AAA

Style Guide

Writing & Learning Centre 2020

Alexander College
YOUR ROAD TO UNIVERSITY STARTS HERE!

Table of Contents

Welcome to AAA

This is a Quick Guide to AAA Style citations.
- It contains sample in-text citations and references entries for the resources _most commonly used_ by students.

**If your Instructor gives specific instructions for format or citations, <u>follow their guidelines</u>.**

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 <u>Writing & Learning Centre</u>.**_

Paper Formatting

**Formatting a paper in AAA can be quite similar to APA or CMS. Please check with your instructor for their preference before submitting your assignment. You can refer to the APA or CMS workshops on Canvas for more information: <u>https://canvas.alexandercollege.ca/courses/4</u>

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
- 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
>
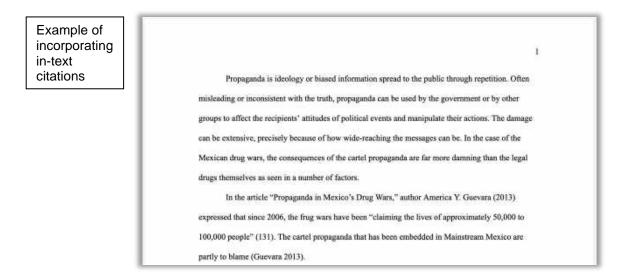> a foreigner when she thinks that "OSHA [would] have a field day here" (Tan 1989, 278).

- **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" (278).

Example of
incorporating
in-text
citations

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 messages 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 frug wars have been "claiming the lives of approximately 50,000 to 100,000 people" (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, 45)	(Smith 2014)
2 - 3 Authors	(White and Haines, 2008, 35)	(White and Haines 2008)
4 or More Authors	(Adler et al. 2007, 37)	(Adler et at. 2007)
No Author	("Sowing the Seeds" 2017, 2)	("Sowing the Seeds" 2017)

Note:
If there is **NO** author, use **a shortened title of the article** (up to 4 key words) enclosed with quotation marks.

For example, when citing the article "Aggressive Seaweed Smothers One of World's Most Remote Reefs" (without authors) in text, you may use "Aggressive Seaweed" in the in-text citation.

Consecutive Citations: Using the Same Source Multiple Times

- When using **different pages** of the same source in the **same paragraph**, you need to include the full in-text citation in the first sentence and provide only page numbers thereafter.

Example

> Atkin et al. (2013) found that "participants experienced greater happiness when engaging in the act of gift-giving as opposed to receiving" (8). They note that previous studies have likewise observed "similar acts of generosity" in people across cultures and age groups (13). While these results are not conclusive, they provide more evidence that humans desire the "emotional rewards" associated with prosocial behaviour (20).

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 in the References are listed _alphabetically_.**
- The entire References is **double-spaced.**
    - Centre the word References at the top of the page
        - Leave one blank line before starting the entries.
        - Leave one blank line between each entry.
- 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.
- only the first author's name is inverted (last name is listed first).
- 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, James Arthur and Derek S. Lewis.

No Authors

- Use the full title of article.
- 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.
- When the publisher and group author are the same, omit publisher from source element.
- **_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.

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 | Author's name, inverted. | Published year. | "Article Title." | *Journal Title,* |
	Volume # (Issue #),	Full page range.	URL or DOI	
References Example	**Source with URL**			
	Hansen, Berit Hjelde, Benedicte Skirbekk, Beate Oerbeck, Tore Wentzel Larsen, and Hanne Kristensen. 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			
	Source with DOI			
	Hughes, Lorine A., and James F. Short. 2014. "Partying, Cruising, and Hanging in the Streets: Gangs, Routine Activities, and Delinquency and Violence in Chicago, 1959-1962." *Journal of Quantitative Criminology*, 30 (3), 415-51. https://doi 10.1007/s10940-013-9209-y			

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	Author's last name, inverted.	Publication year.	"Article title."	
	[*Website Name*] website,	Publication Date.	Accessed [date].	URL
References Example	Chan, Anthony. B. 2019. "Chinese Canadians." *The Canadian Encyclopedia* website, May 22. Accessed July 30, 2020. http://www.thecanadianencyclopedia.ca/en/ article/ chinese-canadians.			

