

AeU Style Guide for Graduate Students using American Psychological Association (APA) Format

AeU Style Guide for Graduate Students Using American Psychological Association (APA) Style

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50000 Kuala Lumpur,
Malaysia

Introduction

The Asia e University Style Guide aims to provide guidance on proper ways of constructing reference list for students preparing to write PhD and master theses. Examples provided are based on rules of American Psychological Association (APA) style. Graduate students are required to follow the style guide provided for consistency and good presentation style when citing sources.

For more comprehensive guides and style, please refer to APA Publication Manual of the American Psychological Association, 6th edition, 2010 at <http://www.apastyle.org>

This guide also contains a selective list of 'FREE Reference Manager' software and websites for managing your citations according to APA style.

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PART I

American Psychological Association (APA)

Style Guide

Plagiarism

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

Exact copy plagiarism

There are 2 types of exact copy plagiarism:

1. Whole source plagiarism: claiming the entire work as your own. Example: a student puts his or her name on a paper written by others.
2. Partial copy plagiarism: putting exact words or content from a source without proper acknowledgement.

When to give credit

(Adapted from *Avoiding Plagiarism* by Purdue University's Online Writing Lab)

Need to cite when	No need to cite when
Referring to someone else's ideas, opinions, or theories, such as by paraphrasing Copying exact words Reprinting or copying graphical elements such as diagrams, illustrations, maps, charts, and pictures Using ideas from others given in conversation, interviews, correspondence (letters or email) or heard during lectures, speeches, and from media such as television and radio	Using ideas, opinions, or theories that are genuinely original with you Writing up your own experiment results Including your own artwork or other original creation Recording anecdotes about other people, in which those people remain anonymous Using common knowledge according to accepted criteria

Crediting Sources

The citations usually appear in a list at the end of the paper entitled bibliography, references, endnotes and works cited. Besides, footnotes provide the full citation on the same page as the information cited.

Crediting Sources

Citing sources has several benefits to the writers and readers. One of the advantages is to avoid the possibility of plagiarism.

Purpose of citations:

1. Enable the readers to locate the original source and to verify the accuracy of information.
2. Identify the source of ideas, theories, research, specific words or other materials in order to acknowledge its contribution to the work.
3. Provide the readers with the high quality and relevancy of the information used in researching the papers in term of authority and expertise of the topics.

Typical elements in bibliographic citations from the print publication world includes of:

author, editor, translator, organization (corporate author) or other creator of the content
title and subtitle

indication of which **edition** or version

name of journal, series, encyclopaedia, or other **parent publication** in which the work appears

publication information

- place of publication
- name of publishing body
- date of publication

American Psychological Association (APA)

A style that is generally used to cite sources within the social sciences subject. This resource, designated according to the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing). It contains general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page

Basic Rules

All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

Reference list entries should be alphabetized by the last name of the first author of each work.

For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

Present the journal title in full.

Maintain the punctuation and capitalization that is used by the journal in its title.

- For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.

Capitalize all major words in journal titles.

When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Italicize titles of longer works such as books and journals.

Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

General Notes on APA Style

APA requires that the entire paper be double-spaced, including all the lines in the reference list.

Number all pages consecutively, beginning with the title page, in Arabic numerals (e.g., 4, not IV) in the upper right-hand corner (Rule 8.03, p. 230).

You need to cite and document any sources that you have consulted, even if you presented the ideas from these sources in your own words. You need to cite:

- To identify other people's ideas and information used within your essay.
- To inform the reader of your paper where they should look if they want to find the same sources.

A citation must appear in two places in your essay:

- in the body of your text ("in-text citations").
- in the reference list (at the end of your paper).

To introduce other people's ideas in text, use the following examples:

Richardson ***argues, refers to, explains, hypothesizes, compares, concludes;***

As Littlewood and Sherwin ***demonstrated, proved,*** ... etc.

AUTHOR/AUTHORS

Single Author

Last name first, followed by author initials. Do not include suffixes such as

Jr. Example:

Schmidt, J.J. (2008). *Counselling in schools: comprehensive programs of responsive services for all students*. Boston : Pearson/Allyn and Bacon.

Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Example:

Senadza, B. & Petty, R. E. (2012). *Education inequality in Ghana: Gender and spatial dimensions*. *Journal of Economic Studies*, 39(6), 724-739.

Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Example:

Rahman, M. M., Hamzah, M. I. M., Meerah, T. S., & Rahman, M. (2010). Historical development of secondary education in Bangladesh: Colonial period to 21st century. *International Education Studies*, 3(1), 114-125.

