

LIBRARY HANDBOOK

ALVIN SHERMAN LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER



EDITION 20 May 2010

Distance and Instructional Library Services

Alvin Sherman Library Handbook

The Alvin Sherman Library is a unique facility. Established through collaboration between Nova Southeastern University and the Broward County Board of County Commissioners, the Alvin Sherman Library combines world-class academic resources and the services and collections of a local public library.

At NSU, we believe libraries are central to learning, research, and intellectual exploration. The Alvin Sherman Library serves the informational, cultural, and leisure-time needs of NSU's on-campus and distance students, and faculty and administrative staff members, as well as Broward County cardholders. We hope you find this handbook both useful and informative.

Sincerely,

The Distance and Instructional Library Services Department

The Alvin Sherman Library, Research, and Information Technology Center is a joint-use facility between Nova Southeastern University and the Broward County Board of County Commissioners

© Nova Southeastern University, Alvin Sherman Library
3100 Ray Ferrero, Jr. Blvd.
Ft. Lauderdale, Florida 33314

<http://www.nova.edu/library/main/>

TABLE OF CONTENTS

SECTION 1

Alvin Sherman Library Services	1
Contact the Library	1
Library Hours, Parking, and Directions	2
Reference Service	2
Library Training	2
Online Help	2
NSU Cards & Library Cards	2
Document Delivery/Interlibrary Loan	3
Access to Other Libraries	4
Library Cards/non-NSU libraries	4
SEFLIN	4
NSU Library Agreements	4
Local Libraries – Distance Students	4

SECTION 2

The Research Process	5
Basics of Research	5
Step 1 Choose a Topic	6
Step 2 Find Information	6
Step 3 Refine Topic	6
Step 4 Locate/Retrieve	6
Step 5 Evaluate	7
Step 6 Take Notes	7
Step 7 Construct the Project	7
Research Strategy Worksheet	8

SECTION 3

Finding Materials	9
Requirements and Accessing	9
Locating Books and Other Materials	11
NovaCat	11
WorldCat	11
E-books	11
Locating Articles	12
Specific Types of Periodicals	12
Peer-Reviewed or Refereed Journals	12
Specific Types of Articles	13
Finding Articles: Online Databases	13
Major Databases	17
Searching Databases	18
ERIC Record Type Codes	23
Search Results	24
Find It! Finding Full-Text Articles	25
Journal Finder	27
DOI Tools	29
Locating Dissertations	30

SECTION 4

Citing Sources	32
Paraphrasing	32
Direct Quotes	33
Citation Placement	34
Citing Secondary Sources	35
Books	36
Periodicals	38
Dissertations, Theses, & Practicums	41
Government Reports/Gray Literature	43
ERIC ED Documents	45
Conference Proceedings	46
Other Resources	46
Online Communities	47
Web Sources	48
Legal Materials	49

Section 1

Alvin Sherman Library Services

Nova Southeastern University's Alvin Sherman Library, Research, and Information Technology Center offers library services for NSU Students, faculty, and staff, and Broward County residents. The Alvin Sherman Library is proud to provide these services:

- Reference assistance
- Books and other materials from the NSU Libraries' collections
- NSU's electronic resources with access to subscription databases, including full-text and full- image documents.
- Books or copies of journal articles that are not available in the NSU Libraries
- PDF copies of NSU's newer applied dissertations, practicums, Major Applied Research Projects (MARPs), and ERIC documents (EDs); and microfiche copies of older documents
- Library instructional materials

We also have

- Study rooms
- CDs, DVDs, videotapes, and popular bestsellers
- Laptops for use inside the Alvin Sherman Library
- A snack bar called Connections Café
- Regular exhibits and events

Contact the Library by phone or email

Local Students dial **954-26** - *[choose extension from list below]*

Distance Students in the **United States** call **1-800-541-6682** - *[choose extension from below]*

Distance Students in the **Caribbean or Canada** call **1-800-554-6682** - *[choose extension from list below]*

DEPARTMENT	EXTENSION	E MAIL
Reference	24613	refdesk@nova.edu
Public Library Services	25477	plsrefdesk@nova.edu
Document Delivery (Distance students)	24602	library@nova.edu
Interlibrary Loan (Local students)	24619	ill@nova.edu
Distance and Instructional Library Services (DILS)	25380	dils@nova.edu
Circulation	24601	unavailable

For Library Hours, Parking, and Directions

Contact the Reference Desk or visit <http://www.nova.edu/library/about/geninfo.html>

Reference Service

Users who need help with research can contact a reference librarian by phone, email, in person, or via online chat. When calling the Reference Desk, please identify yourself as one of these categories: NSU student, faculty, staff member, NSU Alumni, or Broward County patron. For more information, visit this Web page <http://www.nova.edu/library/help/askalib.html>



REFERENCE DESK HOURS :

Monday thru Friday

8am-9pm EST

Saturday

9am-8pm EST

Sunday

11am-9pm EST

Library Training

The Alvin Sherman Library offers instruction on how to use library services and resources.

Individual library instruction and **workshops** are available. To participate, simply fill out the form located at <http://www.nova.edu/library/help/libtraining.html>

The Alvin Sherman Library also offers **group instruction**. An NSU field associate or an NSU faculty member may schedule group instruction. The sessions are usually held on campus, at field-based sites, via videoconference, or online via Elluminate or Wimba's Live Classroom. To arrange group training, contact the Distance and Instructional Library Services (DILS) Department, 1-800-541-6682, ext. 25380.

Online Help

The Alvin Sherman Library also offers an online help section, containing materials on many library topics. See <http://www.nova.edu/library/help>. To search for a specific topic, visit the Alphabetical (A-Z) Help Index at <http://www.nova.edu/library/help/azhelp.html>

NSU Cards & Library Cards

NSU students, faculty, and staff should use their NSU identification cards to check out books and reserve materials in person at the Alvin Sherman Library. The NSU card may also be used to access the computer labs on the main campus. Cards can be obtained in person at the **NSU Card Office in the University Center**, on the main campus. NSU students must keep registration current in order to keep their card accounts active. Distance students should consult the NSU Card Office Web page at <http://www.nova.edu/nsucard> for more information.

Document Delivery/Interlibrary Loan

The Document Delivery Department helps NSU distance students, faculty, and staff obtain materials owned by NSU or cooperative libraries. NSU local students, faculty, and staff, as well as registered Broward County users may obtain books and articles not available in the NSU libraries from Interlibrary Loan. Visit online at <http://www.nova.edu/library/serv/docdel>

NSU Libraries abide by the 1976 U.S. Copyright Law, which governs the borrowing and use of photocopies and other reproductions of copyrighted materials.

☐ Health Professions Division and Shepard Broad Law Center students should consult their respective libraries' Web pages for document delivery/interlibrary loan services.



Frequently Asked Questions

What kinds of items can be requested through Document Delivery/Interlibrary Loan?

Journal articles, books, book chapters, conference papers, ERIC documents, and dissertations may be requested.

How long do the orders take to arrive?

Materials will take 3 to 5 business days to arrive.

How many items can be requested?

There is no total limit, but only up to 25 requests may be in process at any given time.

I am a DISTANCE STUDENT; how do I get materials?

For information on ordering, receiving, renewing, and returning materials, visit

<http://www.nova.edu/library/serv/docdel/distance.html>

Use the links on the right to assist you.

I am a LOCAL STUDENT; how will I get the materials?

For information on ordering, receiving, renewing, and returning materials, visit

<https://illiad.library.nova.edu/FNN/logon.html>

Use the links on the right to assist you.

Access to Other Libraries



Many libraries, both public and academic, allow visitors to browse their collections, access microfiche readers, and use materials while in their libraries. When using other libraries ask at the library's main desk—sometimes the circulation or reference desk—what services are available to guests. Also, find out about library policies, such as borrowing privileges, access to the collections, hours, etc.

Library cards/non-NSU libraries

Some NSU programs reimburse NSU **distance students** at off-campus locations for non-NSU library borrower's cards. Students will be reimbursed for only one library card per year (the amount of money reimbursed varies from program to program). ***In order to be eligible for reimbursement, students must contact the Distance and Instructional Library Services Department to obtain approval prior to obtaining a local library card.*** At this time, the following academic programs participate in the reimbursement program:

- Graduate School of Humanities and Social Sciences
- H. Wayne Huizenga School of Business and Entrepreneurship
- Fischler School of Education and Human Services (EXCEPT the Graduate Teacher Education Program)

SEFLIN

NSU students, faculty, and staff are eligible for guest privileges with libraries that are members of the Southeast Florida Library Information Network (SEFLIN). A special SEFLIN library card may be obtained in person at the Alvin Sherman Library. The SEFLIN library card allows the holder to borrow materials from these Southeast Florida institutions. A complete listing of participating institutions can be found at

<http://www.seflin.org/index.cfm?fuseaction=entity.listProfiles>

NSU Library Agreements

NSU has lending agreements with Wayne State University in Detroit and with the University of Michigan in Ann Arbor. Students may order materials from Wayne State or the University of Michigan through Nova's Document Delivery online request forms, available at

<http://www.nova.edu/library/serv/docdel/docdel.html>

Local Libraries - Distance Students

NSU has arranged guest privileges for NSU distance students with **some** libraries located near the sites of many NSU distance programs. NSU distance students should check with their field associates to learn about specific arrangements in their geographical areas, or call the Distance and Instructional Library Services Department at 800-541-6682, extension 25380.

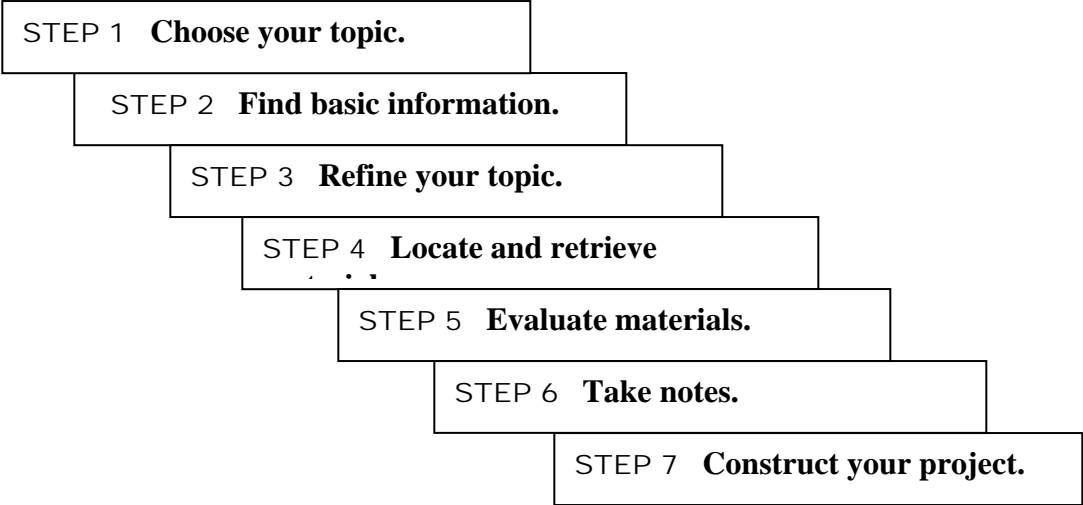
The Research Process



The research process is a simple means of effectively locating information for a research project or paper, an oral presentation, or something else assigned by your professor. Because research is a process, you need to allow yourself ample time to refine and change your topic. You may find that your topic is too broad or too narrow. Your topic will need to be searched in different resources that may require numerous library visits or computer sessions. In addition, you may also find that you need help from a librarian or your professor. Be sure to allow a few weeks to have materials delivered from other libraries and organizations. Research is not an overnight process. Selecting a topic and locating information resources early in the semester will facilitate the entire research process.

Basics of Research

The following seven steps outline a simple and effective process for conducting research for a paper, presentation, or other project. Depending on your topic and your familiarity with library research, you may need to rearrange or recycle these steps. Adapt this outline to your needs:



Step 1: Choose Your Topic

Select a topic that is of interest to you, or if you have been assigned a topic, select an aspect or perspective of the topic that interests you. If you are having trouble selecting a topic, you may find it useful to browse periodicals, such as magazines, journals, newspapers, reference sources, and online databases. Remember, selecting a topic is the most important decision you will make in the research process. Without a topic, you cannot go any further.

Step 2: Find Basic Information

Try to find some basic information on your topic. Select a few key terms from your topic and search for basic information in reference sources such as subject encyclopedias, bibliographies, handbooks, library catalogs, books, online databases, and Internet sources (Web sites). This preliminary search will help you determine how much or how little information is available about your topic.

Step 3: Refine Your Topic

Based on the quality and quantity of basic information located, you may need to refine your topic. If the initial search locates too little information, you will need to broaden your topic. You can broaden a topic by searching for related concepts/synonyms using different keywords, or by selecting different resources. Also, try examining book or article bibliographies for additional sources. If your initial search locates too much information, you will need to narrow your topic. You can narrow a topic by using more specific terms qualifying by date, region, or another aspect of your topic examining subject headings in books and/or online databases. If you need assistance refining your topic, ask a librarian and/or your professor.

Step 4: Locate and Retrieve Materials

Once you have your topic, you are ready to begin locating and retrieving materials. To locate and retrieve materials about your topic, you need to consider your information needs and select the appropriate research tools. The information that you need will depend on the requirements of your research assignment or topic.

Step 5: Evaluate Relevancy of Materials

After locating materials you need to determine their relevancy and usefulness to your topic. A clear, well-defined topic allows you to quickly eliminate irrelevant materials. After determining the relevancy of an item, you need to evaluate the quality of your information. Basic criteria to evaluate information are:

Authority—Who is the author? What are their credentials?

