

Reference and Citation Examples

Basic guidelines for formatting citations in the text

1. Place the complete citation within parentheses.
2. Use the words in the first part of the citation exactly as they appear in the References so that the source in the text can easily be located in the References.
3. Use the author's last name and year for the citation: (Smith, 2008).
4. Place the year in the citation, but do not include the month and day.
5. Use only the *last name* of the author, and never include the first name or initials except in a personal communication.
6. Place the name of a group author (corporations, organizations, and government agencies) first when no individual author is listed in the source.
7. Use the first two or three words of the title of the work when no author is listed: (*Writing Executive Summaries*, 2007) or ("Evaluating a Case Study," 2008). Capitalize all major words of the title.
8. Use italics for titles of books, periodicals, and reports. Use quotation marks for titles of articles, chapters, or web pages.
9. Include the page or paragraph number for a direct quotation: p. or pp. for page numbers, para. for paragraph numbers.
10. Place any necessary punctuation *after* the final parenthesis of the citation unless it is a block quotation.
11. Never use a URL address in the citation.

Basic guidelines for formatting the References page

1. Place the references in alphabetical order. (Do not number references.)
2. Use periods to separate each major element in the reference: Name, A. (Year). Article title. *Journal Title*, 24(4), 13-16.
3. Include the author's last name and first and middle *initials*: Smith, G. Q. (Always use *initials* instead of authors' first/middle names.)
4. Place the year in parentheses after the author's name: Smith, G. Q. (2008). If no year is available, put (n.d.) in parentheses.
5. Place the name of a group author (corporations, organizations, and government agencies) first when no individual author is listed in the source.
6. Place the title of a book or article first when no author is listed in the source.
7. Capitalize the following elements of the *first title* mentioned in the reference: first word, proper nouns, and the first word after a colon or a dash.
8. Capitalize all major words of the *second title* mentioned in the reference (e.g., journal titles, newspaper titles, book titles)
9. Use *italics* for titles of books, journals, newspapers, and movies.
10. Never use quotation marks or italics for article titles.
11. Include a retrieval date only for Internet sources that contain content that can change over time, such as Wikis.
12. Use the DOI number for electronic sources rather than the name of a database: doi:xxxxxx. If the document does not contain a DOI number, use the URL of the

publisher's home page: Retrieved from <http://www.xxxxxx>. (Do not use periods at the end of a DOI number or URL address.)

13. Include database retrieval information only for sources with limited circulation.

14. Never include a source that is not mentioned in the paper.

Updated: January 2010

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The following examples provide information about how to format citations in text and how to format the corresponding source on the reference page. The examples are consistent with the sixth edition of the *Publication Manual of the American Psychological Association*. You may want to access <http://apastyle.apa.org> for information about the sixth edition of the manual.

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Books

A book with one author

A book with one author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Lunsford (2009), new writing spaces created by technology require the writer to focus on the audience and on the writing purpose more than ever before.

Sample 2 Writers today have many writing spaces created from new technologies that influence how writers approach a rhetorical situation (Lunsford, 2009).

Sample 3 Lunsford (2009) stated, “Today, perhaps more than ever before, *everyone* can be a writer—every day” (p. vi).

Note: Page or paragraph numbers are always included with the in-text citation when direct quotations are used.

Reference Page Citation

Lunsford, A. A. (2009). *The everyday writer* (4th ed.). Boston, MA: Bedford/St. Martin’s.

In-Text Citation

Sample 4 Cleckley (1997) noted that diversity in the classroom prepared young Americans for work in a global society.

Sample 5 Diversity in the classroom prepared young Americans for work in a global society was the idea presented by well-known scholar Betty Jane Cleckley (1997).

Sample 6 Cleckley (1997) stated, “Because youth have had experience working and playing with children of other races and cultures while growing up, they will be better able to interact with those of other cultures when working within intercultural corporations” (p. 37).

