006). *Encyclopedia of educational leadership and administration*. (Vols. 1-2). Thousand Oaks, CA: Sage.

Note: Use this format only when you used two or more volumes and you want to cite the entire work.

An encyclopedia entry

O'Banion, T. U. (2006). Community college. In *World book encyclopedia* (Vol. 4, pp. 898-899). Chicago: World Book.

An online encyclopedia entry

Community college. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from [http://www.merriam-webster.com/dictionary/community college](http://www.merriam-webster.com/dictionary/community%20college)

Part of an edited book (anthology or collection)

Johnson, L. L., & Carpenter, K. (2000). College reading programs. In R. F. Flipppo, & D. C. Caverly (Eds.), *Handbook of college reading and study strategy research* (pp. 321-363). Mahwah, NJ: Laurence Erlbaum.

Note: This entry includes the page numbers of the chapter or section cited.

A book chapter

McClenney, B. (1997). Launching a learning college. In T. O'Banion (Ed.), *A learning college for the 21st century* (pp. 211-224). Phoenix, AZ: Oryx Press.

REFERENCES: ARTICLES FROM PERIODICALS

A periodical is any publication that appears regularly on a scheduled basis, such as a daily or weekly newspaper, a monthly magazine, or a scholarly journal.

The basic elements of a citation for an article from a periodical include the following:

- The author's last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the article, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places)
- The name of the periodical, in *italics*, followed by a comma
- The volume number (if known), in *italics*, followed by a comma
- The page numbers, followed by a period
- The digital object identifier (DOI) assigned to the article, if available.
- If no DOI is available, include the URL for the article publisher. Use this format: Retrieved from xxxxxxxx (do not place a period at the end of the URL)

Example:

Author, A. A., Author B. B., & Author C. C. (year). Title of article. *Title of periodical*, xx, pp.

doi:xx.xxxxxxxxxxxx

Sometimes you will need to include additional information, such as a specific date or issue number for some types of periodicals. If each issue of the periodical starts with page 1 (instead of continuous pagination), include the issue number in parenthesis directly after the volume number. Do not italicize the issue number.

What is a DOI?

DOI stands for **D**igital **O**bject **I**dentifier. It is a string of numbers and letters that serve as a permanent "address" to digital objects such as journal articles. URLs are constantly changing and therefore serve as an inefficient way to locate digital information over the long term. Using a DOI instead of a URL in a reference list prevents users from encountering broken links and dead ends when recovering sources from a reference list.

DOI is administered by the International DOI Foundation. Individual DOIs are assigned to individual objects by the publisher at the time of publication, and they never change. A DOI will link readers directly to the object in question (or information about how to access the object) no matter where the object currently resides.

In APA references lists, DOI takes the place of changeable resource information (such as URLs). It eliminates the need for retrieval dates. Use DOI information whenever available, both for electronic resources and print resources.

If you find an article that does not have a DOI, you have two options:

1. Use the CrossRef website to look up a DOI using citation information, such as title, author, publisher, and year of publication. <http://www.crossref.org/guestquery/>
2. If you cannot find a DOI for the article on CrossRef, you must include the publisher's website URL. The citation information for all articles (including ones found in DMACC databases) will include the name of the original publisher. If the citation information does not also include the website for the publisher, use a search engine (such as Google) to locate the website. Do not look for the specific page containing the article; only include the publisher's main or home page. Take a few minutes to ensure that you have the correct URL, then include it in your citation. See below for examples.

An article in a popular magazine

Go, A. (2007, April 16). Using the two-year option. *U.S. News & World Report*, 64-65.

An article in an online popular magazine

Miners, Z. (2009, December 9). 4 things you should know about community college. *U.S. News & World Report*. Retrieved from <http://www.usnews.com>

An article in a daily newspaper

Rossi, L. (2007, March 5). More high schoolers tackle college courses. *The Des Moines Register*, pp. 1A, 4A.

Note: Precede page numbers for newspaper articles with p. (if the article is on one page), or pp. (if the article continues on an inside page). Note that the section number is included with the page number.

