**How to cite a Web document (APA)**

INSTRUCTOR: How to cite a web document in APA style. Say you are researching obesity in children, and you decide to start with children's eating habits. You find a report on a government website giving data about young people's consumption of sugar-sweetened drinks. If you use the data from the report in your paper, how do you find the information you need to cite the report in your reference list?

First, let's look at where to find the basic elements you need to cite a web document in APA style. The author or authors' names, the publication date, the title of the document, a document number if one is given, the publisher of the website if it isn't named as the author of the document, and the URL or other online identifier.

To write your reference list entry, begin with the authors. Put the last names first, and use initials for first and middle names. Don't include credentials like PhD or MPH, even if they are given in the document. If the document has two or more authors, like this one, use an ampersand before the last author's name.

If a source has up to 20 authors, lists all of their names. But if it had more than 20 authors, you would only list the first 19 authors' names, followed by three ellipses dots and the last author's name, without an ampersand before the last author's name.

Next, give the publication date of the document in parentheses. Include the exact date as listed in the document. The year is first. If the document includes a month and a day, put a comma after the year and then include the month and day. If a document or a website doesn't list the publication or update date, use ND, which means no date, in the parentheses. After the parentheses, put a period.

Next, give the title of the document. Capitalize only the first letter of the title and any proper nouns. Italicize the title. List a report number or any other identifying information contained in the source in parentheses. End with a period.

If there is no report number or other information, place a period after the title. Then, identify the publisher if they are not already named as the author. Last, include the URL for the document. Do not put a period after the URL.

Be sure to double-check your punctuation. You need a period after each author's initials, and commas separating authors' names. You need an ampersand before the final author's name. You need parentheses around the date, with a period after the closing parentheses. You need a period after the document title and after the name of the publisher, but don't put a period after the URL.

Finally, when you add the citation to your reference list, be sure to set up a hanging indent, which will indent each line after the first one. And that's the basic format for citing a web document in APA style. For variations, consult your handbook's APA Documentation section.