Citing Books, eBooks, Theses and Other Non-periodicals According to APA Style (6th ed.)

University Libraries

Slide 2

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 books, eBooks, and other non-periodicals (e.g., theses, dissertations, conference presentations)
- Provide an overview of how to address common APA style questions

Illustration of a soccer goal.
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 and print materials are considered gray literature.
- Gray literature are documented materials that are “not readily available through regular market channels.”
- These materials are usually not commercially published (e.g., unpublished dissertations)
- Other 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>
The good news: Citation tools in databases can make it easier to format citations.

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

We can try the “Cite This Item” link option to help us format the citation in APA style.
Citation Styles for "Women in microbiology"

APA (8th ed.)

Chicago (Author-Date, 15th ed.)
Whitaker, R. J. and Hazel A. Barton, 2018, Women in microbiology

The reference is incorrect.
- The word, “In” in front of the authors’ names should be removed.
- The edition number is missing.
- The publisher’s information is missing.

The not-so-good news:
Even though we used the database’s citation tool, we still need to double check for accuracy.

Take home message:
This example illustrates that citation tools can help us with citing in APA style but it is wise to always revise citations.

Rewards for acknowledging sources

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


Slide 9

**Acknowledge sources When...**

- Not sure/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

Cite and use your own words

Slide 10

**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.

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.

Cite sources both in the in-text and in the References page.

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Structure and format of a book (print)

Example of a citation in the References page in APA style.


Example of an in text citation in APA style

(Townsend & Morgan, 2018)

or

Townsend and Morgan (2018)
Key elements for citing books and eBooks

- The book title is in italics and only Capitalize the first word of the book title, subtitle and proper nouns.
- Include the edition (except for the 1st edition) in parentheses after the book title. Example: (9th ed.) Do not use superscripts (e.g., 9th).
- Include the publisher’s location (city and state abbreviation) and the name of the publisher (e.g., Pine Forge Press, Wiley).
- When the author and the publisher are the same, use “Author” for the name of the publisher.
- For books with multiple volumes, include the number of volumes after the book title. Example: (Vol. 2)
- For eBooks, when available, include the DOI number at the end of the reference. The DOI is in place of the publisher information.

Entire books (authored, edited and reference books)

<table>
<thead>
<tr>
<th>Authored Book (print)</th>
<th>Citing in text (in your paper)</th>
<th>Citing (in the References page)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Edited Book (print)</th>
<th>Citing in text (in your paper)</th>
<th>Citing (in the References page)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reference Book (print)</th>
<th>Citing in text (in your paper)</th>
<th>Citing (in the References page)</th>
</tr>
</thead>
</table>
DOI numbers are highly encouraged

- A DOI (Digital Object Identifier) number is a publisher-registered persistent link to a unique document.
- Because the DOI never changes, it makes it easier to find the publication information.
- May be available in two formats for the same document (use either format).

Example: doi:10.1152/advan.00154.2014 or https://doi.org/10.1152/advan.00154.2014

- Appears in lower case (no space after the colon and no period) at the end of the reference in the References page only.
- DOI numbers are usually assigned to academic articles in online periodicals, and to some eBooks, eBook chapters and other online documents.

Example of a DOI number in an edited eBook:
http://dx.doi.org/10.1037/0000000-000

Entire electronic books (eBooks)

Citing in text (in your paper)  Citing (in the References page)

Examples

- **Entire eBook with DOI Number**
  (Goldman, Troisi, & Rexrode, 2013)
  or Goldman, Troisi, and Rexrode (2013)
  - Use (Ed.) for one editor and (Eds.) for two or more editors.
  - For books with more than one edition, include the edition number after the book title (e.g., 2nd ed.). Include the DOI number:
  https://doi.org/10.1016/S978-8-12-394978-6.00107-2

- **Entire eBook from an Online Library**
  (Goldman, Troisi, & Rexrode, 2013)
  or Goldman, Troisi, and Rexrode (2013)
  - For books from an eBook collection, include the home page of the collection (e.g., ProQuest Ebook Central, Wiley, etc.) rather than the full URL:
  https://ebookcentral.proquest.com

- **Entire eBook from URL**
  (Goldman, Troisi, & Rexrode, 2013)
  or Goldman, Troisi, and Rexrode (2013)
  - Include the URL of the publisher’s website, the eBook collection, or the URL from which the book was downloaded:
  Retrieved from https://www.elsevier.com/books/women-and-health/goldman/978-0-12-394978-6
Can you find the error?