Reference Page Citation

Cleckley, B. (1997). *Strategies for promoting pluralism in education and the workplace*. Westport, CT: Praeger.

A book with two or more authors

A book with two or more authors could be formatted in any of the following ways:

In-Text Citation

- Sample 1** Often, people compare Caldwell and Thomason’s book (2004) to *The DaVinci Code* because of the brilliant writing and historical context.
- Sample 2** *The Rule of Four* (Caldwell & Thomason, 2004) has been compared to Dan Brown’s *The DaVinci Code*.
- Sample 3** The novel is described as “an encyclopedia masquerading as a novel” and as “a dissertation on everything from architecture to zoology” (Caldwell & Thomason, 2004, p. 136).

Reference Page Citation

Caldwell, I., & Thomason, D. (2004). *The rule of four*. New York, NY: Dial.

In-Text Citation

- Sample 4** Mandelbrot and Hudson (2004) have combined Mandelbrot’s mathematical framework with Hudson’s knowledge of Wall Street to produce a must-read for any serious investor.
- Sample 5** For the individual who manages money for a living, one of the best books on the market is *The Misbehavior of Markets* by Mandelbrot and Hudson (2004).
- Sample 6** Mandelbrot and Hudson (2004) stated, “This equilibrium market clearing price is automatically interpreted as being the mean of a normal probability distribution” (p. 46).

Reference Page Citation

Mandelbrot, B., & Hudson, R. L. (2004). *The misbehavior of markets*. New York, NY: Basic Books.

A book with a group author

A book with a group author (e.g., organizations, corporations, or government agencies) could be formatted in any of the following ways:

In-Text Citation

Sample 1 *The 9/11 Commission Report* (National Commission on Terrorist Attacks, 2004) is one of the most important documents of this century.

Sample 2 A clear mandate was expressed by The National Commission on Terrorist Attacks (2004).

Sample 3 The National Commission on Terrorist Attacks report stated, “Investigate the facts and circumstance relating to the terrorist attacks of 9/11 . . . and other areas as determined by the Commission” (2004, p. 14).

Reference Page Citation

National Commission on Terrorist Attacks. (2004). *The 9/11 commission report: Final report of the National Commission on Terrorist Attacks upon the United States*. New York, NY: W.W. Norton.

An edited book

An edited book could be formatted in any of the following ways:

In-Text Citation

Sample 1 Aguirre and Baker (2008) presented information about inequality in the American society, educational system, criminal justice system, family units, and much more to examine how racial oppression still affects the United States.

Sample 2 Aguirre and Baker (2008) reviewed the inequality in the American education system that ranges from public compulsory education to post secondary education.

Sample 3 As stated in Aguirre and Baker (2008), “Even with noticeable growth in nonwhite enrollments in American schools, educational segregation persists” (p. 41).

Reference Page Citation

Aguirre, A., Jr., & Baker, D. V. (Eds.) (2008). *Structured inequality in the United States: Critical discussions on the continuing significance of race, ethnicity, and gender* (2nd ed.). Upper Saddle River, NJ: Pearson Education.

A chapter from a book

A chapter from a book could be formatted in any of the following ways:

In-Text Citation

Sample 1 Locker and Kienzler (2008, Chapter 7) present good guidelines for writing effective résumés and provide many examples for types of résumés.

Sample 2 If a résumé is longer than one page, Locker and Kienzler (2008, Chapter 7) recommend that the second page include at least 10 to 12 lines and include the person's name at the top of the second page along with the page number.

Sample 3 As stated in Locker and Kienzler (2008, Chapter 7), "It is a myth that all résumés must fit on one page" (p. 213).

Reference Page Citation

Locker, K. O., & Kienzler, D. S. (2008). Résumés. In *Business and administrative communication* (8th ed., pp. 206-241). Boston, MA: McGraw-Hill.

An electronic book or e-text from an electronic database (e.g., eBooks/course textbooks)

An e-text could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Hlebowitsch (2005), macrocurriculum and microcurriculum are two levels of curriculum design.

