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JWU APA Basics Handbook 2009-2010: A Style Manual for Students of the Alan Shawn Feinstein Graduate School

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JOHNSON & WALES
UNIVERSITY

JWU APA Basics Handbook
2009-2010

A Style Manual for Students
of the Alan Shawn Feinstein Graduate School

7/09

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INTRODUCTION

This handbook is intended to serve as a student guide to APA style and documentation. It addresses the most basic rules for manuscript preparation-the guidelines necessary to ensure clear and consistent presentation of written text. The handbook also presents basic rules for contextual, parenthetical, and reference list citations.

This guide is not a substitute for the *Publication Manual of the American Psychological Association* (2001).

When preparing a manuscript, students should (1) adhere to the parameters set by the course instructor, (2) consult this *JWU APA Basics Handbook* for University "local rules", then (3) consult the *Publication Manual of the American Psychological Association* (2001), (4) then consult the APA Guide to Electronic References (2007).

RESOURCES

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Available from http://books.apa.org/books.cfm?id=4210509

BASIC MANUSCRIPT FORMAT

Word-process the manuscript on 8 ½ x 11 white paper.

Use Times New Roman, Courier, Serif or Arial typeface, 12-point size.

Use a 1” margin along the top, bottom, and sides of the paper (1.5” left margin for works to be published or bound).

Skip two lines (double space) between each line of text, and Use a 5 space indent for new paragraphs.

Multiple lines of lists or bullet points should be single spaced, with double spacing between each unit of information.

Create separate pages for the title page, Abstract, Table of Contents, reference pages, and appendices.

The first line of each reference list citation should be **flush left, and each subsequent line of that citation should be indented five spaces. Single space each reference, and double space between references.**

Number all pages after the title page, **except** for the Executive Summary (i.e. do not number the Executive Summary. Use lower case roman numerals (i, ii, iii, iv) for the Table of Contents, Abstract, etc. The first page of the document should begin with Arabic numerals (1, 2, 3, 4). **Place all numbers at the top right corner of the page.**

Skip one space between sentences.

LOCAL RULES FOR HEADINGS

The JWU local rules for headings are as follows. Note that these rules differ from *Publication manual of the American Psychological Association* (5th ed.)

NOTE: Title Case = Upper and lower case; capitalize the first letter of all major words (major word = four letters or more)

MAJOR HEADING CENTERED, BOLDFACED, 14 POINT TYPE

First Subheading Centered, Boldfaced, Title Case, 12 Point Size

Second Subheading Left Justified, Boldfaced, Title Case, 12 Point Size

Text Subheading, Indent 5, Boldfaced, Title Case, 12 Point, end Heading With Period.

NOTE: THE FOLLOWING EXAMPLE DEPICTS HEADINGS AND SUBHEADINGS COMMONLY USED IN A MANUSCRIPT.

COLLABORATION

Writing With Others

Benefits Regarding Processes and Products

Multiple Perspectives.

FORMAT FOR MANUSCRIPT TITLE PAGE

Johnson & Wales University
Providence, Rhode Island

Feinstein Graduate School

WRITING WITH OUR COLLEAGUES

A Research Project Submitted in Partial Fulfillment
of the Requirements for the MBA Degree
Course: xyz

Student Name(s)

Date

Skip 12 lines from
top of page

Skip 2 lines
Title Case, centered

Skip 4 lines, all caps,
boldfaced, and centered
PROJECT TITLE

Skip 4 lines, Title Case,
centered

Skip 2 lines, boldfaced,
centered

Skip 2 lines,
centered

SUGGESTED FORMAT FOR TABLE OF CONTENTS

THIS PARTIAL TABLE OF CONTENTS
IS BASED ON THE HEADINGS AND SUBHEADINGS EXAMPLE

TABLE OF CONTENTS

(Skip 2 lines)

Page

Collaboration..... 1
Writing With Others..... 2
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Appendix B: Survey Questionnaire..... 34

DIRECTIONS FOR FORMATTING THE TABLE OF CONTENTS WITH RIGHT ALIGNED PAGE NUMBERS (MICROSOFT WORD)

TYPING

Type your first few titles and headings, as long as they are main, not subordinate (See **Collaboration, Another Major Heading, Another Major Heading, References**). After each title or heading, hit **one** “tab” then type in the appropriate page number.

