Citing Government Documents: American Psychological Association


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GENERAL GUIDELINES: Citations in the Text

The American Psychological Association recommends citation of sources within the text of a paper rather than in footnotes. The text citation briefly identifies the source and enables readers to locate it in the reference list at the end of the paper. (p. 174)

APA journals use the author-date method of citation. The surname of the author and the year of publication are inserted in the text in one of the following ways:

Smith (2000) compared reaction times [author is part of narrative]
In a recent study of reaction times (Smith, 2000) [use both author and date]
In 2000, Smith compared [If both year and author are given in the text, no parenthetical information is needed.]

If a work has two authors, always cite both names every time a reference occurs in the text. If a work has more than two authors and fewer than six authors, cite all authors the first time the reference occurs and only the surname of the first author, followed by "et al." (not italicized and no period after "et") in subsequent citations. (p. 175)

If a work has more than six authors, use only the surname of the first author followed by "et al." and the year for the first and subsequent citations. (p. 175)
Precede the final name in a multiple-author citation in the text by the word "and". In parenthetical citations and in the reference list, use an ampersand [&] (p. 175):

as Kurtines and Szapocznik (2003) demonstrated
as has been shown (Kurtines & Szapocznik, 2003)

Names of corporate authors (corporations, associations, government agencies, study groups, etc.) are usually spelled out each time they appear in a text citation. If the name is familiar you may abbreviate it in second and subsequent citations. If the name is short or if the abbreviation would not be readily understandable, spell out the name each time it occurs. (p. 176)

1. First text citation:

(National Institute of Mental Health [NIMH], 2003)
Use brackets to indicate the abbreviation you intend to use in subsequent citations.

Subsequent text citations:

(NIMH, 2003)

Entry in reference list:


»» NOTE: The Manual offers contradictory examples for corporate authors (government agencies). On p. 174 it states "Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in text. Make certain that each source referenced appears in both places and that the text citation and reference list entry are identical in spelling of author names and year." In table 6.1 (p. 177) the in-text example given is: "National Institute of Health (NIMH, 2003)", as in the example above. However in chapter 7, "Reference Examples", where examples of reference list entries are located, section 7.03 uses this example: "U.S. Department of Health and Human Services, National Institutes of Health,...". Ask your professor if you should use both forms or if they should be identical in the in-text citation and the reference list.

2. Example of the name of a corporate author that is spelled out (Table 6. 1, p. 177):

Reference list entry:

University of Nebraska. (2000).

ALL text citations:

(University of Nebraska, 2000)

3. Congressional publications: Examples for in-text citations are given below: "Congressional Documents".

GENERAL GUIDELINES: Reference List

A reference list contains only titles which have been used to write a paper. Every item on a reference list must be cited in the text and every reference cited in the text must be in the reference list. (p. 174) In contrast, a bibliography lists sources for background or further information. The reference list provides information necessary to identify and retrieve each source.

Each source cited in the text and on the reference list must appear in identical form in both places.

»» Double-space the reference list and use a hanging indent for the second and subsequent lines.
BASIC REFERENCE LIST FORMAT

Numbers refer to chapter and section in *Manual.*

**Author:** (6.27)

Can be a personal name or a corporate agency; personal names should be inverted (last name listed first) and initials used for the first and middle names. Spell out the full name of a corporate author. A period follows the author's name (personal or corporate).

**Date of Publication:** (6.28)

**Books:** year book was published, enclosed in parentheses

**Periodical article:** Year, month, day (if applicable, separated by a comma; in parentheses) followed by a period. If the date is a season (spring, winter) give the year and season separated by a comma and enclosed in parentheses.

**Title:** (6.29)

**Periodical article:**

Capitalize only the first word of the article title and subtitle (if any) and proper names including names of task forces, treaties, laws, congressional committees, etc. Do not underline or place quotation marks around the title. End with a period. Use italics for the name of the journal or magazine.

**Book:**

Capitalize as for periodical articles; italicize the title. Enclose additional information such as edition or volume number (3rd ed. or Vol. 2) in parentheses after the title. Do not use a period between the title and the parenthetical information. End with a period.

