

## Citing a Syllabus

### APA Helps

#### How to write a reference for a class syllabus

Information needed for the reference will be located on the title page. Let's look at the syllabus for BUS-150, Personal Finance. Locate the author, the date of publication, and the title of the course syllabus. In addition, a special sentence indicating from where the syllabus was found will be added to the end of the reference.

Remember APA formatting rules: when listing the author use the full last name, but only the initials of first and middle names. If a document has two authors, separate the names using an ampersand symbol, not the word "and." The publication date is listed year, followed by month and day. The title of the document will be listed in italics. Capitalize only the first word in a document title, subtitle, and any proper nouns. All other words will be in lowercase. Finally, add any retrieval information.

Returning to the syllabus title page, locate and list the authors, the date of publication, the title of the syllabus (document), and finally the sentence: retrieved from Indiana Wesleyan University blackboard site. When these components are put together, the reference will appear as below.

OCLS has created an APA guide containing a variety of sample references. The OCLS Guide is based on the official Publication manual of the American Psychological Association. The OCLS APA 6e Guide is located on the OCLS website.

For help with APA format or any other research needs, please call Off Campus Library Services toll-free at 1-800-521-1848 or email [ocls@indwes.edu](mailto:ocls@indwes.edu)