CITING COURSE MATERIALS IN APA FORMAT

Citing a professor’s materials from a course, such as webcasts, webinars, or PowerPoint presentations will be commonplace and is a simple process.

1 A **webcast** is the broadcast of a recorded presentation over the internet. The transmission of information is one way only, from speaker to audience. If the item you are citing has been pre-recorded so that you can view it at any time, consider it a webcast for citation purposes.

   **Note:** The speaker is not important in a webcast. It does not matter who gave the presentation. Instead, webcasts use the publisher of the source in citations. The following information should be included:
   - The authoring organization
   - The word (Producer) in parentheses to show that the author and producer are the same
   - The year of publication
   - The name of the program in italics
   - A description of the media, in brackets: [Video file]
   - Retrieval information (the URL).

   **Example:**
   

   **The in-text citation would be as follows:**

   First use: (Cummings Graduate Institute for Behavioral Health Studies, 2015)

   Subsequent references: (Cummings Graduate Institute, 2015).

   **Note:** it is recommended that citations which reference the Institute itself always use “Cummings Graduate Institute” to avoid any confusion with Dr. Nicholas Cummings or Dr. Janet Cummings.

A **webinar** is an interactive, live presentation over the internet, with the ability to give, receive, and discuss information. Everyone in the online meeting room can participate and interact.

If the webinar is archived and available after it occurs, an APA citation should be prepared when referencing this item. The following information should be included:

   - The author/presenter (if known) or authoring organization.
   - The date the webinar was initially presented (Year, Month Day) — not the date you viewed it. If the date is unknown, use n.d. for “no date.”
   - The name of the program in italics if it is stand-alone. If the webinar is part of a series, then set the title in regular font and reserve the italics for the name of the series.
   - A description of the media, in brackets: [Webinar]
   - Retrieval information (the URL).

   **Example:**


   **The in-text citation would be as follows:**

   First use: (Cummings Graduate Institute for Behavioral Health Studies, 2015)

   Subsequent references: (Cummings Graduate Institute, 2015).

   **Note:** it is recommended that citations which reference the Institute itself always use “Cummings Graduate Institute” to avoid any confusion with Dr. Nicholas Cummings or Dr. Janet Cummings.
Example of a citation for a stand-alone webinar that is archived or available after its original presentation:


If your professor schedules a weekly webinar, this can be considered part of a series as it is a regularly occurring event in one course.

- Place the name of the webinar in regular font.
- Use the name of the course as the series and place in italics after the word “In.” End with the word “Series.”


The in-text citation for recorded webinars would be (Author Last Name or Organization, Year).

To cite a PowerPoint presentation or a reference of the files or slides, use the following:

- The author/presenter (if known) or authoring organization.
- The year of publication
- The title of the slides or presentation in regular font
- A description of the media, in brackets: [PowerPoint slides]
- Retrieval information (the URL).


The in-text citation for PowerPoint slides would be (Author Last Name or Organization, Year).