Accuracy—Are the facts verifiable? Is the information correct?

Objectivity—What is the purpose? Is there a bias?

Currency—Is the information up-to-date?

Coverage—What is the scope of the information? What does it focus on?

Step 6: Take Notes

Throughout your research, keep accurate records of what research tools and search strategies you have used—that way you will not search the same thing twice and can easily reproduce a search if you need to. Record complete citations for all materials, even if you are unsure of whether or not you will end up using a particular resource. Trying to go back at a later date and locate the information for a citation can be quite difficult. A complete citation should include enough identifying information, such as the author, title, and source, so that a reader can locate a copy of the item. The most common citations are:

Book citation—book title, author, publisher, edition (if any), year of publication, place of publication and ISBN (if known)

Article citation—article title, periodical title (magazine, journal, or newspaper), author, publication date, volume number, issue number and page(s). The order in which the citation elements are placed will depend on the style manual that you use.

Step 7: Construct Your Project

You are now ready to start preparing your paper, presentation, or project. You should have enough research materials to support your thesis. Be careful to cite any materials that you quote directly or that you paraphrase. This way you will avoid plagiarism. Remember that the research is a cyclical process. You may need to go back and locate additional information that your previous searches did not locate. Allow yourself enough time to be able to conduct additional research if needed.

Developing an Effective Research Strategy Worksheet

<p>Step 1: Identify Research Topic</p> <p>Given by instructor, textbook or general research interest</p>						
<p>Step 2: Develop Your Topic</p> <p>Write a clear research statement or question to narrow your topic focus.</p>						
<p>Step 3: Identify Topic Keywords</p> <p>List three keywords from your research topic statement or question.</p>	Keyword (A)					
	Keyword (B)					
	Keyword (C)					
<p>Step 4: Identify Related Keywords</p> <p>Select synonyms and related terms for each of your main keywords.</p>	Keyword (A) Synonyms					
	Keyword (B) Synonyms					
	Keyword (C) Synonyms					
<p>Step 5: Devise Search Strategy</p> <p>Formulate a search strategy using “Boolean operators” (AND / NOT / OR) to connect your keywords.</p>	Search Strategy: #1		AND		AND	
	OR					
	Search Strategy: #2		AND		AND	
	OR					
Search Strategy: #3		AND		AND		
<p>Step 6: Identify Research Tool(s)</p> <p>Search and select journal articles, books, etc.,)</p>						
<p>Step 7: Evaluate Search Results</p> <p>Review and determine the relevancy and quality of your search results.</p>	<p><u>Not enough results:</u></p> <ul style="list-style-type: none"> • Revise your search terms and/or remove one of your keywords to broaden your results. <p><u>Too many results:</u></p> <ul style="list-style-type: none"> • Use limits (scholarly journals, or by publishing year, etc...) and/or add another keyword to narrow your results. 					

Finding Materials

You can find materials in the Alvin Sherman Library building and online through the library's Web site. Further, the location of materials housed in the library can be identified by searching online.

The Electronic Resources section of the Alvin Sherman Library's Web site is a collection of online tools available from the Alvin Sherman Library. Many of these resources can be accessed remotely (off-campus). The collection includes online library catalogs, databases, periodicals, and Internet resources.

Requirements and Accessing

To access the library's online resources remotely, you will need:

- An **internet connection**.
- An **NSU library account** for NSU students, faculty, and staff, or an **NSU-issued library card**, for Broward County public users.

For more information, contact the help desk by phone at **(954) 262-4357**, by email at [*help@nsu.nova.edu*](mailto:help@nsu.nova.edu) or visit the Web site at [*http://www.nova.edu/help*](http://www.nova.edu/help)

☐ For information regarding your NSU identity, visit the Office of Information Technology's Web site at [*http://www.nova.edu/cwis/oit/nsuidentity.html*](http://www.nova.edu/cwis/oit/nsuidentity.html)

Follow these steps or the directions on the next page to access the **Electronic Resources**:

- Go to the **Alvin Sherman Library, Research, and Information Technology Center Library's Web page** at [*http://www.nova.edu/library/main*](http://www.nova.edu/library/main)
- Select **Electronic Resources** or select the **patron portal** that describes your NSU status.
- If you selected your **patron portal** you will see links for several electronic resources under **Doing Research**

Accessing Electronic Resources

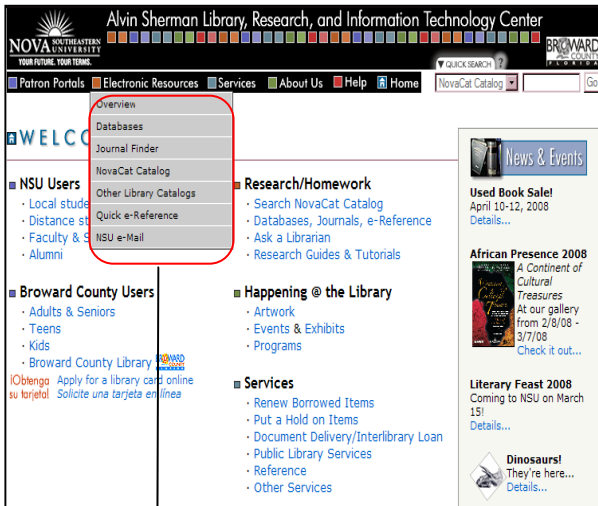


Figure 1. Alvin Sherman Library Welcome page

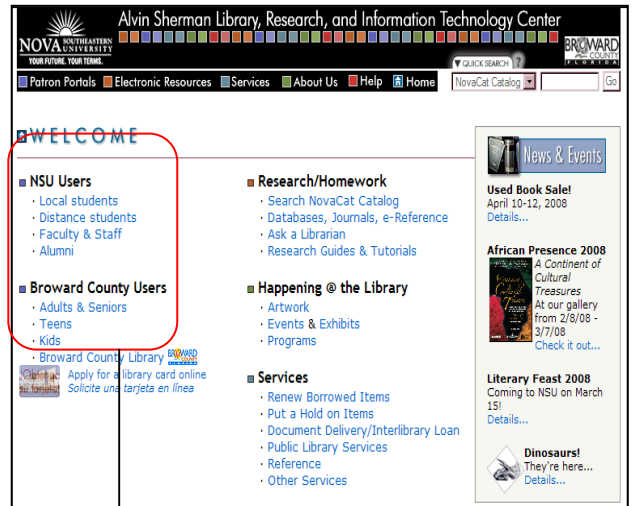


Figure 2. Alvin Sherman Library Welcome page

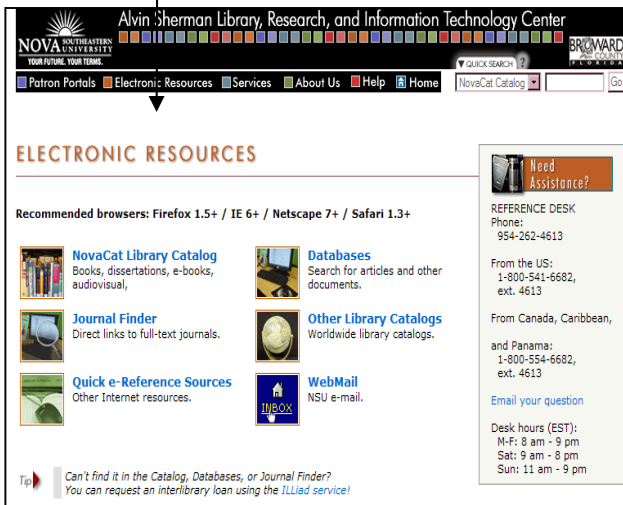


Figure 3. Electronic Resources page

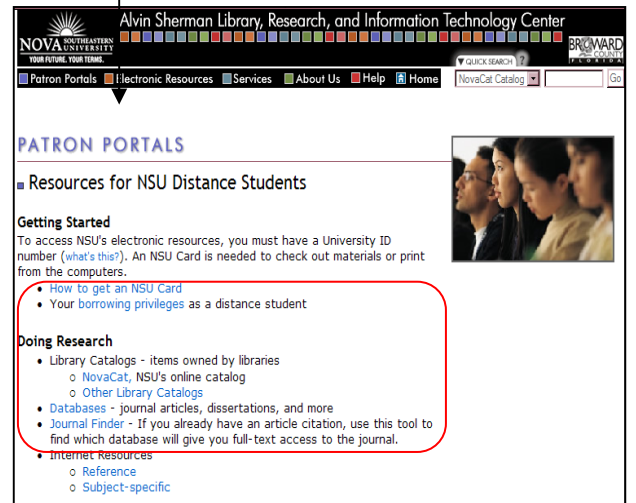


Figure 4. Distance Portal page

You may wish to bookmark the **Electronic Resources Web (above)** page or your **patron portal (above on the right)** page as you will likely use one of these Web pages for many of your research needs.

Both pages will direct you to research tools including the library databases and catalog.

Locating Books and Other Materials



NovaCat

NovaCat identifies the holdings of the NSU libraries. In NovaCat you may search for books, periodicals, dissertations, CD-ROMS, or audiovisual items. NovaCat searches all NSU Libraries. NovaCat also allows researchers to use different types of searches to identify titles owned by NSU, locations of resources, call numbers, and status of materials (available, checked out, being processed). Below are some basic directions for searching in NovaCat.



Figure 5. NovaCat opening screen

Access

From the **Electronic Resources** Web page, choose **NovaCat Library Catalog**.

Searching

Choose from one of the various search options by selecting **Keywords**, **Title**, **Author**, or **Subject**.

When searching NovaCat, you may now put a hold on up to 10 items.

For more detailed information on using NovaCat visit the NovaCat tutorial at <http://www.nova.edu/library/dils/lessons/novacat> and Online Holds FAQ at : <http://novacat.nova.edu/screens/holdpolicyfaq.pdf>



WorldCat

WorldCat, a FirstSearch database product available through the Electronic Resources Web page, contains over 69 million bibliographic records of many types of materials from around the world. WorldCat identifies libraries near you that own books, journals, conference proceedings, audiovisual materials, Internet resources, musical scores, maps, and more. For more information on using WorldCat, visit <http://www.nova.edu/library/dils/lessons/worldcat>

E-books or Electronic Books

The Alvin Sherman Library has thousands of e-books available for viewing. E-books can be found in NovaCat, or through the **Electronic Resources: Databases** subject selection: **E-books**. To find e-books in NovaCat select the advanced search option and limit Material Type to E-book.

Locating Articles (Magazines, Journals, & Newspapers)

This section will provide information about distinguishing between different types of articles, using databases to search for articles, and finding the full text of articles.

Specific Types of Periodicals

Articles are published in periodicals. *Periodical* is a generic term used for materials published at regular intervals—monthly, quarterly, daily, etc. Periodicals can include popular magazines, scholarly journals, trade journals, newspapers, subject-related publications, or professional publications. Periodicals are an excellent method of getting current information. Periodicals have a variety of purposes and kinds of audience, but usually the most important sources for college-level research are **academic journals**. The definitions below will help you understand these terms.

Magazines - commercial publications intended for a general, popular audience for the purpose of informing and entertaining

Journals - specialized, scholarly publications written by authorities in the field, usually including bibliographies

Subject or professional/practitioner magazines - articles written by experts but more to report on developments of interest than to advance the field

Trade journals – commercial publications intended for practitioners and focusing on product and business information

Peer-Reviewed or Refereed Journals

Peer-reviewed or refereed journals are journals in which the quality of the articles is maintained by a review process of experts prior to publication. Several databases, including Research Library (ProQuest), WilsonWeb databases, and Expanded Academic ASAP, allow users to limit searches to refereed journals only. Ulrich's Periodicals Directory, allows you to search for refereed journals in a general discipline or determine whether a specific journal is refereed. For more information on using Ulrich's, visit <http://www.nova.edu/library/dils/lessons/ulrichs>

Specific Types of Articles

Specific types of periodical articles can be used as part of a database search. If you need to find a specific type of research, use one of the following terms as part of your search:

Quantitative research - systematic, empirical observation, followed by the application of statistical tests. Other terms to try include *empirical study*, *original research*, *empirical research*, and *statistical analysis*.

Empirical research - any research involving the collection of new data. Other terms to try include *empirical study*, *original research*, and *quantitative research*.

Literature reviews - summarize previous important literature on a particular topic. Other terms to try include *research review*.

Meta-analysis - takes the results of several existing studies and analyzes them in a new way looking for previously unnoticed patterns or trends. Other terms to try include *research review* or *literature review*.

Qualitative research - research that provides detailed narrative descriptions and explanations of phenomena investigated, with lesser emphasis given to numerical quantifications.

Case study - a detailed analysis focusing on a particular problem of an individual, group, or organization; other terms to try include *cross sectional studies*, *facility case studies*, *longitudinal studies*, and *case records*.

Theory - generalizations or principles supported by substantial evidence, but not conclusively proven, proposed as explanations of observed phenomena or the relations in a given body of facts. Other terms to try include *theoretical models*, *models*, and names of specific theories.

Practitioner(s) - information written by experts in the field aimed primarily at reporting on developments of interest rather than reporting research. Some databases, such as ERIC, allow searches to be limited by the target audience group “practitioners.”

Finding Articles with Online Databases

Online databases, accessed from the Electronic Resources Web page, can be used to locate article citations, abstracts (summaries), full-text articles (HTML), and/or full-image articles (PDF) when available. Many of the Alvin Sherman Library’s databases contain full-text articles. *Full-text* means the complete text of the article is available online. Below you will find information about types of articles and how to use the online databases to find articles.

