13.5: Formatting of Reference Pages, Bibliographies, and Annotated Bibliographies

Whenever you include quotes and paraphrases in your research essays, you must note the bibliographic information about where you found this evidence. In APA style, this is called a “Reference” page. A Reference page is a list of citations which is alphabetized based on author’s last names (or, if a piece of evidence doesn’t have an author, on the title of the evidence, not counting the words “A,” “An,” or “The”) that explains where you found your research.

Reference pages include only the evidence that you quoted in your essay. A “bibliography” is a list of all of the works that you consulted but that you didn’t necessarily quote. Unlike an annotated bibliography (like the project I describe in Chapter Six), a reference pages include only a citation and not an annotation.

APA style calls for reference pages to be double-spaced with a hanging indent of a half inch, as you can see in the examples here. The specific format for each of your entries on your reference page will vary according to the type of evidence. But in general, each of your entries should include enough information about the research you are quoting or paraphrasing so that the reader could find this research themselves if they wanted to find it.

Books

Reference page entries for a book always include:

- **The Author or authors.** List all of the authors last name first and only the initials of the first and middle names. Separate multiple authors with a comma and separate the last author from the list with an ampersand.
- **Publication date.** Enclose the date in parentheses.
- **Title of the book.** You should underline the title or put it in italics. Capitalize only the first letter of the first word of the title and the first letter of the first word after a colon, unless the word is a proper noun.
• Publication information. This includes the name of the publisher and the city of publication.

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### Book, single author

Example \(\PageIndex{1}\):


### Book, two or more authors

With multiple authors, list all of the authors last name first followed by the writer’s first initial. List the authors as they appear on the book, and end the list with an ampersand.

Example \(\PageIndex{2}\):


### Book, corporate or group author

Example \(\PageIndex{3}\):


### Selection from an anthology or a chapter from a book that is edited

Example \(\PageIndex{4}\):


In APA style, repeat this style of citation if you cite multiple chapters from the same book or anthology. Note also that in APA style, titles of chapters or entries are not in quotes and the page numbers of a chapter are indicated with the abbreviation “pp.”

### Book, translation

Example \(\PageIndex{5}\):


### Book, edition other than the first

Example \(\PageIndex{6}\):

Entry from a reference work

If there is a specific author for the entry, list it. Otherwise, begin with the title of the entry.

Example:


Periodicals

Reference page entries for magazines, journals, newspapers, and other periodicals include:

- **The Author or authors.** Last name first and the first initial of each author.
- **Date of publication.** Following the author in parentheses, as was the case with books.
- **Article Title.** Followed by a period, though not in quotes.
- **Publication information.** This includes the periodical title, underlined or italicized, the volume and issue number in parentheses (when they are available), and page numbers. In newspapers, precede page numbers with "p." if it is a single page or "pp" if it is more than one.

Article in a weekly magazine

Example:


Article in a monthly magazine

Example:


Article in a newspaper

Example:

Editorial or Letter to the Editor

After the title, indicate if the selection is an editorial or a letter as indicated in the examples below.

Example 1:


Article in a journal paginated by volume

Some academic journals number the pages according to the volume instead of the issue. Note the volume number in italics or underlined after the title.

Example 2:


Article in a journal paginated by issue

Some academic journals number the pages of each issue. When this is the case, note the volume number (underlined or in italics) and the issue number in parentheses though not underlined or in italics.

Example 3:


Unsigned article in a periodical

When no author’s name is available in any type of periodic publication, begin with the name of the article. When alphabetizing it on your references page, exclude “A,” “An,” and “The.” For example, an unsigned article in a magazine would look like this:

Example 4:


Electronic and Internet-based Sources

Properly citing things from electronic and Internet-based sources like the World Wide Web, email, newsgroups, CD-ROMs, and so forth can be confusing. Because these resources are still relatively “new” to the academic community (at least relative to things like books and paper journals), there is still some debate about the precise method of citing some of these sources. What I offer here are my interpretations of the APA rules for citing electronic and internet-based
sources; when in doubt about these guidelines, I would encourage you to ask your teacher and to consult the *Publication Manual of the American Psychological Association* or the APA web site.

Even though electronic and internet-based sources may look different from traditional journals and books, the basic elements and goals of citation remain the same. Entries should include:

- **Author or Authors**, which again, should be last name first followed by first initial for each author. Unlike traditional books and periodicals, the names of authors of electronic resources (especially Web sites) are often located at the end of the article or another location.
- **Date of publication**. Following the author in parentheses, as was the case with books and periodicals.
- **Title of the article or selection**. For an online journal or periodical, a selection from a database, a scholarly project, or similar resource, indicate the title of the article or selection. Capitalize only the first word in the title and subtitle and any proper nouns.
- **Publishing information**. This might be the title of the online journal or periodical, or the name of the database, scholarly project, or similar resource. This information should appear underlined or in italics.

