



ACQUISITION RESEARCH

HANDBOOK SERIES

APA Citation Style (6th Edition)

1 April 2015

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ACQUISITION RESEARCH PROGRAM
NAVAL POSTGRADUATE SCHOOL

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Preface

This handbook is one of a series of four produced for the Acquisition Research Program (ARP) at the Naval Postgraduate School. The purpose of the ARP Handbook Series is to provide helpful information in a user-friendly format to assist graduate students and others in improving their research and writing skills.

The ARP Handbook Series includes the following:

- *Analysis Planning Methodology: For Theses, Joint Applied Projects, & MBA Research Reports*
- *Writing Style & English Usage*
- *APA Citation Style (6th edition)*
- *Effective Tables, Figures, & Frequently Used Terms*

For additional copies, please visit the Acquisition Research Program Office at the Graduate School of Business & Public Policy in Ingersoll 372. The handbook series can also be downloaded from our website (www.acquisitionresearch.net).



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Acquisition Research Program Citation Style

The Acquisition Research Program (ARP) follows the citation guidelines in the *Publication Manual of the American Psychological Association* (sixth edition), known as APA. The ARP chose APA as its citation preference when the program began in 2003 because APA is a universally recognized standard among academic journals. The rationale behind this decision was that by citing ARP research in a consistent format, editorial resourcing and adaption for specific journal requirements would be more efficient. This release of the APA Citation Style handbook introduces changes in APA's sixth edition and shows examples of the proper use of APA.

APA Citation Style

It is essential to the integrity of academic writing that all researchers properly credit the sources from which they borrow information. Citing a source is a two-part process: using a parenthetical citation in the text and creating an entry for the source in a reference list. The ARP follows the guidelines for crediting sources established by the APA in its *Publication Manual* (sixth edition). For more information on how to cite sources in APA format, including more examples of reference entry types, see pages 169–224 in the *Publication Manual*.

A. Parenthetical Citations

A parenthetical, or in-text, citation directs the reader to the reference list, where full documentation information for a source is listed. In general, an in-text citation should include the author's last name, the date of publication, and the page number where the quoted or paraphrased material is found in the original source.

1. Basic Rules for Parenthetical Citations

- Every in-text citation must have a corresponding entry in the reference list.
- In-text citations should be inserted in parentheses



immediately after the source material and should contain the following information in this format:

(Author Last Name, publication year, page number).

(Bradley, 2012, p. 32)

- Do not include months with the year of publication, even if the month is included in the reference entry for the source.
- If a source does not give a publication date, use the abbreviation *n.d.* (meaning *no date*).

(Hilton, n.d., p. 4).

- Citations for all direct quotes must include page numbers and must come immediately after the quoted material, even if this occurs in the middle of your sentence. Use the abbreviation *p.* to cite information from a single page and *pp.* to cite information from multiple pages. For inclusive page numbers, write out the full number as follows:

(pp. 667–669) not (pp. 667–9).

- If no page number is available (e.g., for electronic sources), use paragraph numbers (abbreviated *para.*) if the paragraphs are visually numbered. If no paragraph numbers are included, use chapter numbers or heading titles and paragraph location.

(Lincoln, 1995, para. 5),

(Smith, 2003, Chapter 3), or

(King, 2000, Finding Revenue section, para. 2).

- If you cite the same source multiple times in a single paragraph, you do not need to repeat the date of publication each time you use the author's name in one of your sentences. You should give a full citation, however, if you do not use the author's name in the sentence.

Martin (2003) pointed out that the Navy could use combat ships for multiple purposes. Martin



also argued that the Navy is not taking advantage of this opportunity. His study showed that combat ships are useful for peacetime operations (Martin, 2003).

2. Specific Rules & Sample Parenthetical Citations

One Work by One Author

- If the author's name is used in the sentence, only the publication date is included in the in-text citation.

Marshall (1997) demonstrated that war tactics have varied significantly over time.

- If the author's name is not used in the sentence, give both the author's last name and the publication date in parentheses.

One study showed that war tactics vary significantly over time (Marshall, 1997).

Note. In most cases, it is best to introduce material from outside sources in the writing (such as in the first example). Doing so adds to your credibility as a writer and allows you to more smoothly integrate sources with your ideas.