What is a Database?

A database is an organized, computerized collection of information comprised of records. Types of available academic databases include:

- **Bibliographic databases** contain citations and subject headings (descriptors) for publications such as journal articles, books, conference proceedings, etc.
- **Numeric or statistical databases** provide statistics, financial data, etc.
- **Hybrid databases** provide a combination of records, which may or may not include full-text.
- **Full-text databases** contain the actual text of works ranging from journal articles to company annual reports and other types of documents. **Full-text databases may use different formats for presenting the full text of a document:**

Full-image articles	Full-text articles (html)	Full-text plus graphics
<ul style="list-style-type: none">▪ Graphical files (PDF) may load slowly▪ Adobe Acrobat Reader required to see files.▪ Cannot cut/paste text▪ Provide all the detail of a photocopy, including page numbers	<ul style="list-style-type: none">▪ Text files that load rapidly▪ Can cut and paste text▪ No original page numbers▪ No pictures or charts▪ Tables may not be available or may be in a text format▪ Do not need special software to see document	<ul style="list-style-type: none">▪ Text files with attached pictures▪ Can cut and paste text▪ No original page numbers▪ Pictures, charts, tables are enlargeable thumbnails

How can I choose an appropriate database?

A well-constructed search will be unsuccessful if you do not select an appropriate database. Before selecting a database, consider the following questions:

1. **What subject area is involved?**
2. **What type of information is needed** (*factual data, general overviews and introductions, or in-depth research and evaluation*)?
3. **What are the time frames of the needed materials? Historical, contemporary or both?**

After considering your information needs, you will be in a better position to select an appropriate database or databases to search. When choosing a database, consider the following factors:

- **Scope and range:** What subject areas does the database cover?
- **Coverage and types of publications:** What types of materials—books, periodicals, essays, etc.—does the database include?
- **Range of publication dates:** How current is the database? How far back does it go?

How do I get to the databases?

The NSU online databases are accessible from the Electronic Resources Web page at <http://www.nova.edu/library/electlib> or through your patron portal.

From the **Electronic Resources** Web page, enter **SharkLink ID** (sm06), and then “**SharkLink ID password**”(email password).

Or

From the **Patron portal** Web page, choose **Databases** (under Doing Research), enter **SharkLink ID** (sm06), and then “**SharkLink ID password**”(email password).

Figure 6. Databases access screen

Next, Sign In:

Current NSU Staff, Students, and Faculty should use your Nova email address and password.

Broward patrons use your Sherman Library Card #
Registered Alumni use your NSU ID

University School (Upper School) use your NSU ID

Select databases from several listings:

Figure 7. Electronic Resources Database list search screen for NSU patrons

By subject—lists only those databases relevant to a particular topic

By name—lists each database individually by title

By vendor—lists databases by the companies that provide them

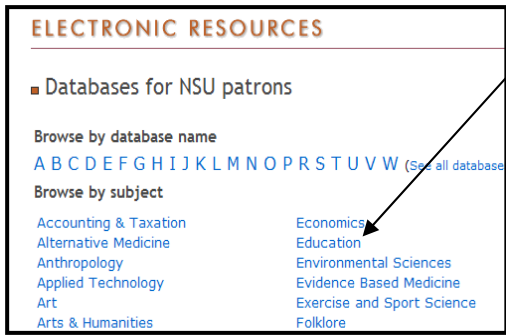


Figure 8. Databases by subject listing from NSU Database search screen

Choosing a subject (in this case “Education”) will produce a list of databases related to that subject. The list usually contains a brief description of each database. You can choose and enter a specific database from the list.

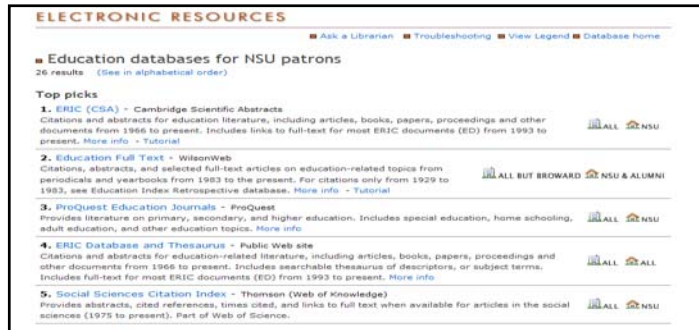


Figure 9 Education

The database listings also indicate **where** a database may be accessed: on campus, off campus (remotely), or in a specific library.

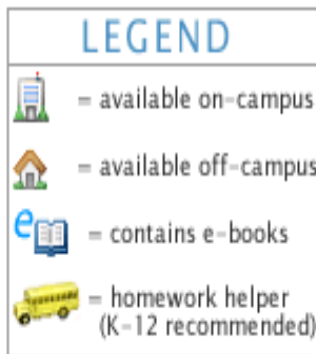


Figure 10. Legend for databases area

The symbols in the legend (at left) indicate this information.

Major Databases by Degree/Discipline

Business/Management/Administration:

ABI/Inform
Business Full Text
Emerald Management Xtra
LexisNexis Academic

Conference and Proceedings Papers

ACM Digital Library
Conference Papers Index
PapersFirst
ProceedingsFirst

Criminal Justice

Criminal Justice Periodicals
Forensicnetbase/LawEnforcementNetbase
LegalTrac
LexisNexis Academic Legal

Dissertations / Theses

Dissertations and Theses ProQuest
ERIC database
MARPS, Practicums and Applied Dissertations
PsycINFO Database
WorldCat

E-Books

Books@Ovid
E-Access
Greenwood eBooks
NetLibrary

E-Reference

Credo Reference
Gale Virtual Reference Center
Oxford Reference Online
ScienceDirect Reference Works

Education:

Academic OneFile
ERIC (CSA)
Education Full Text
ProQuest Education

Evidence-Based Research

BMJ Clinical Evidence
Cochrane Databases
DARE (Databases of Abstract of Reviews of Effectiveness)

Medical/ Speech Language Pathology:

CINAHL
Health Reference Center Academic
Linguistics & Language Behavior Abs.
MEDLINE
ScienceDirect

Opposing Viewpoints/Trends & Issues

Issues and Controversies
Opposing Viewpoints Reference Center
PAIS International
PapersFirst

Psychology & Social Sciences:

PsycINFO
PsycARTICLES
ProQuest Psychology Journals
Social Sciences Full Text

Social & Human Services:

Child Abuse, Child Welfare & Adoption
Criminal Justice Periodicals
Family & Society Studies Worldwide
Social Services Abstracts

Technology/ Computer Science:

Applied Science & Technology Full Text
Computer & Information Systems Abs.
IEEE Computer Society Digital Library
ScienceDirect

Tests / Measurements / Instruments

Dissertations and Theses ProQuest
ERIC database
HAPI (Health and Psychosocial Instruments)
Mental Measurements Yearbook
PsycINFO database

Searching Databases

The Electronic Resources collection provides access to numerous databases. The following image illustrates some of the different database interfaces you may encounter.

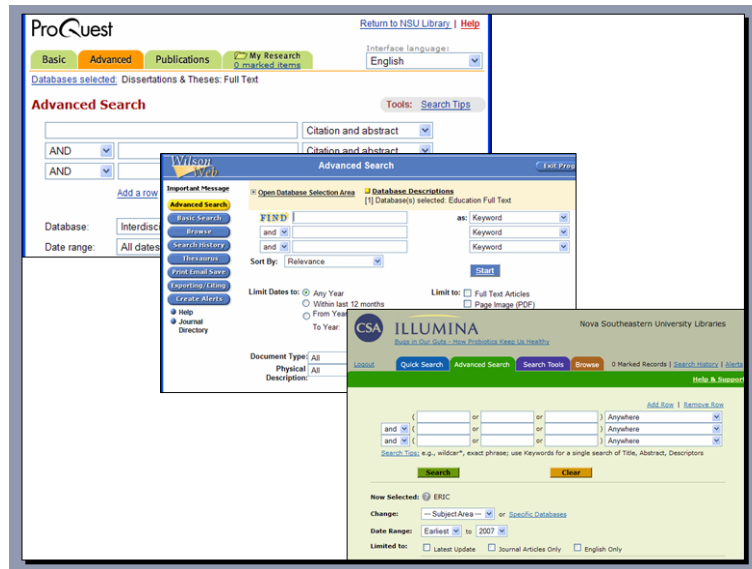


Figure 11. Different Database Interfaces

Databases may look different from one another, but most databases share search features. Understanding common search features will enable you to move easily from database to database. Some general observations on database searching include:

- When using a new database, **take some time** to learn how it works and try different searches.
- **Read the screens** carefully.
- Consult individual database **help screens**.
- **Not all electronic databases have full-text articles.** Most databases provide only citations or abstracts with the necessary information to locate copies of the articles in the library or through Document Delivery.

Types of Searches

Most databases will allow the user to do one or more of the following types of searches:

Basic and Keyword searching. These two types of searches are very similar. They usually offer a single entry box for you to enter search terms. It is useful for narrow topics or new topics. These searches may result in a large number of search results, some of which may be irrelevant. If you wish to use Boolean operators, you may need to type them in manually.

Subject searching. This type of search usually requires that you use the “language” of the database to locate relevant materials. A subject search involves searching only the subject/descriptor field of a database. It is useful for locating items that focus on a specific

concept and may result in a lower number of search results, but with a higher degree of relevancy. It may be necessary to consult the database's thesaurus to identify the correct subject term(s). Another way to identify relevant subject terms/descriptors is to examine the records of relevant citations. Most databases will provide related subject terms/descriptors within the record.

Advanced searching. This type of search usually offers multiple entry boxes for search terms and often allows you to use fields to limit your search. Advanced Searching is useful for combining concepts, and may result in a low number of results if too many limitations are applied. Boolean operators can be used between concepts. Many of the databases default to the advanced search mode. **If a database does not open to the advanced screen, we recommend that you change to the advanced search mode, as you will have more options available for constructing your search.**

The screenshot shows a search interface with the following elements:

- ENTER SEARCH TERMS:** A heading followed by the question "What content will be searched?". Below this are four search input fields, each with a dropdown menu to its right. The dropdowns are labeled "in full-text", "in full-text", "in author", and "in title".
- AND operators:** Each search input field is preceded by a dropdown menu containing the word "AND".
- LIMIT YOUR SEARCH (optional):** A section containing two buttons: "Search" and "Reset Search Form".
- Limit by Type:** A section with four radio buttons: "articles", "reviews", "opinion pieces", and "other items". A tip below reads: "TIP: 'Other items' may include announcements, bibliographies, or other non-research related items."
- Limit by Date Range:** A section with two input fields labeled "between:" and "and:". A tip below reads: "TIP: Specify dates as yyyy, yyyy/mm or yyyy/mm/dd."
- Limit by Content Availability:** A section with two radio buttons: "All Content" (which is selected) and "Full Text Only". A tip below reads: "TIP: 'All Content' includes full text articles and, for some titles, citations and links for articles not in full text"

Figure 12. Sample search screen

Search Tips

One useful tip when searching any electronic database is to **leave out articles, prepositions, and very abstract or general terms**; they confuse the database's search engine. For example, if the paper is on "The Impact of Mainstreaming Students in Math Classes," use the most precise terms like *mainstreaming* and *mathematics* and skip *impact*, *the*, *of*, and *in*.

Use advanced search features to modify a search for more successful search results. Remember that normally, a good search results in approximately 50 to 75 records. Advanced searching methods may be combined to modify and improve your search.

Phrase or Proximity Searching. In many databases, you may be able to search for your terms as a phrase or specify how near the terms are to one another. You may need to consult the help section for the database you are using to determine how phrase and proximity searches are constructed. Typically, put the phrase in double quotes, as in "higher education" or "curriculum development." Some databases may use the letter *w* to search for a phrase, as in *higher w education*

or *curriculum w development* (see graphic below).

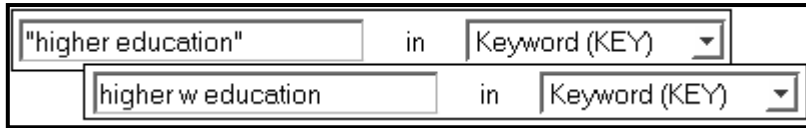
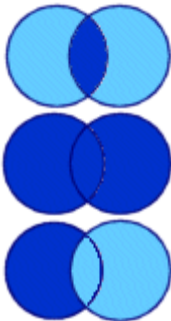


Figure 13. Sample phrase search

Some databases automatically search for your terms as a phrase if you type them in the same entry box.

Boolean Operators. Most databases allow Boolean operators, **AND**, **OR**, and **NOT**, to be used to modify a search. Depending on the database you are using, try one of the following: Click on a **pull-down list** or type the **Boolean operator(s)** between your search terms. Some databases require operators to be typed in upper-case letters.



