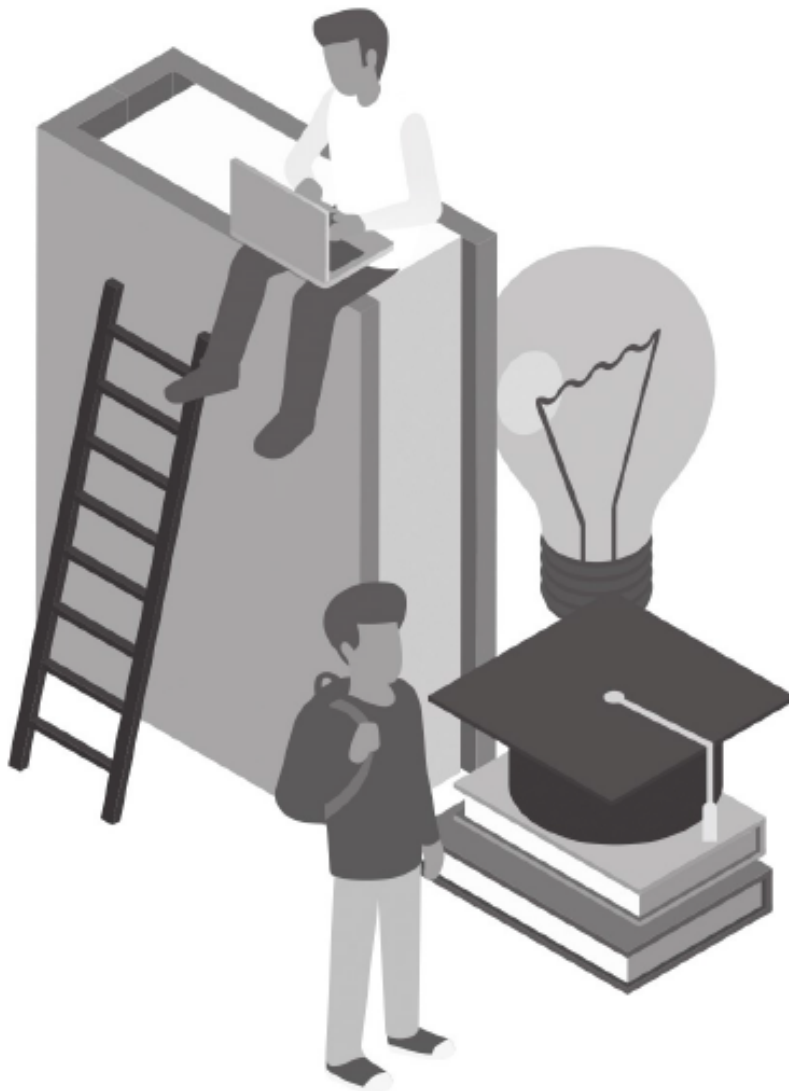


AAA Style Guide

Writing & Learning Centre 2021



Alexander College

YOUR ROAD TO UNIVERSITY STARTS HERE!

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Welcome to AAA

This quick guide to AAA style citations contains sample in-text citations and reference entries for the sources **most commonly used** by students.

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 use citations to show where the information came from!

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 where you found the information so they can check your sources.

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

Paper Formatting

**Formatting a paper in AAA is 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: <https://canvas.alexandercollege.ca/courses/641>

Where to Cite Your Sources

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

- **In-text citations** – in the body of your paper.
 - In a bracket at the end of each 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 the quote is the author’s original words.
- Paraphrases and 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 each sentence where you quote, with the following information:

- Author last name(s)
- Publication year
- Page number
- If the page number is not available, include the paragraph number using the abbreviation “para.”

To cite **paraphrases or summaries in-text**, include a bracket at the end the sentence 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.

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:

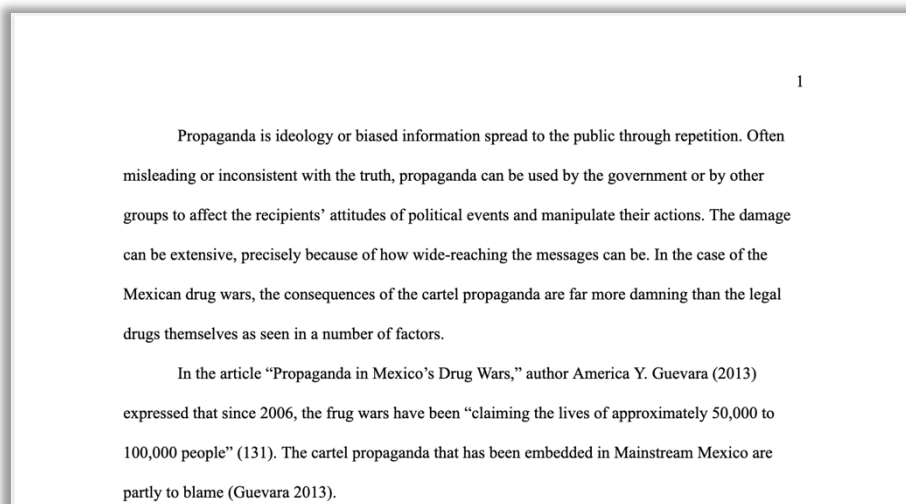
To make clear to your reader which source you are referencing, you are encouraged to incorporate the author name and/or article title in your textual discussion. This is a more sophisticated way of integrating research into your writing.