The problem is that the book title needs to be italicized and only the first word in the title needs to be capitalized. Note that the location of the publisher and the publisher’s name are missing.

Revised reference

# Chapter or article in printed book

**Citing in text (in your paper)**

<table>
<thead>
<tr>
<th>Examples</th>
<th>Examples</th>
</tr>
</thead>
</table>
| (Carlin, Carlin, Milan, & Weinberg, 2014) or Carlin, Carlin, Milan, and Weinberg (2014) first cite; Carlin et al., 2014) or Carlin et al. (2014) thereafter | **Citing (in the References page)**

- Include the author(s) of the chapter first.
- The book editor's initials are listed first before their last names.
- Use (Ed.) for one editor and (Eds.) for two or more editors.

**Note that the word "In" is followed by the editor's first initial and last name.**

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# Chapter or article in an eBook

**Citing in text (in your paper)**

<table>
<thead>
<tr>
<th>Examples</th>
<th>Examples</th>
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</table>
| (English, 2016) or English (2016) | **Citing (in the References page)**

- Whenever possible, include the DOI number of the book chapter.
- For the entire book's authors/editors, the initials are listed before their last names.
- Include the pages of the chapter, when available.

**For books with more than one edition, include the edition number after the book title:**

<table>
<thead>
<tr>
<th>Examples</th>
<th>Examples</th>
</tr>
</thead>
</table>
Poster session presented paper/online

Poster session (unpublished)
Schupp, K. (2016, October). Fertile ground: Community collaboration plants the seeds of nutrition knowledge. Poster presented at the Food and Nutrition Conference and Expo (FNCE), Boston, MA.

Poster session (Abstract published in a journal)
Schupp, K. (2016, October). Fertile ground: Community collaboration plants the seeds of nutrition knowledge. Poster presented at the Food and Nutrition Conference and Expo (FNCE), Boston, MA. https://doi.org/10.1016/j.jand.2016.06.049

Poster session ( Entire poster published in an institutional repository)

Paper presentations (online)

Paper presentation (unpublished)

Paper presentation slides (published)

Paper in proceedings (Example in journal article format)

Note: Proceedings are "the published record of a conference, congress, symposium, or other meeting sponsored by a society or association" (Reitz, 2014). May be published in full, edited or revised and some are published as books, book chapters or journal articles (uses same format as when citing an article in a journal). Electronic References, p. 22.
**Theses and dissertations**

<table>
<thead>
<tr>
<th>EXAMPLES in text (In your paper)</th>
<th>EXAMPLES in your References page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begovic, 2005 or Begovic (2005)</td>
<td>Many print theses/dissertations are indexed in ProQuest's Dissertation Express at:</td>
</tr>
<tr>
<td>Belock, 2011 or Belock (2011)</td>
<td></td>
</tr>
</tbody>
</table>

**Videos on DVD**

*Use italics for the titles of videos.*

Sample reference:

# Citing by one or more 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>Examples</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td>3 to 5 Authors</td>
<td>Highhouse, Doverspike, and Guion (2016) or (Highhouse, Doverspike, &amp; Guion, 2016) <strong>first cite;</strong> Highhouse et al. (2016) or (Highhouse et al., 2016) <strong>thereafter</strong></td>
</tr>
<tr>
<td>7 or More Authors</td>
<td>Houston et al. (2016) or (Houston, et al., 2016)</td>
</tr>
</tbody>
</table>

# Citing one or more authors

## Citing in text (within your paper)

<table>
<thead>
<tr>
<th>Example</th>
<th>(Kornspan, 2009) or Kornspan (2009)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Author</td>
<td>(Levant &amp; Wong, 2017) or Levant, D., &amp; Wong, B. (2017)</td>
</tr>
</tbody>
</table>

For **2 authors** in-text only, no comma is needed before the ampersand (&).