Sample 2 Curriculum design has two levels, macrocurriculum and microcurriculum (Hlebowitsch, 2005).

Sample 3 Macrocurriculum embraces “the design of the all-school experience and concerns itself with building-level design factors, including the organization of courses across and within grade levels, school-wide mission features, and school-wide (extra-classroom) experiences” (Hlebowitsch 2005, p. 9).

Reference Page Citation

Hlebowitsch, P. S. (2005). *Designing the school curriculum*. Retrieved from the University of Phoenix eBook Collection database.

Note: For e-texts available from a public website, provide the URL to the e-text

Electronic text (e-text) authored by individuals specifically for an Apollo Group subsidiary (e.g., University of Phoenix, Axia College, Meritus University)

An e-text authored by individuals could be formatted in any of the following ways:

In-Text Citation

Sample 1 Paul and Elder (2002) indicated that if we create our experience, then we are responsible for our lives.

Sample 2 We can control our experience (Paul & Elder, 2002).

Sample 3 Paul and Elder (2002) stated, “For most people, experience is understood as something that ‘happens to them,’ not something they create for themselves” (Chapter 8, p. 131).

Note: In the e-text, you may need to include the chapter to clarify the source.

Reference Page Citation

Paul, R., & Elder, L. (2002). *Critical thinking: Tools for taking charge of your professional and personal life* [University of Phoenix Custom Edition e-text]. Upper Saddle River, NJ: Prentice Hall. Retrieved from University of Phoenix, GEN480—Interdisciplinary Capstone Course website.

Periodicals (e.g., Journal Articles, Newspapers)

A journal article

A journal article could be formatted in any of the following ways:

In-Text Citation

Sample 1 Walker and Schutte (2002) believed that the five areas of team building were not inclusive of all the areas needing attention.

Sample 2 Not everyone agrees with the five areas of team building (Walker & Schutte, 2002).

Sample 3 According to Walker and Schutte (2002), “Over time, perceptions of effectiveness and actual effectiveness can build on each other, because teams that are confident of success tend to experience success, which in turn sustains or increases perceptions of efficacy while also building general cohesiveness” (p. 188).

Reference Page Citation

Walker, J. S., & Schutte, K. M. (2004). Practice and process in wraparound teamwork. *Journal of Emotional and Behavioral Disorders*, 12(3), 182-192.

A journal article from an online database with no DOI[®]

A journal article from an online database with no DOI could be formatted in any of the following ways:

In-Text Citation

Sample 1 Daniels (2004) included Darden Restaurants on her list of the 50 best companies for minorities.

Sample 2 A list of companies has been singled out as best for minority employees (Daniels, 2004).

Sample 3 According to Daniels (2004), “At the Olive Garden and Red Lobster chains, diversity efforts are encouraged from ‘boardroom to dining room’” (para. 5).

Note: No page number was listed in this particular article because of the way the article was written. When no page number is available, count the paragraphs and use the paragraph number, as above. In long documents, you can count the paragraphs of a particular section and indicate the name of the section within the citation: (Daniels, 2004, Methods section, para. 3).

Reference Page Citation

Daniels, C. (2004, June 28). 50 best companies for minorities. *Fortune*, 149(13), 136-146.

Retrieved from <http://money.cnn.com/magazines/fortune/>

Note: When no DOI is given, the URL address for the actual journal should be used. However, if the journal requires a subscription to view the article, then you may want to provide the database name you used to access the article from the University Library so that your facilitator can easily locate the article.

A journal article from an online database—no author

A journal article with no author from an online database could be formatted in any of the following ways:

In-Text Citation

Sample 1 In its “Corrections” section (2004), *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud.

Sample 2 *Fortune* magazine did name the CEO of Rite-Aid who is currently in prison for fraud (“Corrections,” 2004).

