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Writing & Learning Centres
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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.

<http://www.apastyle.org/learn/faqs/index.aspx>

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

<http://www.lib.sfu.ca/help/writing/apa>

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

See sample APA formatted papers on our Citation Style Guides page:

<https://alexandercollege.ca/writing-and-learning-centre/english-and-humanities/academic-writing-styles/>

APA style basics – Formatting

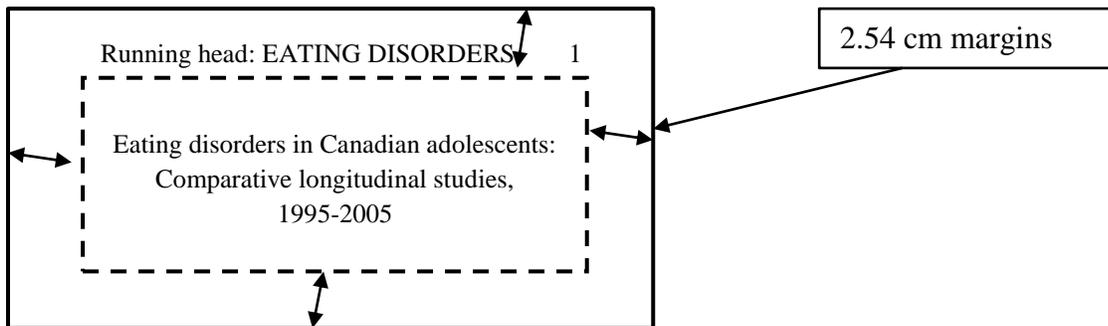
- Use the *Merriam-Webster’s Collegiate Dictionary* for spelling references.

Paper Formatting

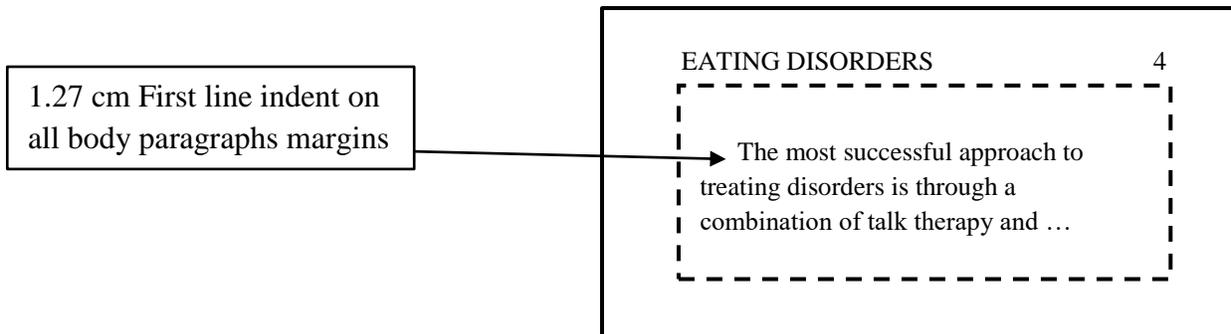
- APA recommends Times New Roman Font, 12 pt.
- Set paper size to **Letter** (21.59 x 27.94 cm or 8.5 x 11 inches), ***not A4***
- All pages have 2.54 cm (1 inch) margins on all sides.
 - Margins and paper size may be set on the MS Word ‘Page Layout’ tab.
- Paragraphs are indented on the first line by 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:



- On all other pages, including references, the running head will look like this:



Cover/Title page:

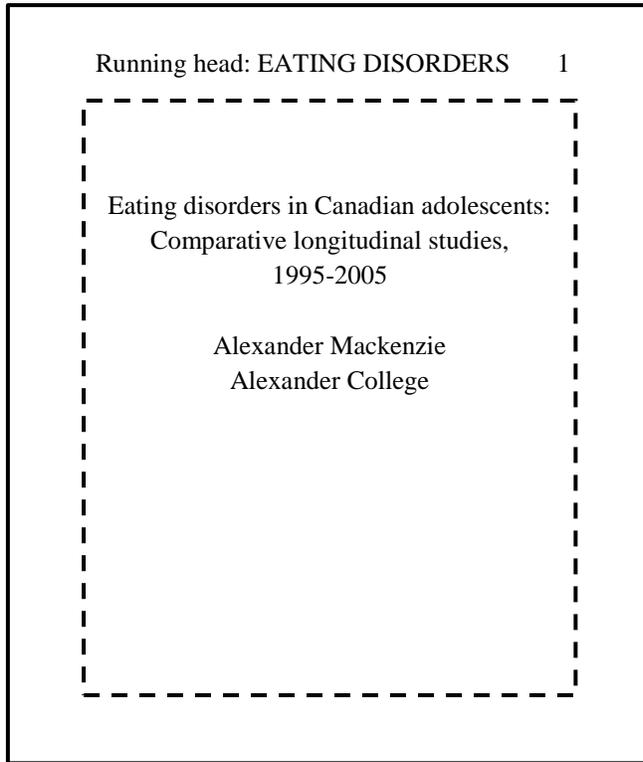


Figure 1: Sample cover page

- 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 (or single-spaced paragraph), depending on your instructor's guidelines.**
 - 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

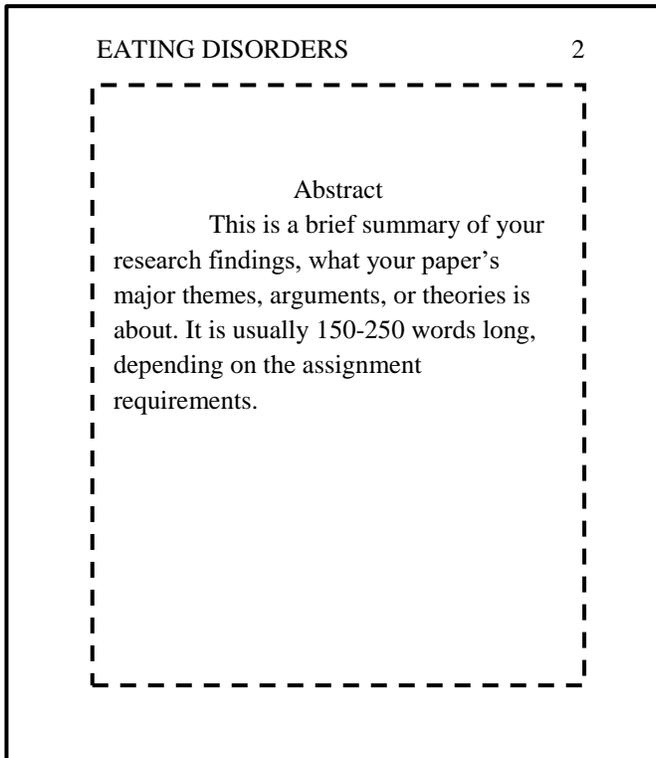


Figure 2: Sample page 2 (abstract)

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

School Term	Students Referred	Remediation Completed	Percentage
Summer 2013	20	14	70%
Fall 2013	18	13	72%
Winter 2014	26	15	54%
Spring 2014	32	18	56%
Summer 2014	13	7	54%

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



Figure 1: Erika Scott, Instructor.
Source: Lindsey bat Joseph, personal photograph, April 2017.

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)
- Citation #2: in the same paragraph list the first author, followed by "et al." and a year.
 - **Example:** As Adler et al. (2007) further argue ...
 - **Example:** (Adler et al., 2007)
- Citation #3, within one paragraph, omit the year.
 - **Example:** Adler et al. also note that ...
 - **Example:** (Adler et al.)
- If you return to this source later in your essay, use 'et al.' and the year.

