CITING COURSE MATERIALS IN APA FORMAT

Citing the materials from a course, such as recorded lectures, 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. Recorded lectures are considered webcasts. 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 (include the course number, if possible)
- A description of the media, in brackets: [Video file]
- Retrieval information (the URL). Because the web location for CGI course materials is not directly retrievable without a password, shorten the URL to the main web address of the learning management system (per APA).


The in-text citation would be as follows:

First use: (Cummings Graduate Institute for Behavioral Health Studies, 2018)
Subsequent references: (Cummings Graduate Institute, 2018).

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.

2 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 of a citation for a stand-alone webinar that is archived or available after its original presentation, such as a community webinar for the entire school:


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.”
- Use a shortened URL due to the complexity of URLs for materials in the online classroom.


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).
To cite previously-written messages posted to a **discussion board**, including the following information:

- Author of the post
- Specific date
- Title of the post
- Description of the communication, in brackets
- URL

**Example:**


The in-text citation for discussion board posts would be (Author Last Name, Year).

### Additional tips for citing course materials:

1. Titles are generally not in italics; they are treated like an article title, per APA.
2. The type of course material appears in brackets and may vary. Some examples are as follows:
   - [PowerPoint slides]
   - [Webinar]
   - [Webcast]
   - [Online forum comment]
   - [Video file]

3. The author of classroom documents can be difficult to determine. If an author is listed, cite that author. If the resource is clearly a product of Cummings Graduate Institute (such as course files, rubrics, how-to videos, etc.), use Cummings Graduate Institute as the author. If you are unsure or if no author is indicated, place the title in the author spot.

4. If no date of publication can be determined, use **n.d.** (for “no date”) in place of the year.

**Note:** The web location for CGI course materials is not directly retrievable without a password and therefore, per APA guidelines, use the main URL for the learning management system: https://my.cummingsinstitute.com