**Other formats:** A description of the form of the work, if necessary for identification, follows in brackets: [CD], [Computer software], [Brochure], [Data file]. (p. 203)

**Report number, contract number, monograph number, other publication number:**

If an agency assigned a number to a publication, give the number in parentheses immediately after the title. (p. 205)

**Publication information:** (6.30)

**Periodical:**

Give the journal title in full, capitalizing all important words, and italicize it. Give the volume number in italics. Do not use "Vol." before the number. Give the issue number in parentheses after the volume number; do not italicize it. Omit if issues are paginated continuously from the beginning of the volume. If volume numbers are not used, give the month or season, i.e. (1998, April). Give the inclusive page numbers. Use commas between the journal name, volume number, and pages. End with a period.

See also section for electronic resources.

**Book:**

Give the city and, if the city is not well known or could be confused with another location, the state. Use two letter abbreviations for states (i.e. Nebraska -- NE). Use a colon after the location. Give the name of the publisher after the colon. Finish with a period. If the publisher and author are the same, use the word "author" after the location. (See example, "Nebraska State Document - Corporate author) (p. 187)

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**EXAMPLES OF GOVERNMENT DOCUMENTS**

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**EXECUTIVE AGENCY DOCUMENTS**

*Document with a personal author*

*Document with personal authors, multivolume work*

*Agency as author*

»»**NOTE**: If the issuing agency has assigned a report, contract, or series number, give it in parentheses after the title. Do not use a period between title and parentheses. (p. 205)

*Citing an entire multivolume work*

»»**NOTE**: If the above title had been published over more than one year, the years would appear as (1995-1997) after the agency. The text citation would be: (National Bioethics Advisory Commission, 1995-1997). Name of commission capitalized because it is a proper name. (p. 204)

*Multivolume set, only one volume used*

»»**NOTE**: If the volume used does not have a distinctive subtitle, use "(Vol. 2)" after the title.

*Editor(s) (no author)*
**Series with personal author**

**Series with a corporate author**

**Work other than first edition**

**NOTE:** Use the name of the department, office, subagency, or institute that was responsible for the document and, if this agency isn't well known, also give the name of the higher level department to which it belongs.

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**CONGRESSIONAL DOCUMENTS**


For an in-text citation to testimony, hearings, bills, resolutions, reports and documents, give the title or number and date. (p. 221)

On reference lists always include the title from the hearing, bill number (if any), subcommittee name, committee name, number of the Congress, and date. When citing a complete hearing, the Manual's example (p. 222) also gives, after the Congress number, the page number where the hearing begins: page 1. It may make more sense to include the starting page number if it *isn’t* page one. (This also contradicts the example for citing an entire book on p. 202 - 203 in which the starting page number is not included.)

The explanation (p. 221) also says that the example includes the session of that Congress though no such number is included in the example. If a number has been assigned to a hearing, include it after the title. (p. 205)

**House or Senate hearing**

Example 1:

To cite one person’s testimony:

(as above) ...108th Cong. 8 (2004) (testimony of Meredith Weiss). “8” is the page number where her testimony begins. Give name of witness.

In-text: *(Islam in Asia, 2004)*
Example 2:


**In-text:** (Development of a National Animal Identification Plan, 2004)

**House or Senate Reports and Documents**


**In-text:** (H.R. Rep. No. 108-588, 2004)

**NOTE:** Use S. Rep. for a Senate report, H.R. Doc. or S. Doc. for House or Senate document.

The Manual included the page number where the material starts in the reference list example. (p. 223) It also says to use the "year" of the Congress but the example uses the **number** of the Congress (which is standard practice). Use the number of the Congress: "108th Congress", "110th Congress".

**House or Senate committee print**

*Iraq: Meeting the challenge, sharing the burden, staying the course, a trip report to members of the Committee on Foreign Relations*, U.S. Senate, 108th Cong., (S. Prt. 108-31). (2003).

**In-text:** (Iraq: Meeting the Challenge, 2003)

**NOTE:** Use H.R. Prt. for a House print. Senate and House prints are not addressed in the APA Manual. The above is based on the general guidelines for other materials.