More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Example:

Keating, X. D., Lambdin, D., Harrison, L., Jr, Dauenhauer, B. Stamos, J. A., Thomas, S. T., . . .
Rubin, L. H. (2010). Changes in K-12 physical education programs from 2001 to 2006. *Research Quarterly for Exercise and Sport*, 81(2), 180-8.

Organization as Author

Majlis Wanita Johor (MAWAR) (2003).

Unknown Author

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

Note: Write the title directly.

Two or More Works by the Same Author

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

Nuri, T. J. (1989).

Nuri, T. J. (2000).

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

Brandon, T. J. (1999). Friends' influence on students' regulation to school. *Educational Psychologist, 34*, 16-29.

Brandon, T. J., & Keefe, K. (1995). Friends' influence on adolescents' regulation to school. *Child Development, 66*, 312-329.

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.

Nora, D. T., Diana, N. L., Zack, M. A., & Putty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law, 6*, 612-625.

Nora, D. T., Putty, R. E., & Kelvin, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 65-69.

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

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."

Suzie, T. J. (2005a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17*, 408-416.

Suzie, T. J. (2005b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*, 636-643.

Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Fizz, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English language* (pp. 1-2). Needham, MA: Allyn and Bacon.

Note: (Ed.) means editor

BOOKS

Basic Format for Books

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

Liker, J.K. (2008). *Toyota culture: The heart and soul of the Toyota way*. New York
: McGraw-Hill.

Edited Book, No Author

Tribe, J. (Ed.). (2009). *Philosophical issues in tourism*. Bristol, UK: Channel View Publications.

Prideaux, B., Timothy, D. J., & Chon, K. S. (Eds.). (2008). *Cultural and heritage tourism in
Asia and the Pacific*. London: Routledge.

Edited Book with an Author or Authors

Ho, Wai Zee (2000). *The unabridged journals*. K. V. Neera (Ed.). Malaysia, Shah Alam: Pelangi.

Note: (Ed.) means editor

A Translation

Lana, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Hani & F. L. Emon, Trans.).
New York, NY: 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: Laplace (1814/1951).

Edition Other Than the First

Hefni, M. E., Keen, R. S., & Kenn, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

Hani, D. D., & Imran, Z. (2015). Cat breed. In B. R. Zikry (Ed.), *Animal* (pp. 107-123). New York, NY: Springer.

Multivolume Work

Bolton, M. (Ed.). (1999). *Timeless: The classics* (Vols.1- 2). New York, NY: Columbia.

OTHER PRINT SOURCES

An Entry in an Encyclopedia

Birman, P. G. (1991). Reality. In *The New Encyclopedia Britannica*. (Vol. 46, pp. 301-308).
Chicago, IL: Encyclopedia Britannica.

Work Discussed in a Secondary Source

List the source the work was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route
and parallel-distributed-processing approaches. *Psychological Review*, *100*, 589-608.

NOTE: Give the secondary source in the references list; in the text, name the original work, and give
a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in
Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the
References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

DISSERTATIONS AND THESES

Dissertation Abstract

Lastname, F. N. (Year). *Title of dissertation*. *Dissertation Abstracts International*. Retrieved from Name of database. (Accession or Order Number)

Suria, Y. (2013). Essays in digital literacy. *Dissertation Abstracts International*, 88, 7741A.

University Microfilms International. (1989). *Dissertation abstracts international: C*. Ann Arbor, Mich: UMI.

Dissertation, Published

Lastname, F. N. (Year). *Title of dissertation*. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

Lee, K. O. (2011). *Experiences of international doctoral students in social science and humanities programs with their dissertation chairs at a research I university*. . (Doctoral dissertation). (Order No. 3496914, University of Florida). *ProQuest Dissertations and Theses*, 104. Retrieved from <http://search.proquest.com/docview/922399507?accountid=38738>. (922399507).

Dissertation, Unpublished

Lastname, F. N. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution: Location.

Koon, V. Y (2012) *Business strategy, human resource management practices and employee outcomes: structural equation modelling* (Unpublished doctoral dissertation). Asia e University: Kuala Lumpur, Malaysia.

GOVERNMENT DOCUMENT

Corporate Author. (Year). *Title of work* (Publication No. if any). Location: Publisher.

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Ministry of Finance Malaysia. (2015). *Economic report 2014/2015*. Putrajaya: Malaysia. Treasury Malaysia.

