Citing Webpages and Other Online Materials According to APA Style (6th ed.)

Learning Objectives

In this video, with the overall goal of avoiding plagiarism, we’ll consider:

⇒ Why we need to acknowledge sources
⇒ How to apply core rules of APA style (6th ed.) when citing webpages and other online materials (e.g. gray literature, streaming videos)
⇒ Provide an overview of how to address common APA style questions
ATTENTION

Please note that not all of the information presented in the video will be narrated or discussed in detail. However, we hope that you find answers to questions in examples, tables, other illustrations on an as needed basis.

Remember to review the *Publication Manual of the American Psychological Association* (*Publication Manual*) and your instructor's guidelines. If you still have questions, check with your instructor before you proceed with your writing assignment.

REFRESHER—What is gray literature?

- Many online materials come in the form of gray literature.
- Gray literature are documented materials that are “not readily available through regular market channels.”
- These materials are usually not commercially published.
- Examples of gray literature include the following:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Theses and Dissertations</th>
<th>Conference materials/proceedings</th>
<th>Websites (archived versions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprints</td>
<td>Statistics/data and research instruments (e.g., surveys)</td>
<td>White papers and working papers</td>
<td>Blogs and social media</td>
</tr>
</tbody>
</table>

Note: J. With permission. https://www.ash-dos.com/ODL/30656_g.aspx
Slide 5

The good news:
Citation tools (e.g., citation management software) can make it easier to organize and format citations.

The bad news:
References retrieved by citation management software are not always accurate because the sources may have been cited incorrectly or information may be missing.

Let’s see an example.

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Take home message:
This incorrect reference illustrates that even when we use citation management software, we need to revise references.

The reference has several mistakes. Three problems include
• Remove the author, “ann.lynsen” and replace it with the name of the government agency.
• Only the year (i.e., omit the month and day) is needed.
• Only the first letter of the first word in the
Rewards for acknowledging sources

- Shows your critical thinking skills
- Honest conscience
- Better grades
- Reflects the standards of healthcare professionals
- To avoid plagiarism = Credibility
- Readers find sources more easily
- Organize paper
- Accountability

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Acknowledge sources when...

- Not sure or confused
- Your writing is influenced by others in whole, or in parts (e.g. ideas, opinions)
- Paraphrasing (re-wording) or summarizing information which is not common knowledge
- Quoting (word-for-word quote)
- Providing a statistic or fact (e.g. tables)
- Providing definitions

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References:
What is APA style (6th ed.)?

- APA (American Psychological Association) citation style refers to the rules and conventions developed by the APA for documenting sources.
- Used in formatting citations (brief publication information) within the body of a paper, and in references (complete citations in a particular citation style) at the end of the paper.
- Follows the author-date system.
- Used widely in the health sciences, social sciences, business, education and other behavioral sciences fields.

APA citations should be in two places

1. within the body of the paper (in-text citations) indicated by the author's last name and date of publication in parentheses.

   muscular strength (Elshandy, et al., 2013), and aerobic outcomes (Loprinzi, et al., 2015) as well as attendance, retention, and enjoyment of the physical activity programs (Murrow & Gary, 2006, 2009; Murrow, et al., 2009). As a result, self-determining progressive intensity is a key strategy to encourage older adults with multiple chronic conditions to initiate and maintain.

2. in the References page (bibliography) which lists the works cited in the text, placed in a separate page at the end of the paper.

   References
   
   
   
ATTENTION: A note about entire websites

The **home page** (main page) of a website is **cited in-text only**.

A **webpage** of a website is cited as an **in-text citation** AND on the **References** page.

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**An entire website** (home page or entry page)

*Sample URL:* https://nei.nih.gov/

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**A specific webpage or document from a website**

*Sample URL:* https://nei.nih.gov/health/dryeye/dryeye

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**Home pages vs. webpages**

**Home page or entire website**

- Cite the home page in-text only.
- Include the **name and URL of an entire website/home page** directly in the text:

> The Agency for Healthcare Research and Quality (AHRQ) provides resources for health care practitioners and their patients (https://www.ahrq.gov/).

