Since its inception 30 years ago, Tribal College Journal has undergone a succession of style transformations, albeit gradual and measured ones. Today, TCJ has its own, in-house style that is based primarily on the American Psychological Association (APA) and Associated Press’s style guidelines. The vast majority of education journals employ the APA style. For all matters that are not referenced or explained in this style guide, please consult the APA guidelines at apastyle.org and http://www.apstylebook.com/.

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GENERAL STYLE GUIDELINES

Identification of Tribal Colleges

If a tribal college is referenced more than once or twice in an article, give its acronym, for example: Navajo Technical University (NTU) or Leech Lake Tribal College (LLTC). When it is of importance, locate the college by town, reservation, or state, for example: Navajo Technical University (NTU) in Crownpoint, New Mexico. Be sure to spell out the state name; do not use the U.S. Postal Service’s abbreviations.

Tribal colleges and their locations are online at: https://tribalcollegejournal.org/map-of-tribal-colleges/ (this roster also includes the names of each tribal college president) and http://www.tribalcollegejournal.org/tribal-colleges

Tribal Affiliation

Use the term or tribal affiliation most preferable and appropriate to an Indigenous group or people. American Indian/Alaska Native is standard, but Native American, Indigenous peoples, and First Nations are also acceptable.

Try to include tribal affiliation with anyone’s name, even those identified in photographs. For instance: Shanley (Assiniboine) or Shanley, an Assiniboine who served as president at Fort Peck Community College.

Numbers

Spell out numbers from one to nine in words and use figures for 10 and higher. However, there are exceptions: spell out a number if it starts the sentence, it is a common fraction (one fifth of the class, two-thirds majority), or it is universally accepted usage (Fourth of July).

Use figures to represent dates and exact sums of money. For example: March 30, 1994; or …they were paid $5 each. Also use figures if they immediately precede a unit of measurement or a percentage. For example: a 5-mg dose; or 5% of the sample; or 1 million.

If you are comparing one number to another and one is a figure, both should be figures. For example: The score was 9 to 16.

Some other rules:

- Treat ordinal numbers as you would cardinal numbers. For example: First; or 10th.
- For phone number use parentheses around the area code and a hyphen between the prefix and line number. For example: (970) 533-9170. Do not use periods or all hyphens (i.e. 970.533.9170; or 1-800-533-9170).
- There is no apostrophe when referring to the years in a particular century. For example,
it’s 1800s, not 1800’s.

- For percentages, use the symbol for percent when it is preceded by a numeral: 18%, not 18 percent; 8%, not eight percent.

**Abbreviations and Acronyms**

When using acronyms, be sure that the name is identified when first used if it is used again. For instance: American Indian Higher Education Consortium (AIHEC); tribal colleges and universities (TCUs); National Indian Education Association (NIEA). For the plural of an acronym, add an s, not an apostrophe s: TCUs, not TCU’s.

There are some exceptions, according to APA. We can use the following acronyms without defining them unless they are significant to the particular article. If they are not listed below, then refer to the dictionary. APA says that if the dictionary lists them as words and not abbreviations, then they can be used as words. Use the following:

- GED (General Education Diploma)
- GPA (grade point average)
- GPS (Global Positioning Systems)
- NSF (National Science Foundation)
- USDA (U.S. Department of Agriculture)
- LPN (licensed practical nurse)
- RN (registered nurse)
- NASA (National Science and Space Administration)
- HTML: hypertext mark-up language

Some other rules for abbreviations:

- U.S. government, not US
- Fort, not Ft.
- Do not abbreviate months. Spell out months and do not use a comma between a month and a year. For instance: November 2003, not November, 2003.
- Spell out the following on first mention: tribal colleges and universities (TCUs); and Science, Math, Engineering, and Technology (STEM)

**Online Lingo and Email Addresses**

Spell “website,” “online,” and “email” without hyphen or caps. The term “internet” is no longer capitalized.

