These are the most used references at Herkimer College. If you do not find what you are looking for, please refer to these sites:

- **APA Style**
- **OWL Purdue**

*Examples for each reference type are taken from these sites.*

### REFERENCE PAGE ENTRIES

- Overview
- **Author Types**
  - One Author
  - Two Authors
  - Three to Twenty Authors
  - Unknown Author
  - Organization or Government as Author
  - Author and Editor
  - Editor no Author
  - Article or Chapter in an Edited Book
- **Source Types**
  - Periodicals – ONLINE & PRINT
    - Journal & Database Articles
    - Magazine Articles
    - Newspaper Articles
    - Blog Posts
  - Books – ELECTRONIC & PRINT
    - Chapter in an Edited Collection
    - Entry in a Reference work
  - Audiovisual Media
    - YouTube/Streaming Video
    - Film or Video
    - Episode or Full TV or Web Series
    - Podcast Episode
  - Websites and Social Media
    - Webpage with an Author
    - Webpage – Organization or Group as Author and No Author
    - Webpage with No Author
    - Tweet/Instagram/TikTok/Facebook
  - Class Resources
    - Blackboard Presentation Slides
    - Discussion Posts
    - Open Resource Textbook
OVERVIEW

Your references should begin on a new page separate from the text of the essay; label this page "References" in bold, centered at the top of the page (do NOT underline or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

BASIC RULES FOR MOST SOURCES

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation (see Formatting Packet).
- All authors' names should be inverted (i.e., last names should be provided first).
- Authors' first and middle names should be written as initials.
  - For example, the reference entry for a source written by Jane Marie Smith would begin with "Smith, J. M."
  - If a middle name isn't available, just initialize the author's first name: "Smith, J."
- Separate each author’s initials from the next author in the list with a comma. Use an ampersand (&) before the last author’s name.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- When referring to the titles of books, chapters, articles, reports, webpages, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
  - Note again that the titles of academic journals are subject to special rules. See section below.
- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.
- PERSONAL COMMUNICATION DO NOT NEED TO BE ON THE REFERENCE PAGE, JUST IN-TEXT CITATION WILL BE ENOUGH FOR APA.

BASIC RULES FOR ARTICLES IN ACADEMIC JOURNALS

- Present journal titles in full and italicize them.
- Maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
  - Example
    - PhiloSOPHIA instead of Philosophy
    - Past & Present instead of Past and Present
- Capitalize all major words in the titles of journals. Note that this differs from the rule for titling other common sources (like books, reports, webpages, and so on) described above.
- Capitalize the first word of the titles and subtitles of journal articles, as well as the first word after a colon or a dash in the title, and any proper nouns.
- Do not italicize or underline the article title.
- Do not enclose the article title in quotes.
AUTHOR TYPES

ONE AUTHOR
- List sources by the author’s last name followed by their first name and middle initial (if available).
- Do not include degrees; such as PhD., M.D., etc.

TEMPLATE:
Lastname, F. M.

EXAMPLE:
Smith, J. L.

TWO AUTHORS
- List both authors with the surname before initials. Separate the names with a comma and an &.

TEMPLATE:
Lastname, F. M., & Lastname, F. M.

EXAMPLE:
Johnson, M. M., & Tolberg, J. R.

THREE TO TWENTY AUTHORS
- List up to twenty authors by last name and initials. Separate the names with a comma and place an & before the last name.

TEMPLATE:
Lastname, F. M., Lastname, F. M., Lastname, F. M., Lastname, F. M., & Lastname, F. M.

EXAMPLE:

Note: If there are more than twenty authors, then only use the first nineteen, then use an ellipsis (...) before the final author’s last name. There should be no more than twenty names listed.

UNKNOWN AUTHOR
When the author of a source is unknown, you will begin the entry with the title of the work.

TEMPLATE:
Title. (Year of Publication). Publisher.

EXAMPLE:
ORGANIZATION OR GOVERNMENT AGENCY AS AUTHOR

If the author of the source is an organization or government agency, then put them in the author section. Do not put them in the publisher; is due most organizations and government agencies publishing their information, but always check to make sure.

TEMPLATE:
Organization’s Name or Government Agency. (Year of Publication). Title of Work. Publisher.

EXAMPLE:

AUTHOR AND EDITOR

Some works will have an author and an editor. In this instance you will need to put both of them in the citation. The author will go in the author space and follow the same rules for authors. However, the editor will be in parenthesis after the title of the work and will have their first initial, then the full last name, followed by a comma (,) and the abbreviation Ed(s).

TEMPLATE:
Lastname, F. M. (Year of publication). Title of work: Capital letter also for subtitle (E. Editor, Ed.). Publisher. DOI (if available).