Use **AND** to narrow a search. AND looks for both terms in the same record: **leadership and vision; mainstreaming and science**

Use **OR** to broaden a search. OR looks for either term in the same record: **mainstreaming or inclusion; elementary or secondary**

Use **NOT** to eliminate records with a certain term. Some databases use **AND NOT**: **Saturn not car; Venus not planet**

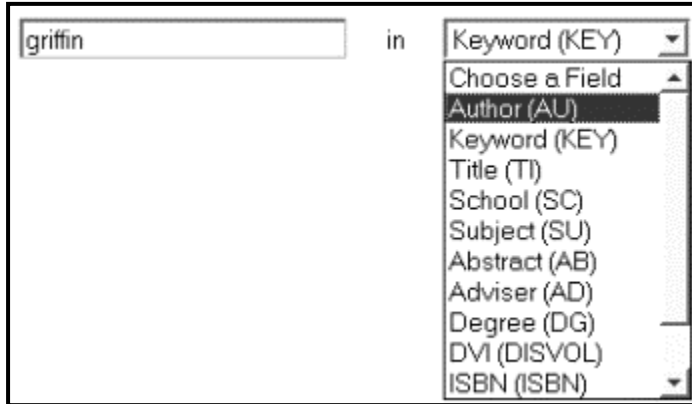
Truncation. Many databases allow you to use symbols as part of your search to truncate search terms or replace characters. The most commonly used symbols are listed below; however, these symbols often vary from database to database:

*	Any number of characters at the end of a word. leader* retrieves leader, leaders, leadership
#	One character. defen#e retrieves both defense and defence



Figure 14. Publication or document type limitation

Field Searching. Most databases allow searches to be limited to specific fields in the advanced search mode. To limit your search to a specific field in the record you may need to try one of the following:



Type terms in the entry box and then use a **pull-down list** to specify a field.

Figure 15. Field searching

Date. Searches can often be limited to specific years or dates. Common ways to do this include using a **field search** for publication date/year, using **pull-down lists** to select dates, or typing dates into a **date/year entry box**.

Some databases may be divided into back files containing older materials accessible without having to retype a search, and others may treat back files as separate databases that must be searched individually to obtain materials from those years.

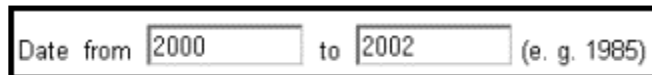


Figure 16. Limiting by date

Depending on the database, search results are often listed in reverse chronological order, with the most recent items at the top, or you may specify a sort order.

Document Type. Databases may allow searches to be limited to specific types of documents or publications such as: peer-reviewed/refereed publications, editorials, reviews, newspapers, magazines, newsletters, and videos. Depending on the database, the *limit type to* area may be check boxes or pull-down lists.

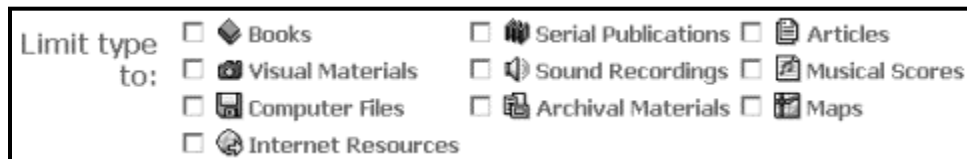


Figure 17. Publication or document type limitation

ERIC Publication Types. ERIC allows searches to be limited to very specific **publication types** (also referred to as **record type**) using a field search for record type. ERIC record type codes are listed on the next page.

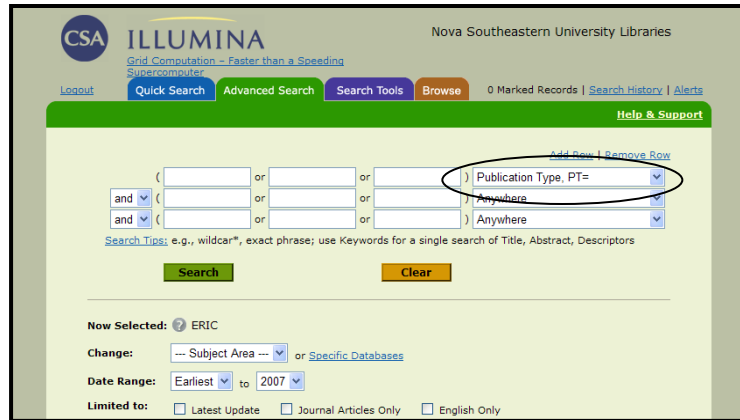


Figure 18. ERIC (CSA) Search Screen

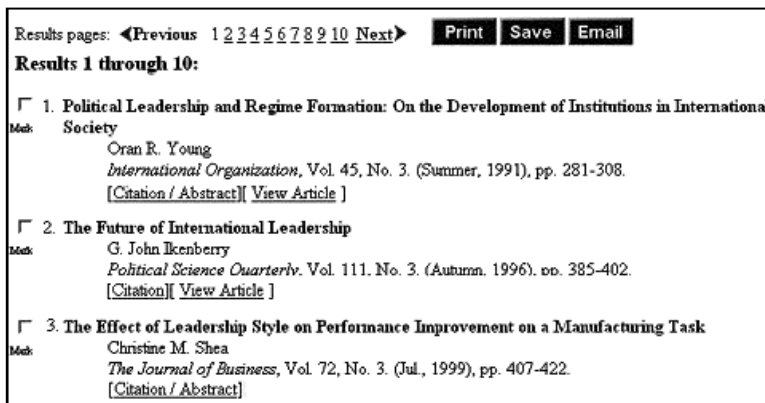
ERIC: Code Publication Type

010	Books
020	Collected Works---General
021	Collected Works---Conference Proceedings
022	Collected Works---Serials
030	Creative Works (Literature, Drama, Fine Arts)
040	Dissertations/Theses---Undetermined
041	Dissertations/Theses---Doctoral Dissertations
042	Dissertations/Theses---Masters Theses
043	Dissertations/Theses---Practicum Papers
050	Guides---General (use more specific code, if possible)
051	Guides---Classroom Use-Instructional Materials (For Learner)
052	Guides---Classroom Use---Teaching Guides (For Teacher)
055	Guides---Non-Classroom Use (For Administrative and Support Staff, and for Teachers, Parents, Clergy, Researchers, Counselors, etc.)
060	Historical Materials
070	Information Analyses (State-of-the-Art Papers, Research Summaries, Literature Reviews, etc.)
071	Information Analyses---ERIC Information Analysis Products (IAPs)
072	Information Analyses---Book/Product Reviews
073	Information Analyses---ERIC Digests (Selected) in Full-text
074	Information Analyses---Non-ERIC Digests (Selected) in Full-text
080	Journal Articles
090	Legal/Legislative/Regulatory Materials
100	Audiovisual/Non-Print Materials
101	Audiovisual/Non-Print Materials---Computer Programs
102	Audiovisual/Non-Print Materials---Machine-Readable Data Files (MRDFs)
110	Statistical Data (Numerical, Quantitative)
120	Viewpoints (Opinion Papers, Position Papers, Essays, etc.)
130	Reference Materials---General (use more specific code, if possible)
131	Reference Materials---Bibliographies/Annotated Bibliographies
132	Reference Materials---Directories/Catalogs
133	Reference Materials---Geographic Materials/Maps
134	Reference Materials---Vocabularies/Classifications/Dictionaries
140	Reports---General (use more specific code, if possible)
141	Reports---Descriptive (i.e., Project Descriptions)
142	Reports---Evaluative/Feasibility
143	Reports---Research
150	Speeches, Conference Papers
160	Tests, Evaluation Instruments
170	Translations
171	Translations---Multilingual/Bilingual Materials

Search Results

Search results will vary. If you get:

- **No records:** Check your spelling or the fields you searched in.
- **Too many:** Go back and limit your search. Sometimes a search needs to be modified by adding search words, searching only a specific field, adding date limitations, or specifying type of materials.
- **Too few:** Go back and expand your search. Consider synonyms for your search words or concepts. Try to use professional language or terminology.
- **Irrelevant results:** Try new search terms. Consider synonyms or related concepts. Identify and search using descriptors. Try a different database.



A list of search results matching your search terms will be displayed.

Figure 19. Sample search results

Search results typically include **citations** for items that matched your search, **links** to at least a full citation, **links to full-text** if available, and an abstract. The search results will vary depending on if you are using a full-text database or an abstracts database. Typically, databases include a detailed record, which describes the citation in detail and may contain a summary of the article or any relevant links. To view a detailed record, click the **item's title** to see additional information and to obtain full-text (if you are searching in a full-text database). The information in the detailed record, especially the title of the item and the abstract, will help you determine whether you need the item.

Managing Search Results

The majority of databases will give options for working with search results. The most common options are listed here:

Marking. The “mark” feature allows you to select records from within your search results. By marking items, you can print or email multiple records at one time. Generally, to mark a record click on a check box near the item that is often labeled “**Mark**” or “**Add to folder.**” In order to view your list of marked records, usually you will click on something that says “**Marked records**” or “**Mark list.**” Depending on the database, you may then be able to email, print, and/or save the items you have selected. The mark feature may not always include full-text, even if full-text is available.

Printing. When printing materials from online databases, look on the screen for a special **print button** or **link** (this may reformat the item for optimal printing), or use your Internet browser's **print** commands.

Emailing. If a database allows records to be emailed directly to you, you may need to either look around the screen for a special **email button** or **link**, or use a “copy and paste” method to copy the item into an email message to yourself. Be sure to use your own email account.


Some databases email only citations and may not include full-text even if it is available. Use your complete email address and, if available, include a note about what you are sending.


Saving. If a database allows records to be saved or downloaded to a diskette, you may need to either look around the screen for a special **save/download button** or **link** or use your Internet browser's **save commands** (make sure you save the file in plain text format).

Some databases may save only citations and may not include full-text even if it is available. If you are using a computer in a public location, make sure you save your records to the correct disk drive where your diskette is located, not to the public hard drive.

For printing, emailing, and saving: You may be prompted to select an item that you want to print, email or save. The prompt may say to select from: “current item, selected or marked items, all items” or “citation, citations + abstract, citation + full-text.” Choose the format that best suits your needs.

Find It! Finding Full-Text Articles

Even if an article is cited in a database, the database may not contain the full-text. Many of our databases now have the  button. **Find It!** helps you link directly from a citation in a database to the full text of that article. If full-text is not available online, **Find It!** provides other options for obtaining full-text.

When searching a database that has been set up to work with **Find It!**, you will see the **Find It!** button:  or a **Find It!** hyperlink included with some citations in your search results.

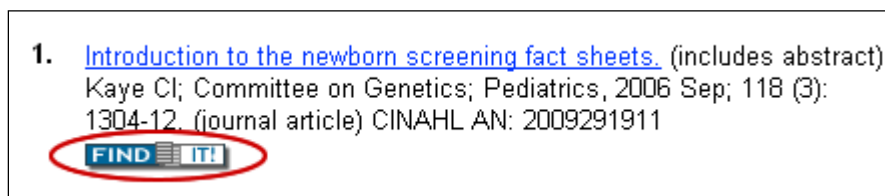


Figure 20. Find It!

Click the **Find It!** button or link and a menu of options will open in a new window. You may then:

- Link to the full-text content for this citation
- Search NovaCat, the library's online catalog, for this item
- Link to order through ILLiad, the library's Interlibrary Loan/Document Delivery service, and request the item be sent to you

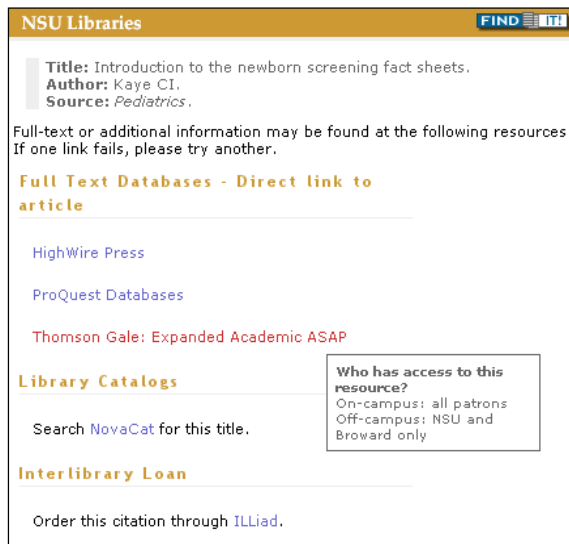



Figure 21. **Find It!** window with menu of options.

If the full-text of the resource is available online through **Find It!** you will see one or more links listed. Using your mouse, hover over one of the links to the full-text, and a popup box will appear, indicating whether you have access to that resource.

Click on one of the full-text links, if available, and you should be taken to the resource containing the full-text. Depending on the resource, you may be linked directly to the full-text, or to the journal or database where the full-text can be found.

 Since **Find It!** can find full-text in databases outside the one you're searching, it's a good idea NOT to check options to limit your search to full-text. That way you'll find full-text results in other databases as well.

Off-campus users: You may be asked to login again with your last name and University ID number after clicking on a full-text link. After logging in again, you'll be forwarded to the resource containing the full-text content. You will need to do this only once during a browser session.