FORMATTING

Highlight everything you wish to format

On the toolbar,

Click “Format”
Click “Tabs”
In the “Tab Stop Position” box type in 5.5
Select “Alignment” right
Select “Leader” option 2
Click OK

To add subtitles and their respective pages, hit the space bar 8 times and type in the subtitle. Hit “tab” and insert the appropriate page number (See Benefits Regarding Processes and Products).

Note

The Table of Contents is double spaced, but if a title is long, continue one line below the beginning of the title.

PLACEMENT OF REFERENCE PAGES AND APPENDICES

In the example shown, page 28 is headed by the word References, and the actual list of resources begins on that page. In a long work, references may span several pages.

Appendices follow the reference list. Make separate pages for each respective appendix. If you have multiple appendices, label them Appendix A, Appendix B, etc. as in the example shown.

Be sure that the appendices are presented in the order in which they are mentioned in the main text, and that each appendix has a title. When, for example, you refer to Appendix A within the context of your manuscript, write (See Appendix A).

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REFERENCES

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

33

APPENDIX A:
Co-authoring Benefits Graphic

DOCUMENTATION

You are obligated to document all information that you gather through interviews, surveys, field observations, field experiments, literature or electronic-based resources, etc. Remember, whether you directly quote, summarize, or paraphrase that information, it must be documented. When in doubt, document.

Purposes of Documentation

To give rightful credit to the author of a work from which you borrowed words or ideas (avoiding plagiarism)

To provide references for your readers, so they may further investigate the topic (a guide to relevant literature)

To demonstrate that you have selected appropriate/well credentialed sources (justifying your choices of selective and essential research)

Plagiarism

Plagiarism is an act of academic dishonesty. It occurs when someone uses the words or ideas of someone else, in such a manner as to make it appear as if those words or ideas were their own. Plagiarism is stealing, and can easily be avoided through accurate documentation. If you quote, summarize, or paraphrase someone's words or ideas, include precise contextual or parenthetical citations that judiciously correspond with your reference list. If you are in doubt, choose to be cautious, and document. Finally, adhere to the regulations set forth in the *Student Handbook*.

Selecting and Documenting Quotations

Use direct quotations sparingly. You may choose to directly quote an author because the passage (a) is eloquently written, (b) is highly technical, (c) contains legal wording, (d) is an exemplary illustration of what you are writing about, or (e) because the author's identity and credentials are of critical importance.

Documenting Brief Quotations

If the quotation is fewer than forty words, document it with the author's surname, date, AND, because it is a quotation, include the page number. Assume you had selected a quotation from a text published in 2004, and written by Phillip C. Kolin, entitled *Successful Writing at Work*. Your quotation would appear in your document as follows:

EXAMPLE:
"At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution" (Kolin, 2004, p. 30).

NOTE: The period is placed after the parenthetical citation.

OR

You might also quote Kolin's work like this:

EXAMPLE:
Kolin (2004) noted, "At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution" (p. 30).

NOTE: Because the author and date are initially noted, this quotation ends with the page number followed by a period.

Documenting Longer Quotations

If you choose to use a quotation that is more than 40 words long **(do this sparingly)**, you must use a block quote, and single space each line. If the quotation is more than one paragraph long, beginning with the second paragraph, indent the first line of each paragraph five spaces from the margin of the first paragraph of the quotation. Do not use quotation marks, but do include the author's surname, date, and page number(s). Place these descriptions in parentheses and end the quotation, not the parentheses, with a period.