One Work by Multiple Authors

- In the text, two authors' last names are connected by the word *and*. In a parenthetical citation, the authors' last names are connected by an ampersand (&).

Marshall and Duncan (1997) demonstrated that war tactics vary significantly over time.

One study (Marshall & Duncan, 1997) demonstrated that war tactics vary significantly over time.

- In the first citation of a work with three to five



authors, name all of the authors. In all subsequent references to the work, give only the first author's last name followed by *et al.*

Marshall, Duncan, Greer, and Tate (1999) further demonstrated that region plays a role in the tactics used.

Marshall et al. (1999) studied central Europe and eastern Asia.

- For an in-text citation of six or more authors, even in the first citation of the work, give only the first author's name followed by *et al.* In the reference list, however, list the first six authors and then substitute *et al.* for all authors' names after the first six.
- If two or more sources published in the same year could shorten to the same form—for instance, two references could shorten to Marshall et al., 1999—cite the last names of as many authors as you need to differentiate between the sources, and then use *et al.*

In their study, Marshall, Duncan, et al. (1999) claimed that...

However, in a different study, Marshall, Reed, et al. (1999) pointed out that...

Two or More Works by the Same Author(s) in the Same Year

- Use letter designations (a, b, c, etc.) to differentiate between sources published by the same author in the same year. To determine which letter to assign to a source, arrange the sources alphabetically in the reference list by the first main word of the title. The first source takes an *a* designation, the second source a *b*, and so on. Use both the date and the letter when citing the source in the text.

In a recent report (DoD, 2007a), the DoD presented its decision.



Later that year, the DoD issued a second report (2007b) that clarified its decision.

Work With No Known Author or an Anonymous Work

- When a source has no identified author, use the first two or three words of the title in place of an author's name in the in-text citation. (In the reference list, the entry should begin with the full title, followed by the publication date.) For book or report titles, format the title in italics. For articles, book chapters, or web pages, use quotation marks around the title.

The report (*Financing Measures*, 1980) was central to the decision to restructure the company.

One article ("Budgetary Cuts," 1999) noted that substantial reform is necessary.

- For a work that lists *Anonymous* as the author, use this word as the author name in the reference entry and in-text citations. Do not use *Anonymous* as the author if no author is given. In this case, begin the reference entry with the title of the source, followed by the publication date.

Two or More Works in the Same Parentheses

- For two or more works by the same author in an in-text citation, use a comma to separate each source and arrange them by year of publication.

The subject received a lot of attention (Jones, 2003, 2004).

- For two or more works by different authors, use a semicolon to separate each source and arrange them alphabetically.

The data were evaluated several times (DoD, 2004; Jones, 2003; Smith, 2003).

Two or More Works With No Publication Dates and the Same Author



- When two or more sources have the same author but no publication dates, differentiate between the sources with a hyphenated letter.

The researchers did not identify a clear cause-and-effect relationship (Garcia, n.d.-a, n.d.-b).

Citations Inside Parenthetical Material

- If it is necessary to cite something within a parenthetical aside, place commas rather than brackets around the citation.

(see Chapter 2 of the DoD report, 2009, for a full discussion of the topic).

Authors With the Same Last Name

- If the authors of two different sources have the same last name, use the initials of the authors in all citations for these sources.

The studies by A. P. Marshall (2009) and D. Marshall (1997) demonstrate this phenomenon.

Personal Communications

- Personal communications include sources for which there is no recoverable data, such as private letters, e-mails, nonarchived online discussion groups, personal or telephone interviews not transcribed by the ARP (see The Reference List section for information on how to cite interviews that have been transcribed by the ARP), or class notes, PowerPoint presentations, or handouts not posted on a professor's website. These sources are not included in the reference list because a reader could not access them for him or herself.
- To cite personal communications in-text, give the initials and last name of the person with whom you communicated as well as the date of communication.

(A. B. Jones, personal communication, October



4, 2009).

- As necessary, provide additional information about a personal communication, such as the method of communication, either in the text of the paper or in a footnote.

The department head clarified the role of cost sharing at Dragon Inc. (T. W. Miller, personal communication, February 2, 2012) ...

(Nelson, personal communication, March 3, 2012)¹

¹ This information was communicated to us via a PowerPoint presentation during a class lecture in Ted Nelson's Accounting 200 course, Spring term, Naval Postgraduate School.