For more information about Find It!, visit <http://www.nova.edu/library/help/findit.html>

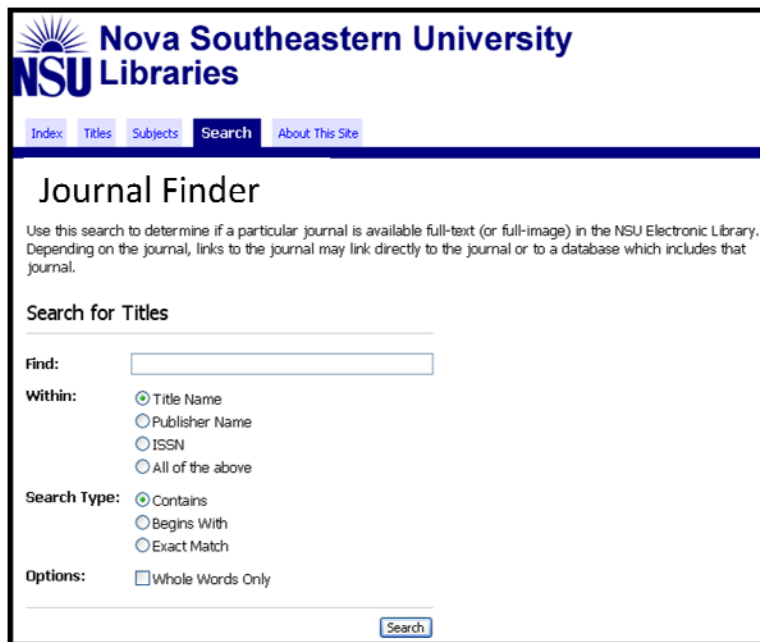
If **Find It!** indicated that the item is not available electronically, double-check in the **Journal Finder** database. If there are no results in the Journal Finder, you can order the article through Interlibrary Loan/Document Delivery. If you are a local student you should also check NovaCat to see if the print version of the journal is available on the shelf at the Alvin Sherman Library.

Journal Finder

Use this search tool to determine whether a particular journal is available in full-text or full-image in any of the Alvin Sherman Library's online databases.

Access

To **access** the Journal Finder, go to the **Electronic Resources** Web page at <http://www.nova.edu/library/electib/electib.htm> and click on **Journal Finder**. Select **NSU patron**. Enter your last name and student ID number.



The screenshot shows the 'Journal Finder' search page. At the top is the NSU Libraries logo and navigation tabs for 'Index', 'Titles', 'Subjects', 'Search', and 'About This Site'. The main heading is 'Journal Finder'. Below it is a brief instruction: 'Use this search to determine if a particular journal is available full-text (or full-image) in the NSU Electronic Library. Depending on the journal, links to the journal may link directly to the journal or to a database which includes that journal.' The search section is titled 'Search for Titles' and includes a 'Find:' text input field. Below this are two groups of radio buttons: 'Within:' with options 'Title Name' (selected), 'Publisher Name', 'ISSN', and 'All of the above'; and 'Search Type:' with options 'Contains' (selected), 'Begins With', and 'Exact Match'. There is also an 'Options:' section with a checkbox for 'Whole Words Only'. A 'Search' button is located at the bottom right of the search area.

This is the opening screen of the JOURNAL FINDER.

DISCLAIMER: Titles may be added or deleted by a database provider at any time; discrepancies between your search results and what is available in a database may occur. All changes made in a database's journal list will be incorporated at the next regular update.

Figure 22. The Journal Finder database

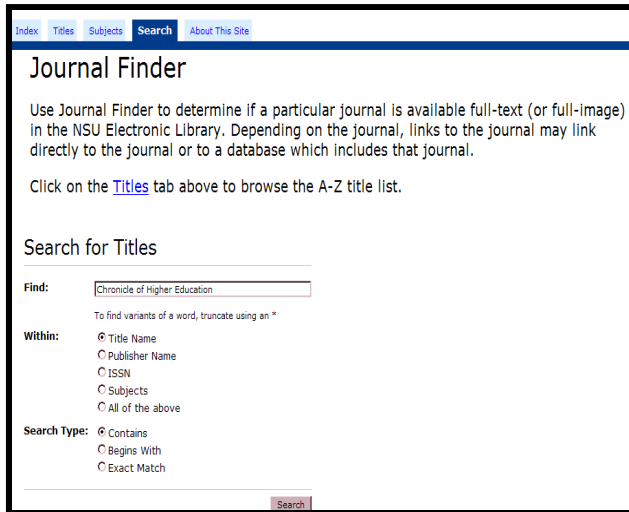


Figure 23. Search for Titles screen

Searching

To search for words appearing in a journal title:

1. Type the name of the journal in the entry box; enter a full or partial title.
2. Select the *Search* button.

Choose from the following **Search Types**:

Begins with: Terms must appear at the beginning, in the order specified.

Exact match: Terms must be in the order specified; if an article (*of, an, the*) appears within the title, it should be included.

Contains: All terms must appear, in any order.

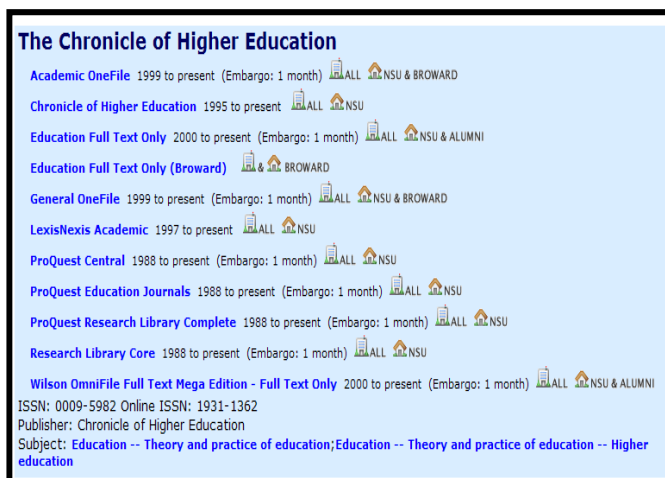


Figure 24. Sample search results screen

Search Results

From your search results list, select a database, and pay particular attention to the dates available in different databases.

Search the selected database with the name of the journal you are looking for, limit your search to the journal or source or publication field, if you have a specific citation.

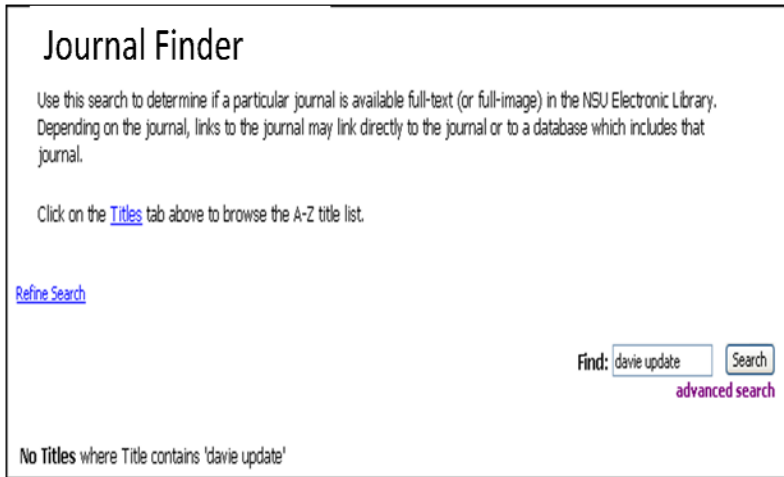


Figure 25. No results matched the title that was entered

If the periodical you are looking for is not available online, your search results will be indicated as "Titles where title name contains [your search terms]: 0" You will need to attempt to locate a paper copy of the article. You can search **NovaCat** to see whether the journal is available in print at the Sherman Library.

For more information on searching the Journal Finder, visit <http://www.nova.edu/library/dils/lessons/fulltextjournaltitlesearch>

DOI (Digital Object Identifier) Tools

Use the DOI tools to find a DOI or to locate a particular journal article using a DOI.

Access

To **access** the DOI Tools, go to the <http://sherman.library.nova.edu/doi>

Enter article title: Integrating exposure therapy and analytic therapy in trauma treatment; Click Submit.

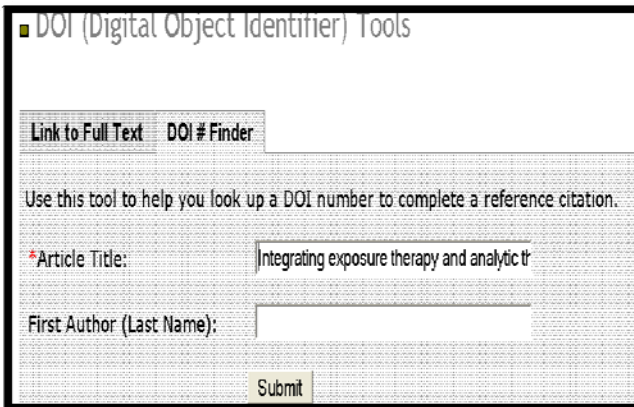


Figure 25 DOI Tools

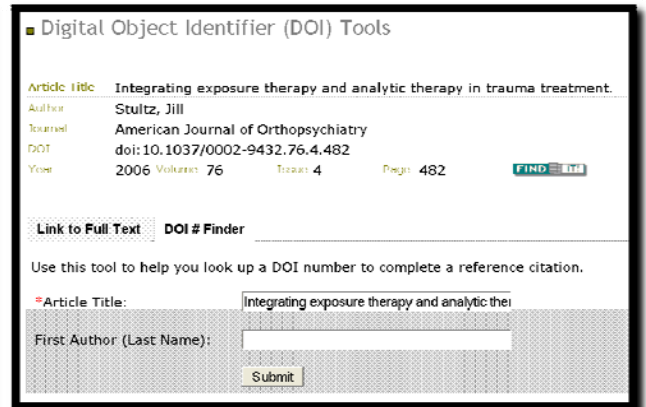


Figure 26 Results using article to find DOI

The results provide a full citation information for the article and the DOI.

Locating an article using the DOI. Enter DOI and **click** submit. On the DOI Registry Look Up page **click** DOI highlighted by the arrow. If the article is not available through Alvin Sherman Library, **click** ILLiad to request the document.

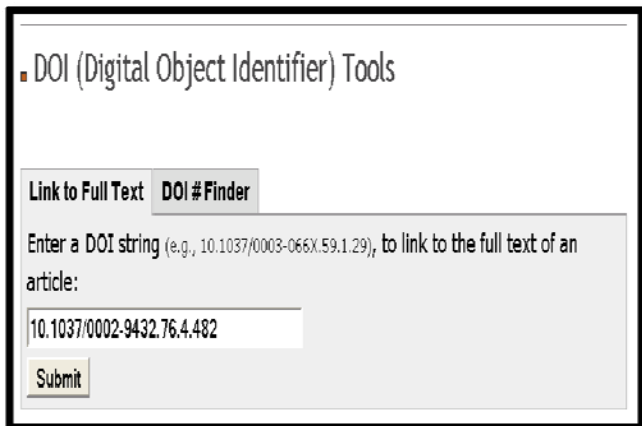


Figure 27 Link to Full-text

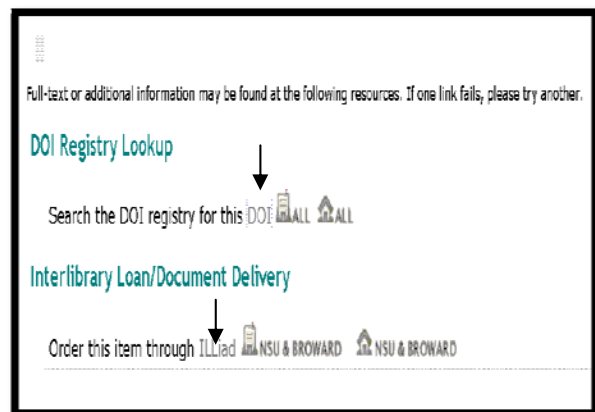


Figure 28 DOI Registry Look Up

The results provide a link to the full text article if available, DOI, and citation and abstract information

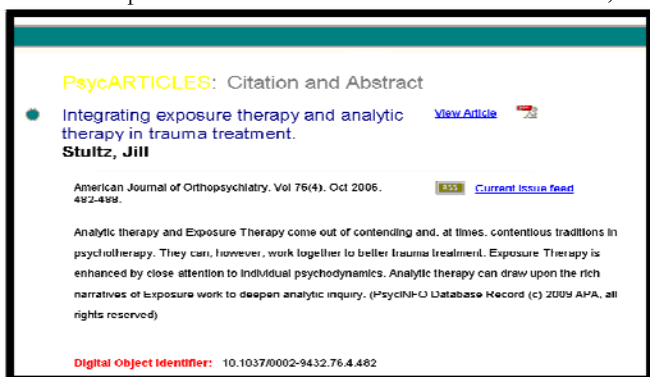


Figure 29 Article Citation

Locating Dissertations

What is a Dissertation?

A dissertation often refers to a work submitted for completion of a Ph.D. or doctoral degree; it is an extended written treatment of a subject embodying results of original research and theory.

NSU Dissertations

Some NSU dissertations are submitted to a company called UMI and are available via the **Dissertations & Theses** (ProQuest) database after being processed. Citations for (and sometimes the full-text of) dissertations from many other institutions can also be found in this database. Information about how to use the Dissertations & Theses database is available online at <http://www.nova.edu/library/dils/lessons/digitaldissertations>

Citations and PDF versions of some NSU dissertations can be found in the **MARPs, Practicums, & Applied Dissertations** database.

These databases can be found under the **Dissertations** subject heading on the database list page. For further assistance in locating a dissertation, please contact the Reference Desk.