For **7 or more authors**, list the first 6 authors and the final author with three dots (...) inserted between them.
When the author is also the publisher

<table>
<thead>
<tr>
<th>Citing in-text (within your paper)</th>
<th>Citing (in the References page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In the first cite, spell out the name of the group and provide the acronym either in parentheses or brackets (see examples): The information about sleep-wake disorders provided in the <em>Diagnostic and Statistical Manual of Mental Disorders</em> (5th ed.; DSM-5; American Psychiatric Association. (2013). <em>Diagnostic and statistical manual of mental disorders</em> (5th ed.). Washington, DC: Author.</td>
<td></td>
</tr>
<tr>
<td>• When the author and the publisher are the same, use “Author” for the name of the publisher: American Psychiatric Association. (2013). <em>Diagnostic and statistical manual of mental disorders</em> (5th ed.). Washington, DC: Author.</td>
<td></td>
</tr>
</tbody>
</table>

If the author and the publisher are the same, substitute the word “Author” for the name of the publisher.

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.
# In-text citations vs. references

<table>
<thead>
<tr>
<th><strong>In-text Citations</strong> (within paper, in body of paper)</th>
<th><strong>References Page</strong> (appear in a separate page at the end of your paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Usually includes author’s last name (up to 3) and date, or “et al.”</td>
<td>• References have content that is publicly available and visible.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Primary Order</strong></th>
<th><strong>Direct Quotes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Alphabetize references by the first author’s last name or organization’s name.</td>
<td>• 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).</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Personal Communications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• May include personal communications (non-recoverable data)</td>
</tr>
<tr>
<td>• Include initials and last name followed by date. SAMPLE: (S. H. Chiu, personal communication, December 16, 2017) or S. H. Chiu (personal communication, December 16, 2017)</td>
</tr>
<tr>
<td>• Personal communications are omitted in the References page.</td>
</tr>
<tr>
<td>• Examples: emails, personal interviews, telephone conversations, lecture material, and online forums.</td>
</tr>
</tbody>
</table>
# 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)

## References Page (appear in a separate page at the end of your paper)
- Alphabetize references by first author’s last name or organization’s name:
- References with the EXACT first author are arranged by single-author works (if available), then by earliest publication year and alphabetized according to title:
- When no author(s), “alphabetize using the first major word of the article or book title or the first word of the organization’s title”

## Identical Author
- Cite the first few words in the title and the year:
  - SAMPLE of entire book: *Dictionary of food science and nutrition, 2017*

## No Author
- Citations with the EXACT author and date are alphabetized by adding a, b, c, etc., after the date to distinguish between works: (APA, 2010a, APA, 2010b)

## Identical Author & Date
- NOTE: Omit a, an, the in title.
When there is missing citation information

How to Write an APA Style Reference When Information Is Missing

| What’s missing?                  | Solution                                                                
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author is missing</td>
<td>Substitute title for author, then provide date and source</td>
</tr>
<tr>
<td>Date is missing</td>
<td>Provide author, substitute for date, and then give title and source</td>
</tr>
<tr>
<td>Title is missing</td>
<td>Provide author, substitute date, describe document inside square brackets, then give source</td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Substitute title for author and n.d. or for no date, then give source</td>
</tr>
<tr>
<td>Date and title are both missing</td>
<td>Provide author, substitute n.d. or for no date, descriptive document inside square brackets, then give source</td>
</tr>
<tr>
<td>Author, date, and title are all missing</td>
<td>Substitute description of document inside square brackets for author, substitute n.d. or for no date, and then give source</td>
</tr>
<tr>
<td>Source is missing</td>
<td>Cite as personal communication (see ¶27) or fail as subordinate</td>
</tr>
</tbody>
</table>

Position A | Position B | Position C | Position D
---|---|---|---
[(date)] Format | [(date)] Format | Retrieved from [URL] | Retrieved Month, Year, Title, Edition, Publisher, URL

If no author(s) are present, move the title to the author position.

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Key Takeaways: Referencing books, ebooks, chapters, theses, and conferences

- **Italicize the titles and subtitles of books or Ebooks.**
- **For books and book chapters, include the publisher’s city and state abbreviation and the name of the publisher.**
- **Only include the edition if it is not the first edition. Add the edition information after the title.**
- **When citing a book chapter, use the word “In” followed by the editor’s first initial and last name.**
- **Use the DOI number or URL link in place of publisher information for electronic versions of books or book chapters.**
You made it! Congratulations for completing this APA video refresher

1. Print the certificate or the 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