# APA Quick Style Guide

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Welcome to APA

Citations are an important part of successful academic writing

- They let readers know that your arguments and claims are backed by reliable research sources.
- They also provide your readers information that may be useful for their own research
- When writing citations and references, the goal is to provide enough information so that your readers can find the same sources.

For some social sciences classes (sociology/psychology) and Econ/Commerce courses at Alexander College instructors will ask you to use APA (American Psychological Association) style for paper writing and citations.

This is a Quick Guide to APA citations and references

- It contains information on the basic formatting elements for APA Style papers
- It contains sample in-text citations and references entries for the resources most commonly used by students in the sciences and social sciences at Alexander College.

Failure to correctly cite your sources will result in a ‘0’ for your papers and an academic alert.

Additional resources:

These web links may also be helpful for you with writing your paper.
You may also access these on the Citation Style Guides page of the WLC website.


https://owl.english.purdue.edu/owl/resource/560/01/

http://www.lib.sfu.ca/help/writing/ap

http://www.lib.sfu.ca/help/writing/ has an online-tutorial to walk you through how to do APA style citations.

See a sample APA formatted paper on the Purdue OWL website:

https://owl.english.purdue.edu/owl/resource/560/18/
APA style basics – Formatting

- Use the *Merriam-Webster’s Collegiate Dictionary* for spelling references.

### Paper Formatting

- APA recommends Times New Roman Font, 12 pt.
- Set paper size to *Letter* (21.59 x 27.94 cm or 8.5 x 11 inches), not *A4*
- Set margins at 2.54 cm (1 inch) on all sides.
  - Margins and paper size may be set on the MS Word ‘Page Layout’ tab.
- Indent the first line of paragraphs by 1.27 cm (½ inch).
  - Use the Paragraph dialogue box on the MS Word Home tab for paragraph settings.
  - *Do not use the tab key*
- Double-space paragraphs throughout the body of your essay.
- All pages should have a running header, as instructed below.

### Running head:

- This appears at the top of every page, including your title page
- In the top, right margin, insert the page number and then type the title of your paper
- The running head cannot exceed 50 characters, so you may have to abbreviate your title.
- On the cover page, your running head will look like this:

Running head: VARYING DEFINITIONS OF ONLINE COMMUNICATION 1

- On pages 2 and following, including References, the running head will look like this:

VARYING DEFINITIONS OF ONLINE COMMUNICATION 2

### Cover page:

- Your title should be centred in the top half of the page
  - It should be typed in upper and lower case letters, using sentence case
    - First word and proper nouns only are capitalised
  - *Do not write your title in all caps*
    - APA titles may be longer than one line, but shouldn’t be more than 12 words
- Type your name below the title
- Type Alexander College below your name
  - Do *NOT* include any other information unless your instructor asks for it.
Abstract

- The Abstract appears on the first page immediately following your title page.
- An abstract is a concise summary of your research.
  - i.e., it is the short answer to the question, “what is your paper about?”
- Your abstract should contain your
  - research topic
  - key research questions
  - the participants and methods of research (if applicable)
  - results, data analysis, and conclusions
- The abstract is one, double-spaced paragraph
  - 150-250 words long depending on your instructor’s guidelines
- The word “Abstract” should be centred at the top of the page in regular 12 pt. type

Using your sources in the body of your essay:

When you are mentioning your sources by title in the body of your essay:

- Italicize or underline the titles of books, edited collections (anthologies), movies, television series, documentaries, or albums referred to in the body of your essay.
- Put “quotation marks” around the titles of journal “articles”, “articles” from edited collections, television series “episodes”, and “song titles” referred to in the body of your essay.
- The period follows the in-text citation, except in the case of extended quotations.

What to cite

You must include citations for:

- Specific words — these should be in quotation marks.
- Summarizing or paraphrasing the ideas of another writer.
- General ideas or concepts of another writer.
- Or a particular line of argument, even if you are modifying that line of argument.

Where to cite:

1. First, you must cite your source in the body of your essay (in-text citation).
2. Second, your sources are listed in the References list at the end of your paper.
Citing figures & tables:

- **Figures** are graphs, charts, diagrams, illustrations or photographs.
  - Every figure must have a number and caption flush left **below** the figure.
- **Tables** present data in rows and columns.
  - Each table should have a number and short description flush left **above** the table.
- **General Guidelines**:
  - The key points of information in your tables and figures must be referred to and explained in the body of your essay.
  - Tables and figures should be placed immediately after the paragraph in which they are mentioned.
  - If the tables or figures are from another source, that source must be cited.
    - Do this by writing **Source:** followed by the same information that you would include in an in-text citation, minus the brackets.
  - All entries must be numbered in order, with separate numbers for tables and figures. (Table 1, 2, 3 etc., Figure 1, 2, 3 etc.)
    - When referring to tables and figures in your essay, use these numbers.
      - **Example:** Table 1 indicates the change in …
- **A full citation must also appear in your References list.**

