Module 8

Introduction

For your final project, Assignment 5, you will complete an annotated bibliography using either APA style or MLA style.

How will you decide on a style?
- Remember the job or career path you chose as your topic for your earlier assignments.
- The business, education, health science, public service, and social science (psychology, sociology, etc.) departments at IRSC recommend APA format for papers written in these fields. If your major/career path falls under one of those departments, then you will use APA style.
- The English departments at IRSC recommend MLA format for papers written for that field. MLA format is generally used for the humanities including English, literature, art, and music. If your major/career path falls under one of these subjects, then you will use MLA style.
- If you aren’t sure which to use, contact your instructor A.S.A.P.

APA Style

APA Documentation of Internet Resources

The APA citation for a document obtained over the Internet will be similar in format to a comparable document with some elements added and some omitted. Audio files, video files, and images have become increasingly available on the Internet and can be imported into electronic presentations such as PowerPoint. These sites also need to be documented.

Reference List

You should include as many of the following elements as possible in the order listed. For some sites, you may only have a title, date of access, and URL to cite. The URL is the most critical element.

1. The **author**'s last name and initials, if available. If not available, state with the website title.
2. The **date** of publication, in parentheses, if available. The date should be
expressed as either a year, a year and month, or a year, month, and day depending on what information is available from the website. More often than not, the date will be the year only. If no date is given, place (n.d.) right after the author’s name (or title if there is no author).

3. The **title** of the document, italicized, webpage, italicized, or website, italicized, if the entire site is used. Note: A webpage is defined as a single page of data within a website. If instead the site comes from a periodical, include the name of the periodical, italicized, followed by a volume number, also italicized.

4. **Pagination information**, if available. Journal articles and book chapters should provide page numbers.

5. Web information that includes the retrieval statement. If the document has a [Digital Object Identifier (doi)](http://www.irs.gov), use it and leave out the URL. This should be expressed as follows: doi: 10.1080/8756822092784366

6. The **URL** [Uniform Resource Locator] of the site. This should be expressed as in this example: Retrieved from [http://www.irs.gov](http://www.irs.gov)

7. The **date of access** is **not necessary** unless the document will be changing in the future (i.e. a WIKI or website. A previously published periodical article does not require a retrieved date.)

8. The reference list provides documentation of the material used in the research process. The list starts on a new page with the word References capitalized and centered. All entries are **double-spaced**. Each citation is formatted using a “hanging indent”, meaning all lines except the first one are indented from the left margin.

**Example of APA Citation for Reference List**

This is information about the online journal article as it is displayed on the journal’s website:

![The Online Journal of Issues in Nursing](http://www.irs.gov)

This is the same citation information written in APA style for the Reference List:
Please note that page numbers are not given because no page numbers are provided in this online publication. If you were to use a direct quote from the source, you would need to give a heading or paragraph number for the location of the quote in the in-text citation.

**Example of the in-text citation**
Nursing students should consider all of these options (Raines & Taglaiareni, 2008, Diploma programs, para. 1).

**Web Resources Examples**

The following examples illustrate how to create APA citations for online resources.

*All information in red is meant to offer explanation and should not be included in your own references.*

**Web Page within a Website**


**In-text citation examples:**

There are three common ways to construct in-text citations.

1) **Placing the author and date in parentheses:**
Studies are showing that violence in the media is becoming a larger issue for our children than it was for us (American Psychological Association, 2004).

2) **Placing the author’s name in the sentence and the date in parentheses:**
The American Psychological Association stated that studies are showing that violence in the media is becoming a larger issue for our children than it was for us (2004).

3) **You can use a direct quote, placing the author’s name in the sentence and the date in parentheses. Notice for direct quotes, you must include the exact paragraph number where the information was found:**
The American Psychological Association (2004) stated that "violence on television is a crucial issue in America today" (para. 6).

Images, Audiovisual and Graphical Resources

The following APA reference is to a typical image that might be used in a PowerPoint presentation or as a visual aid in a speech. The documentation for non-print Web sources must include the format of the source within brackets. Some commonly used formats are:

- Image
- Video Blog
- Artwork
- Video webcast
- Podcast

Examples:

**Podcast:**

**Video Blog (i.e. You Tube):**

**CD:**

**Personal Communications**

APA style dictates that personal communications, including email, and non-scholarly messages from discussion groups and mailing lists be cited in the text of the report rather than in the reference list. The following example demonstrates the appropriate format for this citation:

D. English (personal communication, June 22, 2004) stated that . . .

Any message you receive from a discussion group or mailing list that has **scholarly value and has been archived**, i.e., is retrievable, should be included in the reference list and cited as follows:
APA Documentation of Library-based Electronic Resources

Reference List

The citation for a full-text article obtained from a library-based electronic database such as *Academic Search Complete* is similar to a print source. You should include as many of the following elements as possible in the order listed.

