

APA Style Reference Citation Primer

Many style manuals exist for writers today. At JobToJoy we use two:

1. For source citations we use APA style because it is simplest.
2. For Bible quotations and other Christian spelling and style issues we use “The Christian Writer’s Manual of Style” edited by Robert Hudson, from Zondervan.

The primary online resource for APA Style is <http://apastyle.apa.org/>. Subtopics are at:

- ↵ Electronic Media <http://www.apastyle.org/elecmedia.html>
- ↵ Citations in Text of Electronic Material <http://www.apastyle.org/electext.html>
- ↵ Electronic Media Spelling Guide <http://www.apastyle.org/spelling.html>
- ↵ APA Style’s Frequently Asked Questions <http://www.apastyle.org/faqs.html>

What to record as you research (or copy from online sources and save into Word):

- ↵ Books: title (and subtitle), authors, publisher (nearest location), date, chapter, pages.
- ↵ Magazines: title, article title, author(s), date (& volume & issue number), pages.
- ↵ Online: web site name & home page URL, specific article name & sub-page URL, posting date (if available) and/or date you retrieved the information, and the given authors.

Some example APA style reference citations:

- ↵ **In the body of your article for exact quotations from printed books:**
“...escape the tyranny of the clock and rediscover your [life’s] compass” (Covey, 1994, p. 14). **Note** the word added for clarity in braces [life’s] that was not in the original text.
- ↵ **In the body of your article for paraphrased quotations from printed books:**
It is more important to live by our life’s compass, our priorities, than by the clock of our society’s overly-busy lifestyle (Covey, 1994, ch. 1).
- ↵ **In the body of your article from a professional journal or magazine article:**
Maintaining a wide base of knowledge about world and business events help prepare us to interact in both personal and professional settings with poise and confidence. (Rocchi, 2008, p. 9).
- ↵ **In the body of your article from a web site:**
“For electronic sources that do not provide page numbers, use the paragraph number...” (APAstyle, 2008, para. 2).
- ↵ **In the body of your article from an interview:**
“My biggest challenge has been to maintain an open-door policy and still get my work done when it’s so easy for people to interrupt me.” (J. Smith, personal communication, August 15, 2008). **Note:** Be sure you have the person’s permission to quote publicly.

Endnotes

1. Covey, Stephen R., Merrill, A. Roger, & Merrill, Rebecca R. (1994). *First Things First: to Live, to Love, to Learn, to Leave a Legacy*. New York: Simon & Schuster.
2. Rocchi, Pat. (2008). Speaking in Business: Five lessons in corporate communication. *Toastmaster*, Feb. 2008, pp. 8-11.
3. APAstyle (no author). *Citations in Text of Electronic Material*. Retrieved Feb 1, 2008 from <http://www.apastyle.org/electext.html>.

Additional Example References for Common Situations

1. For an online version of a print magazine:

- ↪ In the body of your article: (Knowledge@Wharton, 2007, para. 2)
- ↪ In your references section, or endnotes:
[Knowledge@Wharton](http://www.forbes.com/entrepreneursmanagement/2008/01/03/teamwork-management-emotion-ent-manage-cx_kw_0103whartonemotion.html). (2007). Does your Company have an Attitude Problem? [Electronic Version]. *Forbes Magazine*. Retrieved Feb 1, 2008 from http://www.forbes.com/entrepreneursmanagement/2008/01/03/teamwork-management-emotion-ent-manage-cx_kw_0103whartonemotion.html.

2. For a quotation from a newspaper article written by the editor of a column:

- ↪ In the body of your article: (Lorenz, 2008, para. 5)
- ↪ In your references section, or endnotes:
Lorenz, Kate [ed.]. (2008). Ageism on the job: As issue for older employees. *Springfield News-Leader in CareerBuilder*, January 20, 2008, p. I-1.

3. For an online source that is several clicks deep in a web site, or an online database:

- ↪ In the body of your article: (Browning, 2008, para. 7)
- ↪ In your references section, or endnotes:
Browning, Mimi. (Feb. 4, 2008, issue). Seven ways to a better IT career. [Electronic Version]. *Government Computer News*. Retrieved Feb. 1, 2008 from http://www.gcn.com/print/27_3/45744-1.html in <http://www.gcn.com/>.

4. For an online database such as INFOMINE Scholarly Internet Resource Collection (infomine.ucr.edu):

- ↪ In the body of your article: (Knowledge@Wharton, 2007, para. 2)
- ↪ In your references section, or endnotes:
[DiversityCentral](http://www.diversityhotwire.com/business/diversity_statistics.html#barriers). (2007). U.S. Labor Force. Retrieved Feb. 1, 2008 from http://www.diversityhotwire.com/business/diversity_statistics.html#barriers in http://www.diversityhotwire.com/business/diversity_statistics.html .