Legal and Government Sources

Citing legislative and administrative material can be a complex process. See pages 219–224 of APA's *Publication Manual* and the Legislative and Administrative Materials section of this handbook for more information on these types of sources.

- For statutes (acts), the in-text citation contains the popular or official name for the act and the year of the act. This category includes unenacted bills and resolutions and acts that are codified in *United States Code* (U.S.C.) or in session law form. Include the section (§), paragraph, and subparagraph numbers, if relevant.

The Ike Skelton National Defense Authorization Act for Fiscal Year 2011 was enacted after being signed by the president in January.

Procurement procedures were addressed in the Federal Acquisition Streamlining Act (1994, § 102(c)(2)).

In 1990, the Defense Acquisition Workforce Improvement Act (DAWIA) established training standards.



- For executive orders, include the number of the executive order and the year in which the order was promulgated in the Code of Federal Regulations (C.F.R.).

Executive Order No. 11,609 (1994)

(Executive Order No. 11,609, 1994)

- For federal hearings and testimonies, include the first few words of the reference list entry, italicized.

The Current Status (2011)

(*The Current Status*, 2011)

- For the Federal Acquisition Regulation (FAR), it is not necessary to include the publication year with every citation to the FAR. Include the most recent year of publication (it is updated regularly) on the first reference only. The same guidelines apply to the DFARS and other regulations.

as outlined in the Federal Acquisition Regulation (FAR, 2012)

as outlined in the FAR Part 8,

(FAR Part 4)

(DFARS 204.8)



Table 1. Basic Citation Styles
(APA, 2010, p. 177)

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2008)	Bradley et al. (2008)	(Bradley, Ramirez, Soo, & Walsh, 2008)	(Bradley et al., 2008)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Group authors (identified by an acronym)	Department of Defense (DoD, 2009)	DoD (2009)	(Department of Defense [DoD], 2009)	(DoD, 2009)
Group authors (no acronym)	General Dynamics (2008)	General Dynamics (2008)	(General Dynamics, 2008)	(General Dynamics, 2008)

B. The Reference List

The reference list provides readers with full documentation information for the sources cited in the paper, allowing them to access these sources for their own use.

1. Basic Rules for Creating a Reference List

- Single space within a reference entry, and use 1.5 spacing between entries.
- Set Microsoft Word's paragraph indentation function at a hanging indent of 0.5 inches for the entire list—do not tab the hanging indent by hand.
- Arrange sources alphabetically by the author's last name. If there is no author, alphabetize an entry by the first main word of its title and put the date of publication after the title.
- Use only one space after all punctuation marks in a reference entry.
- The titles of articles, chapters, books, web pages, papers, reports, and so forth are written in sentence case (capitalize only the first word and proper nouns), and the titles of journals and newspapers are written in title case (capitalize all words four letters or longer).
- Nonroutine information that helps the reader to identify a source is placed in brackets immediately following the title. The information placed in brackets describes the form of the source. The following are examples of nonroutine information:

[Memorandum]

[Special section]

[Abstract]

[Brochure]

[Lecture notes]



[Computer software]

- Omit *Co.* or *Inc.* but not *Books* or *Press* from a publisher's name. Give the full names for associations, corporations, and university presses.
- When the author is also the publisher of a source, insert the word *Author* in the publisher spot.
- For electronic sources, the retrieval statement should include either a URL to the publisher's home page (if a website contains a search function) or a URL to the full document. Use the URL that will be most helpful to the reader trying to access the document.
- Do not include the date you retrieved electronic information from a website unless the actual content you are citing could change over time (such as in a nonarchived *Wikipedia* article).
- For electronic sources, use the digital object identifier (DOI) in place of a URL whenever one is available. The DOI number should be formatted as follows: doi.xxxxx

2. Reference Entry Examples by Type

This section contains specific examples of reference entries for various types of sources. The examples are organized by type of source. If you cannot find an example that fits the type of source you want to reference, consult the *APA Publication Manual* (sixth edition) pages 193–224 for more information. Also, consult the Helpful Websites section of this handbook for tips on accessing information about legislative sources.

Periodicals

Periodicals are sources published on a regular basis such as journal articles, magazines, newspapers, and newsletters. A basic citation entry for this type of source is as follows:

Author, A. A., Author, B. B., & Author, C. C. (year).
Title of the article. *Title of the Periodical*, xx,



pp–pp.