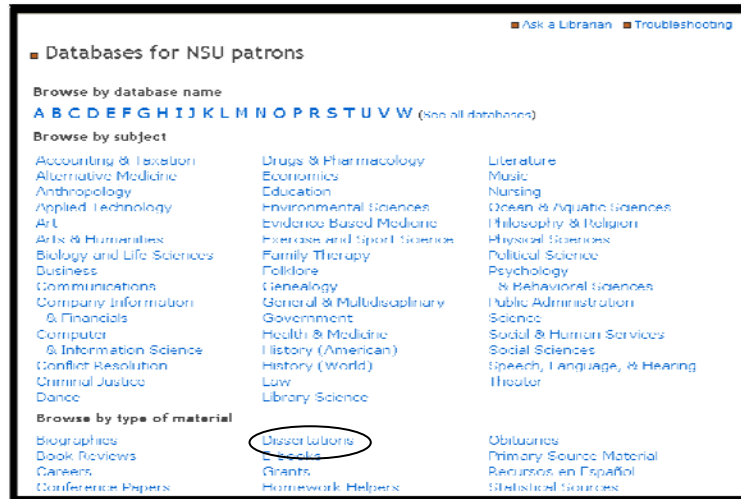


Figure 25. Dissertations Databases

Citing Sources Using APA Manual (6th ed.)

APA Manual and Recent Updates

This section of the Library Handbook addresses how to cite resources used in the body and the reference list of your document using the *Publication Manual of the American Psychological Association* (6th ed.). Common examples for parenthetical text citations, citing direct quotes, and reference citations in the reference list are provided, but for a more comprehensive list, see the APA manual (6th ed.).

Plagiarism and Self-Plagiarism

Plagiarism is the use of another person's ideas or words without giving them the proper credit. Plagiarism can occur when you use someone else's exact words without giving them credit, taking credit for someone else's ideas, or even presenting your own past work as a new idea. Academic institutions take both intentional and unintentional plagiarism seriously, and it can be grounds for dismissal. According to the APA manual (6th ed.), the best method of avoiding plagiarism is to cite the ideas, theories, and research that directly influenced your work, cite key background information, information that may support or dispute your theory or hypothesis, or offer critical definitions or data (p. 169). Document all facts and figures that are not common knowledge. For journal articles and class assignments, APA recommends using one or two of the most representative sources for each key point, but for the literature review for a dissertation, you should include a more exhaustive list of citations. See APA (6th ed.), pp. 15-16 for more information.

In-Text Citations

Citations used in the body of your publication identify the source of information. In-text parenthetical citations are used to give credit to the authors whose ideas or thoughts are used within the document. These internal citations allow the reader to identify the source and locate the information being addressed. APA uses a system that includes the author's last name and the year of publication. For example: (Small, 2009). If there is a direct quote or a specific part of the work is being referred to, the page numbers are also included. For example, (Small, 2009, p. 23). Sources may include books and book chapters, journal or magazine articles, dissertations and theses, conference papers, government reports, films, websites, blogs and wikis, discussion boards, personal communications, and more.

Paraphrasing

Paraphrasing is used when you take someone else's direct quote and state their idea in your own words. **Changing a few words here and there is still considered plagiarism even if you do cite the author.** Paraphrasing means that you expressed the author's information or ideas in your own words and have given that person credit for that information or idea. You can prevent plagiarism by closing the document and restating the idea in your own words. See APA manual, 6th ed., pp. 170-171 for more information.

Notice in this example how the paraphrased version made changes to more than 50% of the original wording:

1. **Original Passage:** “Signed into law in January 2002 by President George W. Bush, the No Child Left Behind (NCLB) Act signaled the nation’s most sweeping education reform of federal education policy in decades” (Smith, 2008. p. 212).
2. **Unacceptable Paraphrasing:** Enacted into law in 2002 by President Bush, the No Child Left Behind Act signaled the most sweeping education reform of U.S. educational policy in decades.
3. **Paraphrased:** According to Smith (2008), the No Child Left Behind Act (NCLB) Act provided the most all-encompassing reform in U.S. education in almost half a century.
or
The No Child Left Behind Act (NCLB) Act provided the most all-encompassing reform in U.S. education in almost half a century (Smith, 2008)

Paraphrases must include the name of the author and the year of publication of the original source. Including the page number in the text citation is optional.

Quoting Directly

When you directly quote an author, you need to put the exact words of the author in quotation marks or follow the rules for a block quotation. Include the exact spelling and interior punctuation of the borrowed words. The author, year of publication, and page number(s) or paragraph number for non-paginated materials are always included in the text and a reference citation is included in the reference list. See APA manual (6 th ed.), pp. 170-172.

- a. **Regular Quotes** -- Regular quotes are used when the quote is less than 40 words.
McPherson (2007) coined the phrase “goblet of motivation” (p. 71).
 - Keep the author and year of publication together.
 - Use quotation marks to identify the exact words of the author.
 - Include the page number in parentheses immediately after the direct quote.
 - Place the period after the parentheses.
- b. **Block Quotes** – Block quotes are used for quotes of more than 40 words.

Students at Nova Southeastern University have faced challenges in learning how to use APA formatting. When discussing the challenges, Strunk (1922) stated:

Use quotes around an article title or book chapter, but italicize the title of a book, journal, brochure, or report when used in the body of the paper.

Use a short title in the parenthetical citation or complete title if the title is short. NOTE Non-periodical titles like books and book titles have all the important words capitalized in the text citations, but these same book titles

do not have all the important words capitalized in the reference list. (p. 342)

Callahan (2001), however, says

- Indent the block quote five spaces or half an inch.
- Do not use quotation marks.
- Double space the quote unless your school has a rule about single spacing block quotes.
- Do not include any additional lines or spaces before or after the block quote.
- Notice that in block quotes, the period goes before the parentheses, not after.

Citation Placement

Use the **author-date method** of citation by inserting the surname of the author and the year of publication at the appropriate point in the text.

a. Citations for Paraphrased Information

See APA manual (6th ed.), p. 175

- **Beginning of sentence**
Krankenstein (2006) reported that empirical research verified compliance.
- **Middle of sentence**
After looking into the issue, Lynch (2007) stated that the findings were not valid.
- **End of sentence**
The report concluded were victims of cyberterrorism (Windhorst, 2004).

b. Citations with Direct Quotes

- **Author and quote together**
The principal stated clearly that students “needed parental permission to leave school” (Abbott, 2005, p. 25).
- **Author and quote separated**
MacDougall (2004) stated that the “Information Literacy Model needed to be implemented” (p. 34).
- **Quote from non-paginated material**
Winkowski (2007) stated, “The research is unreliable” (Conclusion section, para. 4).

c. Multiple Citations by the Same Author in Same Paragraph

- When the same author is cited multiple times in the same paragraph and the author’s name is part of the narrative, you need to include the year in subsequent non-parenthetical references to a resource. However, you do include the year in all parenthetical citations:

A study by Tunon and Brydges (2007) found that the quality of the two sets of citations were comparable. The subjective rubric developed by Tunon and Brydges helped establish this. The study went on to show a difference between academic programs (Tunon & Brydges, 2007).

For example:

According to S. Ramdial (personal communication, July 20, 2009), the book is ready.

or

The book is ready (S. Ramdial, personal communication, July 20, 2009).

If the personal communication is recoverable, then the source should be cited as an archived material.

Formatting Citations in the Reference List:

Books

General notes about books: If name(s) are the first part of the citation, they are capitalized and listed—last name, then initials. Separate names with a comma, and use an ampersand (&) before the last author. Use Ed. for one editor, Eds. for multiple editors. Capitalize the first word in titles and subtitles, and proper names. Place of publication should include the city name and two letter state abbreviation. See APA manual (6th ed.), p. 187. If you are citing a book chapter or section you must indicate the pages. Use p. for a single page and pp. for multiple pages. Put a space after the p. and put a - (dash) between the numbers with no space before or after the hyphen.

- Ex: Book by a single author.

Author's name. (Year). *Title of book*. Place of publication: Publisher.

Chitty, D. (2003). *Do lemmings commit suicide? Beautiful hypotheses and ugly facts*. New York, NY: Oxford University Press.

- Ex: Book by two or more authors.

Author's names. (Year). *Title of book*. Place of publication: Publisher.

Rosellini, G., & Worden, M. (2004). *Of course you're angry: A guide to dealing with the emotions of substance abuse* (Rev. ed.). Center City, MN: Hazelden.

- Ex: Book by a group author with DOI

Group author. (Year). *Title of book*. Place of publication: Publisher. doi:XXX.XXXXXXXXXX

Children's Express. (2009). *Voices from the future: Our children tell us about violence in America*. New York, NY: Crown. doi:10/1023/10452-000

- Ex: Book by an unknown author.

Title of book. (Year). Place of publication: Publisher.

The alternative medicine handbook. (1994). New York: Crescent Books.

- Ex: Book that is a major classical work.

Reference list entries are not required for major classical works. These include ancient Roman and Greek works as well as classical religious works such as the Bible and the Koran. You do however identify the work the first time it is cited in the text. Because classical works are usually numbered systematically across all editions, use the numbers instead of pages when referring to specific parts of the text.

- Ex: Book with editors.

Editor's name. (Ed.). (Year). *Title of book*. Place of publication: Publisher.

Moen, P., Elder, G., & Luscher, K. (Eds.). (1995). *Examining lives in context: Perspectives on the ecology of human development*. Washington, DC: American Psychological Association.

- **Ex: Book chapter in book retrieved from archival database.** – See APA manual (6th ed.), pp. 192, 204, # 25, information about subscription databases on p. 207, 7.05

Price, J. (1934). Bret Easton Ellis: Overview. In S. W. Brown (Ed.), *Contemporary novelists* (DX Reader version). Retrieved from Literature Resources from Gale database.

- Provide the subscription database instead of the home page or entry page URL of the publisher or other primary publishing channels, if the book is available from an archival database.

- **Ex: Introduction, preface, foreword, or afterword.**

Author of section being cited. (Year). Name of section. In author of book, Title of book (p. or pp. page numbers). Place of publication: Publisher. Take note: The section author is listed differently than the author(s) of the whole book.

Jeffrey, I. (2008). Introduction. In B. Saveley, *Secret city: Photographs from Peru* (pp. 8-12). New York, NY: Thames and Hudson.

- **Ex: Edition other than the first.**

Author's name. (Year). *Title of book* (Number of edition). Place of publication: Publisher.

Hoff, R. (1992). *I can see you naked: A new revised edition of the national bestseller on making fearless presentations* (New rev. ed.). Kansas City, MO: Andrews and McMeel.

Pasachoff, J. (1999). *Field guide to the stars and planets* (3rd ed.). Boston, MA: Houghton Mifflin.

- **Ex: Work in an anthology.**

Author's name. (Year). Title of selection. In Editor's name (Ed.), *Title of anthology* (Vol. volume number, then if appropriate, pp. page#s). Place of publication: Publisher.

Updike, J. (2005). Reading Trends. In M. Meyer (Ed.), *The Bedford introduction to literature: Reading, thinking and writing* (Vol. 1, p. 307). New York, NY: Greenwood Press.

- **Ex: Entry in an online encyclopedia or dictionary with no date.**

Author's name. (n.d. for **no date**). Entry heading or title. In *Title of encyclopedia* (if there is not volume number or page numbers of selection, use the edition information). Retrieved from URL or home page URL of book publisher (NOTE: Do not end URL with a period.) See APA manual (6th ed.), p. 205, #30

Tavris, C. (n.d.). Queen bee syndrome. In *Women's studies encyclopedia* (Fall 2007 ed.). Retrieved from <http://www.stanford.edu/entries.readingtrends>

- **Ex: Entry in a print encyclopedia or dictionary, no author or editor.**

Entry heading or title. (Year). In *Title of encyclopedia* (Vol. volume number, then if appropriate, pp. page#s). Place of publication: Publisher.

Eschatology. (1982). In *Webster's new world dictionary of the American language* (2nd ed.). New York, NY: Simon and Schuster.

- Ex: Multivolume work.

Author's name. (Year). *Title of multivolume work* (Vol. volume number-s). Place of publication: Publisher. See APA manual (6th ed.), p. 204, #23

Schlager, N. (Ed.). (2000-2004). *How products are made: An illustrated guide to product manufacturing* (Vols. 1-4). Detroit, MI: Gale Research.

Mills, L. (1996). *Architecture of the Old South* (Vols. 1-2). Savannah, GA: Beehive Foundation.

- Ex: Limited circulation book or monograph from the electronic database (ERIC).

Notice that no location or publisher was included because the monograph was retrieved electronically. See APA manual (6th ed.), p. 204, #22 – No ERIC ED accession number was included for this example, and the ERIC URL was provided. However, in #62 on page 212, the accession number was included and the name of the database was used in the retrieval statement.

Mead, J. V. (Ed.). (2002). *Citation analysis: Investigating the quality of doctoral reference lists* [Monograph]. Retrieved from <http://eric.ed.gov>

- Ex: Electronic version of republished book

Author. (Year). Title of work. Retrieved from URL (Original work published in XXXX) See APA manual (6th ed.), p. 203, #21

Freud, S. (1933). *An autobiographical study*. New York, NY: Knopf. Retrieved from <http://books.google.com/books> (Original work published 1900)

- Ex.: Electronic version of print book, title translated into English, book translated -- See APA manual (6th ed.), pp. 205, #28 If the online version refers to a print edition, include the edition number after the title. See p. 205, #30.

Freud, S. (1911). *The interpretation of dreams* (3rd ed.). (A. A. Brill, Trans.). Retrieved from <http://www.psychwww.com/books/interp/toc.htm>

If the non-English work is used as the source, give the title in the original language and put the translated title in English. For example, *Die Traumdeutung*. [The interpretation of dreams]. In the above example, the book was translated into English so the title in German was not included. See APA manual (6th ed.), p. 205, #28.

Periodicals – Journal, Magazine, and Newsletter Articles

General notes about periodical articles and documents: Names are listed last name, then initials, if name(s) is the first element of the citation. Separate names with a comma, and an ampersand (&) before the last author. If there is no author, then the title of the article is first.