Reference Page Citation

Corrections. (2004, November 1). *Fortune*, 150(9), 32. Retrieved from

<http://money.cnn.com/magazines/fortune/>

A journal article from an online database with an assigned DOI®

DOI stands for Digital Object Identifier and is an identification record provided by the publisher. If the journal article has a DOI, use the DOI in lieu of providing the URL address to the journal's homepage.

In-Text Citation

Sample 1 Tzschenteke, Kirk, and Lynch (2004) studied the motivations behind why lodging owners in Scotland made the move to *green* their properties.

Sample 2 Operational cost reduction was one reason some hotel owners opted to *green* their properties (Tzschenteke, Kirk, & Lynch, 2004).

Sample 3 This paper “discusses the preliminary findings of a wider study on environmental decision making in the context of owner-managed lodging operations” (Tzschenteke, Kirk, & Lynch, 2004, p.116).

Reference Page Citation

Tzschenteke, N., Kirk, D., & Lynch, P. A. (2004). Reasons for going green in serviced accommodation establishments. *International Journal of Contemporary Hospitality Management*, 16(2), 116-124. doi:10.1108/09596110410520007

A newspaper article

A newspaper article could be formatted in any of the following ways:

In-Text Citation

Sample 1 Herron and Miles (1987) addressed the recent Supreme Court decision regarding promotions based on race.

Sample 2 Efforts have been made regarding racial parity (Herron & Miles, 1987).

Sample 3 The Supreme Court declared, “A company may decide to promote an employee on the basis of race under certain circumstances” (Herron & Miles, 1987, p. 32).

Reference Page Citation

Herron, C. R., & Miles, M. A. (1987, March 1). Promotion based on race is upheld by Supreme Court. *The New York Times*, p. e4.

An online newspaper article

An online newspaper article could be formatted in any of the following ways:

In-Text Citation

- Sample 1** McGrath (2007) interviewed some *Oxford English Dictionary* employees about the deletion of hyphens from 16,000 dictionary entries.
- Sample 2** The recent article about the deletion of 16,000 hyphens from the *Oxford English Dictionary* explored how hyphens have become unnecessary with many words in modern usage (McGrath, 2007).
- Sample 3** McGrath (2007) stated, “The greatest hyphenator ever was Shakespeare (or Shakespeare in some contemporary spellings) because he was so busy adding new words, many of them compounds, to English: ‘sea-change,’ ‘leap-frog,’ ‘bare-faced,’ ‘fancy-free’” (para. 8).

Reference Page Citation

McGrath, C. (2007, October 7). Death-knell. Or death knell. *The New York Times*. Retrieved from <http://www.nytimes.com>

Websites and Online Media

A website with no identifiable author

When the content on a website has no identifiable author, use the name for the organization, corporation, or government agency as the group author and begin the entry with the group author. Place the title of the web page in italics if the web page is a report or brochure; otherwise, leave the title without italics. Include the URL address. If the website has no identifiable author, including no identifiable group author, you should use caution in selecting the source for your paper as the source may not be a reliable reference. A website with no identifiable author could be formatted in any of the following ways:

In-Text Citation

- Sample 1** The **website** for the National Osteoporosis Foundation (2008) has many interesting facts about this debilitating disease.
- Sample 2** Osteoporosis is a highly preventable disease (National Osteoporosis Foundation, 2008).

Sample 3 The National Osteoporosis Foundation (2008) stated, “Eighty percent of those affected by osteoporosis are women” (Osteoporosis Prevalence: Gender, para. 2).

Reference Page Citation

National Osteoporosis Foundation. (2008). *Fast facts*. Retrieved from <http://www.nof.org>

In-Text Citation

Sample 4 Subaru of America (2004) makes it easy to compare its Outback with similar cars.

Sample 5 Subaru currently has five models in its lineup (Subaru of America, 2004).

Sample 6 According to Subaru of America (2004), “All Subaru Outback models blend the rugged versatility of an SUV with the driving performance and comfort of a passenger car” (para. 1).