EXAMPLE:

> Plagiarism is stealing someone else's words (work) and claiming it as your own. At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution. In a research report or paper you are guilty of plagiarism if you use another person's words (or even a rough paraphrase) without documenting the source. Do not think that by changing a few words here and there you are not plagiarizing. Copying someone else's software is also an act of plagiarism.
>
> The penalties for plagiarism are severe—a reprimand or even the loss of your job. At school, you run the risk of failing the course or, worse, being expelled.
>
> (Kolin, 2004, pp. 30-31)

NOTE: Always end a parenthetical citation with a period, **except** when using a block quotation. The block quotation ends with its original mark of punctuation. Remember to use "p." for a single page, and "pp." for multiple pages.

Documenting an Interview

If you conduct an interview, parenthetically document the interviewee's identification information. DO NOT include this resource on the reference list, because it does not provide recoverable data. Parenthetically document an interview as follows:

EXAMPLE:
This emerging trend suggests that adult learners will engage in collaborative work with their international counterparts in most of their educational experiences (C. M. Patterson, personal communication, August 28, 2008).

OR

EXAMPLE:
C. M. Patterson, Professor of Education at XYZ University, contended this emerging trend suggests that adult learners will engage in collaborative work with their international counterparts in most of their educational experiences (personal communication, August 28, 2008).

Primary Sources vs. Secondary Sources

When reviewing the literature, it is advisable that you cite only that which you read. You are responsible for the accuracy of what you write and should therefore read and cite an author's original work. The author of a work is the "primary source"; if they are citing someone else's work, they have introduced a "secondary source". **You are advised to cite only primary sources in your research. When you conduct literature-based research and discover works by a secondary source, locate that secondary work in its original form, review it, and if you choose to include it in your research, cite it.** See the *APA Publication Manual* (2001) page 247 for citation of a work discussed in a secondary source.

EXAMPLE:
In 2005, Mary L. Broad authored a text entitled *Beyond Transfer of Training: Engraving Systems to Improve Performance*. On page 44, she described a study by Yelon, Sheppard, Sleight, and Ford addressing various factors that affect performance by relatively autonomous staff. While it is convenient to quote, paraphrase, or summarize the study as it was described by Broad (2005), it is your responsibility to read and interpret or quote the original study.

Parenthetical and Contextual Citations

You must parenthetically or contextually cite your sources throughout the text of your manuscript. Such citations briefly identify the source for your readers, so they may locate the full references in the corresponding alphabetical reference list at the end of the document. The basic rule is to include the author's surname and date of the publication.

Citing Work by one Author

If you paraphrased information from a work written by **one author**, such as *A Larger Sense of Purpose: Higher Education and Society* published in 2005 and written by Harold T. Shapiro, simply use the author's surname and date, every time the author is referenced.

EXAMPLE OF A PARENTHETICAL CITATION:
Some of the many indispensable assets of institutions of higher learning include their practices of challenging what is familiar, and their capacity for communication across cultural divides (Shapiro, 2005).

Citing Work by two Authors

However, if you paraphrased information from a work written by **two authors**, such as *Elementary Statistics: Painting the World*, published in 2003 and written by Ron Larson and Betsy Farber, you would write the following contextual citation:

EXAMPLE OF A CONTEXTUAL CITATION:
Larson and Farber (2003) noted that correlation and regression analysis can be used to determine if there is a significant relationship between variables and if so, one of the variables can predict the value of the other.

OR YOU MAY PARENTHETICALLY CITE THE INFORMATION:

EXAMPLE OF A PARENTHETICAL CITATION:
Correlation and regression analysis can be used to determine if there is a significant relationship between variables and if so, one of the variables can predict the value of the other (Larson & Farber, 2003).

NOTE: Use the "&" sign in parentheses, and the word "and" when the authors are contextually referenced. Also note that because there are **two authors** of *Elementary Statistics: Painting the World*, you must always cite both authors. Remember to maintain the order of surnames as they appear on the resources. Do not alphabetize them.

Citing Work by Three-Five Authors

If you use **a work with three, four, or five authors**, always cite all the authors the first time the reference occurs.