1. The **author(s) last name and initials**
2. The **date** of publication
3. The **title of the article**
4. The **name of the periodical**
5. **Issue number** if the periodical is paginated by issue. Explanation: There are two types of periodicals - those that begin every issue with page 1 and those that continue page numbering from issue to issue (January’s issue paged 1-49 and February’s issue paged 50-99, etc.). If a periodical is paginated by issue (each issue starts with page 1) you also include the issue number.
6. **Page numbers**.
7. The **DOI** number. If the DOI is not available, give the publisher’s **URL**. If you are accessing the journal from a database such as EBSCO and OVID, you will need to do a quick web search to obtain the publisher’s URL. You do not need to include database information.
8. When the document is not easily located through its primary publisher (e.g. the publication is no longer in print), give the URL of the organization that includes it in its online archive. For example http://www.JSTOR.org or http://www.ERIC.ed.gov
9. The date of access only if the content may change over time (e.g. Wikis).
Periodical Article from a Library Database


Authors with initials. (Publication Year). Article title. Journal Title, Volume Number (Issue Number), pages. doi: xxxxxxxx

In-text Citations

The following are common ways to construct in-text citations.

1) Placing the author and date in parentheses:
   Studies are proving that violence in the media is becoming a larger issue for our children than it was for us (Cobb, 2009).

2) Placing the author's name in the sentence and the date in parentheses:
   Cobb (2009) stated that studies are proving that violence in the media is becoming a larger issue for our children than it was for us.

3) Placing the author's name in the sentence and the date in parentheses.
   Notice for direct quotes, you must include the page number, if available, directly after the quote:
   Cobb (2009) stated that "violence on television is a crucial issue in America today" (p. 583).
   You could also structure the above sentence this way:
   "Violence on television is a crucial issue in America today" (Cobb, 2009, p. 583).

eBooks

The citation for an eBook obtained from a library-based electronic database such as NetLibrary will be similar in format to a print book citation with some additional information added.

You should include as many of the following elements as possible in the order listed.

1. The author(s) last name and initials.
2. The date of publication in parentheses.
4. Publication information including the place of publication and the publisher.
5. DOI if available.
6. If the DOI is not available, the URL of the book publisher or collection (e.g. http://www.NetLibrary.com).

Whole e-book:


Author, A. (date). Title of book. doi:xxxxxxxxxxxx
Chapter in an e-book:

Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). doi:xxxxxxxxxx

**MLA Style**

**MLA Documentation of Internet Resources**

The MLA citation for a document obtained over the Internet will be similar in format to a print document. Some information will be added and some omitted. Audio files, video files and graphic images have become increasingly available on the Internet and can be imported into electronic presentations/reports such as PowerPoint. These sites also need to be documented. You should include as many of the following available elements in the order given. For some sites, you may only have a title, date of access and address to cite.

**The Works Cited Page**

1. The *author's* name, last name first; or the corporate author, if available.
2. The *title* of the Web page, in quotation marks if part of a website or the title of the website in italics if the entire site was used. Note: A Web page is defined as a single page of data within a website. Make sure to differentiate the two when citing them. Web pages must be placed in quotes; websites must be italicized.
3. Publication information that might be available for a print or original version of the site, like the *name of a periodical*, italicized.
4. The *date of publication*, if available.
5. *Pagination information.* More often than not, this will not be available for websites. If the document numbers its paragraphs, cite the relevant numbers. For example: 16 pars.
6. The *name of any institution or organization* sponsoring or associated with the website, if available.
7. The *medium of publication* (Web).
8. The *date you accessed the site*, expressed as day month year.

The purpose of the Works Cited page is to document works that were cited or consulted in the research process. The formatted citations are listed on the works cited page in alphabetical order. The citations are double spaced and have a hanging indent, meaning the second and succeeding lines of the citation are indented, making it easy for the reader, who has seen the parenthetical reference, to spot the full citation from the list.

**Example of MLA Citation for Works Cited page**

This is an example of what a citation looks like on the website of an online publication:
Web Resources Examples

The following examples illustrate how to create MLA citations for online resources.

All information in red is meant to offer explanation and should not be included in your own references.


Corporate Author. "Title of Webpage." Title of Website. Year of Publication. Medium of Access. Date of Access Day Month Year.

In-text parenthetical documentation

The point of parenthetical references is to lead the reader to the source of information listed in the works cited page. The following are common ways to construct in-text parenthetical documentation. Many electronic sources do not contain page numbers. In this case, you would use the abbreviation n. pag. (without the italics). If the paragraphs, lines, or stanzas are numbered, use this number in parenthetical citations. You may also indicate in the text of your writing where you found the information. For example, the last third of the article or under the heading xyz...

1. Placing the author’s name and page number in parentheses:

Studies are proving that violence in the media is becoming a larger issue for our children than it was for us (American Psychological Association, p. 15).
2. Placing the author’s name in the sentence and page/paragraph number in parentheses:

The American Psychological Association (p. 15) stated that studies are showing that violence in the media is becoming a larger issue for our children than it was for us.

3. You can use a direct quote, placing the author’s name in the sentence and the page/paragraph number in parentheses:

"Violence on television is a crucial issue in America today" (American Psychological Association, p. 15).

