Anatomy of a Citation

......... A quick lesson to citation basics
Information to be included

- Author(s)
- Date
- Article Title
- Journal Title
- Volume/Issue
- Pages
- Retrieval information
As seen in database:


DOI: 10.1007/s10676-005-5606-8

Retrieved from Baker Online Library database: ABI/INFORM Global
### Citation components

<table>
<thead>
<tr>
<th>Citation components</th>
<th>Order in which they should be shown in the citation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Townley, Mitch Parsell</td>
<td>Authors</td>
</tr>
<tr>
<td>2004</td>
<td>Date</td>
</tr>
<tr>
<td>Technology and Academic Virtue: Student Plagiarism Through the Looking Glass</td>
<td>Article Title</td>
</tr>
<tr>
<td>Ethics and Information Technology</td>
<td>Journal Name</td>
</tr>
<tr>
<td>Vol. 6, Iss. 4;</td>
<td>Volume / Issue</td>
</tr>
<tr>
<td>p. 271-277</td>
<td>Starting and ending page numbers.</td>
</tr>
<tr>
<td>ABI/INFORM Global</td>
<td>Name of the library database</td>
</tr>
<tr>
<td>DOI: 10.1007/s10676-005-5606-8</td>
<td>Digital Object Identifier number. An alternative to showing database or web site retrieval information.</td>
</tr>
</tbody>
</table>
Get ready to format citation

• General rules
  • Margins: 1” on all 4 sides
  • Paragraph indentation: Hanging 0.5
  • Line spacing: Double-line
  • Font and size: Times Roman 12 points

• Start “References” on a new page.
• Should be the last section of the paper.
• Arrange entries in alphabetical order, by the first significant word. Ignore A, An, The
Author(s)

- Invert name: LastName, FirstInitial
- When there is a middle name, show only middle initial.
- When there are two or more authors, follow the same format
  - Add a comma after each author, and an ampersand (&) as the connector.
- Finish with a period.

For the example we are using the author field would look like this:

Townley, C. & Parsell, M.
Date

- Show in parenthesis immediately after the author information.
- Follow this formula:
  - Scholarly journals: Show only year – (yyyy).
  - Monthlies: (yyyy, Month).
  - Quarterlies: (yyyy, term identifying the quarter or month).
  - Weeklies: (yyyy, Month date).
  - Newspapers: (yyyy, Month date).
- Finish with a period.

For the example we are using the date field would look like this:

Article Title

- Use sentence case: Use capital letter only for the first letter of the title and sub-title, and any proper nouns in the title.
- No italics; no quotation marks; no underline.
- Finish with a period.

For the example we are using the article title field should look like this:

Journal Title

• Use italics.
• Use title case: upper case for all important words.
• End with a comma

For the example we are using the journal title field should look like this:

Volume and Issue Numbers

- Volume number
  - Show in italics
- Issue number
  - No italics
  - Place within parenthesis
- End with a comma

For the example we are using the volume and issue numbers should look like this:

Page Numbers

The usual format in the databases would be the starting page number and the length of the article in parenthesis. For the references page entry:

- Show beginning and ending page number
- Do not use p. or pp.
- No italics
- End with a period.

For the example we are using the page number information from the citation p. 271-277, would look like this:

Name of the source.

- Use the Full name of the database and end with the word "database"
- Do not include vendor’s name, ProQuest, InfoTrac, etc. unless it is part of the database name: e.g. InfoTrac Newsstand.
- Providing document number is optional. Check with the instructor before providing this information.
- End with a period.

For the example we are using the retrieval information would look like this:


**NOTE:** APA 6 does not mention using the name of the library database in the retrieval information. This is the Baker recommended format.
Retrieval information

- APA 6 recommends showing DOI for electronic resources.
- DOI (Digital Object Identifier) is a unique number assigned to a digital document.
- This is a persistent number attached to the specific item, irrespective of where it is included: databases, journals, web sites, etc.
- Some articles in the library databases include the DOI. This is usually listed in the indexed fields or in the document if it appears in PDF or page image format.
- This is different from the document number or the record number of the item in the database where it appears.

For the example we are using the retrieval information using the DOI would look like this:


OR