The purpose of this Quick Help Guide is to assist NMU Nursing students to understand and more easily prepare references for materials according to APA style. This guide is a subset of the Library’s APA Guide, and also addresses APA’s stronger emphasis of related concepts in the Publication Manual 6th edition.

Most Important Notes:

1. Do not rely solely on online databases or most citation generators to create references. Instead, use the Library’s APA Guide – Nursing Examples, Zotero Firefox Plug-in, or EndNote software.

2. As of July 1, 2009, APA no longer uses database names as the source of holding online articles.

Continued on next page
Since July 2007, APA has emphasized the DOI (Digital Object Identifier). Not all publishers participate in the DOI initiative; as a result, your article may or may not have a DOI assigned.

APA presents a simple approach for referencing online articles:

Article is assigned a DOI

OR

Article is not assigned a DOI

Currently, only journals—primarily scholarly/research, and some online books—are assigned a DOI. Magazines, newspapers, and most online documents/reports do not have a DOI.

Since research is scholarly by nature, APA assumes that most online article references are assigned a DOI.

- When an article has a DOI, the APA standard is that researchers (including students) will always locate the DOI, and use the DOI reference format. This is not an “either-or” situation where the researcher may choose to ignore a DOI. See page 3 for resources & examples.

- When there is no DOI assigned, provide the journal home page web address (URL). See page 4 for resources & examples.

- When an article is not assigned a DOI, does not have a journal web page, and is ONLY available in an electronic database such as CINAHL or JSTOR, provide the entry page URL of the database. Although this type of reference is rare for articles, it may occur when the journal is discontinued. See p. 5 for example and electronic database entry page URLs.

It is unacceptable to substitute an assigned DOI with the journal URL or database URL.
Locate the Assigned DOI
Use the table below to determine where/how to locate the DOI

| Locate DOI on first page of article (usually in smaller print near journal logo, copyright, or near author email address). | If DOI does not appear on either article or in database: Click here to search Cross/Ref DOI Lookup using article author/title |
| If not on article, check database record/abstract (sometimes labeled as DOI). | To determine DOIs for an entire list of references: Click here, then copy & paste entire list into Simple Text Query box |
| DOI may be verified/searched by entering number in: Cross/Ref DOI Resolver |

If you locate the assigned DOI, format your reference according to the following examples; otherwise, skip to page 4.

(journal uses continuous pagination throughout volume)


(each journal issue begins with page 1)


doi:10.1037/10614087.45.2.10

Cochrane Database Report retrieved from Cochrane Library, using DOI


doi:10.1002/14651858.CD003818.pub2
No DOI Assigned, So Locate Journal Home Page Web Address (URL)

Use the table below to determine where/how to locate journal home page URL

| Locate URL on database record/abstract (sometimes labeled as Resource Location). |
| If journal home page address does not appear on either article or in database, then perform the following as applicable: |
| or |
| Locate URL on the article (usually on page footer, in small print near journal logo, or supplemental page). |
| Search complete journal title as a phrase using general search engine such as Google |
| Search complete article title using Google Scholar |

Notes:

1. Avoid sites such as Questia, FindArticles, Ingentaconnect, InfoQuest, Infotrieve, HighBeam, etc. They are vendors who index and sell articles—they are not journal publishers.

2. Use caution when locating articles that appear on personal web pages—even on the author’s web site—because the article you see may not be the final published version.

3. Do not provide an entire URL that leads directly to article, but rather just the journal web page address.

4. URLs are not underlined (to remove, highlight URL then do Ctrl-U twice)

If you located the journal home page web address (URL), format your reference according to the following examples on page 5; otherwise skip to page 6.
APA reference examples of articles not assigned a DOI, but have journal home page

**Journal Article (continuous pagination throughout volume)**


**Journal Article (each issue begins with page 1)**


Retrieved from http://www.rnweb.com

**Magazine Article**


**Newspaper Article:**

Article Does not have a DOI, is either Published in a Discontinued Journal or Journal Web Page Does Not Exist And ONLY Available in an Electronic Database

As previously indicated in this Guide, use of this reference format is rare for articles.

Style format is similar to journal home page examples, but focus on the database home page URL.

<table>
<thead>
<tr>
<th>NMU Olson Library Database Name Which May Contain Unique Discontinued Online Journals</th>
<th>Database Home Page URL (copy &amp; paste into reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CINAHL Plus with Full Text</td>
<td><a href="http://search.ebscohost.com">http://search.ebscohost.com</a></td>
</tr>
<tr>
<td>GALE/CENGAGE databases</td>
<td><a href="http://find.galegroup.com">http://find.galegroup.com</a></td>
</tr>
<tr>
<td>JSTOR</td>
<td><a href="http://www.jstor.org">http://www.jstor.org</a></td>
</tr>
<tr>
<td>ERIC</td>
<td><a href="http://www.eric.ed.gov/">http://www.eric.ed.gov/</a></td>
</tr>
<tr>
<td>ABI/INFORM Global</td>
<td><a href="http://proquest.umi.com">http://proquest.umi.com</a></td>
</tr>
<tr>
<td>Access World News</td>
<td><a href="http://infoweb.newsbank.com">http://infoweb.newsbank.com</a></td>
</tr>
</tbody>
</table>

Journal Article (continuous pagination throughout volume)


http://www.jstor.org

Articles in Print Professional/Scholarly Journals, Magazines, & Newspapers

Note: APA (6th edition) now recommends that when an assigned DOI is available (print or online), it should be included on the reference. (Manual, p. 189, & p. 198). If an article was not assigned a DOI, then end the reference with page numbers.

