

Compiling a List of References

Using APA Format

Documenting Your Sources

List of References

- An alphabetical list of those sources of information cited in the text through quote or paraphrase.

Bibliography

- An alphabetical list of those sources of information cited in the text AND other sources consulted but not quoted or paraphrased.

*Creating the List of References

- ✓ List everything you've cited in your text, but only the things you've cited.
- ✓ Arrange references in alphabetical order by author's last name.
- ✓ If you have more than one source by the same author, arrange them in chronological order.

Most Common Sources

- Journal articles by one or more authors.
- (Newspapers and magazines.)
- Books by one or more authors.
- Chapters by one or more authors in books edited by others.
- Web sites.

*Journal Articles: Authors' Names

- Use initials, not first and middle names.
- Put a comma after the first author before the ampersand:

➤ **Barker, R. T., & Camarata, M. R.** (1998, October). The role of communication in creating and maintaining a learning organization: Preconditions, indicators, and disciplines. *The Journal of Business Communication*, 35(4), 443-467.

* Journal Articles: Date

- The month or season (if applicable) goes after the year.
- Put a period outside the parentheses around the date.
 - Barker, R. T., & Camarata, M. R. **(1998, October)**. The role of communication in creating and maintaining a learning organization: Preconditions, indicators, and disciplines. *The Journal of Business Communication*, 35(4), 443-467.

* Journal Articles: Article Title

- Put the article title in lower-case. Capitalise only the first word and the word after the colon.
- Don't put the title in quotation marks:
 - Barker, R. T., & Camarata, M. R. (1998, October). **The role of communication in creating and maintaining a learning organization: Preconditions, indicators, and disciplines.** *The Journal of Business Communication*, 35(4), 443-467.

* Journal, Volume, Number

- Italicise or underline the journal title and the volume number.
- Capitalise the first and all major words of the journal title.
 - Barker, R. T., & Camarata, M. R. (1998, October). The role of communication in creating and maintaining a learning organization: Preconditions, indicators, and disciplines. ***The Journal of Business Communication***, 35(4), 443-467.

* Volume, Issue, Page Numbers

- Put the issue number in parentheses (in regular, not italic, type).
- Give the page number on which the article starts and ends.
 - Barker, R. T., & Camarata, M. R. (1998, October). The role of communication in creating and maintaining a learning organization: Preconditions, indicators, and disciplines. *The Journal of Business Communication*, **35(4)**, **443-467**.

* Newspapers and Magazines: Adapt Journal Format

- If no author is named, give the title first, then the year.
- Use the full date: year, then month and day.
- Put “pp.” before the page numbers.
 - Balu, R. (1998, January 15). Rural kids like hip clothes, too, hot chain discovers. *The Wall Street Journal*, pp. B1, B5.

* Books: Author and Date

- Again, put the last name of the author(s) first, followed by initials.
- Put the copyright date in parentheses, followed by a period.
 - Bragg, S.M. (1999). *Managing explosive corporate growth*. New York: J. Wiley.

* Books: Title

- Italicise or underline the book title.
- Capitalise only the first word and the word after a colon in the title.
 - Bragg, S.M. (1999). *Managing explosive corporate growth*. New York: J. Wiley.

* Books: Publisher

- Give the city (and the state, if the city isn't well known). Follow with a colon.
- Give the publisher in the shortest form that will be clear.
 - Bragg, S.M. (1999). *Managing explosive corporate growth*. **New York: Wiley.**
 - Bragg, S.M. (1999). *Managing explosive corporate growth*. **Athens, OH: Wiley.**

*Chapter in Edited Book: Chapter Author and Title

- Give the author(s), then the date (the book's copyright date), then the chapter title.
- Don't use quotation marks.
 - Jarboe, S. (1996). Procedures for enhancing group decision making. In R. Y. Hirokawa & M. S. Poole (Eds.), *Communication and group decision making* (2nd ed., pp. 345-383). Thousand Oaks, CA: Sage.

Chapter in Edited Book: Editors

- After “In,” put the editors’ initials before last names, no comma before the ampersand.
- Put “(Eds.,” after the editors’ names.

Jarboe, S. (1996). Procedures for enhancing group decision making. **In R. Y. Hirokawa & M. S. Poole (Eds.),** *Communication and group decision making* (2nd ed., pp. 345-383). Thousand Oaks, CA: Sage.

*Chapter in Edited Book: Book Title

- Italicise or underline the book title.
- Capitalise only the first word (and first word after colon, if any).
 - Jarboe, S. (1996). Procedures for enhancing group decision making. In R. Y. Hirokawa & M. S. Poole (Eds.), *Communication and group decision making* (2nd ed., pp. 345-383). Thousand Oaks, CA: Sage.

*Chapter in Edited Book: Page Numbers

- Put the page numbers for that chapter only in parentheses (along with the edition, if 2nd or later).
- Follow with city and publisher.
 - Jarboe, S. (1996). Procedures for enhancing group decision making. In R. Y. Hirokawa & M. S. Poole (Eds.), *Communication and group decision making* (2nd ed., pp. 345-383). Thousand Oaks, CA: Sage.

Abbreviations for US States

Alabama	AL	Idaho	ID
Alaska	AK	Illinois	IL
Am Samoa	AM	Indiana	IN
Arizona	AZ	Iowa	IA
Arkansas	AR	Kansas	KS
California	CA	Kentucky	KY
Canal Zone	CZ	Louisiana	LA
Colorado	CO	Maine	ME
Dist of Columbia	DC	Maryland	MD
Connecticut	CT	Massachusetts	MA
Delaware	DE	Michigan	MI
Florida	FL	Minnesota	MN
Georgia	GA	Mississippi	MS
Guam	GU	Missouri	MO
Hawaii	HI	Montana	MT

Abbreviations for US States

Nebraska	NE	South Dakota	SD
Nevada	NV	South Carolina	SC
New Hampshire	NH	Tennessee	TN
New Mexico	NM	Texas	TX
New York	NY	Utah	UT
New Jersey	NJ	Vermont	VT
North Dakota	ND	Virgin Islands	VI
North Carolina	NC	Virginia	VA
Ohio	OH	Washington	WA
Oklahoma	OK	West Virginia	WV
Oregon	OR	Wisconsin	WI
Pennsylvania	PA	Wyoming	WY
Puerto Rico	PR		
Rhode Island	RI		

(APA Manual, 1994, p. 177)

*Web Site: Sponsor & Date

- Begin with the organization or individual responsible for the site.
- Give the date the site was last updated.
- Give the title of the site or page.
 - **KPMG. (1997, July). Business ethics.** Retrieved June 3, 1999, from: <http://usserve.us.kpmg.com/ethics>

* Web Site: Title & URL

- Give the date you downloaded (retrieved) the information.
- Give the URL.
- Don't end the URL in a fullstop / period.
 - KPMG. (1997, July). Business ethics. Retrieved June 3, 1999, from: <http://usserve.us.kpmg.com/ethics>

*Note that there is some variation on APA format for web sites. Be consistent!

Need more on APA?

- Locker, pp. 373-378.
- Bond Library web site.
- ilearn.

Source

*Slides whose titles are marked with an asterisk have been adapted from the teaching CD that accompanies Kitty Locker's *Business and administrative communication*

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