Biomedical Sciences Documentation Protocol

Purpose

The purpose for documenting the sources of information you use in the reports and presentations you make is three-fold. First, it gives credibility to the information you are presenting. If your source is a scientific journal, for example *Scientific American* or *Nature*, the information will have more credibility than if the source is the *National Inquirer* magazine found at supermarket check-out stands. Second, it allows someone to look up the source in order to obtain more information. Third, the citation gives credit to the original author(s). Just as you want credit for writing your report or for your presentation, the person or persons who wrote the information you used in your report want credit.

Where in the report or presentation is the information documented?

The source of information is listed in two places within your report. The first place is immediately following the information you used from the source. This is called the *in-text citation*. It is called that because it is on the same line or in the same paragraph as the information. The second place the source is listed is at the end of the document in the bibliography or references cited section of the report.

How is an in-text citation written?

APA Style uses the author-date citation system. The system allows readers to find the sources cited in text in the reference list, where each source is listed alphabetically. To insert a citation in text, include the author's surname and year of publication. For a direct quotation, include the page number or specific location of the phrase or sentences in the original work. If there is more than one author, cite all names the first time the reference occurs, for example (Walker & Allen, 2004). If the name of the author is not known, then the name of the organization or the title of the website home page is used instead of an author's name, for example (National Institute of Health, 2007).

How is an end-of-document citation written?

The format of the end-of-document citation is more complicated. The general format remains the same for all the different types of sources including books, journals, newspapers, and website documents. In general, a reference should contain the author name, year of publication, title of the work, and publication data. Later in this document you will see several examples of end-of-document citations for the most commonly used types of sources.

Who determines how the citations are written?

The American Psychological Association has published a guide for documentation titled the Publication Manual of the American Psychological Association, Sixth Edition. The examples and protocols in this document are based on this manual. It is recommended that this document be purchased and used as a reference in the classroom or laboratory.

Additional online resources include the following:
Purdue University Online Writing Lab (OWL)
American Psychological Association (APA) Basics of APA Style® Tutorial
American Psychological Association (APA) APA Style Blog
Cornell University Library Citation Management

End-of-document citations

The following are specific formats and examples of the end-of-document citations for different types of source material. Within each section are multiple examples of types of resources that you may need to cite in your reports and presentations. These examples do not include all the different types of resources you could potentially use, but they are the ones you are most likely to use. If you use a resource that does not match these examples, see if the school has the American Psychological Association manual or ask your teacher or a librarian for help.

Be sure to examine each of the examples carefully because the punctuation and capitalization are very specific and different from what you normally use. Remember to list the citations alphabetically by the first author's last name, and to indent after the first line of the citation. If you use more than one resource by the same author, then the citations for that author are listed chronologically.

Periodicals

Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

General Reference Format

> Author, A.A., Author, B.B., & Author, C. C. (year). Title of article. *Title of Periodical,* xx, pp-pp. Retrieved from http://xxxxxxxxxxx

Journal article, one author, doi available
Format

> Author, A. A. (year). Title of article. *Title of Periodical*, xx, pp-pp. doi:xx.xxxxxxxxxx

Example

> Shyndale, G.W. (2010). Virtual truss design. *Journal of Software Engineering*, 14, 84-87. doi: 14.3291/0632-7640.42.4.756

Notes
The digital object identifier (doi) is a document identification number that can be found on most (but not all) digital journal articles. If the doi is listed with the reference information, include it in your citation as indicated below.

Journal article, one author, doi not available

Format

> Author, A. A. (year). Title of article. *Title of Periodical*, xx, pp-pp. Retrieved from
> http://www.xxxxxxxxxx

Example

> Shyndale, G.W. (2010). Virtual truss design. *Journal of Software Engineering*, 14, 84-
> 87. Retrieved from http://www.jrnsoftwareeng/trussdesign

Notes

If the doi is not listed with the reference information, indicate the URL of the home page from which you retrieved the journal article.

Website

Format

> Author, A. A. (year, month). Title of section or chapter. Webpage Publisher.
> Retrieved from http://www.xxxxxxxxx

Example

> Sokowski, T. R. (2012, January). DNA proteins. *DNALife*. Retrieved from
> http://www.DNALife.DNAproteins.com

Notes

Provide the most detailed publication date possible. Use the publication date of the webpage subheading if available. Otherwise, locate the website publication date. If no date is available, replace the date with (n.d.).