**House or Senate bill**

**NOTE:** Bills that have become law (have passed) should be cited to the *U. S. Statutes at Large* (see below).

For unenacted bills (bills that did not pass): Use this same format for resolutions, concurrent resolutions, etc. Include Congress and session number. If a specific section is cited, put the section number in front of the year.


**In-text:** (S. 25, 1999)

To cite a specific section (" § " means 'section'):


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**GOVERNMENT DOCUMENT PERIODICAL ARTICLES**

**NOTE:** The APA Manual does not give specific rules for citing government document periodical articles. These examples follow the general periodical guidelines. (p. 185) See "Electronic and Online Resources" section for articles found online.

Use italics and upper and lower case letters for the periodical title.
Capitalize the first word of the title and subtitle. Do not italicize or put the title of the article in quotation marks.

Give the volume number; do not use "Vol." before it.

If each issue begins with page one, give the issue number in parentheses, after the volume number. Don’t use the issue number if pages start at the beginning of the volume and continue into the next issue (pagination by volume).

Use italics for the periodical title and volume number. Do not italicize the issue number. (p. 186)

**Article with one author, pagination by issue**

**EXPLANATION:** Volume 42, issue number four, pages 20 - 25; include the issue number.

**Article with several authors, pagination by volume**

**EXPLANATION:** Volume 66; do not include the issue number for journals with page numbers that start at the beginning of the volume and continue from issue to issue.

**Article with no author**

**In-text citation:** Use a shortened title (full title if it is short) in quotation marks and date. The example on page 200 of the *Manual* uses capital letters for words in the title:

("Regulatory Initiatives," 2005)

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**LEGAL REFERENCES**


Text citations are formed from the first few words of the reference list entry and the date. Give enough information for the reader to locate the reference list entry easily. (p. 217)

Some of these examples follow general guidelines for citing legal materials since the *Manual* provides no guidance for legal materials beyond court cases and statutes.

Do not italicize the abbreviation for the legal set ("U. S." or "U. S. C.", etc.). Use capital letters for words in the names of laws, court cases, and regulations.

**Court case: U. S. Supreme Court**

*In-text:* *(Cupp v. Murphy, 1972)*

**NOTE:** Name of the case, italicized; year of decision.

**EXPLANATION:** Volume 412, *U. S. Supreme Court Reports*, page 291, year decided.

*U. S. Code and U. S. Statutes at Large*

*In-text:* National Environmental Policy Act (1969)

**NOTE:** Give the popular or official name of the act and the year.

*Reference list:*


If the law is currently in force, cite it to the *U. S. Code*, rather than the historical session law compilation, *U. S. Statutes at Large*.

If the latter must be cited, use:

*In-text:* National Invasive Species Act of 1996.

*Reference list:*


**EXPLANATION:** This was the 332nd law passed by the 104th Congress. It is located in volume 110 of the *U. S. Statutes at Large* beginning on page 4073 and passed in 1996.

*U. S. Constitution*

*In-text:* (U. S. Constitution.)

*Reference list:*


**EXPLANATION:** Article I, section 9, clause 2. Not addressed in *APA Manual*; example based on general guidelines.

*Federal Register*

*In-text:* (Pistachios Grown in California, 2005)

*Reference list:*


**EXPLANATION:** Volume 70 of the *Federal Register*, page 9843. Pagination in *Federal Register* starts at the beginning of the year and is continuous through the daily issues of the year. (The volume for 2008 included over 80,000 pages.) Therefore, only a volume and page number are needed.

Final regulation, published in *Federal Register*, will be codified in *Code of Federal Regulations* at Title 7, part 983.

*Code of Federal Regulations*

*In-text:* (Protection of Human Subjects, 2004)

*Reference list:*


**EXPLANATION:** Regulation is in Title 34, part 97. (*APA Manual* erroneously calls the first number a "volume" instead of "title" number. [p. 223])
Executive order

**In-text:** (Executive Order No. 12,804, 1992)

**Reference list:** Exec. Order No. 12,804, 3 C.F.R. 298 (1992 comp.)

**EXPLANATION:** Title 3 of the *Code of Federal Regulations* is published annually and contains the previous year's Presidential executive orders and other directives. APA does not explain whether the year the executive order is issued or the year the compilation is printed should be used. To save confusion, use "comp." after the year to indicate it is the compilation year rather than the year the President issued the executive order.

