

How to cite a Web Page – Developing the reference for a Web page

APA Helps

In this session of APA Helps, we want to look at how to cite a web page in your references list. Web pages can come in a lot of different formats, and we'll kind of look at the main styles of web pages that you might be using.

I did a search on "Authentic Leadership" and I have about 4 pages that I would like to use. This first one, the article title is "The 5 Marks of Authentic Leadership" and that's one piece I need to have. The author is Michael Hyatt, it's his website so he's the author of the page. And if I go down to the bottom I notice that there's some information here on when it was posted. It says, "posted Tuesday, July 3, 2012." So I can assume that that was the date that this page was put up on the Internet. And the other piece that I will need is the URL of the webpage.

So let's go to my references list. And I'm going to remove what's already there. I have it already set up, I'm ready to start my typing. First, I start with the author information. And it was July 3rd. Always start with the year first.

The next element is the Title page. And then the fourth element is the URL. Notice that on the title I did not put it in italics because this is just a regular web page. It could be changed, he could come back and edit it or remove it and so it is not-- that kind of a webpage is not put in italics. Probably the majority of what you will be using that will certainly be the case.

URL's can be long and cumbersome, difficult to type, so what I like to do is copy it using my keyboard and do a CTRL+C then go back to my document, make sure my cursor is where I want to insert it, and do a right click and click on this A where it says "Keep text only". Then I need to go back up here and insert, "Retrieved from." And I have my first entry for the first web page that I want to use.

The second one is a little bit different. It is a published document, it's been printed and it might say that it's in PDF format. It is a very scholarly document, it has 5 authors and an abstract, and if we took the time to scroll to the end of it we would see that it has a references list. So this is what we refer to as a technical report because of the nature of how it has been put online and the kind of document that it is. So for this one I am going to put the title in italics, but I still look for the same elements. In this case, I have 5 authors, the title, the date that the page was created, and again the URL of the page. So I just have to go back to my document and type in the information. This one will take a little bit longer because we have a lot more authors. Peterson is the last one, so we want to put an ampersand there before the last author. Parenthesis for the date and again I start with the year and type the full date since that is what I have available and a period following that. And then the title of the document. This one has a colon and a subtitle, so I start the subtitle with a capital. The rest of it is in small case unless there were any proper nouns.

Again, my retrieval information, this time I'll go ahead and type that first and go back and get that URL in the same way that I did before. This one needs to be adjusted a little bit because I've got too much white space on this line, so I can break it by breaking it before any punctuation or

symbol and that's going to throw this last line out of the margin so I just need to tab it over so that it lines up perfectly.

Then the third page that I want to use is another webpage. And again, I have a title, I'm going to use the URL, the author is Andrew Cohen, and when I look top and bottom on this one the only date I see is this "Copyright 2011." That is referring to the whole web site, not to this document, so it's better just to go with a "n.d." Since it's Cohen, I need to insert it up in the beginning, put "n.d." for no date, and then the title. When your title ends with a question mark or exclamation mark you do not additionally put a period at the end of that. And again, I'm going to go back and grab my URL and insert that. So there are three of my entries.

The fourth one is a little bit different and this one is a very short article but let's say that there's something there that I would like to paraphrase and use in my document. It's coming from this Authentic Leadership Institute, I can't necessarily assume that they were the authors so this may be a judgment call, but I'm going to say that this particular little blurb that I want to use does not have an author. In that case, I'm going to start with the title. To save a little bit of time here in this presentation, I'm going to copy that in using the same thing that I did for the URL so that it retains the formatting around it. Again, it's just a regular webpage so I'm not going to put it in italics.

I do need to go back and put this in italics, we talked about it and then I didn't do it.

Make sure that your technical reports are in italics.

Again, there is no visible date except this date and that is really referring to the website, so this is going to be another one that's going to have an "n.d." Notice that because there was no author, the title moves to the first position and the date follows that, and then the retrieval information. And I'm going to grab that one just like I did the other one.

So there, I have my references list completed for my four entries. And just as a review, regular webpages are not in italics, you have to have some kind of a date, either the actual date of when the article was written, and if that is not clear just substitute "n.d." If you don't have an author, then the title of the webpage moves to the first position and the date follows that.

And as always, when you have additional APA questions, please feel free to call us at 1-800-521-1848 or you can email us at ocls@indwes.edu. Thank you!