- The number after the periodical title (xx) is the volume number.
- For electronic sources (accessed online), include a DOI in the entry if one is available. The DOI can usually be found on the first page of an electronic journal. A DOI takes the place of a URL or other electronic retrieval information. If no DOI is available, leave this information out of the entry, and insert a URL instead.

Author, A. A., Author, B. B., & Author, C. C. (year).
Title of the article. *Title of the Periodical*, xx,
pp–pp. doi:xx.xxxxxxxx

Author, A. A., Author, B. B., & Author, C. C. (year).
Title of the article. *Title of the Periodical*, xx,
pp–pp. Retrieved from <http://www...>

i. Journal Article That Paginates Issues Continuously

Godfrey, A. (1999). Government management and returns on investment. *Management Associations*, 7, 220–231.

ii. Journal Article That Paginates Issues Separately

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives*, 7(4), 20–31.

iii. Special Issue or Section in a Journal

Warner, P., & Marvin, L. (Eds.). (2005). The rise of the defense industry giants [Special issue]. *Defense Journal*, 43(2), 90–102.

iv. Periodical With Quarterly or Seasonal Publication

Kendall, F. (2013, November–December). Our



relationship with industry. *Defense AT&L*, 42(6), 2–4.

Rubel, R. C. (2013, Autumn). National policy and the post-systemic Navy. *Naval War College Review*, 66(4), 11–30.

v. Online Journal or Magazine Article

Samson, V. (2003, April 1). The Patriot: Its performance so far. *Weekly Defense Monitor*, 7(12). Retrieved from <http://www.cdi.org>

Note. Do not include the URL for databases such as EBSCO, ProQuest, and JSTOR (these sites require subscriptions to access articles) unless the source is only available through these databases.

vi. PDF Version of a Journal Article

Pintagro, M. (2010). Korea tour normalization: More like home now. *Soldiers*, 65(8), 8–12. Retrieved from <http://usarmy.mil/soldiers/>

Note. In all in-text citations for this type of source, cite the page numbers within the PDF.

vii. Newspaper Article

Kolata, G. (2001, January 7). Kill all the bacteria! *The New York Times*, pp. B1, B6.

viii. Online Newspaper Article

Singletary, M. (2010, August 1). Consumer complaints rise as protection resources dwindle. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Books

This includes sources such as single-author books, chapters within edited books, reference books (encyclopedias, dictionaries), electronic books, and so forth. A basic citation entry for this type of source is as



follows:

Author, A. A. (date). *Title of work*. Location:
Publisher.

For books only available online, the URL takes the place of the place of publication and the name of the publisher.

O’Keefe, E. (n.d.). *Egoism & the crisis in Western values*. Retrieved from
<http://www.onlineoriginals.com/showitem.asp?itemID=135>

i. Book With No Author

Columbia encyclopedia (6th ed.). (2007, December). New York, NY: Columbia University Press.

Note. The in-text citation for this source would be (*Columbia Encyclopedia*, 2007).

ii. Book With One Author

Rodriguez, R. (1982). *A hunger of memory: The education of Richard Rodriguez*. Boston, MA: Godine.

iii. Book With Two to Seven Authors

Wilcox, D. L., Ault, P. H., & Agee, W. K. (1995). *Public relations: Strategies and tactics* (4th ed.). New York, NY: HarperCollins.

iv. Book With Eight or More Authors

Wimple, P. B., Van Eijk, M., Potts, C. A., Hayes, J., Obergau, W. R., Zimmer, S., ... Martin, E. (2001). *Case studies in moral decision-making among adolescents*. San Francisco, CA: Jossey-Bass.

Note. List the first six authors, insert three ellipses points, and then give the last author’s name.



- v. **Book With an Editor**
- Dohrenwend, B. S., & Dohrenwend, B. P. (Eds.). (1999). *Stressful life events: Their nature and effects*. New York, NY: Wiley.
- vi. **Chapter in an Edited Book**
- Paykel, E. S. (1999). Life stress and psychiatric disorder: Applications of the clinical approach. In B. S. Dohrenwend & B. P. Dohrenwend (Eds.), *Stressful life events: Their nature and effects* (pp. 239–264). New York, NY: Wiley.
- vii. **Definition or Encyclopedia Entry With No Author**
- Consolidation. (1991). In *Webster's ninth new collegiate dictionary*. Springfield, MA: Merriam-Webster.
- Note.* The in-text citation for this source would be (“Consolidation,” 1991).

E-Book Reader

For books accessed on an e-book reader, give the type and version of the e-book used in brackets immediately after the title of the book.

Jones, B. (2002). *Call to action: Understanding the Department of Defense* [Adobe Digital Editions version]. doi:19.1283/9385753912X

Jones, B. (2002). *Call to action: Understanding the Department of Defense* [Kindle DX version]. Retrieved from <http://www.amazon.com>

Technical and Research Reports

Technical and research reports are sources that are similar in nature to journal articles, but they may not have been peer reviewed. A basic citation entry for this type of source is as follows:

Author, A. A. (date). *Title of work* (Report No. xxx).



Location: Publisher.

i. Corporate Author or Government Report

General Accounting Office (GAO). (2002, January). *Best practices: Taking a strategic approach could improve DOD's acquisition of services* (GAO-02-230). Washington, DC: Author.

Office of Management and Budget (OMB). (2003). *Budget of the United States Government FY 2004, analytical perspectives*. Washington, DC: Government Printing Office.

Davis, P. K., & Anderson, R. H. (2003). *Improving the composability of Department of Defense models and simulations* (MG-101-OSD). Santa Monica, CA: RAND.

ii. Report From an Institutional Archive (Such as ARP Reports)

Dillard, J. T. (2004, September). *Centralized control of defense acquisition programs: A comparative review of the framework from 1987–2003* (NPS-PM-04-021). Retrieved from Naval Postgraduate School, Acquisition Research Program website:
<http://www.acquisitionresearch.net>

iii. Government or Agency Reports Retrieved Online

Government Accountability Office (GAO). (2010, July 30). *Defense infrastructure: Army's privatized lodging program could benefit from more effective planning* (GAO-10-771). Retrieved from <http://www.gao.gov>

iv. Working Paper

Nissen, M., & Levitt, R. E. (2002, November). *Toward simulation models of knowledge-intensive work processes* (CIFE Working Paper)



No. 77). Retrieved from Stanford University Center for Integrated Facility Engineering website: <http://www.stanford.edu/group/CIFE>

Note. The name of the website is only included in the retrieval statement when it differs from the name of the author. (Compare this entry to the sample entry for Government or Agency Reports Retrieved Online in which the name of the website is left out of the retrieval statement because it would repeat the author name).

Meetings and Symposia

Sources in this genre can be either published or unpublished—a paper presented at a conference (unpublished) versus a paper printed in the conference proceedings (published).

i. Published Symposium Paper

Malina, M. A., & Selto, F. H. (2005). Choice and change in measures in performance measurement models. In *Proceedings of the Second Annual Acquisition Research Symposium* (pp. 173–205). Retrieved from Naval Postgraduate School, Acquisition Research Program website: <http://www.acquisitionresearch.net>

Bakken, B. (2004). The Atlantic defense technology gap: Will it be closed? In *Proceedings of the 22nd International Conference of the System Dynamics Society*. Oxford, England: International System Dynamics Society.

ii. Paper Presented at a Conference (No Published Proceedings)

Howard, R. (2006, June). *Searching for the right answer: Defense acquisition issues*. Paper presented at the meeting of the Defense Acquisition Group, Newport, RI.



Doctoral Dissertations and Master's Theses

Many dissertations and theses are retrieved from databases, institutional archives, or personal websites. Include where you retrieved a dissertation or thesis from in the entry.

i. Unpublished Dissertation or Thesis

Delaune, M. L. (2001). *Child care in single-mother and single-father families: Differences in time, activity, and stress* (Unpublished doctoral dissertation). University of California, Davis, CA.

ii. Dissertation or Thesis From an Institutional Database

Skubic, M. (2001, June). *Outsourcing market research in DoD commodity acquisition: The issues, concerns, and private industry capabilities* (Master's thesis, Naval Postgraduate School). Retrieved from <http://www.acquisitionresearch.net>

iii. Dissertation or Thesis in Hard Copy Format

Ures, S. A. (2011). *Financing naval support for humanitarian assistance and disaster response: An analysis of cost drivers and cash flows* (Master's thesis). Monterey, CA: Naval Postgraduate School.

Legislative and Administrative Materials

Citing legislative and administrative material can be a complex process. See pages 219–224 of APA's *Publication Manual* for more information and examples of these types of sources. APA follows the citation format for legal sources outlined in *The Bluebook: A Uniform System of Citation* (18th edition). For more information on citing legal documents, consult *The Bluebook* (a copy is available to check out in the ARP office).



Within this handbook, refer to the Legal and Government Sources section in Specific Rules & Sample Parenthetical Citations, and the Frequently Cited Sources section for additional information on legal citations. The Helpful Websites section also provides a list of resources for legislative databases.

i. Acts (Statutes)

For bills or resolutions that have been signed into law, cite where the act has been codified in *United States Code* (U.S.C.).

Defense Acquisition Workforce Act of 1990, 10 U.S.C. § 1701 (1990).

Note. The symbol § means *section*; to indicate a span of sections, write, for example, §§ 1701–1708. The section number indicates either which section the act begins on or the sections of code the act spans. In text, you would cite this source as the Defense Acquisition Workforce Act (1990, § 1701). The in-text citation could also include the paragraph and subparagraph for the information you are referencing, if relevant (e.g., 1990, § 1701(a)(3)).

ii. Session Law

Session law is the form an act takes before it has been codified—amendments to an act take this format before the act is codified to include the amendments. Because this format cites the unofficial version of an act, only use this format if an act has been amended numerous times and the codified version is outdated.

Defense Acquisition Workforce Act of 1990, Pub. L. No. 101-510, § 1202, 104 Stat. 1638 (1990).

Note. This act was the 510th public law enacted by the 101st Congress. The section being cited is 1202, and the act is located in the 104th volume of the *United States Statutes at Large* (abbreviated in the entry as Stat.) on page 1638 and published in



1990.

iii. **Unenacted Federal Bills and Resolutions**

For bills or resolutions that have not been signed into law, cite the number for either the Senate (abbreviated S.) or House of Representatives (abbreviated *H.R.*) version of the bill or resolution and the session of Congress.

National Defense Authorization Act for Fiscal Year 2010, H.R. 2647, 111 Cong. (2009).

iv. **Executive Orders**

If possible, cite the location of an executive order in the Code of Federal Regulations (C.F.R.), which contains the codified versions. Otherwise, cite the location of the executive order in the Federal Register (Fed. Reg.). See the Helpful Websites section for more information on retrieving and citing executive orders.

Exec. Order No. 11,609, 3 C.F.R. 584 (1994).

Note. All executive orders are codified in Title 3 of the C.F.R. In the sample citation above, Executive Order No. 11,609 is found on page 584 of the C.F.R. published in 1994.

Exec. Order No. 13,456, 73 Fed. Reg. 4677 (2008).

Note. In the sample citation above, Executive Order No. 13,456 is found on page 4677 of the Federal Register published in 2008.

v. **Federal Testimony**

A basic citation entry for this type of source is as follows:

Title of the testimony, xxx Cong. (date).

Written testimony of POGO's Danielle Brian on DoD's use of "commercial" acquisition and "other transaction authority" before the Senate



*Armed Services Committee, Airland
Subcommittee, 104th Cong. 567 (2005).*

Note. In this example, 567 is the page number on which the testimony begins.

If the name of the person giving the testimony is not included in the title of the testimony, include this information in parentheses after the date in this way:

Contract management: Trends and challenges in acquiring services: Hearing before the Subcommittee on Technology and Procurement Policy, House of Representatives, 107th Cong. 1 (2001) (testimony of David E. Cooper).

Software

Do not create reference entries for standard software and programming languages such as Microsoft Word or Java. Do create reference entries for specialized software or computer programs with limited distribution. A sample citation for software is as follows:

Comprehensive Meta-Analysis (Version 2)
[Computer software]. (2001). Englewood, NJ:
Biostat.

Interviews

i. Recorded Interviews Transcribed by the ARP

This format should only be used for recorded interviews that have been transcribed and are kept on file by the ARP (or a similar institution). For interviews that are not recorded or kept on file, see the Personal Correspondence subsection of the Parenthetical Citations section in this handbook.

Masters, A. D. (2009, May 3). Interview by D. F. Ford [Digital recording]. MBA thesis research project, Naval Postgraduate School, Acquisition Research Program, Monterey, CA.



ii. Published Interviews

Use the following format for interviews that have been published and made available to the general public. (Radio show interviews would likely fall into this category.)

Rivers, A. D. (2009, May 3). Following the legend: An interview with Amy Rivers [Interview by D. Stanley]. Retrieved from <http://www.famousinterviews.org>

Internet Message Boards

Use this type of source sparingly in academic writing. For the author, use the name provided on the blog byline (whether a screen name or the person's actual name).

i. Blog Post

Coleman, K. (2010, August 2). Cyber attacks on business—A national security threat? [Blog post]. Retrieved from <http://www.defensetech.org/category/cyber-warfare/>

ii. Comment on a Blog Post

Brian. (2010, August 3). Re: Cyber attacks on business—A national security threat? [Blog comment]. Retrieved from <http://www.defensetech.org/category/cyber-warfare/>

Websites

Do not include reference entries for entire websites in the reference list. Instead, provide the URL in the text of the paper only. To cite a page within a website, see the examples below.

Because many sources can now be accessed in electronic format, almost every source category within this handbook includes a specific example for electronic versions (e.g., a government report that is found online). Be sure to check



other source types for the most accurate citation information.

i. Specific Page of a Website

Do not italicize the title of a page within a website.

U.S. Navy. (2010). The carriers: Why the carriers?
Retrieved from <http://www.usnavy.mil>

Department of Health and Human Services (HHS).
(n.d.). About us. Retrieved from
<http://www.hhs.gov/web/aboutus/index.html>

Miscellaneous Source Types

i. Memorandum or Briefing

Director, Defense Procurement and Acquisition Policy (DPAP). (2006, August 16). *Government Accountability Office high risk area of contract management* [Memorandum]. Washington, DC: Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD[AT&L]).

Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD[AT&L]). (2008, July 21). *Implementing reliability, availability and maintainability policy* [Memorandum]. Washington, DC: Author.

Center for Talent Services, Office of Personnel Management (OPM). (2007, February 21). *Project results and recommendations*. Briefing presented to the Electronic Systems Center at Hanscom Air Force Base, MA.

ii. Manuscript Pending Publication

Do not include the name of the journal or publisher to which the manuscript has been submitted. If the manuscript has been accepted for publication—not just submitted—then insert *in press* in place of the publication date, and cite the source as if it were already published.



Aaron, R., & Donner, Q. (2005). *Managing defense: Implications for service acquisition infrastructure*. Manuscript submitted for publication.

Montgomery, L. (in press). Five reasons to cut the budget. *Smart Business*, 5(2), 14–18.

iii. Press Release

Boeing. (2007, August 8). Boeing and FCS partners announce the kick-off of the non-line-of-sight cannon work in Elgin, OK [Press release]. Elgin, OK: Author.

National Nurses United (NNU). (2010, July 20). National RN relief group teams up with Navy for medical mission to Haiti [Press release]. Retrieved from <http://www.nationalnursesunited.org/press/entry/national-rn-relief-group-teams-up-with-navy-for-medical-mission-to-haiti>

iv. PowerPoint Presentation

For PowerPoint slides retrieved from the web, use the following format:

Author, A. A. (Date). *Title of the presentation* [PowerPoint presentation]. Retrieved from <http://www...>

For PowerPoint slides that are not retrieved from the web but that are retrievable by the public, use the following format:

Author, A. A. (Date). *Title of the presentation*. PowerPoint presentation at the meeting of Organization or Company Name, Location.

For PowerPoint slides that are not found on the web and that cannot be accessed by a reader, follow the format for citing personal communications given in the Personal Correspondence subsection of the Parenthetical Citations section in this handbook.



v. **Fact Sheet**

World Health Organization (WTO). (2007, October). Health of indigenous peoples (No. 326) [Fact sheet]. Retrieved from <http://www.wto.org>

vi. **Class Lecture Handouts or Notes**

This type of material should only be included in the reference list if it is retrievable online (posted on a professor's website). Follow this basic format for material accessible online:

Professor, A. (year, term). Title of presentation
[Lecture notes]. Retrieved from <http://www...>

If the material is not available online, follow the format for citing personal communications given in the Personal Correspondence subsection of the Parenthetical Citations section in this handbook.

vii. **Multiple Sources With No Publication Dates and the Same Author**

Differentiate between the entries with a hyphenated letter following the *n.d.* (meaning *no date*). The following shows three undated entries with the DoN as the author.