Dates– Daily newspapers & newsletters: Use (Year, Month Day). Monthly newspapers & magazines with no volume number: Use (Year, Month). Journals: Use (Year)

Titles– Article titles: capitalize first word in titles and subtitles, and any proper names.

Journal titles– Capitalize all words except articles and prepositions

Volume numbers and issue numbers – Do not use vol. for volume or no. for issue number. The volume number is italicized while the issue number is not. The issue number is enclosed in parentheses and follows immediately after the volume number with no space. Follow the parentheses with a comma.

Pages– Newspapers: use p. for one page, pp. for two or more pages. However, for magazines and journals, Do not use p. or pp. before page numbers. Follow the page number(s) with a period.

Article in a journal or magazine. See APA manual (6th ed.), pp. 199-202.
Author's name. (Year). Title of article. *Title of journal or journal*, *volume number*(issue number), page numbers.

- Ex: Journal article with DOI assigned.

Include the DOI or Digital Object Identifier if available. See APA manual (6th ed.), pp. 187-192, 199 #3. When you do not have a DOI assigned and the reference is retrieved online, give the URL of the exact URL if available. If not, use the journal home page. No retrieval date is included. If the journal article was not retrieved online, end the citation with the period after the page numbers.

Gerry, R. (2000). Tempo training for freestyle. *Journal of Swimming Technique*, 34(1), 40-42.
doi:10.1022/0202-9822.77.4.444

- Ex: Journal article with DOI assigned, advance online publication. See APA manual (6th ed.), p. 199, #5

Cox, C. (2006). An analysis of the impact of federated search products on library instruction using the ACRL standards. *Portal: Libraries and the academy*, 6(3), 253-267. Advance online publication.
doi:10.1212/s00222-009-0987-6

- If you are citing an advance release version of the article, insert **Advance online publication** before the retrieval statement or DOI

- Ex: Journal article with no DOI, retrieved from open-access URL, more than seven authors. If there is no DOI number, then include the URL for open-access journals when available. When there are more than seven authors, use the ellipses for the authors after the sixth and before the last author. See APA manual (6th ed.), p. 199, #2-3

Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., . . . Allsop, S. (2005). The attractions of stupidity. *The St. Croix e-Review*, 30(2), 6-10. Retrieved from http://st_croix_e-review.com/index.php/articles/view/30/6/

- Ex: Journal article with no DOI, retrieved from a subscription database. If there is no DOI number and the article was retrieved from a subscription database instead of an open-access URL, then APA says to locate and provide the home page URL for the journal. See APA manual (6th ed.), p. 191. Since chances are that the article cannot be retrieved free, chances are that most instructors would be OK with just providing the basic citation without any retrieval information.

Getweed, R.-J., Jr. (2007). Information literacy for distance students. *Journal of Library Administration*, 34(1), 40-42. Retrieved from <http://www.jla.org/>

- **Ex: In-press article in a preprint archive.** See APA manual (6th ed.), p. 200, #6 for in press article.

Watson, J. D., & Jones, F. H. (in press). A structure for deoxyribose nucleic acid. *Nature*. Retrieved from http://www.nsu.fl.edu/DNA/draft_pubs/12345678.pdf

- The exact URL is provided because the article is informally published and not yet indexed on a journal website. The article version was posted online in an outside repository or preprint archive.

- **Ex: Journal article retrieved from difficult source to locate online -- JSTOR**

Jennings, B. (1913). Lessons learned in the trenches: The experiences of an urban middle principal. *Leadership*, 4, 12. Retrieved from JSTOR database.

- Some archival documents can only be found in electronic databases such as ERIC and JSTOR. When the document is not easily located through its primary publishing channels, give the home or entry page URL for the online archive or the subscription database if it is only available in that format. Note that the example above has the article was published in 1913. See APA manual (6th ed.), p. 192.

- **Ex.: Online newsletter article, no author** – See APA manual (6th ed.), p. 200, #9

Upward mobility in third world nations. (2009, spring). *Portals of the world: Newsletter of the Florida Virtual University*. Retrieved from <http://www.fvu.edu/portalsoftheworld/newsletter0102/Spring2004.pdf>

- The month and day or season is provided for newsletters.
- No volume, issue, and page numbers was provided in this online newsletter.
- The exact URL is helpful here because newsletter articles can be difficult to locate on the university home page.
- Alphabetize works with no author by the first significant word in the title.
- In text, use a short title or the full title if it is short by enclosing it in quotation marks for the parenthetical citation: (“Upward Mobility,” 2009).
- Break the URL before most symbols.

- **Ex.: No page numbers for online newsletter article.** See APA manual (6th ed.), p. 200, #9.

Rosenberg, S. (1999, June 2). What is to be done about Microsoft? *Salon*. Retrieved from http://www.salon.com/tech/col/rose/1999/06/02/microsoft_breakup/index.html

- The month and day are included for newsletters and newspapers.

Website–magazine, journal or newspaper article. See APA manual (6th ed.), p. 200, #8
Cite as you would a printed source, followed by a retrieval statement that includes the Internet

address or URL of the article. Start it with the word *Retrieved* and end with the Internet address/URL. E.g.: Retrieved from [http://...]

Reed, M. L. (2000). Algebraic structure of genetic inheritance. *Bulletin of the American Mathematical Society*, 34, 107-130. Retrieved from <http://www.ams.org/bull/1997-34-02>

Unpublished manuscript with a university cited. Retrieved from institutional website, no date. See APA manual (6th ed.), p. 211, #58 Author. (Year, or use *n.d.* if no date). *Title of web document*. Retrieved from [Institution Name, program or department] website: [URL]

Colman, W. C. (n.d.). *Comparisons of grade point averages between men who join fraternities and men who do not join fraternities at Shady Rock University*. Unpublished manuscript. Programs for Higher Education, Nova Southeastern University. Retrieved from http://www.nova.edu/phe/phe_resources/online_documents.htm

Computer programs, software, and programming languages. See APA manual (6th ed.), pp. 210-211, # 56 Software programs like Word, PowerPoint, SPSS, SAS, Java, Photoshop, and Adobe Acrobat that are considered standard, off-the-shelf software do not need reference entries. However, you do need to provide reference entries for specialized software or computer programs with limited distribution. Author. (Date). Title of software or computer program (Version number) [Any identifier]. City, state: Name of producer.. Retrieved from URL

Jones, D. F. (2002). The citation analyzer (Version 3.2) [Computer software]. Fort Lauderdale, FL: Nova Southeastern University. Retrieved from <http://www.buros.com/>

- The name of the software is not italicized, and the important words are not capitalized.
- The type of resource is identified in brackets.
- Only list an author if that individual has proprietary rights to the software.
- The information about how to obtain this software of computer program of limited distribution is provided statement that starts with Retrieved from <http://...>

Data set. See APA manual (6th ed.), p. 211, #54. The title for data sets gets italicized.

National Center of Educational Statistics. (2009). *IPED report: Nova Southeastern University* [Data file]. Retrieved from <http://www.nces.org/datasets/>

Measurement instrument. See APA manual, p. 211, #55.

Tunon, J., & Brydges, B. (2008). Subjective rubric [Software and training videos]. Unpublished instrument. Retrieved from <http://www.nova.edu/>

Dissertations, Theses, and Practicum

NOTE: Dissertations done by students attending Nova before 1994 are from Nova University rather than Nova Southeastern University

Doctoral dissertation retrieved from ProQuest Dissertations and Theses database . See APA manual (6th ed.), p. 207-208, #40 Author last name, first initial. (Year). *Title of dissertation*.

(Doctoral dissertation or master's thesis). Available from ProQuest Dissertations and Theses database. (Accession number such as UMI No. xxxxxxxx or Order No.)

Johnson, S. (2004). *Financial variables and merger premiums: Evidence from bank mergers* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 3025476)

- Notice that the title of the dissertation is italicized but doctoral dissertation or master's thesis is not and it goes in parentheses before rather than after the period.
- Use a retrieval statement with the name of the subscription database, ProQuest Dissertations and Theses, because that is the only place this dissertation can be retrieved online.
- Include the word "database" after the proper name of the database. Do not capitalize the letter "d".
- The accession number is included in parentheses after the retrieval statement if one has been assigned. Note that there is no period included after the parentheses. The ProQuest Dissertations and Theses database uses AAT in front of the number in the abstract, but if you retrieved the document as a PDF file from the database, the number is shown with a UMI No. XXXXXXXX.

Doctoral dissertation abstracted in *Dissertation Abstracts International (DAI)*. See APA manual (6th ed.), p. 208 #43.

Author. (Year). Title of publication. *Dissertation Abstracts International*, volume number (issue#), page#series. (UMI No. xxxxxxxx)

-Ex.: Dissertation from Nova Southeastern University.

Cannon, C. (2004). Does moral education increase moral development? A reexamination of the moral reasoning abilities of working adult learners. *Dissertation Abstracts International: Section A*, 61(12), 4851A. (UMI No. 9999321)

- The dissertation title is not italicized if the name of the index is included.
- Include the volume, issue, page number, and series letter. This information is included in the DAI abstract.
- Include the UMI number in parentheses and do not follow with a period.

Doctoral dissertation retrieved from institutional database. See APA manual (6th ed.), p. 208, #41

Bernardi, R. A. (1990). *Accounting pronouncements, firm size, and firm industry: Their effect on Altman's bankruptcy prediction model*. (Doctoral dissertation). Retrieved from <http://www.vtu.edu/etd/>

Master's thesis retrieved from the web. See APA manual (6th ed.), p. 208, #42

Patterson, G. W. (2003). *A comparison of multi-year instructional programs (looping) and regular education program utilizing scale scores in reading*. (Master's thesis, University of Florida). Retrieved from <http://www.uf.edu/~asb/theses/2003/>

- When the dissertation and master’s thesis is retrieved on the Web, it may not be clear what institution conferred the degree. Include the name of the university in parentheses after the degree.

Doctoral dissertation from ERIC

Sanford, C. A. (1997). *Working from within the classroom: Improving the delivery of speech-language services to kindergarten at-risk students*. (Doctoral dissertation). Retrieved from ERIC database. (ED420967)

- The name of the dissertation is italicized. See APA (6th ed.), p. 208, #40
- The type of dissertation or thesis is identified, the name of the institution is listed in parentheses.
- The ERIC accession number is listed in parentheses and not followed by a period. See APA manual (6th ed.), p. 221 #62 for only one of example of an ERIC document. APA calls ERIC an “electronic archive” (p. 211). See p. 208, #41 for an example of a retrieval statement for an archival database.

Unpublished doctoral dissertation that is from NSU’s MARPs, Practicums, and Applied Dissertations database (This is not a commercial database service.) NSU’s MARPs, Practicums, and Applied Dissertations database is an institutional, proprietary database so you would provide the home URL for the institution and the accession number and the name of the institution. See APA (6th ed.), p. 207, 7.05 – See template for unpublished dissertations.

Batson-George, A. (2009). *Evaluating the library training program for graduate psychology students* (Unpublished doctoral dissertation). Nova Southeastern University, Fort Lauderdale, FL.

Doctoral dissertation, from the web, no date. See APA manual (6th ed.), p. 208, #42
 Author. (*n.d.* if no date, otherwise Year). *Title of dissertation*. Doctoral name of document type, institution. Retrieved from [URL]

Matlak, K. L. (n.d.). *Outcomes evaluation of the technology property initiative at Collin County Community College*. (Doctoral dissertation, Nova Southeastern University). Retrieved http://www.nova.edu/phe/phe_resources/online_documents.htm

Technical and Research Reports/Gray Literature

The APA manual (6th ed.) defines gray literature as scientific, scholarly information that is not necessarily peer reviewed. Documents that fall into this category include reports by government agencies, corporations, trade groups, research institutions, professional organizations, and other for-profit and not-for-profit organizations including advocacy groups and think tanks. Format references to technical and research reports like book citations. See APA manual, p. 205, 7.03

Government publications

Author. (Year). *Title of publication* (Report number). Place of publication: Publisher.

- Note: The author is listed first, as in *Last name, Initials*. If you cannot find an author, treat the government department, office, agency, or institute that produced the report as the group or

corporate author. If the report number is given, insert it in parentheses after the title. If the organization that produced the report is not well known, precede its name with the name of the organization of which it is a part. If a report is from the U.S. Government Printing Office, list the publisher location and name as Washington, DC: Government Printing Office.

U.S. Department of Justice. (1995). *Correctional statistics in the U.S., 1992*. Washington, DC: Government Printing Office.

- Notice the group or corporate author.

Ex.: Report from institutional archive See APA manual (6th ed.), p. 206, #34

Young, F. D., Jones, R., & Sampson, M. (2006). *Correctional populations of the United States, 2002*. (Report No. ACRL223312). Retrieved from Nova Southeastern University, Center for Institutional Planning website: <http://www.nova.edu/pubs2006/2006ACRL223312.pdf>

Report available from the Government Printing Office (GPO) with a government institute as group author. Author. (Year). *Title of report* (Report number). Location: Publisher or agency.

U.S. Department of Education. (1999). *Data sources on lifelong learning available from the National Center for Education Statistics* (GPO No: ED 1.310/2/:431892). Washington, DC: Author.

- Note that it is *DC* without periods like state abbreviations, but *U.S.* uses the periods

Report available from the Educational Resources Information Center (ERIC).

Author. (Year). *Title of publication* (Report number). Place of publication: Publisher. (ED#####).