EXAMPLE:

EDITOR NO AUTHOR

If there is no author of the book or work, but there is an editor, then you will put the editor(s) in the author’s position. The names format will be the same as the author’s formatting, but you will put (Ed.) after the last editor’s name; if there are more than one editor then put (Eds.).

TEMPLATE:
Editor, E. E. (Ed.). (Year of publication). Title of work: Capital letter also for subtitle. Publisher. DOI (if available).

EXAMPLE:
ARTICLE OR CHAPTER IN EDITED BOOK

Sometimes you will be citing a chapter from an edited book. You will cite the chapter first and then in the same citation, you will cite the edited book.

TEMPLATE:
Lastname, F. M., & Lastname, F. M. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), Title of work: Capital letter also for subtitle (pp. pages of chapter). Publisher. DOI (if available).

EXAMPLE:

Journals, Magazines, Newspapers, Blogs

JOURNALS AND DATABASE ARTICLES – ONLINE & PRINT

JOURNAL ARTICLE FORMATTING NOTES

- APA style dictates that authors are named with their last name followed by their initials; publication year goes between parentheses, followed by a period.
- The article title is in sentence-case, meaning only the first word and proper nouns in the title are capitalized.
- The periodical title is run in title case and is followed by the volume number which, with the title, is also italicized.
- If a Digital Object Identifier (DOI) has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.
- Links should be live.
- Retrieved from is no longer used.
- Basic form:


Note: if no DOI is listed for print or online, just omit.
JOURNAL ARTICLE – PRINT

TEMPLATE:

EXAMPLE:

ARTICLE IN AN ELECTRONIC JOURNAL
If there is no DOI available, use the URL of the article.

TEMPLATE:
Lastname, F. M. (Publication Year). Title of article. *Title of Periodical, volume number*(issue number), pages. DOI or URL.

EXAMPLE:

Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. *Writing Center Journal, 37*(1), 67–98. [https://www.jstor.org/stable/26537363](https://www.jstor.org/stable/26537363)

ARTICLE FROM A DATABASE
When citing an article from a database you will need to list the title of the database that you are naming, which will be italicized. Along with this you will need to write Retrieved followed by the month, day, and year, from and use the URL of the article. If there is a permalink option, use that link.

TEMPLATE:

EXAMPLE:
MAGAZINE ARTICLES – ONLINE & PRINT

MAGAZINE ARTICLE FORMATTING NOTES

• If a magazine is published weekly, include the day and month of publication.
• If a magazine is published monthly or once every two months, include the month(s) of publication.
• If no author is given, begin with the article’s title followed by the date of publication.
• Online articles need to have a URL that links to the specific article.
• Skip elements that are not available.

ONLINE MAGAZINE ARTICLE

TEMPLATE:
Lastname, F. M., Lastname, F. M., & Lastname, F. M. (Year, Month Day). Title of article. *Title of Magazine or Newspaper, volume number* (issue number), page range. DOI or URL of article

EXAMPLE:

PRINT MAGAZINE ARTICLE

TEMPLATE:
Lastname, F. M., Lastname, F. M., & Lastname, F. M. (Year, Month Day). Title of article. *Title of Magazine or Newspaper, volume number* (issue number), page range.

EXAMPLE:
NEWSPAPER ARTICLES

NEWSPAPER FORMATTING NOTES

- If no author is given, start the entry with the article’s title, then with the date of publication.
- Do not use p. or pp. for page numbers.
- If the article is from a news website (e.g., CNN, HuffPost)—one that does not have an associated daily or weekly newspaper—use the format for a webpage on a news website instead.

ONLINE NEWSPAPER ARTICLE

**TEMPLATE:**
Lastname, F. M. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers (if available). URL to specific article.

**EXAMPLE:**

PRINT NEWSPAPER ARTICLE

**TEMPLATE:**
Lastname, F. M. (Year, Month Day). Title of article. *Title of Newspaper*, page numbers (if available).

**EXAMPLE:**

BLOG POSTS AND BLOG COMMENTS

**BLOG POSTS FORMATTING**

- Italicize the name of the blog, the same as you would a journal title.

