Documentation Worksheet adapted for business students using the APA citation style.

Side 1, References: List as many of the following elements as are available, electronic and print documents use the same order and presentation of elements. The basic arrangement of elements is in the order listed, or as noted, below. Examples are enclosed within <>.

Author(s) {enter the last name + initials of each person <Smith, E. M., Jones, C. H., & Brown, G. K.,> or spell out the complete name of an establishment – if your reference is a ‘part’ of a standalone item, record the author of the ‘part,’ as well as the author, editor, or translator, of the standalone item}

Date of publication {place four digit year in parenthesis, add comma and spell out month and give day if any, close with a period, if no date, use n.d.}

Title of the part {periodical article, chapter, TV episode, podcast episode, blog post, discussion group comment, section of a web document - always use sentence style capitalization and roman font}:

Title of the whole {Type 1: periodicals: academic and trade journals, newspapers, magazines - always use headline style capitalization and italic font}; {Type 2: ‘standalone’ items: book title, report title, document from a website title, video title, audio podcast series title, TV series title - always use sentence style capitalization and an italic font - if a ‘part’ of a standalone item is referenced, follow the entry for the ‘part’ with ‘In’ followed by the author <initials + last name (Ed.) comma> followed by the title of the standalone item, followed by page numbers of the ‘part’ enclosed in parentheses <(pp. 122-234) close with a period>}

Identifier {Report No. 2435-09; 5th ed.; - place in parenthesis and insert between the title and the closing period}:

Descriptor {type of media, format, expository material: DVD, Dataset, Podcast - place in brackets and insert after the title and identifier, if any, and before the closing period}:

Publication information {Type 1: periodicals: follow the title of the periodical with a comma and the volume number, the issue number, and the pages of the article, close with a period <39(7), 67-94.>}
{Type 2: ‘standalone’ items: follow the title of the standalone item with the location and name of the publisher <Nashville, TN: M. Lee Smith Publishers.>}

Retrieval information * local arrangement * Enter the digital object identifier (DOI) <doi:xxxxxx> Follow the DOI with “Retrieved from” and the URL of the document, also include the database name and library name needed for ‘library source’ assignments<doi:8726702-kjsfdh-01 Retrieved from the ABI/INFORM database http://proquest.67398> . Give the date you retrieved the material if the content is likely to change <Retrieved April 14, 2013 from www.wikipedia.org>.
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Side 2, In-text: Complete these items to help you ‘fence’ areas that mention another’s work, and assure that you express their ideas in your own voice. Remember that in-text citations must correspond to entries on the references page.

Write the first, and subsequent, in-text citations for your reference using pages 174 – 179 (especially Table 6.1 on page 177) of the Publication Manual.

Write a lead-in for your reference using your analysis of the source.

Write your own summary or paraphrase of the material you wish to use in your work. Do not ‘cut-and-paste.’ An example of appropriate citation level is shown at Figure 6.1 on page 170 of the Publication Manual. If you absolutely must use a direct quote, refer to the pages 170 – 174 of the Publication Manual.

Special cases: use of Secondary Sources <as cited in ... >, refer to section 6.17 on page 178 of the Publication Manual; use of Personal Communications, refer to section 6.20 on page 179 of the Publication Manual; figure legends and captions, refer to section 5.23 on page 158 of the Publication Manual; table notes, refer to section 5.16 on page 138 of the Publication Manual.