CONFERENCE PROCEEDINGS

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

REPORT

Author, A. (Year). *Title of work* (Report No. xxx). Location: Publisher.

Technical report

Zain, J. (2012). *Open source computing* (College Board Rep. No. 91). Princeton, NJ: BMI

Report from a Private Organization

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

Asia e University. (2015). *Guidelines for theses and dissertations*. Kuala Lumpur, Malaysia: Asia e University Knowledge Centre.

Report from non-governmental organization

Author, A. (Year). *Title of work* (Research Report No. xxx). Retrieved from (NGO website)
: [http : //www.ngo.xxx.pdf](http://www.ngo.xxx.pdf)

International Institute for Labour, S., International Labour, O., & International Labour, O. (2010).

World of Work Report 2010: From on Crisis to the Next?. Geneva: International Labour Office. Retrieved from
http://www.ilo.org/public/portugue/region/eurpro/lisbon/pdf/worldwork_2010.pdf

ARTICLES IN PERIODICALS

Basic Form

Journal article, print:

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

Kamarunzaman, N. Z., Zakaria, Z., Zawawi, A. A. (2011). Identifying gaps in digital divide-comparison between localities in Sg. Petani, Kedah, Malaysia. *Interdisciplinary Journal of Contemporary Research in Business*, 3(4), 556-562.

Journal article, online

Provide the DOI (Digital Object identifier) number

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <http://dx.doi.org/xx.xxx/yyyyy>

Tustin, D. H., Goetz, M., & Basson, A. H. (2012). Digital divide and inequality among digital natives: A South African perspective. *African Journal of Business Management*, 6(31), 9140-9150. doi:<http://dx.doi.org/10.5897/AJBM11.2228>

Journal article, online, no DOI

Provide the URL of the journal's homepage.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. Retrieved from <http://journal homepage address>

Jeffri, B. I., Laili, A. H., & Aida W.Z. A. (2011). Digital inequalities between the rural and urban students in Malaysia. *International Journal of Business and Social Science*, 2(12). Retrieved from <http://search.proquest.com/docview/904511178?accountid=3873>

Article in 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, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Article in Journal Paginated by Issue

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

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Campano, G., Ghiso, M. P., & Welch, B. J. (2015, June 14). Ethical and professional norms in community-based research. *Harvard Educational Review*, 85(1), 29-49, 141-143.

Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Global 4G handset trends industry. (2014, Jul 17). *PR Newswire*, p. 15.

Serena, S. (2010, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

LETTER TO THE EDITOR

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

Markowitz, M. C. (1993, May). Inpatient vs. outpatient. [Letter to the editor]. *APA Monitor*, p. 3.

REVIEW

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

Brown, L. D. (2015). From creation to reinvention. [Review of the book *The new politics of the NHS*, by Imran Zikry] *Health Economics, Policy and Law*, 10(2), 237-240.

ELECTRONIC SOURCES (WEB PUBLICATIONS)

Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Martin, J. (2006). Self-research in educational psychology: A cautionary tale of positive psychology in action. *The Journal of Psychology*, 140(4), 307-16. Retrieved from <http://search.proquest.com/docview/213832759?accountid=38738>

Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

McGrew, K. S., & Wendling, B. (2010). Cattell-Horn- Carroll cognitive-achievement relations: What we have learned from the past 20 years of research. *Psychology in the Schools*, 47(7), 651-675. doi:10.1002/pits.20497

Note: A **digital object identifier (DOI)** is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.

Article from an Online Periodical with no DOI Assigned

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

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from <http://www.journalhomepage.com/full/url/>

Blumenson, E. (2015). Four challenges confronting a moral conception of universal human rights. *The George Washington International Law Review*, 47(2), 327-352. Retrieved from <http://search.proquest.com/docview/1678722118?accountid=38738>

Article from a Database

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range. Retrieved from <http://www.someaddress.com/full/url/>

Austin Uzama, (2009) "Marketing Japan's travel and tourism industry to international tourists", *International Journal of Contemporary Hospitality Management*, Vol. 21(3), pp.356 – 365. Retrieved from <http://ezproxy.aeu.edu.my:2092/10.1108/09596110910948341>

ABSTRACT

If you only cite an abstract but the full text of the article is also available, cite the online abstract as any other online citations, adding "[Abstract]" after the article or source name. However, if the full text is not available, you may use an abstract that is available through an abstracts database as a secondary source.