APA also says to provide a parallel citation (if applicable) to the executive order's location in the *U. S. Code*. The *U. S. Code* does not contain every executive order.

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**TREATIES**

**NOTE:** Current United States treaties are issued individually by the Dept. of State in "slip" form as the "Treaties and Other International Acts Series" (TIAS). Each is assigned a number ("TIAS [number]"). The State Department has later republished each treaty in the annual *United States Treaties and Other International Agreements* set since 1950.

Texts of treaties signed before 1950 can best be cited to a multivolume work compiled by Charles Bevans from 1968 to 1974 for the Dept. of State. (see below - "Treaty in compilation, pre-1950")

The *APA Manual* does not address treaty citations; the following examples are based on the general guidelines for legislative/legal materials. (See *Bluebook*, sec. 21.4, for the formal legal citation method.)

**Individual treaty**

**In-text:** (Agricultural Commodities Agreement, 1977)

**Reference list:**

Agricultural Commodities Agreement, United States-Philippines, May 12, 1977, Treaties and Other International Acts Series 8684.

**NOTE:** "Slip" form of treaty; use TIAS number.

**Treaty in compilation, pre-1950**

**In-text:** (Establishment of Tariff Duties, 1866)

**NOTE:** The in-text citation is formed with the first few words of the title and the date.

**Reference list:**


**NOTE:** "T.S." means Treaty Series.

**Treaty in annual volume, post-1950**

**In-text:** (Fisheries Off the United States, 1977)
Reference list:
Fisheries Off the United States Coast Agreement, United States-Cuba, April 27, 1977. (TIAS 8689). United States Treaties and Other International Agreements Vol. 28 (pp. 6770-6814).

ERIC DOCUMENTS

APA says to enclose additional information needed for identification of a publication (report number, etc.) in parentheses after the title, as above. (p. 185). In the example for an ERIC document retrieved from a database, the ERIC document number is also included. (p. 212) The “ED” number clearly identifies a specific title.

See also "Electronic and Online Resources" section.

NEBRASKA STATE DOCUMENTS
The APA Manual does not provide guidance for citing documents from state government agencies. The following examples are based on the general instructions and follow the format used for federal documents. See electronic resources section also.

State agency document: Corporate author

»»NOTE: When the author and publisher are identical, use the word "Author" as the name of the publisher. (p. 187)

State agency document: Personal author

In-text: (Diffendal et al., 2002)
Note: If there are eight or more authors, include the first six followed by an ellipsis (three dots: ... ) and add the last author's name. (p. 184) If the name of the state is included in the name of the university, don't give the state name ("NE") in the publisher information. (p. 187)

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**NEBRASKA DOCUMENT PERIODICAL ARTICLE**

*Article with corporate author*


**Note:** Page numbers start over for each issue; include issue number in parentheses, after volume number. (p. 186)

*Article with a personal author*


**Note:** Page numbers continue through the volume; do not include issue number. Quotation marks were in the title of the article.

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**NEBRASKA LEGAL REFERENCES**

**Note:** A format similar to federal documents is used.

*Laws of Nebraska* (Nebraska session laws)

**In-text:** Nebraska Investment Finance Authority Act (1983)

**Reference list:**

Nebraska Investment Finance Authority Act, LB 626 § 1, Laws of Nebraska, 1983.

**Explanation:** Legislative bill 626, section 1. If the law is currently in force, cite it to the *Nebraska Statutes* rather than to the *Laws of Nebraska*.  

