

# Associated Press Style Documentation



**Citing Books, Individuals and Articles**

# Associated Press Style Citation



- × AP STYLE IS A STANDARDIZED WAY of referencing people, dates and things
- × All news organizations and many business organizations recognize AP style.
- × In many workplace settings, you will likely use AP style in reports and documentation rather than academic citation; therefore it's important to know the style.

# Associated Press Style Citation



- × **When referencing people:**
- × On first reference, list the person's full name and their title and agency.
- × On second reference, just like their last name. Do not include Mr., Mrs. Or titles like Dr.
- × For instance:
  - ✦ Jan Kim, director of the Kern County Public Health Department, said XXXX

# Associated Press Style Citation



## × **When referencing people:**

× Always put the person's name before the word "said."

× It's more important to identify the name first.

× Only put "said" first if the person's job title is long.

× For example:

✦ "This program will expand in 2016 and reap success," said John Jackson, president of the Library Association of Kern County.

# Articles



- × Now for the purpose of this class, we will be citing more than just a person. We will be citing articles and book.
- × As a result, you need to have the following information for an **article** for AP Style citation.

## **Example:**

Name of author or write

Title of work

Date of Work

Where it was published

# Articles



Let's say this is the information you have:

- ✦ John Smith – he is the writer
- ✦ “Misuse of Trademark Names” – this is title of the article he wrote
- ✦ August 20, 2016 – this is the date that is posted online or in print. When in doubt, use online post date.
- ✦ Los Angeles Times (website) – This is where it ran.

✦ **Now putting it together on FIRST REFERENCE:**

✦ In the article, “Misuse of Trademark Names,” published on August 20, 2014 in the Los Angeles Times, writer John Smith argues XXXXXXXXXXXX

# Articles



- × Or here is another AP style citation for an article (FIRST REFERENCE):
- × John Smith states that XXXXX in the article, “Misuse of Trademark Names,” which was published in the Los Angeles Times on August 20, 2014.

# Articles – Second Reference



- × AP style for an article (**SECOND REFERENCE**):
- × After you have fully identified the source (name, title of article, where it published and when), then all you need is to identify the source by last name on throughout the document.





# NEWSPAPER Article – using AP

The Bakersfield Tea Party and Kern County Supervisor David Couch, who is running for re-election this year, are among those whose names appear on ballot arguments as opposing Measure F.

Two others, Kern Citizens for Sustainable Government and the Greater Bakersfield Chamber of Commerce, have taken neutral positions on the tax.

Bakersfield Tea Party spokesman Tom Pavich, **Couch**, Chamber CEO Nick Ortiz and Lauren Skidmore, director of Kern Citizens, all said other options should be examined first before asking voters to tax themselves.

“Our concern ... was that there were only two things being discussed, being one, taxation, or two, privatization,” **said Ortiz.**

# Associated Press Style Citation - Books



- × When it comes to books, again you will need some important information.
- × They are author of the book, title of the book and year published

Details: Eric Foner, *A Short History of Reconstruction*, 2016.

## **Example:**

In the book, "A Short History of Reconstruction," published in 2016, author Eric Foner argues XXXXXX.

# Associated Press Style Citation - Books



- × Just like your article citation on second reference, books just need the last name on second reference as well.

Details: Eric Foner, *A Short History of Reconstruction*, 2016.

## **Example:**

The Reconstruction period is one of the most misunderstood eras, Foner said.

*"We need to look to raising better understanding," Foner said. (Notice the style of the punctuation of the quote).*

# Associated Press Citation - Websites

- × This is the AP style for Websites only. This is the style you incorporate when you are using information from an organization to cite a study or stats (In other words, you are not citing an article from the website. If it is an article, then use the first AP Article Citation.)
- × As an example, *Census.Gov* has a lot of statistics on its website. It is government website. In this case, you would identify the name of the website and briefly describe it and that would suffice as the citation. Note: You will have to look for the proper name of the cite; it may differ from the web address name.

## **Example:**

*According to the U.S. Census Bureau website, which collects national, state and local demographics, Bakersfield grew by 40 percent in 10 years.*