Schafer, L. L. (1999). *Data sources on lifelong learning available from the National Center for Education Statistics. Work paper series* (NCES-WP-1999-11). Washington, DC: National Center for Education Statistics. Retrieved from ERIC database. (ED431892)

- See example of an ERIC document in the APA manual (6th ed.), p. 212, #62, also p. 204, #22 The two examples differ on whether to use the URL or name of the database, and only Example #62 included the ED number. However, APA provided no reason for the difference in formatting.

Government report not available from the Government Printing Office (GPO) or an electronic archive like ERIC or NTIS. Author. (Year). *Title of publication* (Report letters/numbers). Place of publication: Publisher.

Health, Services, and Human Services Division, General Accounting Office. (1998). *Suicide prevention: Efforts to increase research and education in palliative care: Report to congressional requesters* (GAO/HEHS-98-128). Washington, DC: General Accounting Office.

Authored government report retrieved online. See APA manual (6th ed.), p. 205, #31

Author. (Year). *Title of publication* (Report letters/numbers). Place of publication: Publisher. Use a retrieval statement that includes a date of access. For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author. For example: Retrieved from Agency name website: <http://www.xxxxx>

Lewis, L., & Farris, E. (2006). *Remedial education at higher education institutions in fall 2005* (GPO No: ED 1.328/5:R 28). Washington, DC: U. S. Department of Education. Retrieved from General Accounting Office website: http://www.access/gpo.gov/su_docs_access/aces160.shtml?/gao/index.htm

- The name of the publisher is included in the retrieval statement when it is not also identified as the author.

Corporate author, nongovernmental report retrieved online. Name of agency. (Year). *Title of document* (Report number). Retrieved from URL

National Center for Ethical Education, Commission on Higher Education. (2002). *Statistical analysis report: Ethical education* (NCEE 97-584). Retrieved from <http://ncee.ed.org/pubs/97584.html>

ERIC Education Documents

APA has two examples of unpublished documents (p. 204, #22; p. 212, #62) with ERIC ED accession numbers in the APA manual (6th ed.). Education Resources Information Center (ERIC) documents with ED accession numbers are usually but not always unpublished resources. APA described ERIC as an “electronic archive” (p. 211) that contains “archival documents (e.g., discontinued journals, monographs, dissertations, or papers not formally published)” (p. 192).

Limited circulation book or monograph from electronic database (ERIC).

Author. (Year). *Title of document* [Monograph]. Retrieved from [URL]

Mead, J. V. (Ed.). (2002). *Citation analysis: Investigating the quality of doctoral reference lists* [Monograph]. Retrieved from <http://eric.ed.gov>

- Database information is provided for items of limited circulation. Example #22 did not include the name of the database but rather provided the URL.
- No ERIC ED accession number was included in Example #22 on p. 204.
- No location or publisher information is provided since this was retrieved online and includes a retrieval statement.

Informally published or self-archived work, from ERIC

Griffin, D. (1999). *Initial findings on the benchmarks pilot project at Nova Southeastern University undergraduate education program*. Retrieved from ERIC database. (ED4345595)

- Use this format for documents that are not formally published but are available on a personal or institutional website, an electronic database such as ERIC, or a preprint archive. (See APA manual, p. 211. 7.09)
- If the document is available on an electronic archive such as ERIC, give this information at the end of the citation in a retrieval statement.
- In Example #62, APA used the name of the database instead of the URL.

- In Example #62, APA included the ERIC ED accession number in parentheses after the retrieval statement. It should not be followed by a period. APA did not explain why the ED number was not included in Example #22 but was included in Example #62.

Meetings and Symposia

According to APA (p. 206, 7.04), Proceedings of meetings and symposia published in a book format should be formatted as a book citation. Proceedings of meetings and symposia published in journals should be formatted as journal article citations. When the contribution or paper has not been formally published, then APA provides a template to use for formatting.

Published conference paper in conference proceedings. See APA manual (6th ed.), p. 207, #39 Author. (Year,). Title of paper. In Editor (first initial, last name) (Ed.) *Title of conference proceedings* (page numbers). Place of publication: Publisher. doi:xxx.xxxxxxx

Gibson, C. C. (2005). In S. Allsop (Ed.) Impact of the larger social context on the distance learner. *International Council for Distance Education: One world many voices: Quality in open and distance learning* (pp. 279-282). Chicago, IL: Milton Keynes.

Unpublished symposium See APA manual (6th ed.), p. 207, #36 Author, A. A. (Year, Month). *Title of paper*. In E. E. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

Martins, J. S. (2004, April). Working with the terminally ill: An integrated theoretical model. In J. R. Tunon (Chair), *Cooperative health care in the 21st century*. Symposium conducted at the meeting of the American Counseling Association World Conference, San Diego, CA.

- The month is included after the year for symposia, papers, and poster sessions that have not been formally published. APA manual (6th ed.), (p. 206, 7.04).
- The name of the chair and title are formatted like an edited book.
- Include the city and state information.

Other Resources

Interview—conducted by the researcher. See APA (6th ed.), p 179, 6.20 Interviews are personal communications, which are only cited in the text of the paper, not in the reference list. APA does not recommend including personal communications because of the difficulty of recovering them at a later time.

Film or video recording. See APA manual (6th ed.), p. 209, #49 Name of the producer (Producer), & Name of the director (Director). (Year of release). *Title* [Medium of recording: CD, record, cassette, etc.]. Country of origin or city and state: Distributor or studio.

Carr, P. (Producer), & Sommers, S. (Director). (2004). *The mummy* [DVD]. New York, NY: MCA Universal Home Video.

- List the primary contributors in the author position and use parentheses to identify their contribution.

Television program–broadcast. See APA manual (6th ed.), p. 210, #50
Producer’s name (Producer). (Broadcast date). *Title of the program* [Television program].
Station or viewing location: name of the station or network.

Garwood, S. (Producer). (1998, December 31). *EastEnders* [Television program]. Clarksville, MD: BBC America.

- For an episode from a television or radio series, use the same format as a chapter in a book, but list the script writer and director in the author position and the producer in the editor position.

In-press manuscript or submitted for publication but not yet accepted, posted in preprint archive. Author. (in press). *Title of document*. Manuscript submitted for publication. See APA manual (6th ed.), p.200, #6.

Lucio, L. & Tuñón, J. T. (in press). *Designing library instruction for international online students*. Retrieved from <http://cognotes.ala.org//1492/10a/ALA/designing.pdf>

- The exact URL is provided because the document is informally published. Some journals allow authors to post a version of their document online ahead of print in an outside repository, also known as a preprint archive.
- Use (in press) for the date of publication, but update the references close to the publication date and provide the final version if available.

Unpublished raw data. See APA manual (6th ed.), p. 212, #60

Supta, F., & Khan, K. (2009). [Citations from doctoral dissertation reference lists].
Unpublished raw data.

- Since there is no formal title, the information about the type of data is enclosed in brackets and not italicized.
- There is no location or publisher so identify the data as : Unpublished raw data.

Online Communities

Online communities include a variety of options for people on the Internet to communicate on a variety of topics of interest. This may include blogs, newsgroups, online forums, and discussion groups.

Message posted to a newsgroup, online forum, blog posting, or discussion group. APA does not recommend including personal communications, including private email messages, because of the difficulty of recovering them at a later time. See APA manual (6th ed.), pp. 214-215 does provide a format for messages posted to a newsgroup, online forum, or discussion group. Electronic mailing list is the appropriate generic term for LISTSERVS since this is a trademarked name for a particular software application. Author or screen name. (Year, Month day). Title of message [Any identifier]. Retrieved from [URL]

Johnson, D. F. (2009, April 3). Problems accessing information [Online forum comment or electronic mailing list message or Web log message]. Retrieved from <http://groups.google.com/group/sci.psyc.hypothesis/>

- Provide author(s)' last name followed by initials or screen name if that is all that is available.
- Use the exact date that the message was posted.
- The subject line of the message should not be italicized. Any description goes in brackets after the title.
- The URL used should be the address for the archived version of the message.
- Include the name of the list to which the message was posted, if this information is not part of the URL.

Video blog post. See See APA manual (6th ed.), p. 215, #77

Author or screen name. (Year, Month day). Subject line of message [Video file]. Retrieved from [URL].

Ramdial, S. F. (2007, August 3). The IRB process [Video file]. Retrieved from http://www.youtube.com/group/watch?v=Xkas43nsu_IRB

- The title of the video is not italicized.
- Description of the type of document is included in square brackets to aid in document identification and retrieval.

Web Sources

Entire website: When you are citing an entire Web site rather than a specific document located within that site, then you only cite the web address within the body of the document but do not include it in the reference list. (See APA Style Guide website, FAQ -- <http://www.apastyle.org/learn/faqs/cite-website.aspx>

For example: The National Center for Educational Statistics (<http://nces.ed.gov>) is

Web page that lists no author and no date: See APA Style Guide website, FAQ -- <http://www.apastyle.org/learn/faqs/web-page-no-author.aspx>

Citing sources using APA manual. (n.d.) Retrieved from <http://www.nova.edu/library/dils/lessons/apa/index.htm>

- When there is no author, the title of the web page moves to the first position.
- Notice that the title of the web page is not italicized.
- No date was provided so use (n.d.).
- Only include the date of retrieval with the retrieval statement if the content is likely to change over time.

Legal Materials

Court decisions. In the text of the document, cite the name of the case (in italics) and the year of the decision. If more than one year is given, cite all years. For more information about how to cite legal references, consult the most recent edition of *The Bluebook: A Uniform System of Citation* (18th ed., 2005)

Common abbreviations:

Cong.	<i>U.S. Congress</i>	F.2d	<i>Federal Reporter, Second</i>
H.R.	<i>House of Representatives</i>	<i>Series</i>	
S.	<i>Senate</i>	F. Supp.	<i>Federal Supplement</i>
Reg.	<i>Regulation</i>	U.S.C.	<i>United States Code</i>
Res.	<i>Resolution</i>	Cong. Rec.	<i>Congressional Record</i>
F.	<i>Federal Reporter</i>	Fed. Reg.	<i>Federal Register</i>

Case.

Name v. Name, Volume Source Page (Court Date). See APA manual, (6th ed.), p. 217, #1

Wienhorst v. Stonebraker, 356 F. Supp. 1078 (E.D. Wis. 1988).

- Ex.: Appealed case where decision was affirmed. See APA manual, (6th ed.), p. 218, #2
Check the *Bluebook* for the proper forms to signal the various stages in a case's history.

Hoeferkamp v. Bischoff, 471 F. Supp. 211 (D. Kan. 1988), *aff'd*, 727 F.2d 777 (9th Cir. 1992).

- Ex.: Unpublished case.

To cite to a particular page of a slip opinion (an opinion that was not published in a case reporter but is separately printed) use the format: slip op. at [page number]. You may also cite unreported cases found in electronic databases such as LexisNexis Academic or Westlaw rather than citing them as slip opinions.

McDougall v. Riggs, No. 88-2109 (3rd Cir. March 8, 1949).

- Ex.: Unreported decision found in LEXIS with record number. See APA manual (6th ed.), p. 218, #3 The name of the database and the record number is included along with sufficient information for others to find the case. The screen page numbers are preceded by an asterisk to differentiate between them and the page number of the slip opinion. Any paragraph numbers assigned are preceded by a paragraph symbol. Precede screen page numbers, if assigned, with an asterisk to distinguish them from the page number of the slip opinion. Paragraph numbers, if assigned, should be preceded by a paragraph symbol.

Hemphill v. Bodart Corp., No. 77-9234, 1999 U.S. Dist. LEXIS 12223, at *2 (E.D. Pa May 23, 2004).

- Ex.: Federal testimony. See APA manual (6th ed.), p. 221, #12

Stem cell research: The pros and cons of cloning: Hearings before the Subcommittee on

Bioethics, of the House Committee on Health, Education, Labor, and Pensions, 110th Cong., 35 (2000) (testimony of Carey Hunt).

- Ex.: Unenacted federal bills and resolutions. See APA manual (6th ed.), p. 222, #15 Title [if relevant], bill or resolution number, xxx Cong., (Year). The version in the House of Representatives has H.R. and the bill number while the version of the bill in the Senate has S.

Small Farm Reimbursement Act of 2000, H.R. 2063, 102d Cong. (2000).

Small Farm Reimbursement Act of 2000, S. 452, 102d Cong. (2000).

- Ex.: Enacted federal bills and resolutions.

xx Res. xxx, xxx Cong., Volume Source Page (Year) (enacted).

S. Res. 167, 110th Cong., 127 Cong. Rec. 3432 (2004) (enacted).

Administrative and Executive Materials – *Bluebook* Rule 14

Use the *Bluebook*'s Rule 14 – see next examples:

-Ex.: Federal Regulation. See APA manual (6th ed.), p. 223, #18 Title/Number, Volume Source § xxx (Year).

Federal Small Business Regulations for Acquisitions by the National Parks Administration, 55 Fed. Reg. 66,343 (Jan. 11, 2004)—to be codified at 66 C.F.R. pt. 1).

-Ex.: Executive Order. See APA manual (6th ed.), p. 223, #19

Exec. Order No. xxxxx, 3 C.F.R. Page (Year).

Executive Order No. 22,432 6 C.F.R. 771 (1991-1995), *reprinted as amended in* 6 U.S.C. 301 app. at 5-5-09 (2002).

Patents.

Include the inventor or inventors to whom the patent is issued and the official source from which the patent information can be retrieved. See APA manual (6th ed.), p. 224, A7.07

Borwin, G. F. (2008). *U.S. Patent No. 178,323*. Washington, DC: U.S. Patent and Trademark Office.