An article in an online newspaper

Asimov, N. (2010, March 23). Community college students protest at Capitol. *San Francisco Chronicle*. Retrieved from <http://www.sfgate.com>

A journal article with DOI

Gantt, A. (2010). Graduation rates of students in technical programs at an urban community college. *Community College Journal of Research & Practice*, 34, 227-239.
doi: 10.1080/10668920903504992

A journal article without DOI

Roksa, J., & Calcagno, J. C. (2010). Catching up in community colleges: Academic preparation and transfer to four-year institutions. *Teachers College Record*, 112, 260-288. Retrieved from <http://www.tcrecord.org>

A book review

Hall, J. (2010). [Review of the book *The creative community college: Leading change through innovation*, by J. E. Roueche, M. M. Richardson, P. W. Neal, & S.D. Roueche]. *Community College Review*, 37, 285-287. Retrieved from <http://crw.sagepub.com/>

REFERENCES: DMACC LIBRARY DATABASES

Citations for articles and other documents from subscription service databases normally include the same information you would have in a citation to a print source, plus the document's DOI information. You do not have to include information about which database you used to find the article, or when you first retrieved it. The basic elements of a citation for an article from a database include the following:

- The author's last name, followed by a comma, and initial(s), followed by a period
- The year of publication, in parentheses, followed by a period
- The title of the article, followed by a period (capitalize only the first word of the title and subtitle, if applicable, and any names of people or places)
- The name of the periodical, in *italics*, followed by a comma
- The volume number (if known), in *italics*, followed by a comma
- The page number(s), followed by a period
- The digital object identifier (DOI), if available
- If no DOI is included, use CrossRef (crossref.org/guestquery) to try to look up the DOI information for the article
- If CrossRef yields no results, look up the website for the publisher and include the URL in your citation. Do not look for the specific page containing the article; only include the publisher's main or home page.

Example:

Author, A. A., Author B. B., & Author C. C. (year). Title of article. *Title of periodical*, xx, pp.

doi:xx.xxxxxxxxxxxx

An article from an EBSCOhost database

Horton, D. (2009). Class and cleats: Community college student athletes and academic success.

New Directions for Community Colleges, 2009(147), 15-27. doi: 10.1002/cc.374

An article from a Thomson Gale database (Academic OneFile or Contemporary Authors)

Marcotte, D. E. (2010). The earnings effect of education at community colleges. *Contemporary*

Economic Policy, 28(1), 36. doi: 10.1111/j.1465-7287.2009.00173.x

An article from a ProQuest database (The Des Moines Register, Iowa City Press-Citizen)

Editorial: Make sure students will be ready for college [Editorial]. (2010, February 1). *The Des*

Moines Register, p. A13. Retrieved from <http://www.desmoinesregister.com/>

O'Leary, J. (2010, January 7). Education center opens doors. *Press-Citizen*, p. A3. Retrieved from

<http://www.press-citizen.com/>

An article from the CQ Researcher database

Wright, S. W. (2000, April 21). Community colleges: Should they offer four-year degrees?. *CQ Researcher*, 10, 329-252. Retrieved from <http://www.cqpress.com/product/Researcher-Online.html>

Note: This article has no DOI listed in the database and a search on CrossRef returned no results. Include the website for the database in cases such as this.

An article from the Encyclopedia Americana database

Gleazer, Jr., E. J. (2010). Junior and Community Colleges. *Encyclopedia Americana*. Retrieved from 0-go-passport.grolier.com.libweb.dmaccc.edu

An article from the JSTOR database

[not working tonight, return to this later]

An article from an OCLC FirstSearch database (PsychFirst, Books in Print, Medline, etc.)

Hunter, I., Dik, B. J., Banning, J. H. (2010). College students' perceptions of calling in work and life: A qualitative analysis. *Journal of Vocational Behavior*, 76, 178-186. doi: 10.1016/j.jvb.2009.10.008

A NetLibrary book

Fink, L. D. (2003). *Creating significant learning experiences: An integrated approach to designing college courses*. Retrieved from <http://www.netlibrary.org/>

REFERENCES: INTERNET WEBSITES

Citations for other types of electronic resources can include the following:

- The author's or editor's name, if known
- The publication or update year, if known, in parentheses, followed by a period
- The title of the document, in *italics* (capitalize only the first word of the title and any names of people or places)
- The title of the Internet site, if the document is part of a larger site
- The retrieval statement giving the electronic address, or URL, of the site, with no period or other punctuation

In reality, many websites will not include all of the information you would find in a print source or subscription database document. If you cannot find some of the information, cite what is available. If there is no publication date, use the abbreviation (n.d.) in place of the year.

Websites

American graduation initiative. (2010). Retrieved from American Association of

Community Colleges website: <http://www.aacc.nche.edu/Advocacy/aginitiative/Pages/default.aspx>

Gilman, T. (2010, February 22). *Combating myths about distance education*. Retrieved from The

Chronicle of Higher Education website: chronicle.com/article/Combating-Myths-About-Distance/64299/

Moltz, D. (2010, March 11). *Crunch time for 2-year colleges*. Retrieved from

Inside Higher Ed website: <http://www.insidehighered.com/news/2010/03/11/acct>

DMACC academic skills guide. (2008). Retrieved from Des Moines Area Community

College (DMACC) website

Wikipedia

Community colleges in the United States. (2008, September 6). Retrieved March

30, 2010, from Wikipedia website: [http://en.wikipedia.org/wiki/](http://en.wikipedia.org/wiki/Community_colleges_in_the_United_States)

[Community_colleges_in_the_United_States](http://en.wikipedia.org/wiki/Community_colleges_in_the_United_States)

Note: While using Wikipedia for basic information is often helpful, citing it on an academic research paper is generally not recommended.