Article in a journal (continuous pagination throughout volume)


Article in a journal (paginated by issue)


Article in a Popular Magazine


Article in a Newspaper (Discontinuous pages)


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Web Site/Page - Informally Published or Self-archived Work (Manual, p. 212)

When discussing an entire web site (as opposed to a specific page on the web site), an entry does not appear in the reference list, but is cited within text as shown in the following sample sentence:

The International Council of Museums web site provides many links to museums, codes of ethics, and the museum profession (http://www.icom.org/).

Individual web page with personal author

Since web pages and documents are similar to print, references to them include the same elements such as author, date, title, etc. Note that proper names and acronyms are capitalized. *Date of retrieval is included because the content is likely to change (apastyle.org).*


If you need to continue a web address/URL onto another line, make sure to turn off automatic hyphenation in word processing software, and break before most punctuation, (e.g., a forward slash / ) not after (see example below) [Manual, p. 192].

Report/Document available on the web, authored by individual(s)--not agency, has publication date & report number


Retrieved from Agency for Healthcare Research & Quality website:

http://www.hcup-us.ahrq.gov/reports/statbriefs/sb17.jsp

Report/Document available on the web, no author identified, no publication date (provide title first)

Elementary school math instruction questionnaire results. Most significantly improved schools. (n.d.).


Report/Document available on the web, authored by a nongovernmental organization, no publication date (provide title first)


Report/Document from institutional archive or university department web site

Trapp, Y. U. (2005). Multiple intelligences: The learning process in our students. Retrieved from Yale University, Yale-New Haven Teachers Institute website:

http://www.yale.edu/ynhti/curriculum/units/2001/6/01.06.10.x.html

Electronic version of print book, retrieved from STAT!Ref


Retrieved from http://online.statref.com
Electronic version of print book, retrieved from netLibrary


Electronic book - direct link unavailable or URL leads to information on how to obtain the item. Note use of "Available from" instead of "Retrieved from"


Electronic version of book chapter from an edited book


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Online Government Documents & Legal Sources

U.S. Government executive document

Note that the agency publication number may appear on the web document or in the library catalog.


Court Decision with record number identifier (Note source abbreviations - WestLaw: WL & Lexis-Nexis: LEXIS)

Note: If screen numbers are assigned, precede with an asterisk.


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Theses & Dissertations (Manual, p. 208)

Master's thesis from a commercial database


Doctoral Dissertation from an institutional database


Doctoral Dissertation from the web


Online Reference Materials

Online Encyclopedia, no entry author


Online Encyclopedia, entry author, multi-volume


Online Dictionary

Meetings and Symposia

Conference presentation slides


Conference panel abstract retrieved online


Graphic representation of data derived from a data set / data bank

When a figure (graph, map, chart, etc.) or table is generated/created from a data set/data bank available online, use the following to reference the data set. Since data sets/banks are frequently updated, provide the URL of the initial web page used to generate the graphic. Note to also properly caption & cite the resulting graphic or table. See examples of how to caption & cite tables & figures from another source.


Abstract of a work

Although referencing the full-text of an article is preferred, abstracts may be used as sources (Manual, p. 202).

Abstract found in database - Abstract as secondary source:

Abstract found on publisher web site - Abstract as original source:


Message posted to an electronic mailing list (archived)


Personal & Other Communications

The APA Publication Manual (6th ed., p. 179) indicates that personal communications include letters, memos, telephone conversations, interviews (unpublished), presentations (not published in proceedings), some electronic communications (e.g., e-mail or messages from nonarchived discussion groups or electronic bulletin boards), etc. Personal communications are not cited in the reference list, but are cited within text as follows:

D. Walch (personal communication, January 19, 2007).

(L. Brothen, personal communication, June 6, 2004).

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Printed Book, Technical/Research Report, & Book Chapter

Book, no author or editor

*Place title in the author’s position; alphabetize by the first significant word in the title; cite in text using a few words of the title, or the whole title if it is short, in place of the author’s name.*


Book, one author


Book, multiple authors


Edited book (editor in place of author)


Edited book, multiple authors (editor in place of authors)


Book, subsequent edition (2nd, 3rd, etc.)


Report from a private organization (author & publisher same)

Article or chapter in an edited book


Entry in an encyclopedia

This includes both general and specialized encyclopedias. If an entry does not have a byline, begin the reference with the entry title and publication date.


Entry in Mental Measurements Yearbook (MMY)

Title of the review and authorship appears in italics at the beginning of the review narrative (example provided below). Also note that many entries published in MMY contain more than one review.

Review of the Comprehensive Assessment of School Environments by NANCY L. ALLEN, Research Scientist, Educational Testing Service, Princeton, NJ:


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Master's Theses & Dissertations

Unpublished master’s thesis


Government Publications & Law

Note: For government documents which do not have a personal author, the Manual 6th ed. indicates providing the parent agency, followed by the sub-agency/-agencies.

U.S. Government executive document

Note that the agency publication number may appear on the document or in the online catalog.


Washington, DC: Author.

Michigan Government executive document


Important Note: For legislative and legal materials, APA uses the conventional legal citation format found in The Bluebook: A Uniform System of Citation. Guidelines and additional examples appear in the Manual on pp. 216-224.

U.S. Government Congressional document

For legislative materials such as hearings, reports, bills, etc., provide title, Congress, session, and date.


Court decision


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Proceedings of Meetings & Symposia

Published Proceedings

*Capitalize the name of the symposium.*


**Proceedings published regularly (format similar to periodicals)**


**Poster presented at conference**