EXAMPLE OF A PARENTHETICAL CITATION:
Illustrations may provide a virtual experience about how a subject is organized, its specifications, and its operation. This can be helpful to readers who have limited knowledge or experience about your subject (Houp, Pearsall, Tebeaux, & Dragga, 2006).

NOTE: Having borrowed information from the text, *Reporting Technical Information*, published in 2006 by Houp, Pearsall, Tebeaux, and Dragga, you must initially cite the surname of all the authors, and publication date.

OR

EXAMPLE OF A CONTEXTUAL CITATION:
Houp, Pearsall, Tebeaux, and Dragga (2006) noted that illustrations may provide a virtual experience about how a subject is organized, its specifications, and its operation. This can be helpful to readers who have limited knowledge or experience about your subject.

NOTE: In each subsequent citation, use the surname of the first author, followed by **et al.** Use a period after **al.**

EXAMPLE OF A PARENTHETICAL CITATION:
Another purpose that illustrations fulfill is visually capturing critical information for an audience who has little time to read full descriptors (Houp, et al., 2006).

OR

EXAMPLE OF A CONTEXTUAL CITATION:
Houp, et al. (2006) contended that another purpose illustrations fulfill is visually capturing critical information for an audience who has little time to read full descriptors.

NOTE: Consult the 5th or 6th edition of the *APA Publication Manual* for many other rules for contextually citing sources.

BASIC REFERENCE LIST CITATION RULES

Consult the *APA Publication Manual* (2001) for the many rules about reference listings. Pages 268-281 and 364-367 will be particularly useful. Also consult the reference list at the end of this handbook.

Reminder: DO NOT include e-mail, interviews, or other irrecoverable data on the reference list, but DO parenthetically or contextually cite these sources.

All other references should be cited in the manuscript AND on the reference list. DO NOT list any sources on the reference list that were not cited in manuscript.

Judiciously insure that all parenthetical and contextual references are correct and complete, and that their corresponding reference list citations are correct and complete.

All references (except personal communications) should be alphabetically ordered by the first author's surname.

Original works (hard copies) and PDF versions of electronic sources require the original page numbers. HTML versions require the page numbers located in the upper right hand corner of the printed pages (i.e., 1 of 5, 2 of 5, etc.). See

Italicize the source (i.e. title of a book, journal name, etc.).

The title of a book is typed in **Sentence case***, and italicized. However, if the title of a book includes a subtitle, the first letter of the first word in the subtitle is to be capitalized.

Periodical source citations are typed in **Title Case****, and are italicized.

The title of an article published in a periodical source is typed in **Sentence case***. However, the first letter of the first word in a subtitle is to be capitalized (subtitles often follow a colon). Also capitalize proper nouns, abbreviations, and acronyms as per usual.

EXAMPLE:

Quible, Z. K., & Griffin, F. (2007). Are writing deficiencies creating a lost generation of business writers? *Journal of Education for Business, 83*(1), 32-36. Retrieved from http://0-web.ebscohost.cm.helin.uri.edu/ehost/detail?vid=3&hid=14&sid=1b2a8436-8a7b-4b67-9c37-3661a867765c%40SRCSM2&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=aph&AN=27265021

NOTES: The title of the article is typed in sentence case. *Journal of Education for Business* is the journal's name, and is therefore presented in italic print. That information is followed by the volume number also typed in italic print. Resume regular type face and place the issue number directly next to the volume without a space, then the page numbers. This source was retrieved from a database.

Quible, Z. K., & Griffin, F. (2007). Are writing deficiencies creating a lost generation of business writers? *Journal of Education for Business, 83*(1), 32-36. Retrieved from http://0-web.ebscohost.cm.helin.uri.edu/ehost/detail?vid=3&hid=14&sid=1b2a8436-8a7b-4b67-9c37-3661a867765c%40SRCSM2&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=aph&AN=27265021

Periodical source citations must also include the volume number, issue number, and page numbers.

End each reference list citation with a period, **except** for those from the Internet. Do add a period after the URL, because extra punctuation may hinder retrieval. Do not add a period after the DOI.