*Nebraska Statutes: Reissue of the Revised Statutes of Nebraska, 1943*  
(Codification of current Nebraska laws)

**In-text:** Nebraska Investment Finance Authority Act (1983)

**Reference list:**


**Explanation:** Revised Statutes of Nebraska, Chapter 58, Sections 201-272, reissue of 1998. (Reissue date is at top of spine of each bound volume; include in citation.)
In-text: Anderson v. Carlson (1961)
or
(Anderson v. Carlson 1961)

Reference list: Anderson v. Carlson, 171 Neb. 741, 107 N.W.2d 535

EXPLANATION: Volume 171, Nebraska Supreme Court Reports, page 741; case decided in 1961. Usually the first page of the case is used in the citation.

Italics are not used when citing a court case on a reference list. Use italics in the text citation, however.

Include a parallel citation to the regional reporter your case is in. Nebraska cases are reprinted in the North Western Reporter, (N.W.). The "2d" means "second series".

Nebraska Court of Appeals

The abbreviation for the Nebraska Court of Appeals is "Neb. App."

Example: Cochran v. Bill's Trucking, 10 Neb. App. 48, 624 N.W.2d 338

Court of Appeals cases are also reported in the North Western Reporter.

Nebraska Administrative Code

In-text: (Approval of Teacher Education Programs, 2005)


The Nebraska Administrative Code contains rules and regulations issued by Nebraska state agencies. The abbreviation for the title is from the Bluebook. The last element is a legal citation to title, chapter, and section.

ELECTRONIC AND ONLINE RESOURCES

While the APA Manual recognizes information from the Web can be in a variety of formats and difficult to cite, it states:
"In general, we recommend that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited." (p. 187)

See examples in the preceeding printed resources sections (above) for in-text formats. Examples below are in reference list format.

The Manual emphasizes the use of DOI's, digital object identifiers, and includes them, if available, instead of URL's. URL's are used if no DOI can be found. (p. 191) (See pgs. 187 - 192 for more information on DOI's.)

If no DOI has been assigned, give the home page URL of the journal, book, or report. If the URL is so long as to continue onto a second line, break it after a slash or before a period.
Usually it is not necessary to include database information since coverage of titles may vary over time. (p. 192) However, the Manual states that database names may be given for material of "limited circulation". (p. 202) Sociological Abstracts and Wiley InterScience are used in two examples to illustrate this. Most of the examples have a direct URL to the resource which may or may not be available within a database. If no "permanent link" to the individual title is in the electronic record, it seems best to give the name of the database used to find the resource.

**Format for retrieval statement:** If the name of the database is used, follow it with a colon before the URL. If the URL alone follows "Retrieved from" do not precede the URL with a colon

Retrieved from GPO Access database: (URL)
Retrieved from (URL)

Some additional information may be found at: [http://www.apastyle.org/learn/index.aspx](http://www.apastyle.org/learn/index.aspx)

**DOCUMENTS FROM FEDERAL AGENCIES**

*General format: An individual work*

Author/editor. (Year). Title (edition). Retrieved from (URL)

If no date is given, use "n.d." for "no date".

*General format: In-text citation*

Use the author(s) last name(s), date of publication, and the page number. If there are no page numbers, use the paragraph number: (Jones, 2004, para. 3). If paragraph numbers are not available, use the heading the information is under, count the paragraphs to the information cited, and use this number as the paragraph number. (p. 172)

If no author is indicated, use the first few words of the title.

To cite an entire work:


To cite part (chapter, section, etc.) of an individual work:


**NOTE:** If there are no page numbers, the chapter title is sufficient. (p. 203) Break the URL, if needed, after a slash or before a period.

*Periodical article from government web site:*


**NOTE:** APA says to identify the publisher as part of the retrieval statement unless the publisher has been identified as the author. (p. 205) Precede the URL with a colon. Break the URL, if needed, after a slash or before a period.

**Government report**


**NOTE:** When a document is not easily located through primary publishing channels, give the home or entry page URL for the database. (p. 192)

**CD-ROM/DVD**


**NOTE:** APA’s only compact disc example is for music.

**Statistical table on a CD-ROM**


**ERIC Document**


**NOTE:** APA gives two examples for ERIC documents (p. 204 and 212). One has only the URL while the other includes the name of the database and document number (ED number). It seems best to include the "ED" number since that clearly identifies a specific title and can also be used to search for a title in the database. The example on page 204 includes [Monograph].

