

APA Style Guide

Writing & Learning Centre 2020



In order to take the citations test, you **MUST** complete the online portion on Canvas: <https://lms.alexandercollege.ca/courses/215>



Alexander College

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Welcome to APA

This is a Quick Guide to APA Style citations.

- It contains sample in-text citations and references entries for the resources *most commonly used* by students.
- For sources not covered here, please refer to the APA Citations Workshop on Canvas: <https://lms.alexandercollege.ca/courses/215>

If your Instructor gives specific instructions for format or citations, follow their guidelines.

Academic Integrity

Citations are **mandatory** for all academic papers and presentations. Whenever you use outside information in your writing, you must show where the information came from with citations!

Using citations will help you:

- Avoid plagiarism and Academic Alerts.
- Acknowledge the efforts of the original author.
- Prove your arguments are credible and can be backed up with reliable research.
- Show your readers the source of the information so they can check your resources.

If you have any questions about citations or academic integrity, come visit the Writing & Learning Centre.

Paper Formatting

**To learn how to format a paper, please refer to the APA Citations Workshop on Canvas: <https://lms.alexandercollege.ca/courses/215>, Part I: Overview and Formatting

Where to Cite Your Sources

You must put your citations in *two places* in your paper:

- **In-text citations** – in the body of your essay.
 - In a bracket at the end of every sentence where outside information is used.
- **References** – at the end of your paper.
 - Complete list of all your sources in alphabetical order on a separate page.

In-text citations: the Basics

When to Cite

You must include in-text citations for:

- Direct quotes – use quotation marks “ ” to show that everything within the quotation marks is word for word from the original author.
- Paraphrases/summaries.
- General ideas or concepts of another author.
- Research data, statistics, or line of argument.

What to Cite

To cite **direct quotes** in-text, include a bracket at the end of every single sentence where you quote, with the following information:

- Author last name(s)
- Publication year
- Page number

To cite **paraphrases or summaries in-text**, include a bracket at the end of every single sentence where you paraphrase, with the following information:

- Author last name(s)
- Publication year (If **no date** is provided then use **n.d.**)
- Page number is not required, but it helps your reader locate your source.
Check with your instructor whether you are required to put a page number or paragraph using abbreviation “para.”

Incorporating In-text Citations

- **1. Parenthetical:** When referring to your source, you can cite the author, publication year and page number in a bracket at the end of your sentence.

Example

Jingmei begins her journey, looking at the busy city of Guangzhou through the lens of a foreigner when she thinks that “OSHA [would] have a field day here” (Tan, 1989, p. 278).

- **2. Textual/Narrative:** To make clear to your reader which source you are referencing, you are encouraged to incorporate the author name and/or article title in your textual discussion. This is a more sophisticated way of integrating research into your writing.

If the author’s name is mentioned in-text, place the year after it in a bracket.

Example

Author Amy Tan (1989) examines the busy city of Guangzhou through the lens of her character, Jingmei, who claims that “OSHA [would] have a field day here” (p. 278).

Example of incorporating in-text citations

PROPAGANDA: THE ADDICTION 2

Propaganda is ideology or biased information spread to the public through repetition. Often misleading or inconsistent with the truth, propaganda can be used by the government or by other groups to affect the recipients’ attitudes of political events and manipulate their actions. The damage can be extensive, precisely because of how wide-reaching the message can be. In the case of the Mexican drug wars, the consequences of the cartel propaganda are far more damning than the legal drugs themselves as seen in a number of factors.

In the article “Propaganda in Mexico’s Drug Wars”, author America Y. Guevara (2013) expressed that since 2006, the drug wars have been “claiming the lives of approximately 50,000 to 100,000 people” (p.131). The cartel propaganda that has been embedded in Mainstream Mexico are partly to blame (Guevara, 2013).

All sources cited in-text must be listed in the References.

Citing Authors’ Names

The following table shows how to do in-text citations for one to three, or more authors.

