APA - First Example

BOOK (7.02)



Layout of Slides

- Slide 1 Type of Citation
- Slide 2 Pictures of Source
- Slide 3 Rules, Step by Step
- Slide 4 Picture with Step Circled
- Slide 5 Citation, Piece by Piece
- Repeated Until Citation Complete
- More Examples Follow



Fourth Edition

S. Medlik and H. Ingram



OXFORD AUCKLAND BOSTON JOHANNESBURG MELBOURNE NEW DELHI

Butterworth-Heinemann Linacre House, Jordan Hill, Oxford OX2 8DP 225 Wildwood Avenue, Woburn, MA 01801-2041 A division of Reed Educational and Professional Publishing Ltd

A member of the Reed Elsevier plc group

First published 1980 Reprinted 1985, 1986, 1987 (twice) Second edition 1989 Reprinted 1990, 1991, 1993 Third edition 1994 Reprinted 1995, 1996, 1997, 1998, 1999, 2000 Fourth edition 2000 Reprinted 2001

© S. Medlik 1980, 1989, 1994 © S. Medlik and H. Ingram 2000

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, 90 Tottenham Court Road, London, England W1P 0LP. Applications for the copyright holder's written permission to reproduce any part of this publication should be addressed to the publishers

British Library Cataloguing in Publication Data Medlik, S. (Slavoj), 1928– The business of hotels. – 4th ed. 1. Hotel management I. Title II. Ingram, Hadyn 647.9'4'068

ISBN 0 7506 4115 0







Book - Step 1

Author/Authors or Editor/Editors

- If Editors, Add (Ed.) or (Eds.) After Name
- In Order Given, Not A-B-C Order
- Last Names and Initials Only
- Use "&" for "and" (Above the "7" Key)
 - Example: Johnson, P., & Smith, T.
- If More Than 8 Authors, List the First 6, "...", and then the Last Author.
- Group Authors Are NOT Reversed



Fourth Edition

S. Medlik and H. Ingram



OXFORD AUCKLAND BOSTON JOHANNESBURG MELBOURNE NEW DELHI

Butterworth-Heinemann Linacre House, Jordan Hill, Oxford OX2 8DP 225 Wildwood Avenue, Woburn, MA 01801-2041 A division of Reed Educational and Professional Publishing Ltd

A member of the Reed Elsevier plc group

First published 1980 Reprinted 1985, 1986, 1987 (twice) Second edition 1989 Reprinted 1990, 1991, 1993 Third edition 1994 Reprinted 1995, 1996, 1997, 1998, 1999, 2000 Fourth edition 2000 Reprinted 2001

© S. Medlik 1980, 1989, 1994 © S. Medlik and H. Ingram 2000

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, 90 Tottenham Court Road, London, England W1P 0LP. Applications for the copyright holder's written permission to reproduce any part of this publication should be addressed to the publishers

British Library Cataloguing in Publication Data Medlik, S. (Slavoj), 1928– The business of hotels. – 4th ed. 1. Hotel management 1. Title II. Ingram, Hadyn 647.9'4'068

ISBN 0 7506 4115 0







Book Citation – Step 1

Medlik, S., & Ingram, H.



Book – Step 2

Year

- Use Most Recent Date
- Often Called "Copyright" or ©
- Do NOT Use "Printing" or "Reprinted"



Fourth Edition

S. Medlik and H. Ingram



OXFORD AUCKLAND BOSTON JOHANNESBURG MELBOURNE NEW DELHI

Butterworth-Heinemann Linacre House, Jordan Hill, Oxford OX2 8DP 225 Wildwood Avenue, Woburn, MA 01801-2041 A division of Reed Educational and Professional Publishing Ltd

A member of the Reed Elsevier plc group

First published 1980 Reprinted 1985, 1986, 1987 (twice) Second edition 1989 Reprinted 1990, 1991, 1993 Third edition 1994 Reprinted 1995, 1996, 1997, 1998, 1999, 2000 Fourth edition 2000 Reprinted 2001

© S. Medlik 1980, 1989, 1994 © S. Medlik and H. Ingram 2000

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, 90 Tottenham Court Road., London, England W1P 0LP. Applications for the copyright holder's written permission to reproduce any part of this publication should be addressed to the publishers

British Library Cataloguing in Publication Data Medlik, S. (Slavoj), 1928– The business of hotels. – 4th ed. 1. Hotel management 1. Title II. Ingram, Hadyn 647.9'4'068

ISBN 0 7506 4115 0







Book Citation – Step 2

Medlik, S., & Ingram, H. (2000).