Multiple works by an author:

- When citing multiple works by the same author, order the reference list entries by year of publication; the earliest first.
- References by the same author(s) with the same publication date are to be arranged alphebetically by article title. Then, add lower case letters *a, b, c,* etc. immediately after the year, within the parentheses.

KEY:

***Sentence case = Capitalize the first letter of the first word, and the first letter of each proper noun**

****Title Case = Capitalize the first letter of all major words (major word = four letters or more)**

NEW RULES FOR DOCUMENTING ELECTRONIC REFERENCES

The *APA Publication Manual* (2001) noted two important guidelines for using and citing Internet sources:

1. "Direct readers as closely as possible to the information being cited—whenever possible, reference specific documents rather than home or menu pages."

2. "Provide addresses that work" (American Psychological Association, 2001, p. 269).

The new APA *Style Guide to Electronic References (2007)* has instituted several new practices:

DOI

See the *APA Style Guide to Electronic References (2007)*

The American Psychological Association (2007) noted that Internet content may be relocated, revised, or deleted, resulting in its irretrievability due to broken hyperlinks or nonworking URLs. In an effort to mitigate this problem, many scholarly publishers now use a Digital Object Identifier (DOI) to uniquely identify documents and to provide a consistent link to their Internet location.

If a DOI is assigned, include it in the reference list.
If a DOI is not assigned, you must provide a URL.

PDF, HTML, and DOI

The Graduate School's past practices differentiated between documenting a PDF version of an article and an HTML version. Now, and in accordance with the new APA (2007) rules, differentiation is based on the DOI.

If there is a DOI, use it, and <u>do not</u> use additional identifiers such as [Electronic version] for a PDF, or the URL address for an HTML version.

However, if there is no DOI assigned, whether you select the PDF or the HML version, you must provide the URL. Do not add a period after the URL, because extra punctuation may hinder retrieval. Do not add a period after the DOI.

PDF, HTML, and Pagination

PDF reference list and parenthetical citations: Cite the page numbers as they appear in the resource and the "results" listing of a database search. That pagination will be the same as the print media version of the resource.

HTML reference list and parenthetical citations: Cite the page numbers as they appear in the upper right hand corner of the pages you print. For example, for an 8 page document, that pagination will follow a format such as 1 of 8, 2 of 8, etc. Therefore, pagination would be 1-8.

Retrieval Date

The American Psychological Association (2007) has determined that
If a fixed publication date, edition, or version number can be cited, we no longer need to include the date of retrieval. This is because the content we are citing is not likely to be changed or updated. If, however, the source is undated, or if the content is retrieved from any of the following, you must include the retrieval date:

- **Preprint version of an article** (articles published online before they appear in print. They have been peer reviewed and revised, and assigned to a specific journal volume and issue, but pagination or final editing may not be completed).
- **In-press article, retrieved from institutional or personal Web site** (prepublication of an article posted on the publisher's or institution's Web site).
- **Manuscript in preparation retrieved from institutional or personal Web site.**
- **On-line handbook, encyclopedia, or dictionary.**
- **Wiki** (collaborative pages that anyone can write, review, and edit).
- **Online magazine, content not found in print version.**
- **Article on Web site, no date.**

ELECTRONIC REFERENCE EXAMPLES

Electronic Reference Journal Article, DOI Assigned, PDF Version

REFERENCE LIST EXAMPLE:

He, X., Inman, J. J., & Mittal, V. (2008). Gender jeopardy in financial risk taking. *Journal of Marketing Research, 45*(4), 414-424. doi: 10.1509/jmkr.45.4.414

NOTE: Do not add a period after the DOI

PARENTHETICAL CITATION FORMAT EXAMPLE:

Investment managers "should recognize that men and women are differentially sensitive to their perceived capability to handle risky decisions, depending on the goal–task compatibility" (He, Inman, & Mittal, 2008, p. 423).

NOTE: The parenthetical format is the same as any other quotation would be.

