

ARTICLES FROM ONLINE (not database) MAGAZINES -- CITATION RULES

*Red = rules/notes of special interest

Article citations contain different elements depending on the type of periodical (magazine, journal, newspaper, online, etc.). **The following rules and examples apply to articles in online (not database) magazines that have print counterparts.**

Citations for articles in magazines that you access online (not using databases) can include the following elements. **The citation includes publication information and may require a retrieval statement as explained below.** See the APA handbook for more details.

- Use double spacing with hanging indent.
- **Author's name** (last name, initials) -- If there's more than one author, follow the name with a comma and ampersand (, &).
 - ~ Additional authors are listed in the same manner (last name, initials).
 - ~ **For more than six authors, list the first six and abbreviate the others as et al.**
 - ~ Do not put a period after author entries when initials are used. Put a period after group or corporate authors.
 - ~ If no author is given, start the entry with the item's title -- followed by a period.
- **Exact date of publication** (monthlies = year, month; weeklies = year, month day) -- in parentheses, followed by a period.
 - ~ If no date is available, use n.d. in parentheses.
 - ~ Write in press in parentheses for articles that have been accepted, but are not yet published.
Do not use a date until the article has been published.
- **Title of the article** -- followed by a period if additional identifying information is not given.
 - ~ Capitalize the first word of a title, the first word of a subtitle, and all proper nouns.
 - ~ Do not italicize or put quotation marks around the title.
 - ~ **In brackets, indicate if the article was only accessed electronically.**
Capitalize only the first word of the identifying information. End with a period. [Electronic version].
- **Additional information** that helps identify and retrieve the article (i.e. abstract, special issue, and letter to the editor) -- in brackets, followed by a period.
 - ~ Capitalize only the first word of the identifying information. For example, [Letter to the editor]
- **Title of the magazine** (italicized) -- followed by a comma.
 - ~ Use the magazine's full title.
 - ~ Use upper and lower case for the title (capitalize first, last, and all major words).
- **Volume number** (italicized) -- followed by a comma.
 - ~ Do not use Vol. before the number.
 - ~ Do not use the issue number.
 - ~ If no volume number is given, the inclusion of the exact date of publication takes care of this omission.
- **Inclusive page numbers for the article** -- followed by a period.
- **If the online article differs in appearance or content from the original print article** (e.g. the format differs from the print version, page numbers are omitted, it has commentary or other additions, etc.) add the date of retrieval and the URL.
 - ~ Retrieved Date, from URL (Ex. Retrieved December 16, 2008, from <http://www.govtech.com/gt/articles/97500>)
 - ~ If a URL is too long, break it after a slash, before a period or, before another punctuation mark. Do not insert hyphens.
 - ~ Do not put a period at the end of this element.

ARTICLES FROM ONLINE (not database) MAGAZINES -- EXAMPLES

Example Citations and Reference List

Duggan, S. (2008, November). Timpani maintenance [Electronic version]. *The Instrumentalist*. Retrieved December 12, 2008, from <http://207.58.128.136/articles/The-Instrumentalist/November-2008/Timpani-Maintenance/>

Forbes, S. (2007, December 10). Mob rule [Electronic version]. *Forbes*, 180, 27. Retrieved December 17, 2008, from <http://www.forbes.com/columnists/forbes/2007/1210/027.html>

Peterson, S., & Towns, S. (2005, December). 2005: Year in review [Electronic version]. *Government Technology*, 18. Retrieved December 16, 2008, from <http://www.govtech.com/gt/articles/97500>

NOTE: The Duggan article does not give a volume number, but the date indicator (2008, November) takes care of that omission. The article is in a format different than the print version, so retrieval information is needed