**Individual webpage or website**

- **In-text citation webpage:** (Agency for Healthcare Research and Quality [AHRQ], 2014) or Agency for Healthcare Research and Quality [AHRQ] (2014) first cite; (AHRQ, 2014) or AHRQ (2014) thereafter

- **Sample reference in the References page:**

> It is **not necessary to include the home page URL in the References page.**

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Remember to include the words, “Retrieved from” before the URL.
What to look for in webpages

1. Personal Author(s) or an Organization? Read the About Us or ‘Contact Us’ page to help identify author

2. Date Look for the updated or the created date (as opposed to reviewed date)

3. Title of Document (if no author, start with the title)

4. URL of Document (most will not have a doi number)

Citation structure of webpages

Due to the fluid nature and diversity of webpages, at minimum, include these elements (or parts):

**Individual or non-periodical webpage**

**Sample webpage referenced in APA**


**Full URL/link**

Retrieval Date (include only when information is likely to change over time, such as non-archived webpages and blogs)
Websites may include different elements

**Author**
When the author is an office/department within a larger organization, list the largest entity first.

**Date**
Provide the specific date for content that is published more frequently (e.g., blog posts, online forum messages, social media updates); otherwise, provide the year only.

**Title**
Generally, the title of a webpage is not italicized. However, standalone or online documents (e.g., documents/reports) are usually italicized.

**Non-routine formats**
Specify the format in brackets [ ] after the title.

**Retrieval statement**
When there are personal authors, add the name of website to which the message was posted in the retrieval information. Add “Retrieved from [name of] website: http://xxxx”

**Retrieval date**
Add the retrieval date when information is regularly updated. If there is a specific date/time stamp, no need to add retrieval date.

Key elements for citing webpages and other online materials

- **Look for the year the webpage was updated** (as opposed to the review date), when available. When the content is published more frequently (e.g., blog posts), include the specific date.

- Capitalize only the first word of the title of document (if no author, start with the title). Generally, the title is not italicized except for standalone documents.

- **When citing an entire website** (i.e., home page), it is sufficient to give the address of the site in the text only (i.e., as in-text citation).

- **Only provide the retrieval date when the content will likely change over time** (e.g., blog post).

- When there is no DOI, type the word, “Retrieved from” followed by the URL of the document or webpage.
Can you find the error?


This reference is correct. The author is a government agency and according to the webpage, it was last updated in 2017 (as of May 2018). Since the content of the webpage appears to change, a retrieval date was added.

Referencing government webpages

Sample 1 website referenced in APA style

Individual or nonperiodical website

https://www.healthypeople.gov/2020/topics-objectives/topic/respiratory-diseases/objectives

Author (e.g., personal author, group as author)  Title  Date

Full URL/link  Retrieval date (only when information is likely to change over time, such as for non-archived social media pages (e.g., non-archived wiki pages)
Referencing government webpages

Sample 2 website referenced in APA style

Please check with your instructor for preferred format:


If there is a report number (when available), include it after the title and enclose it with parentheses, e.g., (2010 Census Briefs, No. C2010BR-09)

Can you find the error in the reference?


The larger government entity, the U.S. Department of Health and Human Services should be spelled out and listed first as the group author.
Revised reference


Use *italics* for the title of a webpage?

**YES**
- Typically, when the title of reports/documents stand alone only (not part of a greater whole)
- Usually a specific type of document or non-routine source
- Examples: reports (technical, government, etc.), position statements, white papers, press releases, briefs, eBooks, dissertations/theses, videos, podcasts, and films.