Electronic Reference Journal Article, no DOI Assigned, PDF Version

REFERENCE LIST EXAMPLE:

English, D. E., Manton, E. J., & Walker, J. (2007). Human resource managers' perception of selected communication competencies. *Education, 127*(3), 410-418. Retrieved from http://0-web.ebscohost.com.helin.uri.edu/ehost/detail?vid=11&hid=103&sid=259cb593-cd62-452e-9757-9ce35c42338e%40sessionmgr109&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=aph&AN=24928378

NOTES: The URL address was required because there was no DOI assigned. The pagination is the same as the print media version of the resource and the "results" listing from the database search used to locate this article.

Electronic Reference Journal Article, no DOI Assigned, HTML Version

REFERENCE LIST EXAMPLE:

O'Neill, T. A., Kline, & Theresa, J. B. (2008). Personality as a predictor of teamwork: A business simulator study. *North American Journal of Psychology*, *10*(1), 1-30. Retrieved from http://0-web.ebscohost.com.helin.uri.edu/ehost/detail?vid=7&hid=104&sid=2ab56d0b-e1a7-4d5b-a0a3-c0b739663e95%40sessionmgr102&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=aph&AN=31704897

NOTES: The URL address was required because there was no DOI assigned. The pagination reflects the page numbers in the upper right hand corner of the printed pages.

Electronic Data set or Graphic Representation of Data

REFERENCE LIST EXAMPLE:

U.S. Bureau of Labor Statistics. (2008). [Tables depicting private industry employers' costs per employee hours worked and percent of total compensation]. *Employee Costs for Employee Compensation Supplemental Tables: Historical Data December 2006-2008.* Retrieved from http://www.bls.gov/ncs/ect/sp/ecsuphst.pdf

NOTE: If there is no publication date, insert the date of retrieval, as in Retrieved August 2, 2008 from http://www.bls.gov/ncs/ect/sp/ecsuphst.pdf

---

Electronic Annual Report

REFERENCE LIST EXAMPLE:

Circuit City Group. (2008). *Form 10-K annual report filed April 28, 2008.* Retrieved from http://newsroom.circuitcity.com/secfiling.cfm?filingID=1193125-08-93063

Electronic Fact Sheet

REFERENCE LIST EXAMPLE:

Department for Professional Employees. (2006). *Professional women: Vital statistics* [Fact sheet]. Retrieved from http://www.pay-equity.org/PDFs/ProfWomen.pdf

Electronic Public Service Announcement

REFERENCE LIST EXAMPLE:

Titan TV (Producer). (2008). *McCain's Energy Strategy* [Video file]. Retrieved from http://video.titantv.com/v/McCains-Energy-Strategy/0001064O.aspx

Electronic Press Release

REFERENCE LIST EXAMPLE:

Johnson & Wales University. (2009, April 10). *Johnson & Wales University to Host* "Green Jobs" Panel Discussion [Press release]. Retrieved from http://www.jwu.edu/content.aspx?id=42256

Electronic Technical or Research Report

REFERENCE LIST EXAMPLE:

Hussar, W. J., & Bailey, T. M. (2007). *Projections of Education Statistics to 2016* (Report NCES 2008060). Retrieved from http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008060

Electronic White Paper (a short document that notes an organization's philosophy, position or policy on a particular issue)

REFERENCE LIST EXAMPLE:

University Business. (2008). *Sustainability and energy management* [White paper]. Retrieved from http://www.universitybusiness.com/viewarticle.aspx?articleid=1077&p=2

NOTE: Often times, a specific author is cited, rather than an organization.