Reference Page Citation

Subaru of America, Inc. (2004). Subaru previews all-new. Retrieved from
<http://www.subaru.com>

A website with an author

A website with an author could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Copeland (2003), the adaptation required when minorities enter the workplace is a two-way street.

Sample 2 Diversity is a positive thing in the workforce (Copeland, 2003).

Sample 3 Copeland (2003) stated, “Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it” (Managing a Multicultural Workforce, para. 1).

Note: In a long online document with no page numbers, you can list the title of the section and the paragraph number within that section.

Reference Page Citation

Copeland, L. (2003). Managing a multicultural workforce. *California Job Journal*. Retrieved from <http://www.jobjournal.com>

In-Text Citation

- Sample 4* According to Nix (2004), no definitive national Christmas tree exists.
- Sample 5* Apparently, four trees could be the national Christmas tree in the United States (Nix, 2004).
- Sample 6* Nix (2004) mentioned that “four trees touted to be the nation’s Christmas tree” (para. 1).

Reference Page Citation

Nix, S. (2004). The Amazon and neotropical rainforest. Retrieved from <http://forestry.about.com>

Podcasts

Podcasts could be formatted in any of the following ways:

In-Text Citation

- Sample 1* In Fogarty’s (2007) podcast about the differences between *who* versus *whom*, she provided tips to determine which one should be used in a question.
- Sample 2* This podcast explores the confusion of *who* versus *whom*, and the speaker reminds the listeners to use *who* when a person is the subject of the sentence (Fogarty, 2007).

Reference Page Citation

Fogarty, M. (Writer/Speaker). (2007, March 9). Who versus whom [Audio podcast]. *Grammar Girl's Quick and Dirty Tips for Better Writing*. Retrieved from <http://grammar.quickanddirtytips.com/who-versus-whom.aspx>

Video weblog posts

A video post could be formatted in any of the following ways:

In-Text Citation

Sample 1 In an Internet video, Gore (2008) stated that 68% of the American population believes that human activity is a contributing factor in global warming.

Sample 2 This Internet video about global warming explores the urgency to “organize our response appropriately” (Gore, 2008) to the climate crisis.

Reference Page Citation

Gore, A. (2008, April). Al Gore: New thinking on the climate crisis [Video file]. In *TED Talks*.

Retrieved from <http://www.ted.com/talks/view/id/243>

Course Materials

Online course materials

Documents (e.g., lecture notes, syllabi, supplemental documents) listed in online course materials could be formatted in any of the following ways:

In-Text Citation

Sample 1 According to Axia College Week Three Supplement (2006), three major steps for analyzing sources exist.

Sample 2 A key question to ask is “Which source is strongest?” (Axia College, 2006, Week Three Supplement).

Reference Page Citation

Axia College. (2006). Week Three supplement: Appendix B. Retrieved from Axia College,

CRT/205—Critical Thinking course website.

Online forum messages, discussion groups, and newsgroups

An online forum message, discussion group message, or a newsgroup message could be formatted in any of the following ways (Note: Use caution when citing these sources in your academic work as these sources are not available to everyone, are not usually archived, and are not always academic. If a message is accessible for a limited time, then you should not consider it a reliable source.):

In-Text Citation

Sample 1 In Boardman's (2008) Week Two forum message, he asked the students to answer, "Why do good people do bad things?" (para. 3).

Sample 2 As a follow-up question in the Week Two forum message, students were asked to explore the difference between effective and efficient communication for a scenario involving two scientists and their nontechnical audience (Boardman, 2008).

Reference Page Citation

Boardman, B. (2008, April 15). Week two class notes [Msg. 3]. Message posted to University of Phoenix class forum, MGT/344—Organizational Behavior and Ethical Responsibility course website.

Team Toolkit

Refer to the *Learning Team Toolkit* for information about formatting specific toolkit documents. Access *Toolkit Citations* from the homepage in the *Learning Team Toolkit* for sample reference entries.