**NO**
- Most webpages are not italicized because they are part of an entire work.
- Usually considered informal publications.
- Examples: blog posts, online forum messages, comments, status updates, television episodes, webisodes, tweets, Facebook updates, and
Referencing non-routine sources

Use brackets [ ] after the title to describe the format of non-routine materials (less frequently used formats) in the References page.

Examples:


Some non-routine materials are considered gray literature (e.g., fact sheets, etc.).

Can you find the error?


The reference is correct. Brackets are not needed to describe the format because “position statement” is part of the title.
Research projects, slides and blogs

Sample references

Honors research project

PPT slides

Blogs

See Electronic References, p. 33

Streaming videos and podcasts

Sample references


Video on proprietary database
Streaming video on the Films on Demand database Cell metabolism and respiration [Video file], 11, 2018, from https://fod.infobase.com/PortalPlaylists.as

Audio podcast

Use italics for the titles of videos and podcasts.
Online reference work entry
(e.g., Nursing Central) in a mobile app

“Cite what you used”

With author:

Without author:

Citing UpToDate database, see: http://blog.apastyle.org/apastyle/2017/02/how-to-cite-the-upToDate-database-in-apa-style.html

Example of a reference without an author:


In-text citation: ("Atrial dysthymias," n.d.)

Citing UpToDate database, see: http://blog.apastyle.org/apastyle/2017/02/how-to-cite-the-upToDate-database-in-apa-style.html
### Citing one and multiple authors

<table>
<thead>
<tr>
<th>Citing in text (within your paper)</th>
<th>Citing (in your References page)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Author</strong></td>
<td></td>
</tr>
<tr>
<td>Kornsop (2009)</td>
<td></td>
</tr>
<tr>
<td><strong>2 Authors</strong></td>
<td></td>
</tr>
<tr>
<td>(Levent &amp; Wang, 2017) or</td>
<td></td>
</tr>
<tr>
<td>Levent and Wang (2017)</td>
<td></td>
</tr>
<tr>
<td><strong>3 to 6 Authors</strong></td>
<td></td>
</tr>
<tr>
<td>(Highhouse, Doverspike, &amp; Guion, 2016) or</td>
<td></td>
</tr>
<tr>
<td>Highhouse, Doverspike, and Guion (2016) first cite;</td>
<td></td>
</tr>
<tr>
<td>(Highhouse et al., 2016) or</td>
<td></td>
</tr>
<tr>
<td>Highhouse et al. (2016) thereafter</td>
<td></td>
</tr>
<tr>
<td><strong>7 or More Authors</strong></td>
<td></td>
</tr>
<tr>
<td>(Houston, et al., 2016) or</td>
<td></td>
</tr>
<tr>
<td>Houston et al. (2016)</td>
<td></td>
</tr>
</tbody>
</table>

Must match


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### Organization as author

(e.g., association, government agency, corporation, university)

Use the full official name in the References page.


**In-text citation**

FIRST CITE (Centers for Disease Control and Prevention [CDC], 2016) or Centers for Disease Control and Prevention (CDC)

THUSHERAFTER (CDC, 2016) or CDC (2016)

 Spells out the name of the organization the first time and provide the acronym either in parentheses or brackets.

Use the acronym in later in-text citations.
Citing direct quotes

- For direct quotations of less than 40 words, use quotation marks and the page number on which the quotation appears in the cited material.
- If the page(s) number is not available, include the paragraph number. Use the abbreviation “para.” before the paragraph number.
- Example:
  “Risk for knee OA increases to 57% among people with a past knee injury.”
  (Centers for Disease Control and Prevention [CDC], 2010, p. 431)
- Use “p.” for a page and “pp.” for more than one page.
- For 40 or more words, put in a block quote by indenting the entire block by half an inch.