**BLOG POSTS**

**TEMPLATE:**
Lastname, F. M. (Year, Month Day). Title of the blog post. *Title of the Blog*. Blog post’s URL.

**EXAMPLE:**
BOOKS – ELECTRONIC AND PRINT

BOOK FORMATTING NOTES

- Provide the author, year of publication, title, and publisher of the book. Use the same format for both print books and eBooks.
- Use the copyright date shown on the book’s copyright page as the year of publication.
- Include any edition information in parentheses after the title, without italics.
- If the book includes a DOI, include the DOI in the reference after the publisher’s name.
- Do not include the publisher’s location.
- If an eBook does not have a DOI with a stable URL that will resolve for readers, include the URL of the book in the reference. Do not include the name of the database in the reference.
- If an eBook is from an academic research database and has no DOI or stable URL, end the book reference after the publisher’s name. Do not include the name of the database in the reference. The reference in this case is the same as for a print book.
- If the edition is other than the first and is listed, then add the edition name or number in parentheses after the title.
- If your source is a multivolume work, place the abbreviation Vol. or Vols. and the volume number(s) in parentheses after the title of the work.

BOOK WITH A DOI

TEMPLATE:
Lastname, F. M. (Year of publication). Title of work: Capital letter for subtitle also (number ed. If edition other than the first). Publisher. DOI URL.

EXAMPLE:

BOOK WITHOUT A DOI

TEMPLATE:
Lastname, F. M. (Year of publication). Title of work: Capital letter for subtitle also (number ed. If edition other than the first). Publisher. DOI URL.

EXAMPLE:
EBOOK OR AUDIOBOOK

- It is not necessary to note that you have used an eBook or audiobook when the content is the same as a physical book. However, you should distinguish between the eBook or audiobook and the print version if the content is different or abridged, or if you would like to cite the narrator of an audiobook.

TEMPLATES:

Lastname, F. M. (Year). *Title of book*. Publisher. URL

Lastname, F. M. (Year). *Title of book* [eBook edition]. Publisher. URL

Lastname, F. M. (Year). *Title of book* (N. Narrator, Narr.) [Audiobook]. Publisher. URL (if applicable)

EXAMPLE:


ARTICLE OR CHAPTER IN AN EDITED COLLECTION OR ANTHOLOGY

- Entries for works without DOIs or URLs end after the publisher.

TEMPLATE:

Author of chapter. (Year of publication). Chapter or article title. In E. Editor (Ed.), *Book title* (p. article/chapter page numbers). Publisher. DOI or URL to specific text.

EXAMPLE:


ENTRY IN A REFERENCE WORK – DICTIONARY, ENCYCLOPEDIA, THESAURUS

- If the entry is authored by a group, name the group in place of the author.
- If an online reference entry is undated, use n.d. for no date and provide a retrieval date.
- If an entry is unarchived, provide a retrieval date.

**TEMPLATE:**

Group name. (Year of publication). Title of entry. In *Title of reference work or site*. Retrieved Month day, year for unarchived undated entries, from DOI or URL.

**EXAMPLE:**


ENTRY IN A REFERENCE WORK WITH AN INDIVIDUAL AUTHOR

**TEMPLATE:**


**EXAMPLE:**


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### Audiovisual Media

#### YOUTUBE OR OTHER STREAMING VIDEO

- List the individual or group who uploaded the video as the author.

**TEMPLATE:**

Person or group who uploaded video. (Date of publication). *Title of video* [Video]. Website host. URL

**EXAMPLE:**


[https://www.youtube.com/watch?v=9_5wHw6I11o](https://www.youtube.com/watch?v=9_5wHw6I11o)

APA Publishing Training. (n.d.). *Home* [YouTube channel]. Retrieved February 20, 2020, from [https://www.youtube.com/user/PsycINFO/](https://www.youtube.com/user/PsycINFO/)
FILM OR VIDEO

- Provide the director in the author element of the reference, followed by the notation “(Director).”
- Provide the production company or companies in the source element of the reference. Separate multiple production companies with a semicolon.

**TEMPLATE:**
Director, D. D. (Director). (Date of publication). *Title of motion picture* [Film]. Production company.

**EXAMPLE:**

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

EPISODE FROM A TV OR WEB SERIES OR FULL SERIES

- Provide the executive producer(s) in the author element of the reference.
- When there is one executive producer, use the notation “(Executive Producer).” When there are multiple executive producers use “(Executive Producers).”
- Provide the year(s) during which the series aired in the date element of the reference. Unless the series is still airing, then write “present” – example: (2017–present).
- Provide the production company or companies in the source element of the reference. Separate multiple production companies with a semicolon.

**TEMPLATE:**
Executive Producer, P. P. (Executive Producer). (Date range of release). *Title of series* [TV series].

Production company(s).

**EXAMPLE:**

PODCAST EPISODE

- List the host of the podcast as the author.
- Range of publication:
  - For a podcast that is still on the air - example: (2020–present).
  - For a podcast that has ended and aired for multiple years – example: (2017–2020).
  - For a podcast that started and ended airing in the same year - example: (2019).
- Specify the type of podcast in square brackets, for example: [Audio podcast], [Video podcast].
- In general, end the reference with the URL. If the URL of the podcast is unknown, omit the URL from the reference.