Blog posting

Meola, M. (2007, August 15). Computing Wikipedia's authority [Web log post]. Retrieved from <http://acrlog.org/2007/08/15/computing-wikipedias-authority>

Podcast

Long, S. A. (Interviewer), & Mathews, B. (Interviewee). (2010, March 17). *Longshots #222: From solitary to social: Creating an academic library for the whole student* [Audio podcast]. Retrieved from librarybeat.org/longshots/play/222

Video (online)

xplanevisualthinking. (2009, September 14). Did you know 4.0 [Video file]. Retrieved from <http://www.youtube.com/watch?v=6ILQrUrEWe8>

Video (DVD)

Merrow, J., Tulenko, J. D., Glasser, C., Heus, J., Isaacs, S., Wald, D. (Producers). (2005). *Declining by degrees: Higher education at risk* [DVD]. Available from <http://www.shoppbs.org>

Presentation slides found online

Johnson, D. (2010). *5 essential conditions for creating new learning landscapes* [online slides]. Retrieved from SlideShare: slideshare.net/doug0077/essential-conditions

Government document found online

Proclamation. No. 8480, 75 Fed. Reg. 10161 (2010), gpoaccess.gov.

Note: This document is a presidential proclamation retrieved from GPO Access, a free online government database.

No Child Left Behind Act of 2001, 20 U.S.C. § 1-6, gpoaccess.gov/plaws/index.html.

IN-TEXT REFERENCES

In the text of your paper, you must show your reader exactly what you borrowed from each source you paraphrase or quote, and exactly where in the source you found the material. These are your in-text, or parenthetical, references.

References in the text must clearly point to sources in your reference list, except in the case of personal communications (discussed below). Usually the author's last name and the publication date is enough information. In some cases, you may need to include page numbers as well. If a source has no author, use the title, shortened or in full.

An original passage from the preface (page xix) of the book *The Community College Experience: Plus* by Amy Baldwin, published in 2007 by Pearson/Prentice Hall is shown below, with examples of different types of in-text reference

Original passage

"Education can improve your life by increasing your understanding of yourself and the world around you. The more you know and understand other people, cultures, and yourself, the better able you are to influence your community in a positive way. Knowing more about yourself also improves your self-esteem and personal happiness. Moreover, higher education gives you the lifelong learning skills necessary for your health and well-being."

Paraphrase, author's name in text

Baldwin (2007) points out that higher education improves a person's quality of life in several ways.

Paraphrase, author's name in parenthetical reference

Higher education provides benefits that improve the overall quality of life (Baldwin, 1999).

Direct quote, author's name in text, page number included

According to Baldwin (2007, p. xix), "higher education gives you the lifelong learning skills necessary for your health and well-being."

References to Personal Communications

In APA style, the list of references includes information about recoverable data only. Personal communications are not recoverable by your reader, so they are cited only in the text of your paper. When you refer to a personal interview, a phone conversation, or other personal communication, give the initials and last name of your source, a descriptive phrase describing the communication, and as exact a date as possible. For example:

According to librarian P. Mumma (personal communication, March 15, 2010), students can get help finding information for research projects in several ways.

DMACC students can get help finding information for research projects in person, by phone, or from the library Website (P. Mumma, personal communication, March 15, 2010).