Citing a specific part of a website

Referencing an entire webpage


Recommended reference for a table on a webpage


© Note: APA does not provide specific information on how to cite a statistical table. See Publication Manual, p. 179 and p.205
In-text citations vs. references

**In-text Citations**
(Within paper, in body of paper)

- Usually includes author’s last name (up to 3) and date, or "et al."
- Written in parentheses: (Stanley, Lohani, & Isaacsowitz, 2014) or written in narrative: Stanley, Lohani, & Isaacsowitz (2014)

**References Page**
(Appear in a separate page at the end of your paper)

- References have content that is publicly available and visible.

With a few exceptions, in-text citations and references on the References page should match.

**Primary Order**

- Include page number(s) or paragraph number for quotations with less than 40 words. Use "p." for a page and "pp." for more than one page.
SAMPLE: APA requires writers to “use double quotation marks to enclose quotations in text” (p. 92).

**Direct Quotes**

- May include personal communications (non-recoverable data).

**Personal Communications**

- Personal communications are omitted in the References page.
- Examples: emails, personal interviews, telephone conversations, lecture material, and online forums.

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General order of citations & references

**In-text Citations**
(Within paper, in body of paper)

- Citations with more than one author within parentheses are arranged in alphabetical order. (Murrock & Graor, 2014; Murrock, Higgins, & Killion, 2009; Nielsen et al., 2014)

- APA, 2012; APA, 2013

**Primary Order**

- Alphabetize references by first author’s last name or organization’s name:

**Identical Author**

- References with the EXACT first author are arranged:


**No Author**

- When no author(s), alphabetize using the major word of the article or book title or the first word of the organization’s title:


- NOTE: Omit a, an, the in title.

When there is missing citation information

How to Write an APA Style Reference When Information is Missing

<table>
<thead>
<tr>
<th>What's missing?</th>
<th>Solution</th>
<th>Position A</th>
<th>Position B</th>
<th>Position C</th>
<th>Position D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing—all pieces are present</td>
<td>List information in the order of author, date, title with subheadings in square brackets (if necessary for explanation of nonroutine information), and source</td>
<td>Author, A. A. (date). Title of document [format] or Title of document (Format).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author is missing</td>
<td>Substitute title for author, then provide date and source</td>
<td>Title of document (p. mm) or Title of document (Format).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm is missing</td>
<td>Provide author, substitute n.d. for no date, and then give title and source</td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Title is missing</td>
<td>Provide author and date, describe document inside square brackets, if necessary, and then give source</td>
<td>Author, A. A. (n.d.). [Description of document].</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Substitute title for author and n.d. for no date, then give source</td>
<td>Author, A. A. (n.d.). [Description of document].</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author and title are both missing</td>
<td>Substitute description of document inside square brackets for author, substitute n.d. for no date, and then give source</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User and title are both missing</td>
<td>Substitute description of document inside square brackets for user, substitute n.d. for no date, and then give source</td>
<td>Author, A. A. (n.d.). [Description of document].</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source is missing</td>
<td>Cite as personal communication (soc). [Year of first communication] or [Year of last communication]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A citation includes the information (books, reports, etc.) that reflect either a URL (for online documents without URLs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when the source is likely to change (e.g., web). Create an index citation by using the pieces from Positions A and B. For titles in Position B, use italicics for words that stand alone (Title of Document, date) and quotation marks for words that are part of a greater whole ("Title of Document", date). Place square brackets for descriptions of documents in Position A (Description of document, date).

For web pages where the author is missing, provide the title of the webpage.

Key Takeaways: Referencing webpages using APA style

- Include the year the webpage was updated, when available. If no date is apparent, look for copyright statement and use (n.d.) for “no date”
- Capitalize only the first word of the title of a document. Generally, the title is not italicized except for standalone documents.
- If the format is non-routine (e.g., PowerPoint slides), provide a description in brackets. For example: [PowerPoint presentation]
- For home pages, cite in-text only.
- Include the retrieval date only when the content will likely change over time.

You made it! Congratulations for completing this APA video refresher

1. Print the certificate or this video slide.
2. Write your name and the date before submitting it to your professor.

For further information, stay in touch at www.uakron.edu/libraries