	Direct Quotes	Paraphrases/Summaries
1 Author	(Smith, 2014, p.45)	(Smith, 2014)
2 Authors	(White & Haines, 2008, p.35)	(White & Haines, 2008)
3 or more authors	(Adler et al., 2007, p.37)	(Adler et al., 2007)
No Authors	(“Sowing the Seeds”, 2017, p.2)	(“Sowing the Seeds”, 2017)

Note:

If there are **group authors**, such as government agencies, associations, non-profit organizations, hospitals or universities, use the **name of the group author**; e.g. (Mental Health Association of Canada, 2020).

If there is **NO** author, use the **title of the article** enclosed with quotation marks.

Consecutive Citations: Using the Same Source Multiple Times

- When using the same source more than once in the same paragraph, you need to include author and date, and page number if applicable in every in-text citation.

Example: Parenthetical

The billions of dollars generated from the sale of illegal drugs in the US cannot be used in any sort of legal transactions and must go through a process known as “money laundering” (Adler et al., 2007). Launderers may deposit funds in anonymous foreign bank accounts in countries like Cayman Islands, Liechtenstein, and Switzerland (Adler et al., 2007).

Example: Textual/Narrative

Atkin et al. (2013) found that participants experienced greater happiness when engaging in the act of gift-giving as opposed to receiving. They note that previous studies have likewise observed similar acts of generosity in people across cultures and age groups. While these results are not conclusive, they provide more evidence that humans desire the “emotional rewards” associated with prosocial behaviour (Atkin et al., 2013).

Indirect Citations

This is the most common type of citation in APA papers as researchers often rely on research done by other experts to support or develop their own work.

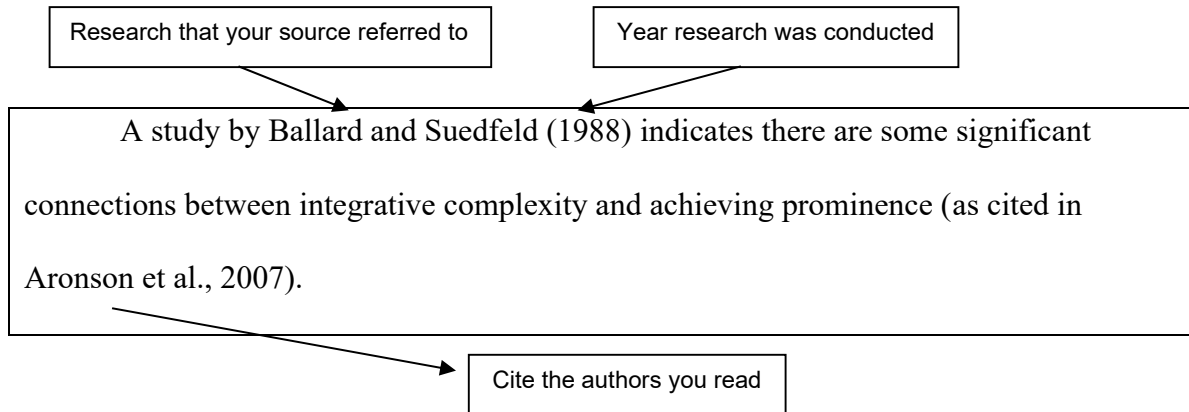
How to tell if it is an indirect citation:

- The author you are reading is referring to another author’s work in-text .

How to cite indirect citations:

- Cite the author you are reading, NOT the one who is being quoted.
- In APA 7th edition, if the author you read is referring to another source, you are strongly encouraged to look up the original source.
- If you are using an indirect source, be sure to refer to the original author in the body of your essay and cite the author that you read using (as cited in...).

In-text Citations Example



References: the Basics

The References list is the complete list of all the **sources** used in your paper.

- It is on a separate page at the end of your essay.
 - Sources are organized in alphabetical order.
- Center the word References at the top of the page.
- **Double-space** all entries on the References page.
- Entries should have a **hanging indent** of .5 inches (1.27 cm).
 - Set up the hanging indent using “paragraph settings” on the home tab or page layout tab in MSWord.
- For multiple articles by the same author (or groups of authors), list the entries in chronological order, from earliest to most recent.
- If there is no author identified, use the title.
 - When the title of a work begins with an article (A, An, The) use the first significant word to determine its place in the list.
 - E.g. the film, *The Hunger Games* would be listed under ‘H’.