### Table 1. Summary of Remediation Process Participation

<table>
<thead>
<tr>
<th>School Term</th>
<th>Students Referred</th>
<th>Remediation Completed</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>20</td>
<td>14</td>
<td>70%</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>18</td>
<td>13</td>
<td>72%</td>
</tr>
<tr>
<td>Winter 2014</td>
<td>26</td>
<td>15</td>
<td>54%</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>32</td>
<td>18</td>
<td>56%</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>13</td>
<td>7</td>
<td>54%</td>
</tr>
</tbody>
</table>

Source: Alexander College Writing & Learning Centre, Vancouver, B.C., June 2014.

### Figure 1: Erika Scott, Instructor.
Source: Lindsey bat Joseph, personal photograph.
In-text citation guidelines

- In-text citations, as the name implies, appear in the body of your essay.
- **Summary or paraphrase:** The general APA format is (author’s LAST name, publication year)
  - **Example:** (Smith, 2014).
- **Direct quote:** must be placed in “quotation marks”
  - The APA format for direct quotes is (author’s LAST NAME, publication year, page#)
  - **Example:** (Smith, 2014, p. 45).

## Republished Works

When you cite a **republished work**, your in-text citation should contain both dates:

- The first date is the original publication date
- The second date is the publication date for the edited collection
  - **Summary or paraphrase:** (Jefferson, 1799/2012)
  - **Direct quote:** (Jefferson, 1799/2012, p. 21)

## 2 authors

- Use an ampersand (&) in your in-text citations and in References.
  - **Summary or paraphrase:** (White & Haines, 2008)
  - **Direct quote:** (White & Haines, 2008, p. 35)
- Use the word ‘and’ in the body of your essay.
  - **Example:** As Smith and Jones (2012) argue ...

## 3, 4, or 5 authors:

- Name all authors the first time you cite the source.
  - **Example:** (Adler, Mueller, & Laufer, 2007)
- In the next consecutive citation list the first author, followed by "et al." and a year.
  - **Example:** As Adler et al. (2007) further argue ...
  - **Example:** (Adler et al., 2007)
- If you mention the same work again within one paragraph, omit the year.
  - **Example:** Adler et al. also note that ...
  - **Example:** (Adler et al.)
6+ Authors, in-text citation only:

- Cite the name of the first author, first author, followed by "et al."
  - Example: As Dumbledore et al. (1996) further argue …
  - Example: (Dumbledore et al., 1996)

Extended (block) quote:

Extended or block quotations are direct quotations of 40 words or more. They are set out in an indented, double-spaced paragraph as follows:

- Start the quote on a new line, indented 1.27 cm (½ inch) from the left margin
- Omit the quotation marks
- The citation follows the final period of the paragraph.

Example:
According to Covey (1989), the consistency between our values and principles is what makes for effective living:

> The more closely our maps or paradigms are aligned with these principles or natural laws, the more accurate and functional they will be. Correct maps will infinitely impact our personal and interpersonal effectiveness far more than any amount of effort expended on changing our attitudes or behaviors. (Covey, 1989, p. 35)

Indirect Citations – VERY IMPORTANT IN APA PAPERS

This is the most common type of citation in APA papers.

- Often you will use a research source that refers to studies conducted by other researchers.
  - In the body of your essay note the study that your author has quoted and its author.
  - In the in-text citation, cite your source.
    - The format for the in-text citation is (as cited in YOUR SOURCE, Year).
    - When you have a direct quote, include the page number: (as cited in YOUR SOURCE, Year, p.____).

Example: Studies by Ballard and Suedfeld (1988), and Suedfeld, Conway, and Eichorn (2001) indicate there are some significant connections between integrative complexity and achieving prominence (as cited in Aronson, Wilson, Akert, & Fehr, 2007).
References guidelines

- The References list is the complete list of all the sources used in your paper.
  - It is written on a separate page at the end of your essay.
  - Sources are listed in alphabetical order, by the LAST name of the first author listed on a source.
- Centre the word, ‘References’, at the top of the page.
  - This line is double-spaced.
- The entire References page should be double-spaced.
  - In ‘paragraph settings’, set the text to “hanging” by 1.27cm (½ inch) so that the second and subsequent lines in your entries are indented.
- Titles of Journals, Books, Magazines and Newspapers are italicized.
  - For multiple articles by the same author (or groups of authors listed in the same order) list the entries in chronological order, from earliest to most recent.

2-7 authors:

- List all the authors in the order they appear on the source you are citing
- The authors’ names are inverted (last name first)
  - All given names are converted to initials.
  - Use an ampersand (&) to indicate more than one author

Authors’ names on the book cover: James Arthur Jones and Derek S. Lewis
References: Jones, J.A. & Lewis, D. S.