SAMPLE REFERENCE LIST

References

- American Association of Community Colleges. (2003). *State-by-state profile of community colleges*. (6th ed.). Washington, DC: Community College Press.
- American graduation initiative*. (2010). Retrieved from American Association of Community Colleges website: <http://www.aacc.nche.edu/Advocacy/aginitiative/Pages/default.aspx>
- Asimov, N. (2010, March 23). Community college students protest at Capitol. *San Francisco Chronicle*. Retrieved from <http://www.sfgate.com>
- Baldwin, A. (2007). *The community college experience: Plus*. Upper Saddle River, NJ: Pearson/Prentice Hall.
- Cohen, A. M., & Brawer, F. B. (2003). *The American community college*. Retrieved from <http://www.netlibrary.org>
- Community college. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from [http://www.merriam-webster.com/dictionary/community college](http://www.merriam-webster.com/dictionary/community%20college)
- DMACC academic skills guide*. (2008). Retrieved from Des Moines Area Community College (DMACC) website
- Editorial: Make sure students will be ready for college [Editorial]. (2010, February 1). *The Des Moines Register*. p. A13. Retrieved from <http://www.desmoinesregister.com/>
- English, F. W. (Ed.). (2006). *Encyclopedia of educational leadership and administration*. (Vols. 1-2). Thousand Oaks, CA: Sage.
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- Gantt, A. (2010). Graduation rates of students in technical programs at an urban community college. *Community College Journal of Research & Practice*, 34, 227-239.
doi: 10.1080/10668920903504992
- Gilman, T. (2010, February 22). *Combating myths about distance education*. Retrieved from The Chronicle of Higher Education website: chronicle.com/article/Combating-Myths-About-Distance/64299/
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- Go, A. (2007, April 16). Using the two-year option. *U.S. News & World Report*, 64-65.
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- Johnson, D. (2010). *5 essential conditions for creating new learning landscapes* [online slides]. Retrieved from SlideShare: <http://www.slideshare.net/doug0077/essential-conditions>
- Johnson, L. L., & Carpenter, K. (2000). College reading programs. In Flippo, R. F., & Caverly, D. C. (Eds.), *Handbook of college reading and study strategy research* (pp. 321-363). Mahwah, NJ: Laurence Erlbaum.
- The learning college project*. (n.d.). Retrieved from League for Innovation in the Community College Web site: league.org/league/projects/lcp/index.htm
- Levin, J. S., Kater, S., & Wagoner, R. L. (2006). *Community college faculty: At work in the new*

economy. New York: Palgrave Macmillan.

Long, S. A. (Interviewer), & Mathews, B. (Interviewee). (2010, March 17). *Longshots #222: From solitary to social: Creating an academic library for the whole student* [Audio podcast].

Retrieved from librarybeat.org/longshots/play/222

Marcotte, D. E. (2010). The earnings effect of education at community colleges. *Contemporary Economic Policy*, 28(1), 36. doi: 10.1111/j.1465-7287.2009.00173.x

Meola, M. (2007, August 15). Computing Wikipedia's authority [Web log post]. Retrieved from

<http://acrlog.org/2007/08/15/computing-wikipedias-authority>

Morrow, J., Tulenko, J. D., Glasser, C., Heus, J., Isaacs, S., Wald, D. (Producers). (2005). *Declining by degrees: Higher education at risk* [DVD]. Available from <http://www.shoppbs.org>

Miners, Z. (2009, December 9). 4 things you should know about community college. *U.S. News & World Report*. Retrieved from <http://www.usnews.com>

Moltz, D. (2010, March 11). *Crunch time for 2-year colleges*. Retrieved from

Inside Higher Ed website: <http://www.insidehighered.com/news/2010/03/11/acct>

Nielsen, N. (2005). A history of entrepreneurship at Kirkwood Community College. In Roueche, J. E., & Jones, B. R. (Eds.). *The entrepreneurial community college* (pp. 81-92). Washington, DC: Community College Press.

O'Banion, T. U. (2006). Community college. In *World Book Encyclopedia* (Vol. 4, pp. 898-899). Chicago: World Book.

O'Leary, J. (2010, January 7). Education center opens doors. *Press-Citizen*, p. A3. Retrieved from

<http://www.press-citizen.com/>

Roksa, J., & Calcagno, J. C. (2010). Catching up in community colleges: Academic preparation and transfer to four-year institutions. *Teachers College Record*, 112, 260-288. Retrieved from

<http://www.tcrecord.org>

Rossi, L. (2007, March 5). More high schoolers tackle college courses. *The Des Moines Register*,

pp. 1A, 4A.

Roueche, J.E., & Jones, B. R. (Eds.). (2005). *The entrepreneurial community college*. Washington, DC: Community College Press.

Strand, K., et al. (2003). *Community-based research and higher education: Principles and practices*. San Francisco: Jossey-Bass.

Valek, M. (2005). Entrepreneurial risk taking. In Roueche, J. E., & Jones, B. R. (Eds.). *The entrepreneurial community college* (pp. 135-142). Washington, DC: Community College Press.

Vaughan, G. B. (2006). *The community college story*. (3rd ed.). Washington, DC: American Association of Community Colleges.

Wallin, D. L., (Ed.). (2005). *Adjunct faculty in community colleges: An academic administrator's guide to recruiting, supporting, and retaining great teachers*. Boston: Anker.

Wright, S. W. (2000, April 21). Community colleges: Should they offer four-year degrees?. *CQ Researcher*, 10, 329-252. Retrieved from <http://www.cqpress.com/product/Researcher-Online.html>

xplanevisualthinking. (2009, September 14). Did you know 4.0 [Video file]. Retrieved from <http://www.youtube.com/watch?v=6ILQrUrEWe8>