Images, Audiovisual and Graphical Resources

The MLA has not issued an official format to follow for Internet audiovisual sources; this example is as similar as possible to the original source format with the addition of the Internet information. For more specific information, consult the MLA Handbook of Writers of Research Papers, seventh edition, or talk to a librarian.


Author Last Name, First Name. Title of artwork. Year Made. Name of Website. Medium of Access. Date of Access.

In-text parenthetical documentation:

The following is an example of in-text parenthetical documentation for the above corresponding citation:

Charles Aubrey’s Still Life with Dahlias is a popular painting.

Personal Communications

Personal communications, including e-mail and postings to blogs, are listed in the Works Cited list. Use the following formats:

E-mail Message


Message Posted to a Blog

MLA Documentation of Library-based Electronic Resource

The citation for a full-text periodical article obtained from such library-based electronic databases as Academic Search Complete will be similar in format to a comparable one from a print source with some information added and some omitted. You should include as many of the following elements in the order listed. For further documentation consult the seventh edition of the MLA Handbook for Writers of Research Papers or ask a librarian. Note: The seventh edition of the MLA Handbook does not require a URL unless finding the article would be very difficult without it, or your instructor requires one.

1. The author's name, last name first; or the corporate author, if available.
2. The title of the article in quotation marks.
3. The name of the periodical, italicized.
4. Depending on the type of periodical, the date or volume number or date only of the periodical.
5. Inclusive pages, if given. The example given includes pagination.
6. The name of the database, in italics.
7. The medium use to access the database, such as Web.
8. The date you accessed the site expressed as day month year.
9. The Works Cited list is double-spaced. Each citation is formatted using a hanging indent, meaning all lines except the first one are indented from the left margin.

Periodical Article from a Library Database


Authors with 1st name inverted, the rest are not. “Article Title.” Journal Name Volume (Publication Date Month Year): Page Numbers. Database Name. Medium of Access. Date of Access Day Month Year.

In-text parenthetical documentation:

The following are common ways to construct in-text parenthetical documentation.

1) Documenting a direct quote, placing the author's name in parentheses: "Native American writers had a profound effect on American Literature" (Beidler).
2) Documenting a direct quote, using the author's name in the sentence: Beidler stated that "Native American writers had a profound effect on American Literature."
3) Paraphrasing a quote, placing the author's name in parentheses:
American Literature was greatly influenced by Native American writers. (Beidler).

**eBooks**

The citation for an eBook obtained from a library-based electronic database such as netLibrary will be similar in format to a print book citation with some additional elements added. Include as many of the following available elements in the order listed.

1. The **author(s)** last name followed by the first name.
2. The **title** of the book, in italics. If you use just one chapter from a book, include that, in quotation marks, before the title. After the title of the book, include the editor(s).
3. The **place of publication, publisher and date**. If you use just one chapter from a book, include the pages of the chapter after the date of publication. If the page information is not available, use N. pag.
4. The **title of the database**, in italics.
5. The **medium** of publication (Web.)
6. The **date you accessed** the site expressed as date, month, year.
7. The Works Cited list is **double-spaced**. Each citation is formatted using a **hanging indent**, meaning all lines except the first one are indented from the left margin.

**Chapter from an eBook**


Author Last Name, First Name. "Chapter Title." *Name of Book*. Ed. Names of Editors First Name Last Name and Next Name. Publication Location: Publisher, Publication Year. Page Numbers. *Database*. Medium of Access. Date of Access Day Month Year.

**In-text parenthetical documentation:**

1) "Engaging in open dialogue with kindergarteners poses management and disciplinary threats" (McCadden 130).

2) McCadden indicated that "engaging in open dialogue with kindergarteners poses management and disciplinary threats" (130).

3) Open discussions with kindergarteners may present authority-related challenges in the classroom (McCadden 130).
Tools for Constructing Citations
The good news is that there are free electronic citation builders.

Son of Citation Machine allows you to type the citation information into the blanks provided, and it then creates the citation in the requested format. It also gives you the information to include in the in-text citation. A great feature of the Citation Machine is that you are able to type the ISBN of a published book and it automatically builds the citation.

Zotero is a free, down-loadable program that allows you to collect, manage, cite, and share your resources. The Quick Start Guide explains Zotero’s features and capabilities and instructs how to download the program.

Citation Builder is a free tool offered by the North Carolina State University Library. Visit to learn more about this resource.

Microsoft Word 2013 has a citation feature. Click the References Tab to choose a style and begin documenting sources. Use the help menu to find instructions on documenting your sources and building your citations.

Ref Works is a subscription citation management program available from many academic libraries. Though not free, the program allows you to export citation information from a website or database. The program then formats it in the style you request.

Warning!! No citation tool is perfect. These tools make mistakes. You must check them. Ask your instructor if it is acceptable to use citations formatted by citation tools. If your instructor requires strict adherence to APA style or MLA style, you will have to refer to the Publication Manual of the American Psychological Association (6th Edition) or the MLA Handbook for Writers of Research Papers (7th edition) to make slight modifications.