Formatting Authors’ Names

- 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 (First/Middle) are converted to initials.
- Use an **ampersand (&)** to indicate more than one author. The & sign should be placed before the last author’s name.
- Write the author’s surname exactly as it appears in the published works; this includes hyphenated surnames.

Example

Authors’ names on the book cover: James Arthur Jones and Derek S. Lewis

References:

Jones, J. A. & Lewis, D. S.

Multiple Authors

- Provide the last names and initials for up to and including 20 authors.
- For 2-20 authors, use an **ampersand (&)** before the final author's name.

Example

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.

References:

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

21+ Authors

- For 21 or more authors, include the surnames and initials of the first 19 authors, and add an ellipsis (...) but no ampersand (&) before the final author's name.

No Authors

- Use the full title of article.
- If there is no date posted, use (n.d.).
- Use the word "Anonymous" in place of author only if the author is credited as "Anonymous" in the publication.
- If there is no author, alphabetize the source by the next most important word – ignore "A", "An", and "The".
- Alphabetize titles with numerals as if they were spelled out:
 - E.g. "Best 9 films of all time" would be listed before "Best 2 films of all time" because "n" in "nine" precedes "t" in two.

Capitalization

- Capitalize the first word of every title or heading, including "The" or "A".
- Capitalize only the first word of a book title or the first words after a colon or dash.
- Proper nouns are **always** capitalized.
- All other words are in lower case.
- When the publisher and group author are the same, omit publisher from source element.

Example

Title on Book Cover: *Bowling Alone: The Collapse and Revival of American Community*

Title in References: *Bowling alone: The collapse and revival of American Community*

- **Journal Titles** are capitalized **exactly** as they appear on the cover of the journal

Example

Title on Book Cover: *Child Psychiatry & Human Development*

Title in References: *Child Psychiatry & Human Development*

Citing Online Sources

- Use the Alexander College Library databases first.
- For help with the databases, please consult one of our librarians.
- Not all websites are credible. Before using a website for your research, check with your instructor.
- Check the date before using this website. The information may be outdated.
 - Include the date of the last revision (if available).
 - If there is no date, check with your instructor before using the website.
- Use English-language sources ONLY.
- Use complete URLs or DOIs when citing an online source.
 - Do not use “Retrieved from”, just use the URL.
 - DOIs should be formatted like a website, ie. <http://doi.10...>

Journal Article from Online Database

- Titles of Journals and Databases are *italicized*.
- Volume and issue numbers must be included; if not available, omit them.

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">Author’s last name, initials.</td> <td style="width: 25%; padding: 2px;">(Published year).</td> <td style="width: 25%; padding: 2px;">Article title.</td> <td style="width: 25%; padding: 2px;"><i>Journal Title,</i></td> </tr> <tr> <td style="padding: 2px;">Volume # (Issue #),</td> <td style="padding: 2px;">Full page range.</td> <td colspan="2" style="padding: 2px;">[URL]</td> </tr> </table>	Author’s last name, initials.	(Published year).	Article title.	<i>Journal Title,</i>	Volume # (Issue #),	Full page range.	[URL]	
Author’s last name, initials.	(Published year).	Article title.	<i>Journal Title,</i>						
Volume # (Issue #),	Full page range.	[URL]							
References Example	<p style="text-align: center;">Source with URL</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</i>, 44(2), 290-304. 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>								

	Source with DOI
	<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</i>, 30(3), 415-451.</p> <p>https://doi.org/10.1007/s10940-013-9209-y</p>

Article from a Website

Anyone can create a webpage and write whatever they want. Before using a website for your research, make sure it is a credible academic source.

How to tell if a website is a credible source:

- Author with proper credentials (affiliation to reputable universities/professional organization).
- Date last updated.
- Government/official website.
- Domain name:
 - .com, .org and .net can be bought and used by anyone.
 - .edu is reserved only for colleges and universities.
 - .gov are government websites.
- Academic/professional writing style.