7+ authors:

- List the first 6 authors, followed by an ellipses (…) and conclude with an ampersand (&) and the name and initials of the last author.

Authors’ names on the book cover:
Harry J. Potter, Albus Percival Wolfric Brian Dumbledore, Filius Flitwick, Minerva McGonagall, Horace Slughorn, Rubeus Hagrid, Pomona Sprout, Sybill Trelawney, Poppy Pomfrey, Gilderoy Lockhart, Luna Lovegood, and Hermione J. Granger-Weasley.

Authors’ names in References:
Capitalisation

- Titles of Journals are capitalised **exactly** as they appear on the cover of the journal.
  - All other titles are in “sentence case”.
    - First word is capitalised as well as the first word after a colon or dash
    - Proper nouns are capitalised
    - All other words are in lower case.

**Title on Book Cover:** *A Wizard’s Guide to Muggles and Why We Should Love Them*

**Title in References:** *A wizard’s guide to Muggles and why we should love them*

Publisher locations (cities)

Publishers should be listed according to the full name of their city **AND** the state or province that city is located in.

**Examples:**

- Sydney, NS for a publisher located in Sydney, Nova Scotia (Canada).
- Sydney, ND for a publisher located in Sydney, North Dakota (United States).
- Sydney, NSW for a publisher located in Sydney, New South Wales (Australia).
- London, UK for a publisher located in London, United Kingdom.
- London, ON for a publisher located in London, Ontario (Canada).

**Reliable web sources:**

- We recommend using the Alexander College database to access online materials.
  - These sources will include stable URLs and correct citation information.
  - **Any other online databases or websites should be approved by your instructor**
- Use complete URLs or the Digital Object Indicator (DOI), whenever citing online sources.
  - **URLs do NOT have to be written on a separate line.**
    - Your word processor will automatically make the line breaks.
    - All you have to do is ensure that the page is set to “hanging indent”.
- Include the date of the last revision (if available).
- For e-books and articles from databases **ALWAYS** use the full text format so that you have page numbers for your citations.
  - There are no page numbers on websites – **do not invent them.**
How to Cite: Online Sources

- For online sources **ALWAYS** use the full text format, if available, so that you have page numbers for your citations.
- In-text citation styles are the same for any source in APA.
- Include stable URLs or DOIs for all e-books.

How to cite: Articles from online databases

- We recommend using the Alexander College database to access online materials.
  - Some instructors will also approve the use of **Google Scholar**
  - Always choose the full-text version of your sources whenever possible.

**In-text citations:**

Summary or paraphrase: (Hansen, Skirbekk, Oerbeck, Wentzel-Larsen & Kristensen, 2013).

Direct Quote: (Hansen, Skirbekk, Oerbeck, Wentzel-Larsen & Kristensen, 2013, p. 299).

**Reference:**


*Child Psychiatry & Human Development, 44*(2), 290-304. Retrieved from:

How to cite: Articles from Websites

- Websites do not have page numbers; *do not invent page numbers*.
- If an author is identified, always use the author’s name.

### Articles with an identified author

**In-text citation:**

Direct quote, summary or paraphrase: (Bennett, 2017).

(Author’s last name, Year).

**Reference:**

```
Author's last name, INITIALS. (Date published or last updated). Title of the article.
```


**Articles without an identified author**

- If no author is listed, use the title article or website section in “quotation marks”.
  - *For in-text citations only*: titles may be shortened.

**In-text citations:**

Direct quote, summary or paraphrase: (“Sowing the seeds,” 2017).

(“Title of the article”, Year).

**Reference:**

```
Full Title of the article. (Date published or last updated). Retrieved from: stable URL.
```

How to cite: Online newspapers or magazines

- When citing stories from online newspapers and magazines, use the most recently updated version of the article.
- For articles that have not been updated, use the original publication date (date it was uploaded onto the site).

In-text citations:
Summary, paraphrase or direct quote: (Kirby, 2017).

References:


How to cite: Online dictionaries or encyclopedias

- For these references, list the entry’s name in the brackets, along with the publication year.
  - For example, we looked up the word “hunker” in an online dictionary:

In-text citation: (Hunker, 2012).

References:


- For other reference books such as print dictionaries, encyclopedias, thesaurus’, the Bible, etc., see the APA style guide at http://owl.english.purdue.edu
How to cite: E-books

In-text citations:
Summary or paraphrase: (Fernald, 2008).
Direct quote: (Fernald, 2008, p. 217).

References:

E-books: anthologies or collected editions

These are collections of articles or studies by different authors not writing together.
- They have an editor or editors in addition to the authors of the individual articles.

In-text citations:
- Articles are cited by the author(s) NOT the editor(s).