If a website or email is listed at the end of a sentence, use a period (even though that period would not be part of the address). This includes author blurbs in articles and reviews. For
instance: Joe Blow is a big wig in the industry, and can be reached at joeblow@tribalcollegejournal.org.

Remove hyperlinks for internet addresses in print articles, but include them for web-exclusive articles.

When referring to a website in a sentence, do not include http:\ and other cumbersome parts of the website; use, for example, tribalcollegejournal.org.

Capitalization

Capitalize titles only when they precede the person’s name and are used in a title context. For example: President Cynthia Lindquist. Do not capitalize when not used in a title context: Cynthia Lindquist, the president; …according to Cankdeska Cikana Community College president, Cynthia Lindquist, …

Some other rules:

- Do not capitalize the words tribal college, reservation, state, federal, or tribe unless used as part of a proper noun. For example the Rosebud Indian Reservation (proper title), and the Rosebud reservation.
- Do not capitalize “tribal college movement.”
- Capitalize the names of specific degrees but not categories. For example: Bachelor of Environmental Science is capitalized, but bachelor’s degree is not capitalized.
- Capitalize the names of university departments if they refer to a specific department within a specific university. For example: the Humanities Department at College of Menominee Nation. Capitalize complete names of academic courses if they refer to a specific course: Introduction to Navajo offered at Diné College.
- Capitalize American Indian, Alaska Native, Aboriginal, Indigenous, and Native American. Always capitalize Native when used to refer to something Indigenous (e.g. Native science). Capitalize Black and White when used to refer to racial groups. Capitalize Western and Eastern when referring to European or Asian cultural traditions. Do not use hyphens when referring to Asian American or African American.
- Capitalize “Indigenous” when referring to people, but not when identifying plants or animals.
- Capitalize “Native” when referring to people, but not when identifying plant or animal species. For example: Native students, native grasses.

Academic Degrees

Spell out a person’s degrees and don’t use abbreviations. For example: Cynthia Lindquist holds a Doctor of Philosophy degree from the University of North Dakota. You can also indicate degrees after a person’s name: Cynthia Lindquist, PhD
Since TCJ is an academic journal, we use only earned degrees, not people’s honorary degrees. For example, we do not say Dr. David Gipp or Dr. Lionel Bordeaux.

If we know the specific doctorate degree, provide it. For example: Joe McDonald, Ed.D.; rather than Dr. Joe McDonald.

**Italics**

*Tribal College Journal* and other journals, magazines, and books should be italicized, but when using a publication’s abbreviation or acronym, do not use italics: TCJ, not TCJ. If the text is already italicized (as in an author bio), then use roman fonts for a magazine or book title. For example: Bonnie Red Elk has been editor of *Wotanin Wowapi* for five years.

Non-English words, such as Indian words, should be italicized on first reference only. There are three exceptions to this rule: 1.) If the article is filled with so many that it becomes too difficult or if it is a proper noun, such as part of a person’s name, the word should not be italicized (e.g. Cheryl Crazy Bull, whose Lakota name is Wacinyanpi Win). 2.) Commonly used tribal identifiers, such as Lakota, Assiniboine, Salish, etc. do not need to be italicized. 3.) If the non-English name is the name of an organization or program (e.g. the Ojibwemotaadidaa Omaa Gidakiiminaaang Language Program).

Some other rules:

- The name of a report should be within quotation marks.
- Full-length movies, documentaries, television shows, artwork titles, and music albums should be italicized. Short film segments, specific television episodes, and music singles or individual songs should be in quotation marks.
- When referring to back issues within the text of an article, we do not use the formal APA style for Volume and Number. Instead, we use the following spacing: TCJ, Vol. 8, No. 3, p. 18.
- Use italics for author blurbs at the end of articles and for editor’s notes at the beginning.