Electronic Newspaper Article

REFERENCE LIST EXAMPLE:

Fitzpatrick, E. (2008, July 27). A nice day for annual Bay swim. *The Providence Journal*. Retrieved from http://www.projo.com/news/content/save_the_bay_07-27-08_VKB0IS2_v13.3959f13.htmlom

On-line Magazine, Content not in Print Version

REFERENCE LIST EXAMPLE:

Helge, D. (2008, May 2). Enoy work-life balance [Online exclusive]. Retrieved from http://www.womensonlinemagazine.com/article.cfm?articleID=2054

Electronic Article on Web Site, no Date

REFERENCE LIST EXAMPLE:

Doerr, J. (n.d.). *Power of the Marketing Pyramid*. Retrieved July 27, 2008, from http://hoovers.com/free/

NOTE: The menu page URL is given because the article is offered on that page and shares the same URL with other documents. It may be the professor's choice for students to cite the exact address, which in this case is

http://www.hoovers.com/business-information/--pageid__16512--/global-hoov-index.xhtml

Video Weblog Post (Youtube.com)

REFERENCE LIST EXAMPLE:

Maharishi University. (2007, May 19). Wind generator: Sustainable living, student project [Video file]. Video posted to http://youtube.com/watch?v=lR2k8Q4yvUE

Wiki (collaborative web pages)

REFERENCE LIST EXAMPLE:

Project manager. (n.d.). Retrieved July 23, 2008, from pb Wiki: http://help.pbwiki.com/topic.php?id=http://api.getsatisfaction.com/topics/90311

Blog

REFERENCE LIST EXAMPLE:

McDonald, J. (2009, July 12). Ellsbury reaches 40 stolen bases. Message posted to http://soxblog.projo.com/2009/07/ellsbury-reache.html

---

Electronic Presentation Slides

REFERENCE LIST EXAMPLE:

Cavusgil, S. T. (2007). Themes and resources for teaching international business [PowerPoint slides]. Retrieved from http://ciber.msu.edu/events/2007/ibi/presentations/Tamer%20Cavusgil/Themes%20and%20Resources%20for%20Teaching%20International%20Business%20-%20Tamer%20Cavusgil.ppt#2

MATCHING PARENTHETICAL CITATIONS WITH REFERENCE LIST

See the sample reference list presented in this handbook for examples of common kinds of reference list citations. Sample parenthetical citations for those same references follow:

HARD COPY REFERENCE EXAMPLES

A Book Written by one Author (Shapiro, 2005).

A Book Written by two Authors (Larson & Farber, 2004).

A Book Written by Four Authors (Houp, et al., 2006).

A Group Author Where the Author and Publisher are Identical
(American Psychological Association, 2001).

An Article in a Journal (Crossman, 2007).

ELECTRONIC REFERENCE EXAMPLES

Electronic Reference Journal Article, DOI Assigned, PDF Version
(He, Inman, & Mittal, 2008).

Electronic Reference Journal Article, no DOI Assigned, PDF Version
(English, Manton, & Walker, 2007).

Electronic Reference Journal Article, no DOI Assigned, HTML Version
(O'Neill, Kline, & Theresa, 2008).

Electronic Data set or Graphic Representation of Data
(U.S. Bureau of Labor Statistics, 2008).

Electronic Annual Report (Circuit City Group, 2008).

Electronic Fact Sheet (Department for Professional Employees, 2006).

Electronic Public Service Announcement (Titan TV, 2008).

Electronic Press Release (Johnson & Wales University, 2009).

Electronic Technical or Research Report (Hussar, & Bailey, 2007).

Electronic White Paper (University Business, 2008).

Electronic Newspaper Article (Fitzpatrick, 2008).

On-line Magazine, Content not in Print Version (Helge, 2008).

Electronic Article on Web Site, no Date (Doerr, n.d.).

Video Weblog Post (Maharishi University, 2007).

Wiki (Project manager, n.d.).

Blog (McDonald, 2009).

Electronic Presentation Slides (Cavusgil, 2007).

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(Students: please note that the words "available from" were used rather than "retrieved from" because the URL address leads you to information on how to obtain the guide rather than the guide itself).

Cavusgil, S. T. (2007). Themes and resources for teaching international business [PowerPoint slides]. Retrieved from http://ciber.msu.edu/events/2007/ibi/presentations/Tamer%20Cavusgil/Themes%20and%20Resources%20for%20Teaching%20International%20Business%20-%20Tamer%20Cavusgil.ppt#2

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