TEMPLATE:
Lastname, F. M. (Host). (Range of publication). Title of podcast [Audio podcast]. Production company.

URL (if available)

EXAMPLE:

QRX. https://www.thebiglooppodcast.com/


Websites & Social Media

WEBSITES FORMATTING NOTES

- If there is no publication or revision date on the website, use n.d. to indicate “no date”.
- If a webpage does not have a date on it or you think that the information will change on it, then include a retrieval date before the URL.

WEBPAGES WITH AN AUTHOR

TEMPLATE:
Lastname, F. M. (Year, Month Date). Title of page. Site name. URL

EXAMPLES:

  https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01
WEBPAGE FROM A NEWS SOURCE

TEMPLATE: 
Lastname, F. M. (Year, Month Date). Title of article. Title of Publication. URL

EXAMPLE: 


WEBPAGE WITH AN ORGANIZATION OR GROUP AS AUTHOR

- If the author of the webpage is an organization or group, list them in the author(s) spot.
- If the organization or group is the also the title of the website, omit the site name.

TEMPLATE: 
Organization or Group Author. (Year, Month Day). Webpage title. Title of Website (if different than organization). URL

EXAMPLES: 

WEBPAGE WITH NO AUTHOR

- If there is no author, whether individual or group, start the entry with the title of the webpage, followed by the date.
- **Note** Wikipedia websites are different – title page is not italicized and In Wikipedia is added after the publication date.

**TEMPLATE:**

*Title of page.* (Year, Month Date). Site name. Retrieved Month Date, Year, from URL

**EXAMPLES:**


TWEET/INSTAGRAM/TIKTOK/FACEBOOK

- Present the name of the individual or group author the same as you would for any other reference. Then provide the Twitter handle (beginning with the @ sign) in square brackets, followed by a period.
- In the case of a group identified by an abbreviation (as with the CDC example), use the group name as shown on the work, to aid in retrieval.
- Provide the specific date of the post.
- Provide the first 20 words of the tweet as the title, in italics. Count a URL, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- If the tweet includes an image, a video, a poll, or a thumbnail image with a link, indicate that in brackets after the title: [Image attached], [Video attached], [Thumbnail with link attached].
- Include the description “[Tweet]” in square brackets after the title.
- Credit Twitter/Facebook/Instagram/TikTok as the site name in the source element and then provide the URL.
- If a post includes images, videos, thumbnail links to outside sources, or content from another post (such as when sharing a link), indicate that in square brackets.
- **The format used for Twitter is also used for Instagram, TikTok, and Facebook.**
TEMPLATE:
Lastname, F. M. or Group Name [@username]. (Year, Month Day). Content of tweet up to twenty words
[Description of audiovisuals] [Tweet]. Twitter. URL

EXAMPLES:
BBC [@BBC]. (2020, January 12). Skywatchers have been treated to the first full moon of 2020-known as a “wolf moon”-at the same time as a [Photograph]. Instagram.
https://www.instagram.com/p/B7OkWqbBwf/

CDC [@CDCgov]. (2020, June 11). Scientists do not know if having antibodies to the virus that causes #COVID19 can protect someone from getting infected again [Image attached] [Tweet].
Twitter. https://twitter.com/CDCgov/status/1271180413134876672


Gates, B. [@BillGates]. (2019, September 7). Today, it’s difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would [Thumbnail with link attached] [Tweet].

Twitter. https://twitter.com/BillGates/status/1170305718425137152

News From Science. (2019, June 21). Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This [Image attached] [Status update].

Facebook.
https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater
Class Resources

GENERALs GO: PREsENtaTion SLIDES

TEMPLATE:
Lastname, F. M., & Lastname, F. M. (Year, Month Day). Title of presentation [Type of slides]. Generals GO. URL of login page.

EXAMPLE:

https://herkimer.open.suny.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1

GENERALs GO: DISCUSSIon BOARD POST

TEMPLATE:
Lastname, F. M. (Year, Month Day of post). Title of post: Up to twenty words [Online forum post].

Generals GO. URL to login page.

EXAMPLE:

https://herkimer.open.suny.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1

OPEN RESOURCES TEXTBOOK

TEMPLATE:
Last Name of First Author, First Initial. Second Initial if Given, & Last Name of Second Author, First Initial. Second Initial if Given. (Year of Publication). Title of book: Subtitle if given. Publisher. URL

EXAMPLE:

https://opentextbc.ca/researchmethods