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.
 - The entire References page should be double-spaced.
- In 'paragraph settings', set the text to "hanging" by 1.27cm (½ inch).
- 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.

Follow these rules for ANY & ALL sources with an author or authors

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 ellipsis (...) and conclude with an ampersand (&) and the name and initials of the last author.
- There should not be more than 7 names in the list.

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:

Potter, H.J., Dumbledore, A.P.W.B., Flitwick, F., McGonagall, M., Slughorn, H., Hagrid, R., ... & Granger-Weasley, H.J.

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).

How to Cite: Online 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).
 - Use the original date posted or uploaded if the article has not been revised
- If there is no date posted, consult with your instructor before using this website.
 - The information may be outdated.
 - If your instructor approves, then use (n.d.) in place of a date.
- For online sources **ALWAYS** use the full text (pdf) format, if available, so that you have page numbers for your citations.
 - There are no page numbers on websites – ***do not invent them.***
- In-text citation styles are the same for any source in APA.
- **ALL** online references listings end in one of the following ways:
 - Retrieved from [stable URL] *or* doi [digital object identifier number]

Journal articles from online databases

In-text citations	References
<p>Summary or paraphrase: (Hansen, Skirbekk, Oerbeck, Wentzel-Larsen & Kristensen, 2013). (Hughes & Short, 2014).</p> <p>Direct quote: (Hansen, Skirbekk, Oerbeck, Wentzel-Larsen & Kristensen, 2013, p. 299). (Hughes & Short, 2014, p. 425).</p> <p>Indirect quote: (as cited in Hansen, Skirbekk, Oerbeck, Wentzel-Larsen & Kristensen, 2013, p. 301). (as cited in Hughes & Short, 2014, p. 425).</p>	<p>Hansen, B., Skirbekk, B., Oerbeck, B., Wentzel-Larsen, T., & Kristensen, H. (2013). Persistence of sleep problems in children with anxiety and attention deficit hyperactivity disorders. <i>Child Psychiatry & Human Development, 44</i>(2), 290-304. Retrieved from http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ssf&AN=86177275&site=ehost-live&scope=site</p> <p>Hughes, L., & Short, J. (2014). Partying, cruising, and hanging in the streets: Gangs, routine activities, and delinquency and violence in Chicago, 1959-1962. <i>Journal of Quantitative Criminology, 30</i>(3), 415-451. doi 10.1007/s10940-013-9209-y</p>

Basic format for references:

Authors' last name, Initials.	(year).	Article Title.	<i>Journal Title,</i>	[Volume] #
[Issue or edition](#),	Full page range.	Retrieved from [URL]		

Authors' last name, Initials.	(year).	Article Title.	<i>Journal Title,</i>	[Volume] #
[Issue or edition](#),	Full page range.	doi [digital object identifier]		

Articles from Websites

- If an author is identified, *always* use the author’s name.
- For Articles without an author, in-text citations only:**
- Article title (may be shortened) in “quotation marks” in place of an author’s name.

Articles without an author	
In-text citations	Reference
<p>Direct quote, summary or paraphrase: (“Sowing”, 2017).</p> <p>Indirect quote: (as cited in “Sowing”, 2017).</p>	<p>Sowing the seeds of discovery through student science.</p> <p>(2017 March 9). Retrieved from http://www.asccsa.gc.ca/eng/educators/tomatosphere.asp</p>

Basic format for references:

Title of the Article.	(year month day [latest]).	Retrieved from [stable URL]
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Website articles with Author(s)	
In-text citations	References
<p>Direct quote, summary or paraphrase: (Bennett, 2017).</p> <p>Indirect quote: (as cited in Bennett, 2017)</p>	<p>Bennett, D. (2017 March 16). Alberta budget awash in red ink, but promises new hospital, schools. Retrieved from http://www.ctvnews.ca/canada/alberta-budget-awash-in-red-ink-but-promises-new-hospital-schools-1.3327183</p>

Basic format for references:

Authors’ last name, Initials.	(year month day [latest])).	Article Title.
Retrieved from [URL]		

Online dictionaries or encyclopaedias

- Cite the word that you look up online, not the editors or publisher of the dictionary.
 - For other print reference books, see the APA style guide at <http://owl.english.purdue.edu>

In-text citations	Reference
<p>Direct quote, summary or paraphrase: (Hunker, 2012).</p>	<p>Hunker. (2012). <i>Merriam-Webster dictionary online</i>. Retrieved from www.merriam-webster.com</p>

Basic format for references:

Word looked up.	(year).	<i>Dictionary name.</i>	Retrieved from [URL]
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Online newspapers & magazines

In-text citations	Reference
<p>Direct quote, summary or paraphrase: (Kirby, 2017).</p> <p>Indirect quote: (as cited in Kirby, 2017).</p>	<p>Kirby, J. (2017 March 31). Stephen Poloz: ‘No one wins a trade war. Everybody loses.’ <i>Maclean’s</i>. Retrieved from http://www.macleans.ca/economy/economicanalysis/stephen-poloz-no-one-wins-a-trade-war-everybody-loses/</p>

Basic format for reference:

Authors’ last name, Initials.	(year month day [latest]).	Article Title.	<i>Publication title,</i>
Retrieved from [stable URL]			

E-books

In-text citations	Reference
<p>Summary or paraphrase: (Fernald, 2008).</p> <p>Direct quote: (Fernald, 2008, p. 217).</p> <p>Indirect quote: (as cited in Fernald, 2008, p. 109).</p>	<p>Fernald, L. (2008). <i>Psychology: Six perspectives</i>. Retrieved from http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=474599&site=eds-live&scope=site</p>

Basic format for references:

Authors' last name, Initials.	(year published).	<i>Book title</i>	(# ed.). [edition # if applicable]
Retrieved from [stable URL]			

E-books: anthologies or collected editions

These are collections of articles or studies by different authors *not writing together*.

- Articles are cited by the author(s) **NOT** the editor(s).
- Editors are included in the References listing; their names are **NOT** inverted.
 - Ed. is the abbreviation for editor; Eds. is the abbreviation for editors.
- For republished works, the original publication date is also included
- Include the **entire page range of the article**.

Collected edition of republished works	
In-text citations	References
<p>Summary or paraphrase: (Jefferson, 1799/2012).</p> <p>Direct quote: (Jefferson, 1799/2012, p. 15).</p> <p>Indirect quote: (as cited in Jefferson, 1799/2012, p. 21).</p>	<p>Jefferson, T. (2012). A memoir on the discovery of certain bones of a quadruped of the clawed kind in the western parts of Virginia. In C. R. Resetarits, (Ed.), <i>An Anthology of Nineteenth-Century American Science Writing</i>, 13-22. (Original work published 1799). Retrieved from http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=439284&site=eds-live&scope=site</p>

Basic format for references:

Authors' last name, Initials.	(Anthology year).	Article title.	In	[editor(s)] INITIALS. Last Name
(Ed. or Eds.),	<i>Anthology title</i> ,	(# ed.) [edition # if applicable],	full page range.	
(Originally published [year]).		Retrieved from [URL]		

Collected edition of original articles	
In-text citations	References
<p>Summary or paraphrase: (Lazar, 2014)</p> <p>Direct quote: (Lazar, 2014, p. 18)</p> <p>Indirect quote: (as cited in Lazar, 2014, p. 13)</p>	<p>Lazar, R.A. (2014). The relevance of early development to the psychodynamics of power and vulnerability. In H. Brunning, (Ed.), <i>Psychoanalytic Essays on Power and Vulnerability</i>, 3-23. Retrieved from http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=663063&site=eds-live&scope=site</p>

Basic format for references:

Authors' last name, Initials.	(year).	Article title.	In	[editor(s)] INITIALS. Last
(Ed. or Eds.),	<i>Anthology title</i>	(# ed.) [edition # if applicable],	full page range.	
Retrieved from [URL]				

How to cite: Print Sources

Books by authors writing together

1-2 Authors	
In-text citations	References
<p>Summary or paraphrase: (Covey, 1989) (White & Haines, 2008)</p> <p>Direct quote: (Covey, 1989, p. 35) (White & Haines, 2008, p. 56)</p> <p>Indirect quote: (as cited in Covey, 1989, p. 53) (as cited in White & Haines, 2008, p. 65)</p>	<p>Covey, S.R. (1989). <i>The seven habits of highly effective people: Restoring the character ethic</i>. New York: Anchor Books.</p> <p>White, R. & Haines, F. (2008). <i>Crime and criminology</i> (4th ed.). South Melbourne: Oxford University Press.</p>

3-5 Authors	
In-text citations	References
<p>Summary or Paraphrase (1st citation): (Adler, Mueller, & Laufer, 2007)</p> <p>Summary or Paraphrase (subsequent citations): (Adler et al., 2007)</p> <p>Direct quote (1st citation): (Adler, Mueller, & Laufer, 2007, p.99)</p> <p>Direct quote (subsequent citations): (Adler et al., 2007, p.99)</p> <p>Indirect quote (1st citation): (as cited in Adler, Mueller, & Laufer, 2007, p.99)</p> <p>Indirect quote (subsequent citations): (as cited in Adler et al., 2007, p.99)</p>	<p>Adler, F., Mueller, G.O.W., & Laufer, W.S. (2007). <i>Criminology</i> (6th ed.). Toronto: McGraw-Hill.</p>

Authors' last name, Initials.	(year).	<i>Book title</i> (# ed.). [edition # only if applicable]
City: Publisher.		

Print anthologies or edited collections

In-text citations	References
<p>Summary or paraphrase: (Anagnost, 1989).</p> <p>Direct quote: (Anagnost, 1989, p. 225).</p> <p>Indirect quote: (as cited in Anagnost, 1989, p. 225).</p>	<p>Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner, (Eds.), <i>Marxism and the Chinese experience</i>, 210-234. Armonk: M.E. Sharpe, Inc.</p>

Basic format for references:

Authors' last name, Initials.	(year).	Article title.	In	[editor(s)] INITIALS. Last Name
(Ed. or Eds.),	<i>Anthology title,</i>	(# ed.) [edition # if applicable],	full page range.	
City: Publisher.				

Print newspapers or magazines

In-text citations	Reference
<p>Summary or paraphrase: (Hutchinson, 2012). (Teitel, 2012).</p> <p>Direct quote: (Hutchinson, 2012, p. A4). (Teitel, 2012, p. 69).</p> <p>Indirect quote: (as cited in Hutchinson, 2012, p. A1). (as cited in Teitel, 2012, p. 70).</p>	<p>Hutchinson, G. (2012 October 29). Nothing bold at Liberal meet. <i>National Post</i>, A1, A4.</p> <p>Teitel, E. (2012 October 29). Bullied to death. <i>Maclean's</i>, 68-70.</p>

Basic format for references:

Authors' last name, Initials.	(date).	Article Title.	<i>Publication title</i> ,	Full page range.
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Print Publications by Organisations

- If 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	Reference
<p>Summary or paraphrase: (Vanier Institute of the Family, 2000).</p> <p>Direct quote: (Vanier Institute of the Family, 2000, p. 40).</p> <p>Indirect quote: (as cited in Vanier Institute of the Family, 2000, p. 40).</p>	<p>The Vanier Institute of the Family. (2000). <i>Profiling Canada's families II</i>. Nepean: Author.</p>

Basic format for references:

Organisation name.	(year).	<i>Publication title</i> .	City: Author.
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Personal communications: 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**).

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 1.27 cm (0.5 inches).
 - ***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

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