Bralten, J., Franke, B., Waldman, I. (2013). Candidate Genetic Pathways for Attention-Deficit/Hyperactivity Disorder (ADHD) show association to hyperactive/impulsive symptoms in children with ADHD [Abstract]. *Journal of the American Academy of Child & Adolescent Psychiatry*, 52(11), pp. 1204-1212.

Hendricks, J., Applebaum, R., & Kunkel, S. (2010). A world apart? Briding the gap between theory and applied social gerontology. *Gerontologist*, 50(3), 284-293. Abstract retrieved from Abstracts in Social Gerontology database. (Accession No. 50360869).

NEWSPAPER ARTICLE

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Hidir Reduan. (2015, May 20). Six charged over terrorism conspiracy. *New Straits Times Online*. Retrieved from <http://www.nst.com.my/node/84828>.

ELECTRONIC BOOKS

Author, A. A. (Year). Title of book, Edition. Place of Publication: Publisher. Retrieved from <http://www.someaddress.com/full/url/>

Wilson (ed), John P. (2012). International human resource development: learning, education and training for individuals and organizations, third edition. [Books24x7 version] Available from <http://ezproxy.aeu.edu.my:2053/toc.aspx?bookid=47009>.

Society, F. H. R. M. (2011). *Human Resources in Research and Practice : The RQ Reader*. Alexandria, VA, USA: Society for Human Resource Management. Retrieved from <http://www.ebrary.com>

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Note (n.d) means no date

Chapter/Section of a Web Document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://www.someaddress.com/full/url/>

Engelshcall, R. S. (1997). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server version 1.3 documentation* (Apache modules). Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

NOTE: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.

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. 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.

Zacharek, S. (2008, April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*. Retrieved from
[http://www.nytimes.com/2008/04/27/books/review/Zachareck -
t.html?pagewanted=2](http://www.nytimes.com/2008/04/27/books/review/Zachareck-t.html?pagewanted=2)

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce'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. Available from Project MUSE Web site:
http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html

Dissertation/Thesis from a Database

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

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.

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved from
<http://www.britannica.com/EBchecked/topic/724633/feminism>

Online Bibliographies and Annotated Bibliographies

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from 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 (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

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

Give the name of the researching organization 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.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion

Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (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 (e.g. [Interview transcript, Interview audio file]):

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm

Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

Non periodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information; don't be lazy. If there is a page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <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. Also, if there isn't a date available for the document use (n.d.) for no date.

Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

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

Hayes, B., Tesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version 2.1) [Software]. Available from <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

E-mail

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Include the title of the message, 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...").

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25].
Message posted to <http://groups.earthlink.com/forum/messages/00025.html>

Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. 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.

J Dean. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from <http://www.spring.org.uk/the1sttransport>

Psychology Video Blog #3 [Video file]. Retrieved from <http://www.youtube.com/watch?v=lqM90eQi5-M>

Wikis

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://wiki.laptop.org/go/OLPC_Peru/Arahuay

Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T., & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved from <http://science.nasa.gov/podcast.htm>

Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast retrieved from <http://www.adveeducation.com>

PART II

Developing References Using FREE Reference Manager

Introduction: Choosing a Citation Manager

Well-known citation managers provide similar basic features and functionalities. Several tips and comparison of citation managers for special features taken from PennState University Library website.

How to choose a Citation Manager

I Need to:	Use:	Why:
...work from multiple computers or locations.	Zotero Mendeley EndNote Basic Refworks	<i>Zotero</i> saves your citation library to your local computer, but syncs with multiple computers so you can work from home, work, or school. <i>Mendeley</i> is a program that lives on your local computer, but syncs with a web account. <i>EndNote Basic</i> is entirely web-based and can be accessed from any computer with internet access, and can sync with EndNote desktop. <i>RefWorks</i> is entirely web-based and can be accessed from any computer with internet access.
...work without an Internet connection.	Zotero Mendeley EndNote	<i>Zotero</i> , <i>Mendeley</i> and <i>EndNote</i> store your citation libraries locally on your computer.
...archive web pages and import citations from sites such as Amazon and ArtSTOR.	Zotero	<i>Zotero</i> allows you to easily save snapshots of web pages and annotate them within your citation library. It is a great tool for scraping citation information from web-based publications and some commercial and social networking sites.
...work on a group project or share my citations with others.	Zotero Mendeley EndNote Basic Refworks	<i>Zotero</i> allows you to share your citations through shared folders -- you can give individuals or groups permissions to add and edit the citations in the shared folder. <i>Mendeley</i> allows you to share citations and documents with a group of up to 2 other users, or create a public reading list that is open to all. <i>EndNote Basic</i> allows you to create and share groups with other users. <i>RefWorks</i> allows you to share your citations through shared folders by inviting up to 10 individuals and giving permission to read, annotate, or modify the entries.