There are two other elements that are generally common to electronic and internet-based sources:

- **The date of access**. Quite literally, this means the date that you found the research. This is important because, as most “Web surfers” have experienced, electronic resources can change and be unavailable without warning.
- **The “address” of whatever it is you are citing**. Indicate the URL of a web site, a message from a newsgroup, a reference to an email, and so forth.

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### A periodical available via an electronic database

As I discussed in chapter two, most community college, college, and university libraries nowadays offer their patrons access to electronic versions of some traditional print resources. These databases, such as Wilson Select and Articles First, include “full text” of articles that appeared originally as an article in the print publication as part of the entries.

Now, on the one hand, these sorts of electronically available resources are just as credible as print resources because they are essentially one in the same. The electronic version of an article from *Time* magazine is just as credible as the same article from the “paper version” of *Time* magazine. On the other hand, you need to indicate to your readers that you are citing the electronic version because this version isn’t exactly the same as the print version. Since the “full text” available electronically is just text, periodicals available electronically don’t include page numbers and they don’t include any illustrations or graphics.

To properly cite an article from a periodical available via an electronic database, first note all of the relevant information you would in a print version of the article. Following this, write “Retrieved” followed by the date you found the article, and then “from” followed by the name of the database.

Example \((\PageIndex{15})\):

Article in a Periodical Published on the World Wide Web

To cite an article from a periodical that is published on the World Wide Web, adapt as closely as possible the rules for citing articles that appear in print. Following this, write “Retrieved” followed by the date you found the article, and then “from” followed by the address of the Web site.

Example 1:


Article in a Web Version of a Print Periodical or Other Media Outlet

Many newspapers and popular magazines release a “web version” of the publication. Cite these sorts of documents as you would articles from a periodical published on the Web.

Example 2:


Book Being Accessed Electronically Through a Database or The Web

As is the case with periodicals, include the same information you would with a traditional print book, along with the date of access and the information about the database of the Web site.

Example 3:


Scholarly or Reference Web-based Database

Example 4:

General Web Page or Web Site

Include the author or authors of the Web page or site, the title, and the date of publication.

Example:


When you are missing information about the web site, cite based on the information that you have available.

Posting to a emailing list, online group, or newsgroup

Begin with the author’s name (even if the name is obviously a pseudonym), followed by the date, and the title or subject of the post. Include the phrase “Message posted to” and then the name of the mailing list, online group, or newsgroup, followed by the phrase “archived at” and the location of the group’s archives, if available.

Example:


Email message

The APA Publications Manual discourages the inclusion of any “personal communication” like email messages, letters, memos, or personal interviews in a Reference page because personal communications “do not provide recoverable data.”

The APA Publications Manual goes on to say that you should “Use your judgment” about including personal communications like email in a Reference page. Here is an example of how you might do this:

Example:


Synchronous communication message

For MOOs, MUDs, Chat room, IRCs, etc. Be sure to include information about a message archive, if available.

Example:

CD-ROM, diskette, or similar medium

Cite this kind of source like you were citing the print version of the resource, but indicate in brackets the nature of the source.

Example \cite{PageIndex24}:


Other Kinds of Sources

Interview

List the person interviewed as if they were the author. If the interview came from another source (radio or television, for example), indicate that with the citation information.

Example \cite{PageIndex25}:


In APA, the rules for interviews that you conduct (personal interview, telephone interview, email interview, etc.) are different. The APA Publications Manual discourages the inclusion of any “personal communication” including personal interviews in a Reference page because personal communications “do not provide recoverable data.”

The APA Publications Manual goes on to say that you should “Use your judgment” about including personal communications in your References page. Here is an example of how you might do this:

Example \cite{PageIndex26}:


Lecture or Speech

Example \cite{PageIndex27}:


Government Document

If identified, begin with the last name of the author; if not, begin with the name of the government followed by the appropriate agency or subdivision. Only abbreviate things if they can be easily understood. For congressional
documents, be sure to note the number, session, and house of Congress ("S" for Senate and "H" or "HR" for House of Representatives), and the type (Report, Resolution, Document, etc.) in abbreviated form, and number the material. If you are citing from the *Congressional Record*, provide only the date and page number. Otherwise, end with the publication information, often the Government Printing Office (GPO).

Example \(\PageIndex{28}\):


**Pamphlet or Brochure**

Treat pamphlets and brochures as books, though note in brackets that it is a pamphlet or brochure. If the name of the author is unavailable, begin with the name of the pamphlet.

Example \(\PageIndex{29}\):


**Film, DVD, or Videocassette**

Give the last name followed by the first initial of the producer, director, writer, etc., of the work. Follow each name with the function of the contributor in parentheses. After giving the year and title of the film, indicate it is a "motion picture" in brackets, followed by the country of origin and the name of the production company.

Example \(\PageIndex{30}\):


**Television or Radio Program**

Example \(\PageIndex{31}\):