**Punctuation**

Some general rules:

- Watch to make sure that apostrophes and quotation marks are curved, not straight (those are actually foot and inch marks).
- Use commas (including before *and* and *or*) in a series of three or more items. For example: We review books, videos, and DVDs.
- If the clause following a colon is a complete sentence, it begins with a capital letter.
- Use semicolons to separate phrases or items in a series when they contain commas. For example: The assets include $22 million in land, buildings, and equipment; $34 million in
cash; and $8 million in inventory.

- In general, if a group of words precedes what it modifies, it may need to be hyphenated. If it follows what it modifies, it usually does not. For example: 19-year-old student; the student is 19 years old. Toll-free number; call us toll free.
- If a word can be spelled with or without a hyphen, do not use the hyphen (i.e. online, not on-line).
- Do not use a hyphen when your modifier is made up of an adverb and an adjective (i.e. that’s a clearly impossible scenario).
- Apostrophes are used to indicate possession. If the singular noun already ends in s, add s’. For example: Rachael Marchbanks’ Honda is reliable.
- Use only one space after a period. Unlike manual typewriters, word-processing software uses fonts that result in proportional spacing, so additional spacing around periods is no longer necessary.
- Within headlines, quotation marks should always be single. For example: ‘Accidental’ president helped forge a movement.

**Spelling of Tribes and Native Terms**

We use the individuals’ preference, when known, for how they want their tribes to be identified and spelled. For example, Laurel Vermillion prefers Standing Rock Sioux, while David Gipp prefers Hunkpapa Lakota. Sam English prefers Chippewa, while Stephen Wall prefers Ojibwe.

Some tribes have different spelling and even terms to refer to the same people. For example: Chippewa, Ojibwe, Ojibway, Ojibwa, and Anishinaabe are the same tribe. Typically, we use a tribe’s own term, in its own language, when referring to the tribe or an individual from that tribe. For the example above, therefore, we would use Anishinaabe, or in some cases Ojibwe. Of course a person’s particular preference always takes precedence.

If we are able, we also use the name of a specific band when referencing someone’s tribal affiliation. For example, we prefer Sicangu Lakota (or Rosebud Sioux) rather than just Lakota.

Some more specific notes:

- We spell Anishinaabe with double a’s, unless the person specifies a different spelling.
- Lakota is a branch of the Sioux. And there are various divisions, including the Sicangu Lakota (Rosebud Sioux), Hunkpapa Lakota (Standing Rock Sioux), Oglala Lakota (Oglala Sioux), Yanktonai Lakota (Yankton Sioux), etc.
- Nakota and Dakota are the two other different branches of the Sioux.
- Blackfeet refers to the tribe in Montana. Blackfoot refers to the confederacy in Canada.
- Yakama is the current spelling for the tribe that was spelled Yakima. Once again, follow the person’s preference.
• Navajo and Diné are the same tribe. Diné is the tribe’s own word to refer to themselves, but both are commonly used and acceptable. When using Diné, be sure to place an accent over the “é”.
• Iñupiaq is the language, the cultural group, and one individual. Iñupiat is two or more people. For example: We are Iñupiat. We speak Iñupiaq; We are the Iñupiaq of the Inuit Peoples of the North.
• When referring to more than one person in a tribe, or the tribe as a whole, use the plural form. For example: The Navajos established DNA legal services…; The Apaches broke into six distinct subgroups…; The Comanches controlled the Southern Plains…; The Lakotas experienced severe land dispossession…
• We spell powwow as one word.
• It is spelled tipi, not tepee.

Reference Lists

In titles of books or articles used in the text, capitalize the important words, including the first word after a colon. Although APA does not call for capitalization of important words in a reference list, TCJ’s in-house style does. This is one noteworthy area where TCJ and APA styles differ.

Another area where TCJ’s in-house style differs from APA in reference citations is in the punctuation and spacing for authors. TCJ does not use spaces between an author’s initials. For example Bradley G. Shreve would appear as: Shreve, B.G.; not as; Shreve, B. G.

TCJ uses hanging indents of all lines following the first line in reference lists.