> Sokowski, T.R. (n.d.). DNA proteins. *DNALife*. Retrieved from
> http://www.DNALife.DNAproteins.com

If no author is indicated, use the Webpage Publisher as the author.

> DNALife. (2012, January). DNA proteins. Retrieved from
> http://www.DNALife.DNAproteins.com

Magazine article

Format

> Author, A. A. (year, month). Title of article. *Title of Magazine*, xx(x), pp-pp.
> Retrieved from http://www.xxxxxxxxxx

Example

> Williamson, H. K. (2011, January). Discrete transistor circuit design. *Tomorrow's Electronics*, 24(1), 15-22. Retrieved from www.tomorrowselectronics.com/discretetransistor

Notes

Provide the date shown on the publication. Provide the month for monthlies or month and day for weeklies.

The xx(x) in the format sample below represents volume and issue number. Please provide volume and issue number in your reference.

If the magazine article is retrieved from a hard copy magazine, no URL is necessary. If the magazine article is retrieved online, please include the appropriate URL.

Daily newspaper article, no author

Format

> Title of article. (year, month day). *Title of Newspaper*, pp.

> **OR**

> Title of article. (year, month day). *Title of Newspaper*. Retrieved from http://www.xxxxxxxxxx

Example

> Stem cell differentiation. (2012, March 14). *The Gazette*, C8.

> **OR**

> Stem cell differentiation. (2012, March 14). *The Gazette*. Retrieved from http://www.gazettedaily.com

Notes

If the newspaper article is retrieved from a hard copy newspaper, include the page number.
If the newspaper article is retrieved online, please include the newspaper's homepage URL.

Daily newspaper article with author

Format

Author, A. A. (year, month day). Title of article. *Title of Newspaper*, pp.

OR

Author, A. A. (year, month day). Title of article. *Title of Newspaper*. Retrieved from http://www.xxxxxxxxxx

Example

Burkowski, D. O. (2009, January 14). Environmental impact of bioethanol. *Savannah Times*, A14.

OR

Burkowski, D. O. (2009, January 14). Environmental impact of bioethanol. *Savannah Times*. Retrieved from http://www.SavannahTimes.org

Book with author or editor

Format

Author, A. A. (date). *Title of book*. doi:xx.xxxxxxxxxx

OR

Author, A. A. (date). *Title of book*. Retrieved from http://www.xxxxxxxxxx

OR

Author, A. A. (date). *Title of book*. Publication location: Publisher.

OR

Editor, A. A., Editor, B. B., & Editor, C. C. (date). *Title of book.* Publication location: Publisher.

Example

Grantham, T. G. (2006). *Fluid mechanics*. doi:10.6024/8473629821.001.0001

OR

Grantham, T. G. (2006). *Fluid mechanics*. Retrieved from http://www.intechopen.com/books/FluidMechanics

OR

Grantham, T. G. (2006). *Fluid mechanics*. Pittsburgh, PA: Mechanical Advantage, Inc.

OR

Smith, A. K., Trudeau, C. D., & Filan, J. T. (2008). *In pursuit of cures.* Hartford, CT: Biolabs, Inc.

Notes

If the book is retrieved online and provides a doi, include the doi in the reference.

If the book is retrieved online but does not provide a doi, include the URL of the retrieval site.

If the book is retrieved as a hard copy, include the publication information.

If the book is edited rather than authored, please reference all authors.

Documentaries or motion pictures

Format

> Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of recording*. [Documentary]. Country of Origin: Studio.

Example

> Jarrett, G. A. (Producer), & Schultz, B. Q. (Director). (2012). *What makes us move? Innovation in biomechanics*. [Documentary]. Canada: Educast, Inc.

Notes

Identify the nature of the recording in brackets after the title.

Software

Format

> Title of Software. (Version number) [Computer software]. Publication location: Publisher.

Example

> CircuitDesign. (4.0) [Computer software]. Seattle, WA: Oakdeck, Inc.

Example Corporate Author, Government report

> U.S. Department of Health and Human Services, National Institutes of Health, national Heart, Lung, and Blood Institute. (2003). Managing asthma: A guide for schools (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf