

of social media and webpages and websites. Within each category are different reference types. For example, the *periodical reference category* includes journal articles, magazine articles, newspaper articles, and blog posts. The *social media reference category* includes tweets, Facebook posts, and Instagram photos.

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9.2 Using the Webpages and Websites Reference Category

The term “website” can cause confusion because people use it to refer to both a reference category (see Section 9.1.6) and a method of retrieval (i.e., online). Many types of works can be retrieved online, including articles, books, reports, and data sets, but only some works fall into the webpages and websites reference category. Use that category only when the work does not better fit within another category. First ask yourself, “What type of work is on this website?” Then choose the reference category in Chapter 16 that is most similar to the work you want to cite and follow the most relevant example. For example, to cite a report from a government website, use the reports category (Section 9.1.4) and follow the format for a government report (see Chapter 16, Examples 90–92). Likewise, to cite a webpage from a government website, use the webpages and websites category (Section 9.1.6) and follow the format for a work on a website (see Chapter 16, Examples 140–144). Note that the author of a webpage or website may be difficult to determine or may be identified through content (see Section 9.1), and webpages and websites often have unknown dates of publication (see Section 9.1.7).

9.3 Online and Print References

APA style references for online and print works are largely the same. All references generally include the author, date, title, and source; differences between online and print versions are evident within the source element. The source element includes information about where the work came from (e.g., a periodical’s title, a book or report’s publisher, a website’s name). References for works with DOIs also include the DOI in the source element, and references for most online works without DOIs include the work’s URL (see Section 9.3.4 for more on when to include DOIs and URLs). However, database information and/or database URLs are not usually included in references (see Section 9.3.6 for an explanation and a few exceptions). Thus, the same template can be used to create a reference for both the print and online versions of a work. Use only one template (not multiple templates) to create your reference entry.

Principles of Reference List Entries

9.4 Four Elements of a Reference

A reference generally has four elements: author, date, title, and source. Each element answers a question:

- **author** Who is responsible for this work?
- **date** When was this work published?
- **title** What is this work called?
- **source** Where can I retrieve this work?

Considering these four elements and answering these four questions will help you create a reference for any type of work, even if you do not see a specific example that matches it. See the sections on the author (Sections 9.1.4–9.1.5), date (Sections 9.1.6–9.1.7), title (Sections 9.1.8–9.1.9), and source (Sections 9.2–9.3) for more information on each element. Figure 9.1 shows an example of an article title page highlighting the locations of the reference elements and showing their placement in a reference list entry.

Sometimes reference elements are unknown or missing and the reference list entry must be adapted. See Table 9.1 for a summary of how reference elements are modified and adapted when information is missing.

Figure 9.1 Example of Where to Find Reference Information for a Journal Article



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