Journal reference example:


Book reference example:


TCJ COPYEDITING GUIDELINES

Paragraphs

Paragraphs should be indented, except for the first paragraph of an article or review. All copy should be single spaced, not double spaced.
If you see ((double parens)), they indicate that new language was inserted that still needs to be checked by the author. Leave them in until the final version that goes to the designer.

**Pull Quotes**

Pull quotes are short (generally less than 15 words) and will be in larger type in the finished magazine to break up the page. They are pulled from the article text and may or may not be actual quotes from people. If they are quotes, be sure that there are quotation marks around them. If they are not quotes, there should not be any quotation marks.

When copyediting a feature or any other full length article please provide the editor with pull quote suggestions and several alternative headlines.

**Headlines and Article Titles**

For feature headlines all nouns, pronouns, verbs, and all other words of four or more letters should be capitalized. Subheads follow the same rule for headlines.

For On Campus news shorts and all other departments we should use one or two line titles (three at the most). Four lines is too many.

For features, use one or two line titles. The top line has only one job—getting attention. It should be short (eight words or less), creative, clever, twist of phrase, play on words, rhymes, alliteration, and work with the main illustration. Also, the smaller, second line sells the copy and explains the story in one short sentence.

**Captions**

Captions should be written as complete sentences, not just labels. When identifying people in a photo, our style is to say, “from left” rather than “left to right.” Not all photos need credit lines, but when they do, it should say, “Photo by Daniel Vandever”. If we do not know the photographer’s name, it can say, “Photo courtesy of Navajo Technical University”. There should not be a period after a photo credit, as it is not a complete sentence.

Please make sure that the spelling of someone’s name in a photo caption is the same as within the text; alert the editor to a discrepancy.

Often times in captions, a copyeditor will see “TK,” which stands for “to come” in newspaper lingo (I know, it’s ironic that some editor somewhere must’ve thought “come” was spelled with a “k”) and means that the author (or editor) will be filling in that information soon. If TK’s are found in the proofs, proofreaders should highlight them, just in case the editor misses them.
Student Edition

Each year, within the student edition, we print the top three entries from each category of our student writing competition. These poems, short stories, and narrative memoirs are copyedited for grammar, and spelling. But the editing should be minimal. We don’t want to introduce radical changes, or do anything that might intrude on the integrity of the student’s original work.

TCJ PROOFREADING POLICIES

Proofreading is our last chance to catch mistakes so please read over every page carefully. TCJ staff will make sure all the ads are in and mark the page numbers on the confirmed ads master sheet and will make sure all the stories are in. Staff will confirm that the advertising index and tribal college directory have been updated if necessary.

Cover

For the cover, check to be sure volume, number, season, and year are correct.

Table of Contents

For the Table of Contents (TOC), check page numbers and to make sure story titles on the TOC correspond with actual stories. Bylines in the table of contents should match with the articles.

Some items to watch for:

- Book reviews are listed with the names of the reviewers in the table of contents, not the book authors.
- Be sure that all the reviewers listed in the table of contents are actually included in the reviews page.
- Be sure the titles match between the table of contents and the actual article.

Storymakers

On the Storymakers page, if it is a feature, should be (“Title”). For example: Cheryl Crazy Bull (“In the Spirit of Our Ancestors”). For those writing department, it should be the department: Cheryl Crazy Bull (Profile).

On Campus Shorts

Make sure that the headlines fit on two lines, three at the most. If not, ask the editor to rewrite.

Miscellaneous Items
Double check page numbers as they appear on individual pages, as well as whether they match up with the table of contents. Check the masthead, photo captions, and pull quotes.

Hyphens, em dashes, and italics don’t translate well from Microsoft Word to the program our designer uses. So watch carefully for these when proofreading.

Be sure that every department and feature article ends with a small red triangle, marking the end of the article.

Folio lines (bottom of page) on even pages should read: correct page number, www.tribalcollegejournal.org. On odd pages it should read: Volume XX No. X, Season XXX 20XX, followed by the correct page number. Not every page has to have a folio line with date, etc, but if it does, it should be correct.