References:
- Editors are included in the References listing; their names are NOT inverted.
  - ‘Eds.’ is the abbreviation for ‘editors’.
  - Include the entire page range of the article.

Collected editions of republished works

For republished works, the original publication date is also included

In-text citations:
Summary or paraphrase: (Jefferson, 1799/2012).
Direct quote: (Jefferson, 1799/2012, p. 15).
Reference:

<table>
<thead>
<tr>
<th>Author's last name, INITIALS.</th>
<th>(ANTHOLOGY Year).</th>
<th>Title of the article.</th>
<th>In</th>
<th>INITIALS Editor's last name (Ed.), Book Title, full page range. (Original work published year).</th>
</tr>
</thead>
</table>

Collected edition of original articles

Original articles will only have one publication date – the date the anthology was published.

In-text citations:

Summary or paraphrase: (Lazar, 2014) (Author's last name, year).

Direct Quote: (Lazar, 2014, p. 18) (Author's last name, year, page#).

Reference:

<table>
<thead>
<tr>
<th>Author's last name, INITIALS.</th>
<th>Year.</th>
<th>Title of the article.</th>
</tr>
</thead>
</table>
How to Cite: Print sources

How to cite: Print Books

Book with 1 author

In-text citations:

Summary or Paraphrase: (Covey, 1989) (Author’s last name, Year).

Direct Quote: (Covey, 1989, p. 35) (Author’s last name, year, page#).

References:

Author’s last name, INITIALS. (Year). Title of the book. Publisher’s Location [city]: Publisher’s name.


Book with 2 authors writing together

In-text citations:

Summary or Paraphrase: (White & Haines, 2008) (Authors’ last names, Year).

Direct Quote: (White & Haines, 2008, p. 35) (Author’s last names, year, page#).

References:

Authors’ last names, INITIALS. (Year). Title of the book (edition # ed.). City: Publisher.

Special Notes for In-Text Citations with multiple authors:

- When a work has 3, 4 or 5 authors, name all authors the first time you cite the source.
  
  **Example:** (Adler, Mueller, & Laufer, 2007)

- In the first subsequent citation list the first author, followed by "et al." and a year.
  
  **Example:** As Adler et al. (2007) further argue … or (Adler et al., 2007)

- If you mention the same work again within one paragraph, omit the year.
  
  **Example:** Adler et al. also note that … or (Adler et al.)

In-text citations:

**Summary or Paraphrase:** (Adler, Mueller, & Laufer, 2007)

**Direct Quote:** (Adler, Mueller, & Laufer, 2007, p.99)

**References:**


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**Print Anthologies or Edited Collections**

In-text citations:

**Summary or Paraphrase:** (Anagnost, 1989).

**Direct Quote:** (Anagnost, 1989, p. 225).

**References:**

How to cite: Print newspapers or magazines

In-text citations:
Summary or Paraphrase: (Hutchinson, 2012). (Teitel, 2012). (Authors’ last names, Year).


References:

Authors’ last name, INITIALS. (Publication date). Title of the article. Publication name. Full page range.


Organisations or government as authors

- If the writers are not identified, use the name of that organisation as the author.
- If the document is produced by the same organisation that publishes it, list “author” as the publisher.

In-text citations:
Summary or Paraphrase: (Vanier Institute of the Family, 2000).

Direct Quote: (Vanier Institute of the Family, 2000, p. 40). (Organisation name, year, page#).

References:

Organisation name (Year). Publication title. City: Publisher.

Personal Communication: In-class notes

- Unpublished, unrecoverable personal communications, such as personal class notes, are not included in the reference list because they do not provide recoverable data.
- Cite in-text only.
Recommended:
  ▪ Refer to the lecture in the body of your essay (no citation required)

In a lecture in a Sociology 210 class on July 8, 2014 Dr. Elic Chan noted …. 

Alternative, in-text citation:

The college administrator agreed that many students were “accidentally plagiarising” because they lacked a clear understanding of how to cite sources correctly (J. Crandall, email, July 28, 2014).

**Author’s INITIAL last name, type of communication, full date).**

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**Important reminders for References:**

  ▪ On the following page is a sample References list for most of the sources in this guide.
  ▪ Notice they are now in **alphabetical order according to the authors’ last names** or the title of the source when no author is listed.
  ▪ **All authors are listed by family name and initials only** – no personal names.
    ▪ Within individual entries, the authors are listed in the order they appear on the cover or title page of the source.
  ▪ The page is double-spaced.
  ▪ Note which parts of each entry are in **italics**.
  ▪ All entries use a ‘hanging indent’ of 0.5 inches (1.27 cm).
    ▪ **URLs do NOT have to be written on a separate line.**
      ▪ Your word processor will automatically make the line breaks.
      ▪ All you have to do is ensure that the page is set to “hanging indent”. 
References