Article from a Website with an Author

References Format	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 35%;">Author's last name, initials.</td> <td style="border: 1px solid black; width: 25%;">(Year, month date).</td> <td style="border: 1px solid black; width: 40%;">Article title.</td> </tr> <tr> <td style="border: 1px solid black; width: 35%;">Website Name.</td> <td colspan="2" style="border: 1px solid black;">URL</td> </tr> </table>	Author's last name, initials.	(Year, month date).	Article title.	Website Name.	URL	
Author's last name, initials.	(Year, month date).	Article title.					
Website Name.	URL						
References Example	<p style="text-align: center;">Source with Individual Author(s)</p> <p>Chan, A. B. (2019, May 22). <i>Chinese Canadians</i>. The Canadian Encyclopedia. http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians.</p> <p style="text-align: center;">Source with Group Author</p> <p>Canadian Space Agency. (2017, March 9). <i>Sowing the seeds of discovery through student science</i>. http://www.asc-csa.gc.ca/eng/educators/tomatosphere.asp</p>						

Article from a Website without an Author

References Format	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><i>Article title.</i></td> <td style="width: 25%;">(Year, month date).</td> <td style="width: 25%;">Website name</td> <td style="width: 25%;">URL</td> </tr> </table>	<i>Article title.</i>	(Year, month date).	Website name	URL
<i>Article title.</i>	(Year, month date).	Website name	URL		
References Example	<p><i>How to create a realistic travel budget that actually works. (n.d.).</i></p> <p>Budgetbakers. https://budgetbakers.com/blog/create-realistic-travel-budget.</p>				

Article from an Online News Source

References Format	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Author's last name, initials.</td> <td style="width: 30%;">(Year, month date).</td> <td style="width: 40%;">Article title.</td> </tr> <tr> <td style="width: 30%;"><i>Publisher.</i></td> <td style="width: 30%;">[URL]</td> <td></td> </tr> </table>	Author's last name, initials.	(Year, month date).	Article title.	<i>Publisher.</i>	[URL]	
Author's last name, initials.	(Year, month date).	Article title.					
<i>Publisher.</i>	[URL]						
References Example	<p>He, L. (2020, April 14). China is giving cash to car buyers to revive the sales crushed by the pandemic. <i>CNN</i>.</p> <p>Http://www.cnn.com/2020/04/14/business/china-auto-industry-coronavirus/index.html.</p>						

E-Book

References Format	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Author's last name, initials.</td> <td style="width: 30%;">(Publication year).</td> <td style="width: 40%;">Book title (edition if applicable).</td> </tr> <tr> <td style="width: 30%;"><i>Publisher.</i></td> <td style="width: 30%;">[URL]</td> <td></td> </tr> </table>	Author's last name, initials.	(Publication year).	Book title (edition if applicable).	<i>Publisher.</i>	[URL]	
Author's last name, initials.	(Publication year).	Book title (edition if applicable).					
<i>Publisher.</i>	[URL]						
References Example	<p>Fernald, L. (2008). <i>Psychology: Six perspectives</i>. SAGE Publication, Inc.</p> <p>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>						

Citing Print Sources

Abbreviation Rules	
Edition	ed.
Editor	Ed.
Editors	Eds.
Revised	Rev. ed.
Canadian	Cdn.

- Editors are mentioned in References.
- **NOTE:** Articles from online databases or pdf documents you downloaded and printed are **NOT** considered print sources.

Book

- If there is more than one author, follow the guidelines on P.6

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Author's last name, initials.</td> <td style="width: 30%; padding: 2px;">(Publication year).</td> <td style="width: 40%; padding: 2px;"><i>Book title</i> (edition if applicable).</td> </tr> <tr> <td style="padding: 2px;">Publisher.</td> <td colspan="2"></td> </tr> </table>	Author's last name, initials.	(Publication year).	<i>Book title</i> (edition if applicable).	Publisher.		
Author's last name, initials.	(Publication year).	<i>Book title</i> (edition if applicable).					
Publisher.							
References Example	Adler, F., Mueller, G.O.W., & Laufer, W.S. (2007). <i>Criminology</i> (6 th ed.). McGraw-Hill.						

Anthology (Edited Collection)

How to tell if your source is an anthology:

- Thick printed book .
- Contains articles/short stories by many different authors.
- Editors' names on the cover.

How to cite an anthology:

- Cite the editors in the References after the title of the anthology.
 - Title of the anthology is *italicized*.
- List the full page range of the selection from the anthology.