Reference Page Citation

University of Phoenix. (2004). Learning team toolkit. Available on the University of Phoenix student/faculty website: <http://ecampus.phoenix.edu> (Retrieved May 10, 2008).

Virtual Organizations

Please use the following format to reference information found within the Virtual Organizations:

Apollo Group, Inc. (Latest copyright date). Virtual Organization Name. Title of web page.

Retrieval Date. Course Number and Name. URL

Reference Page Citation Example

Apollo Group, Inc. (2006). Riordan Manufacturing. Finance & accounting - overview. Retrieved

March 28, 2007. CIS/319 – Computers and Information Processing.

<https://ecampus.phoenix.edu/secure/aapd/CIST/VOP/Business/Riordan/Finance/RioFand>

A001.htm

Simulations

Simulations could be formatted in any of the following ways:

In-Text Citation

Sample 1 In the University of Phoenix simulation (2004), students are allowed to apply theory to practice.

Sample 2 A situation providing a dilemma regarding confidentiality allows us to apply theory to practice (University of Phoenix, 2004).

Sample 3 This simulation states, “The three possible candidates all have strengths and weaknesses for this position” (University of Phoenix, 2004, para. 10).

Reference Page Citation

University of Phoenix. (2004). Keeping information confidential [Computer Software].

Retrieved from University of Phoenix, Simulation, COM525—Advanced

Communications Management course website.

Miscellaneous

An online dictionary

An online dictionary entry could be formatted in the any of the following ways:

In-Text Citation

Sample 1 According to the *Oxford English Dictionary* (n.d.), a *caucus* is a political party meeting that occurs prior to an election and is used to further the party's interests.

Sample 2 A *caucus* is usually a "private meeting of the leaders or representatives of a political party" (*Oxford English Dictionary*, n.d.).

Reference Page Citation

Caucus. (n.d.). In *Oxford English dictionary online*. Retrieved from <http://www.oed.com/>

A printed dictionary

A printed dictionary entry could be formatted in the any of the following ways:

In-Text Citation

Sample 1 As defined in *Merriam-Webster's Collegiate Dictionary* (2007), *exorbitant* has a similar meaning to *excessive*.

Sample 2 *Exorbitant* is defined as "exceeding the customary or appropriate limits in intensity, quality, amount, or size" (p. 439).

Reference Page Citation

Exorbitant. (2007). In *Merriam-Webster's Collegiate Dictionary* (11th ed.). Springfield, MA:

Author.

A classical work (e.g., the Bible, Greek or Roman works)

A classical work could be formatted in any of the following ways:

In-Text Citation

Sample 1 In the *Iliad*, one fighting scene is described in an epic simile that refers to the fighting as tanners playing a tug-of-war with a bull's hide (Homer, trans. 1990).

Sample 2 In one section of Homer's *Iliad* (trans. 1990), the fighting is compared to tanners who tug on a bull's hide "stretching hard / till the skin's oils go dripping out as the grease sinks in" (17:453-454).

Note: State either the translation or the version in the in-text citation for the first instance.

Reference Page Citation

No reference page entry is necessary for a classical work.

Microsoft® PowerPoint® presentations

References to Microsoft PowerPoint presentations can take two forms:

PowerPoint as a presentation

PowerPoint as an online presentation

PowerPoint as a presentation

Sometimes it is necessary to reference a PowerPoint presentation you have seen, either by itself or as part of a longer presentation. If the presentation cannot be retrieved by the general reader, cite the PowerPoint as a personal communication only within the text.

In-Text Citation

Sample 1 According to a PowerPoint presentation in the GEN 380 class (2006), the streets in Toronto are cleaner than the streets in New York.

Sample 2 The streets in Toronto are cleaner than the streets in New York (GEN 380, personal communication, September 3, 2006.)