Department of the Navy (DoN). (n.d.-a). *Aboard the USNS Spearhead*. Washington, DC: Author.

Department of the Navy (DoN). (n.d.-b). *NAVSEA evaluates littoral combat ship (LCS)* (Report No. 123). Washington, DC: Author.

Department of the Navy (DoN). (n.d.-c). *The Sea Service Leadership Association* [Fact sheet]. Retrieved from <http://www...>

3. Frequently Cited Sources

AGM-158 JASSM family cruise missiles: FY 2012 orders. (2012, July 28). *Defense Industry Daily*. Retrieved from <http://www.defenseindustrydaily.com/AGM-158-JASSM-Family-Cruise-Missiles-FY-2012-Orders->



07450/

Commission on Army Acquisition and Program Management in Expeditionary Operations. (2007). *Urgent reform required: Army expeditionary contracting*. Retrieved from http://www.army.mil/docs/Gansler_Commission_Report_Final_071031.pdf

Department of Defense (DoD). (2006, July 7). *Defense acquisition guidebook* (Ver. 1.6). Retrieved from <http://akss.dau.mil/dag>

Federal Acquisition Regulation (FAR), 48 C.F.R. ch. 1 (2012).

Note. This sample citation cites the entire FAR, which is located in Chapter 1 of the C.F.R. When citing specific sections of the FAR, substitute the chapter number for the parts or subparts of the FAR to which you are referring, as in the following sample.

Federal Acquisition Regulation (FAR), 48 C.F.R. 52.249-2(e) (2012).

Defense Federal Acquisition Regulation Supplement (DFARS), 48 C.F.R. ch. 2 (2012).

Note. This sample citation cites the entire DFARS, which is located in Chapter 2 of the C.F.R. When citing specific sections of the DFARS, substitute the chapter number for the parts or subparts of the DFARS to which you are referring.

Milestone (MS) A. (2012, September 28). In *ACQuipedia: Your online acquisition encyclopedia*. Retrieved from Defense Acquisition University website: <https://dap.dau.mil/acquipedia/>

Office of Management and Budget (OMB). (2003, May 29). *Performance of commercial activities* (OMB Circular A-76). Washington, DC: Author.

Office of the President of the United States. (2010, May). *National security strategy*. Retrieved from



http://www.whitehouse.gov/sites/default/files/rss_viewer/national_security_strategy.pdf

Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD[AT&L]). (2007, November 20). *The defense acquisition system* (DoD Directive 5000.01). Washington, DC: Author.

Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD[AT&L]). (2008, December 8). *Operation of the defense acquisition system* (DoD Instruction 5000.02). Washington, DC: Author.

Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD[AT&L]). (2006, October 2). *Acquisition of services policy* [Memorandum]. Washington, DC: Author.

Open Systems Joint Task Force. (2004, September). *Program manager's guide: A modular open systems approach (MOSA) to acquisition* (Ver. 2.0). Washington, DC: Author.

O'Rourke, R. (2006, July). *Navy role in Global War on Terrorism (GWOT)—Background and issues for Congress*. Washington, DC: Library of Congress.

Project Management Institute (PMI). (2004). *A guide to the Project Management Body of Knowledge* (4th ed.; *PMBOK Guide*). Newtown Square, PA: Author.

Total government expenditures: 1948–2012 [Table]. (n.d.). Retrieved from <http://www.whitehouse.gov/omb/budget/historicals>

4. Helpful Websites

The APA Style Blog (<http://blog.apastyle.org/apastyle/>) has more reference entry examples and answers to common questions regarding APA style.

The following websites have useful information for citing and retrieving legislative materials.

- Use these websites for help with United States



Code and Code of Federal Regulations.

<http://www.gpoaccess.gov/legislative.html>

<http://www.law.cornell.edu/uscode/>

- Use this website for help with bills and resolutions, United States Code, and treaties.

<http://thomas.loc.gov/>

- Use this website for help with executive orders.

<http://www.archives.gov/federal-register/executive-orders/>

5. Footnotes

Footnotes should be used for information purposes only. They should not be used to cite source material. In the text, footnote numbers should go after periods and commas, but before semicolons, colons, and dashes. Use informational footnotes sparingly because when used too frequently, footnotes distract from the content.



Notes





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