Note: URL https://www.libraries.psu.edu/psul/lls/choose_citation_mgr.html

LIST OF FREE REFERENCE MANAGER

1. Mendeley

Mendelay is a web programme for managing and sharing research papers, discovering research data and collaborating online. As a free reference manager and academic social network, it provides citations and bibliographies creation medium in Microsoft Word, OpenOffice.org, and LibreOffice.

Create a free account at <https://www.mendeley.com/> and download Mendeley desktop for your computers or gadgets. You are able to generate citation in seconds by drag and drop your papers.

You can read the overview at <https://www.mendeley.com/features/>

Training guides is available here <https://community.mendeley.com/teaching>

2. EndNote Basic by Thomson and Reuters

Free tools to learning on how to do research, citing sources, write papers and match your manuscript to a scientific journal. EndNote Basic is a web-based application which allows you to create bibliographies in Microsoft Word. It offers 20 most popular citation style.

Link: <http://endnote.com/product-details/basic>

EndNote quick reference is available here http://wokinfo.com/media/mtrp/enw_qrc_en.pdf

3. Knight Citation

An online citation generator provided by Hekman Library of Calvin Collage. Users may save all citations and get more citation features by register in KnightCite at

<https://www.calvin.edu/library/knightcite/index.php?op=register>

Citation link: <http://www.calvin.edu/library/knightcite/>

4 simple steps to create your own citation:

1. Choose the citation style
2. Select resource type
3. Fill up the form
4. Click submit

4. BibMe

BibMe is free and automatic bibliography maker that auto-fills. It's the easiest way to generate citations to build a works cited page.

Link: <http://www.bibme.org/>

Only 3 easy steps required:

1. Select style and search - Search for a book, article, website, film, or enter the information yourself.
2. Add it easily and continue - Add it to your bibliography and continue citing to build your works' cited list.
3. Download bibliography – in APA, MLA, Chichago format etc.

5. Citation Machine

Citation machine provides 3 easy steps to create your citation in MLA, APA, Chicago, Turabian, and many more. Additional features in Citation Machine are plagiarism checker, writing resources and create a title page.

Link: <http://www.citationmachine.net/>

6. Zotero

It is a free and easy-to-use tool that help users to collect, organize, cite and share research sources. You can create your personal library and add features such as PDFs, images, audio and video files, snapshots of web pages etc. Automatic indexing of full text content is available to help in searching process.

Link: <https://www.zotero.org/>

7. IFLANET

This website compiled links of citation style and resources from many academic institutions.

Link: <http://archive.ifla.org/l/training/citation/citing.htm>

8. RefMe

Citation generator

Link: <https://www.refme.com/citation-generator/apa/>

9. Qiqqa

Qiqqa has tools to create citations and bibliographies. It's enable users to create own library, to manage PDF documents, has automatic duplicate detection for files, has full-text search application, able to import references from Mendeley, Zotero, EndNote etc

Link: <http://www.qiqqa.com/>

Read Qiqqa manual at <http://www.qiqqa.com/Content/Client/The%20Qiqqa%20Manual.pdf>

10. Papyrus – Version 7.0

Papyrus helps to computerize the reference collection and assemble bibliographies in word processor.

Download Papyrus at <http://www.researchsoftwaredesign.com/Download7.html>

Concept Reference Manual at <http://www.researchsoftwaredesign.com/ftp/demo7/conref7.pdf>

REFERENCES

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

<https://owl.english.purdue.edu/owl/>

Publication Manual of the American Psychological Association, (6th ed., 2nd printing).

(n.d). What is plagiarism? Retrieved from <http://www.lib.usm.edu/legacy/plag/whatisplag.php>

(2011). The Purdue online writing lab (OWL). Retrieved from <https://owl.english.purdue.edu/>

Thompson, Sue (2011). *How to credit source*. Retrieved from http://library.csusm.edu/plagiarism/howtocredit/how_credit_purpose.htm

Simon Fraser University Library (SFU) (2010). *Citation Guide: APA (6th ed., 2010)*. Retrieved from <http://www.lib.sfu.ca/help/writing/apa>