Note: If the name of the presenter is known, use the first initial and last name of the presenter instead of the name of the class, as follows:
(G. Smith, personal communication, September 3, 2006).

Sample 3 According to a PowerPoint presentation in the GEN 380 class, “Compared to New York City, Toronto’s streets are free of litter, graffiti, and garbage” (personal communication, September 3, 2006).

Note: In a personal communication that is not written, do not use page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

PowerPoint as an online presentation

An online PowerPoint presentation can be formatted in any of the following ways:

In-Text Citation

Sample 1 According to a PowerPoint presentation from the National Security Council (2007), the United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein.

Sample 2 The United States has succeeded in reaching many of the objectives outlined at the start of the war with Iraq, including the capture of Saddam Hussein (National Security Council, 2007).

Sample 3 According to a PowerPoint presentation from the National Security Council (2007), “Winning in Iraq will not end the War on Terror, but it will make success in the War on Terror much easier” (slide 3).

Reference Page Citation

National Security Council. (2007, January). *Highlights of the Iraq strategy review*

[PowerPoint slides]. Retrieved from

<http://www.whitehouse.gov/nsc/iraq/2007/iraq-strategy011007.pdf>

Personal communication

Sources that the general reader cannot access should be cited as a personal communication. This can include information from interviews, emails, newsgroups, letters, memos, lectures, and Microsoft® PowerPoint presentations.

A personal communication is cited only within the text because items in the reference list at the end of the essay are reserved for sources that can be retrieved by the reader.

In-Text Citation

Sample 1 According to Smith (personal communication, September 3, 2006), pit bulls are no more dangerous than German shepherds.

Sample 2 Pit bulls are no more dangerous than German shepherds (G. R. Smith, personal communication, September 3, 2006.)

Sample 3 Smith stated, “Pit bulls are no more dangerous than German shepherds” (personal communication, September 3, 2006).

Note: In a personal communication that is not written, such as an interview, do not use page or paragraph numbers with a direct quotation.

Reference Page Citation

A personal communication is not listed in the references.

Software

(Note: Reference entries are not needed for off-the-shelf software and programming languages. In the text, give the proper name of the software and the version number.)

Software could be formatted in any of the following ways:

In-Text Citation

Sample 1 The strength of ACI (2002) as a real estate appraising software program is its ease of use.

Sample 2 Because it is user friendly, many more real estate appraisers are using ACI (2002).

Reference Page Citation

ACI—The appraiser’s choice. (Version 0.0) [Computer software]. Retrieved from

http://www.aciweb.com/p_aci.asp

Television series

A television series could be formatted in any of the following ways:

In-Text Citation

Sample 1 The *Seinfeld* series (Ackerman, 1989) presented a major creative breakthrough in evening sitcoms.

Sample 2 The four main characters in *Seinfeld* represent people whom we all know (Ackerman, 1989).

Sample 3 One of George’s famous sayings to Jerry is, “On some level, I have always been handicapped” (Ackerman, 1989).

Reference Page Citation

Ackerman, A. (Producer). (1989). *Seinfeld*. [Television series]. New York: NBC.

Referencing Figures (e.g., graphs, photographs)

In APA style, the following types of illustrations are considered *figures*: pictures, photographs, graphs, art, drawings, or anything that is not a *table*. Here are some general principles for images retrieved from the Internet:

- For the author, use the photographer’s or image creator’s name if available or use the name of the organization or corporation.
- If no author information is available, use the title in the author’s place.
- For the publication date, if no photo information is included, the last updated date for the website can be used.
- Place the image title in brackets, if provided; if not, create a short description in place of the title and include the figure type.

Reference Page Citation Example

Cable News Network. (2009). [Photograph of President Barack Obama and Vice President Joe

Biden watching the inaugural parade outside the White House] *The 44th President*

Center for Writing Excellence

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Inauguration. Retrieved from

<http://www.cnn.com/2009/POLITICS/01/20/obama.inauguration/index.html>