APPENDIX 1

Below are a few items of attention that address common mistakes in capitalization, punctuation, and the use of compounds.

Abbreviations

GIS (geographic information system)
C.F.R. (Code of Federal Regulations) – use periods as per APA

Capitalization

Earth (when referring to our planet, it is not capitalized otherwise)
Fiscal Year 2010 (when referring to a specific fiscal year, otherwise it is not capitalized)

Compounds and Hyphens

$1-million (adj) (e.g.: “$1-million building” versus “the building cost $1 million.”)
10-week (adj)
19th- and early 20th-century (adj)
25-year history
$40-million (adj)
bookstore
capacity building (n)
capacity-building (adj)
college-level (adj)
culturally responsive (adj)
email
face to face (n)
federally supported (adj)
field trips (n)
first-year (adj)
flat-top (adj)
fully accredited
geothermal
hometown
Indian-controlled (adj)
industry-recognized (adj)
language-learning software
large-scale (adj)
larval-control (adj)
long-term (adj)
low-income (adj)
low-key (adj)
minority-serving (adj)
multicultural
multidimensional
multigenre
multimedia
multiple-perspective (adj)
multipurpose
nine-year-old (adj)
name-giving (adj)
ceremonies nonprofit
nontraditional
once-in-a-lifetime (adj)
ongoing
on the job (n)
on-the-job (adj; on-the-job training)
pay raise (n)
post-secondary (adj)
PowerPoint (one word)
premedicine
preprofessional
real-life (adj)
redefined
research-based (adj)
self-governance (n)
 senior-level (adj)
strength-training (adj)
ultramodern
underprepared
underprivileged
underrepresentation
underserved

Punctuation

CDs
PhD, MS, BA
Washington, DC
APPENDIX 2

APA STYLE GUIDE BASIC RULES FOR REFERENCES

- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- Capitalize all major words in journal and book titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize or put quotes around the titles of shorter works such as journal articles or essays in edited collections in the reference list.
- Order the citations of two or more works by different authors within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.). Separate the citations with semicolons.

(= APA style http://www.apastyle.org/learn/faqs/references-in-parentheses.aspx)

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.).

Single Author

Last name first, followed by author initials.


Two Authors

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


Three to Six Authors

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

**More Than Six Authors**

If there are more than six authors, list the first six as above and then “et al.,” which stands for “and others.” Remember not to place a period after "et" in "et al."


**Organization as Author**


**Unknown Author**


NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Merriam-Webster’s, 1993*) and (*“New Drug,” 1993*).

**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).


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.


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.


**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.: “Berndt (1981a) makes similar claims...”


**REFERENCE LIST: ARTICLES IN PERIODICALS**

**Basic Form**


**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.

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.


Article in a Magazine


Article in a Newspaper


Basic Format for Books

Author, A.A. (Year of publication). *Title of Work: Capital Letters also for Subtitle*. Location: Publisher.

NOTE: For “Location,” you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. If the publisher is a university whose name includes the name of the state, don’t repeat the state in the publisher location.


NOTE: that the name of the publisher is given in as brief a form as possible. Eliminate words such as Publishers, Co., and Inc., and use only the surname for publishing houses that are named after persons (e.g., Erlbaum, not Lawrence Erlbaum; Wiley, not John Wiley). The names of universities, associations, and so forth are given in full.
Edited Book, No Author


Edited Book with an Author or Authors


A Translation


NOTE: When you cite a republished work in your text, like the one above, it should appear with both dates: Laplace (1814/1951).

Edition Other than the First


Article or Chapter in an Edited Book

Author, A.A., & Author, B.B. (Year of publication). Title of Chapter. In A. Editor & 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.


Multivolume Work

Reference List: Other Print Sources

**An Entry in an Encyclopedia**


**Work Discussed in a Secondary Source**

List the source the work was discussed in:


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), ...