Book – Step 3

Title & Related

- Give Full Title & Use Italics
- Capitalize Only: First word, Proper Nouns, and After a Colon
 - Example: How to sail with Tom and Fred
- Use Colon (:) For Clarity
 - Example Pizza pie: The story of a legend
- Include Edition in Parentheses "()"
 - Do NOT Use Superscript (4th)



Fourth Edition

S. Medlik and H. Ingram



OXFORD AUCKLAND BOSTON JOHANNESBURG MELBOURNE NEW DELHI

Butterworth-Heinemann Linacre House, Jordan Hill, Oxford OX2 8DP 225 Wildwood Avenue, Woburn, MA 01801-2041 A division of Reed Educational and Professional Publishing Ltd

A member of the Reed Elsevier plc group

First published 1980 Reprinted 1985, 1986, 1987 (twice) Second edition 1989 Reprinted 1990, 1991, 1993 Third edition 1994 Reprinted 1995, 1996, 1997, 1998, 1999, 2000 Fourth edition 2000 Reprinted 2001

© S. Medlik 1980, 1989, 1994 © S. Medlik and H. Ingram 2000

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, 90 Tottenham Court Road, London, England W1P 0LP. Applications for the copyright holder's written permission to reproduce any part of this publication should be addressed to the publishers

British Library Cataloguing in Publication Data Medlik, S. (Slavoj), 1928– The business of hotels. – 4th ed. 1. Hotel management I. Title II. Ingram, Hadyn 647.9'4'068

ISBN 0 7506 4115 0







Book Citation – Step 3

Medlik, S., & Ingram, H. (2000). *The business of hotels* (4th ed.).



Book - Step 4

Publisher & Place of Publication

- Choose First City in List
- Use State Abbreviation (Baton Rouge, LA)
 - Unless the state is part of the publisher's name; for LSU Press, it's just Baton Rouge
- Write Out Country Name (Paris, France)
- Look for Main Name of Publisher
- Check Second Page for Spelling/Hyphens



Fourth Edition

S. Medlik and H. Ingram



OXFORD AUCKLAND BOSTON JOHANNESBURG MELBOURNE NEW DELHI

PIGGHAL

Butterworth-Heinemann

Linacre House, Jordan Hill, Oxford OX2 8DP 225 Wildwood Avenue, Woburn, MA 01801-2041 A division of Reed Educational and Professional Publishing Ltd

A member of the Reed Elsevier plc group

First published 1980 Reprinted 1985, 1986, 1987 (twice) Second edition 1989 Reprinted 1990, 1991, 1993 Third edition 1994 Reprinted 1995, 1996, 1997, 1998, 1999, 2000 Fourth edition 2000 Reprinted 2001

© S. Medlik 1980, 1989, 1994 © S. Medlik and H. Ingram 2000

All rights reserved. No part of this publication may be reproduced in any material form (including photocopying or storing in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the written permission of the copyright holder except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd, 90 Tottenham Court Road, London, England W1P 0LP. Applications for the copyright holder's written permission to reproduce any part of this publication should be addressed to the publishers

British Library Cataloguing in Publication Data Medlik, S. (Slavoj), 1928– The business of hotels. – 4th ed. 1. Hotel management I. Title II. Ingram, Hadyn 647.9'4'068

ISBN 0 7506 4115 0





Book Citation - Completed

Medlik, S., & Ingram, H. (2000). *The business of hotels* (4th ed.). Oxford, United Kingdom: Butterworth-Heinemann.

First Line – Normal

Each Line After – Tab or Indent

(Roughly 5 Spaces)



Books: More Examples

Schwartz, S. (1999). First aid for cats. New York, NY: Simon & Schuster.

Gibbs, J.T., & Huang, L. N. (Eds.). (1991). Children of color: Psychological interventions with minority youth. San Francisco, CA: Jossey-Bass.



Slides Created October 13-26, 2006

Last Updated August 19, 2009

Please note that these are basic examples. There are many different types of resources. Check with the manual, your professor, or a librarian if you have any questions.