References Format	Author's last name, initials.	(Publication year).	Article title.	In Editor Initials
	Last name, (Eds.),	<i>Book title</i>	(Full page range).	Publisher.
References Example	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> (pp. 210-234). M.E. Sharpe, Inc.			

Class Notes or Lecture

- Refer to the lecture in the body of your essay and in-text. You do not need to include Class Notes or Lecture in your Reference list.

Example

“In a lecture in a Sociology 210 class on July 8, 2014 Dr. Elin Lindstrom noted” (E. Lindstrom, lecture, July 8, 2014)

Citing Recorded Media

Films Viewed on DVD or online Streaming Sites (*Netflix*)

- In APA 7th Edition, it is not necessary to specify how you watched a film (e.g. on DVD/streaming online).
- You may include the information in a [] if you used commentary.
 - (E.g. [Film; special extended ed. on DVD])

References Format	Director last name, initials. (Director).	(Year).	<i>Movie title</i> [Film].
	Studio		
References example	Polanski, R. (Director). (1974). <i>Chinatown</i> [Film]. Paramount Pictures.		

Videos Viewed on Online Video Sites (*YouTube*)

References Format	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Uploader name.</td> <td style="width: 30%;">(Year, Month date).</td> <td style="width: 40%;">Title of the video [Video]</td> </tr> <tr> <td>Site Name.</td> <td>URL</td> <td></td> </tr> </table>	Uploader name.	(Year, Month date).	Title of the video [Video]	Site Name.	URL	
Uploader name.	(Year, Month date).	Title of the video [Video]					
Site Name.	URL						
References example	<p>Talltanic. (2017, January 8). <i>13 smallest animals in the world</i> [Video]. YouTube. http://www.youtube.com/watch?v=bU9yc6OTqGY.</p>						

Podcast Episode

References Format	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Last name, initials. (Host)</td> <td style="width: 30%;">(Year, Month Date).</td> <td colspan="2" style="width: 40%;">Title of episode (if provided).</td> </tr> <tr> <td>[Audio podcast]</td> <td>In Title of Podcast.</td> <td>Publisher.</td> <td>URL</td> </tr> </table>	Last name, initials. (Host)	(Year, Month Date).	Title of episode (if provided).		[Audio podcast]	In Title of Podcast.	Publisher.	URL
Last name, initials. (Host)	(Year, Month Date).	Title of episode (if provided).							
[Audio podcast]	In Title of Podcast.	Publisher.	URL						
References example	<p>Nichols, T. (Host). (2019, February 25). The death of expertise [Audio podcast]. In <i>Did You Hear</i>. KPFA. http://kpfa.org/player/?audio=307230</p>								

The following is a sample References page for some of the sources used in this guide.

References

- Adler, F., Mueller, G.O.W., & Laufer, W.S. (2007). *Criminology* (6th ed.). McGraw-Hill.
- Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner, (Eds.), *Marxism and the Chinese experience*, 210-234. M.E. Sharpe, Inc.
- Canadian Space Agency (2017, March 9). *Sowing the seeds of discovery through student science*.
<http://www.asc-csa.gc.ca/eng/educators/tomatosphere.asp>
- Covey, S.R. (1989). *The seven habits of highly effective people: Restoring the character ethic*. Anchor Books.
- 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. *Child Psychiatry & Human Development*, 44(2), 290-304.
<http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ssf&AN=86177275&site=ehost-live&scope=site>
- He, L. (2020, April 14). China is giving cash to car buyers to revive the sales crushed by the pandemic. CNN. [Http://www.cnn.com/2020/04/14/business/china-auto-industry-coronavirus/index.html](http://www.cnn.com/2020/04/14/business/china-auto-industry-coronavirus/index.html).
- Kirby, J. (2017, March 31). *Stephen Poloz: 'No one wins a trade war. Everybody loses.'* Maclean's. <http://www.macleans.ca/economy/economicanalysis/stephen-poloz-no-one-wins-a-trade-war-everybody-loses/>
- Polanski, R. (Director). (1974). *Chinatown* [Film]. Paramount Pictures.
- White, R. & Haines, F. (2008). *Crime and criminology* (4th ed.). Oxford University Press.