**Dissertation Abstract**


**Government Document**


**Report From a Private Organization**


**Conference Proceedings**

Article from an Online Periodical

NOTE: In 2007, the APA released several additions/modifications for documentation of electronic sources in the APA Style Guide to Electronic References. These changes are reflected in the entries below. Please note that there are no spaces used with brackets in APA.

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Provide a retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since many online periodicals appear in their "final" form, a retrieval date is not necessary.


Online Scholarly Journal Article

Since online materials can potentially change URL’s, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOI’s are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many—but not all—publishers will provide an article’s DOI on the first page of the document.

NOTE: Some online bibliographies provide an article’s DOI but may “hide” the code under a button which may read "Article" or may be an abbreviation of a vendors name like “CrossRef” or “PubMed.” This button will usually lead the user to the full article which will include the DOI. Find DOI’s from print publications or ones that go to dead links with CrossRef.org’s “DOI Resolver,” which is displayed in a central location on their home page.

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. doi:0000000/000000000000

**Article from an Online Periodical with no DOI Assigned**

Online scholarly journal articles without a DOI require a URL but do not require a retrieval date. Provide a retrieval date only if the information is likely to be updated or changed at a later date (as in the case of blogs and wikis). Since most journal articles appear in their “final” form, a retrieval date is not needed.


If the article appears as a printed version as well, the URL is not required. Use “Electronic Version” in brackets after the article’s title.


**Article from a Database**

When referencing material obtained from an online database (such as a database in the library), provide appropriate print citation information (formatted just like a “normal” print citation would be for that type of work). Then add information that gives the date of retrieval and the proper name of the database. This will allow people to retrieve the print version if they do not have access to the database from which you retrieved the article. You can also include the item number or accession number in parentheses at the end, but the APA manual says that this is not required. (For more about citing articles retrieved from electronic databases, see page 278 of the Publication Manual.)


**Abstract**

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding “[Abstract]” after the article or source name. If only the abstract is available, write “Abstract retrieved from” and provide the database name or URL.


**Newspaper Article**


**Electronic Books**

Electronic books may include books found on personal websites, databases, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use “Available from,” rather than “Retrieved from,” and point readers to where they can find it.


**Chapter/Section of a Web Document or Online Book Chapter**


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.


Dissertation/Thesis from a Database


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. Because updates and modifications are not normally specified, provide the retrieval date in the citation. When listing the URL, give only the home or index root as opposed to the URL for the entry.


Online Bibliographies and Annotated Bibliographies


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”).

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.


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]):


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).


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 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 month day, year (only if the text may potentially change over time), from http://Web address
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.

Websites

For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed.

Gussie Fink-Nottle has set up a discussion forum for newt fanciers (http://gfnnfg.livejournal.com/).

However, when you are citing a particular document or piece of information from a website, include both a reference list entry and an in-text citation. The key to creating the reference list entry is to determine the type of content on the web page. Basically, provide the following four pieces of information:


The in-text citation includes the author and date (Author, date), as with any other APA Style citation.


When there is no author for a web page, the title moves to the first position of the reference entry:

Example


Cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title.: ("New Child Vaccine," 2001).

Note: Use the full title of the web page if it is short for the parenthetical citation. Articles found on the web, like the example above, are not italicized in the reference entry and are not italicized but enclosed in quotations in the in-text citation, just like a newspaper or magazine article. Reports found on the web would be italicized in the reference list, as in Publication Manual (6th ed.) Examples 31, 32, and 33 on pp. 205–206. They would also be italicized in the in-text citation, just like a book.

(adapted from the sixth edition of the APA Publication Manual, © 2010)
All of the following citations of a direct quote are in correct APA Style, citing the author, year, and page number.

Examples

1. According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 147).
2. In 2010, Palladino and Wade noted that “a flexible mind is a healthy mind” (p. 147).
4. “A flexible mind is a healthy mind,” according to Palladino and Wade’s (2010, p. 147) longitudinal study.
5. Palladino and Wade’s (2010) results indicate that “a flexible mind is a healthy mind” (p. 147).