Article from a Website without an Author

References Format	"Article title."	Publication year.	[*Website Name*] website,	Publication date.
	Accessed [Month Date].	URL		
References Example	"Science and Innovation." 2020. *Government of Canada* website, July 6. Accessed July 30, 2020. https://www.canada.ca/en/services/science.html			

E-Book

References Format	Author's name, inverted.	Publication year.	*Book Title* (edition if applicable).	
	Ebook.	City: Publisher.	[URL],	accessed [Month Date,

References Example	Fernald, L. Dodge. 2008. *Psychology: Six Perspectives*. Ebook. New York: SAGE Publication, Inc. http://184.71.180.254/login?url=http://search.ebscohost.com/ login.aspx?direct=true&db=e000xna&AN=474599&site=eds-live&scope=site, accessed September 9, 2020.

Online Image

References Format	Author's name, inverted.	Publication year.	Image Title.	Image.
	[URL],	accessed [Month Date,		
References Example	Hero Images. 2019. Having More People on the Land Isn't the problem, It's the Solution. Image. http://184.71.180.254/login?url=http://search.ebscohost.com/ login.aspx?direct=true&db=e000xna&AN=474599&site=eds-live&scope=site, accessed September 9, 2020.			

Citing Print Sources

Book

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

References Format	Author's name, inverted.	Publication year.	*Book title* (edition if applicable).
	City: Publisher.		
References Example	Adler, Freda, Gerhard O. Mueller, William Laufer and Jana Grekul. 2012. *Criminology (*2nd ed.). New York: 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 name, inverted. Publication year. "Article Title." In *Book Title*, Edited by [editor's name], Full page range. City: Publisher.
References Example	Anagnost, Ann. 1989. "Prosperity and Counter-Prosperity: The Moral Discourse on Wealth in Post-Mao China." In *Marxism and the Chinese experience,* edited by Arif Dirlik and Maurice Meisner, 210-34. New York: M.E. Sharpe, Inc.

Class Notes, Lecture, or Speech

- To cite your class note, a lecture or a speech in-text, you need to include the instructor's or speaker's last name and the year.
  E.g. (Lindstrom 2014).

References Format	Instructor's/Speaker's name, inverted. year. Lecture/Speech Title. [Format]. Location.
References Example	Lindstrom, Elin. 2014. Introduction to Sociology. Lecture. Online.

Citing Recorded Media

Films Viewed on DVD

- To cite a movie in-text, you need to include the *Film Title* in Italics and the year it was released.
 E.g. (*The Pursuit of Happyness* 2008).

References Format	Director's name (inverted), dir.	Year.	*Movie Title.*	City: Studio.	DVD.
References example	Polanski, Roman, dir. 1974. *Chinatown*. Los Angeles: Paramount Pictures. DVD.				

Videos Viewed on Online Video Sites *(YouTube)*

- To cite a video in-text, you need to include the uploader's last name or the channel's title and the year it was uploaded.
 E.g. (Wesch 2008), (Museum of Anthropology 2017).

References Format	Creator's name, inverted.	Year.	*Video Title.*	Uploader OR Channel. Webiste. URL. *Accessed [Month Date, Year].*
References example	Talltanic. 2017 *13 Smallest Animals in the World*. Talltanic. Youtube. http://www.youtube.com/watch?v=bU9yc6OTqGY, accessed September 9, 2020.			

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

References

Adler, Freda, Gerhard O. Mueller, William Laufer and Jana Grekul. 2012. *Criminology (*2nd ed.).

  New York: McGraw-Hill.

Anagnost, Ann. 1989. "Prosperity and Counter-Prosperity: The Moral Discourse on Wealth in

  Post-Mao China." In *Marxism and the Chinese experience,* edited by Arif Dirlik and

  Maurice Meisner, 210-34. New York: M.E. Sharpe, Inc.

Chan, Anthony. B. 2019. "Chinese Canadians." *The Canadian Encyclopedia* website, May 22.

  Accessed July 30, 2020. http://www.thecanadianencyclopedia.ca/en/ article/ chinese-

  canadians.

Hansen, Berit Hjelde, Benedicte Skirbekk, Beate Oerbeck, Tore Wentzel Larsen, and Hanne

  Kristensen. 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

Hughes, Lorine A., and James F. Short. 2014. "Partying, Cruising, and Hanging in the Streets:

  Gangs, Routine Activities, and Delinquency and Violence in Chicago, 1959-1962."

  Journal of Quantitative Criminology, 30 (3), 415-51. https://doi 10.1007/s10940-013-

  9209-y.

Polanski, Roman, dir. 1974. *Chinatown*. Los Angeles: Paramount Pictures. DVD.

"Science and Innovation." 2020. *Government of Canada* website*,* July 6. Accessed July 30,

  2020. https://www.canada.ca/en/services/science.html