**CONGRESSIONAL AND LEGAL MATERIALS**

**Congressional hearing**

If the hearing has been given a number include it after the title. (p. 205) A "purl" is considered a permanent link.

Lexis/Nexis Academic

and

Lexis/Nexis Congressional

The APA Manual suggests following The Bluebook: A Uniform System of Citation for Legal Citations. Some of the following examples are based on the general guidelines, adapted for online sources. It also says to always cite the printed source and include a parallel citation to the electronic source if it will substantially improve access. (Bluebook, 18.2.2) See example for U. S. Supreme Court case, below.

Congressional bill - Lexis/Nexis Congressional


House or Senate report or document - Lexis/Nexis Congressional


NOTE: Cited material begins on pg. 2. Use "S. Rep." or "H.R. Rep." for a Senate or House report, "H.R. Doc." or "S. Doc." for House or Senate documents. APA says to use the "year" of the Congress and the calendar year but uses the number of the Congress (i.e. 105th Congress) in its examples. (p. 223). Use the number of the Congress.

Congressional Record - Lexis/Nexis Congressional


Retrieved from Lexis/Nexis Congressional database.

EXPLANATION: 144 is the volume number, S8830 is the page number - Senate portion of Record. The Manual does not provide guidance for the Congressional Record. The above is based on citing part of a larger work.

U. S. Statutes at Large - Lexis/Nexis Congressional


EXPLANATION: Public law 105-332, in volume 112; 3076 is the first page of the law.

U. S. Code - Lexis/Nexis Congressional


Retrieved from Lexis/Nexis Congressional database.

EXPLANATION: 20 is the title number, 2301 is the first section of the law. "et seq." means the act includes other sections that follow the initial section. Cited is the 2006 edition of the Code.
**U. S. Constitution - GPO Access**

**Weekly Compilation of Presidential Documents**
or
**Public Papers of the President**
via GPO Access


**U. S. Supreme Court Case - Lexis/Nexis Academic**

**EXPLANATION:** 438 is the volume number, 265 is the first page of the decision. Date is when the case was decided. The Bluebook states that a parallel citation to an electronic source may be provided if it will substantially improve access. (18.2.2) Include the Lexis citation as above.

**Code of Federal Regulations - Lexis/Nexis Academic**

**EXPLANATION:** APA erroneously calls the first number a "volume" number and second number a "section". It is "Title 36" and "part 9".

**Federal Register - Lexis/Nexis Congressional**

**EXPLANATION:** Volume 70, page 7,150. Title 49, part 1562; see explanation in CFR example above.
Nebraska agency publication - personal author(s)

Nebraska agency publication - agency as author

»»NOTE: A link to the Nebraska Library Commission's ("nlc") "epubs" site can be considered a permanent link.

Periodical article from a Nebraska agency

»»NOTE: If there is a personal author, include the name of the state agency to indicate the source.

Statistical table
Nebraska State Data Center, University of Nebraska at Omaha. (n.d.) Nebraska counties ranked by selected social and economic characteristics: 2000 census. Retrieved from http://www.unomaha.edu/cpar/2000census/sf3table_2.pdf

Publications from the Unicameral

Legislative bill

Nebraska Blue Book
**Unicameral Update**


»»NOTE: Article is in the issue published for the week of Jan. 6 - 8, volume 33, issue 1, on page 1.

**Decision of the Nebraska Supreme Court**

or

**Nebraska Court of Appeals**


»»EXPLANATION: Volume 224, case begins on page 1. Include the parallel citation to the regional reporter (North Western Reporter) location of the same case.

Abbreviation for the Nebraska Court of Appeals is "Neb. App.": 10 Neb. App. 69 (include citation to N.W.2d also).

**Nebraska Statutes**


**Nebraska Administrative Code**


»»EXPLANATION: Title 86, chapter 5, pages 4 - 12. *Nebraska Administrative Code* is also abbreviated "NAC". Abbreviation used in example above is from the Bluebook.

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