If the author’s name is mentioned in-text, place the year after it in a bracket. If it is a direct quote, you must place the page number in a bracket at the end of the sentence.

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



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 al. 2007)
Organization as Author*	(WHO 2020, 6)	(WHO 2020)
No Author	(“Sowing the Seeds” 2017, 2)	(“Sowing the Seeds” 2017)

Organization as Author: When organizations, companies, or institutions are credited with the authorship of a source publication, the organization is listed as the author. When the organization’s name is longer than two words, use an abbreviation for the in-text citation.

- E.g. World Health Organization = (WHO).
Immigration, Refugees and Citizenship Canada = (IRCC).
Health Canada = (Health Canada).

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

NOTE: Editors are **NEVER** used in place of authorship.

Consecutive Citations: Using the Same Source Multiple Times

When using the **same page** of a source more than once in the **same paragraph**, you only need to include author, date, and page number, if applicable, after the last reference or at the end of the paragraph.

Example

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.”

Launderers may deposit funds in anonymous foreign bank accounts in countries like Cayman Islands, Liechtenstein, and Switzerland (Adler et al. 2007, 180).

***Because both sentences are from p.180 and there is no other information between both sentences, a citation is only needed after the last sentence.**

When using **different pages** of the same source in the **same paragraph**, you must include a full citation for the first citation 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 Reference list is the complete list of all the **sources** used in your paper.

- It is on a separate page at the end of your paper.
- Centre the word **References** at the top of the page
- **Sources in the References are listed alphabetically and are double-spaced.**
- Entries must have a **hanging indent** of .5 inches (1.27 cm).
- 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.

Organization as Author

If the organization is abbreviated in-text, the entry must be alphabetized under the abbreviation followed by the organization's name in brackets

- E.g. WHO (World Health Organization).
- When the publisher and organization as author are the same, include the name in both places in your reference entry.

No Authors

- Use the full title of the 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 letter of each major of the title, including the first and last words.
- Proper nouns are ***always*** capitalized.
- ***Journal Titles*** are capitalized ***exactly*** as they appear on the cover of the journal

Example

Title in Article: Top U.S. fuel pipeline down for fourth day as hackers issue statement

Title in References: "Top U.S. Fuel Pipeline Down for Fourth Day as Hackers Issue Statement."

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.
- Provide 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Author's name, inverted.</td> <td style="width: 25%;">Published year.</td> <td style="width: 25%;">"Article Title."</td> <td style="width: 25%;"><i>Journal Title</i>,</td> </tr> <tr> <td>Volume # (Issue #),</td> <td>Full page range.</td> <td colspan="2">URL or DOI</td> </tr> </table>	Author's name, inverted.	Published year.	"Article Title."	<i>Journal Title</i> ,	Volume # (Issue #),	Full page range.	URL or DOI	
Author's name, inverted.	Published year.	"Article Title."	<i>Journal Title</i> ,						
Volume # (Issue #),	Full page range.	URL or DOI							
References example (DOI)	<p>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." <i>Journal of Quantitative Criminology</i>, 30 (3), 415-51. https://doi.org/10.1007/s10940-013-9209-y</p>								
References example (URL)	<p>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." <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>								

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	<p>Chan, Anthony. B. 2019. "Chinese Canadians." <i>The Canadian Encyclopedia</i> website, May 22. Accessed July 30, 2020.</p> <p>http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians.</p>			

Article from a Website without an Author

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

Chapter from an Online Textbook

In a multi-author book or a textbook, each chapter usually requires its own reference entry.

- Pay close attention to ensure you cite the authors and editors in the appropriate places in your entry. Remember, when the author is known, a source is always listed by its author.

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Author's name, inverted.</td> <td style="width: 25%;">Publication year.</td> <td style="width: 25%;">"Chapter Title."</td> <td style="width: 25%;">In <i>Book Title</i>,</td> </tr> <tr> <td>Edited by [editor's name],</td> <td>Full page range.</td> <td colspan="2">URL</td> </tr> </table>	Author's name, inverted.	Publication year.	"Chapter Title."	In <i>Book Title</i> ,	Edited by [editor's name],	Full page range.	URL	
Author's name, inverted.	Publication year.	"Chapter Title."	In <i>Book Title</i> ,						
Edited by [editor's name],	Full page range.	URL							
References Example	<p>Medeiros, Priscilla and Emily Cowall. 2020. "The Culture Context." In <i>Perspectives: An Open Invitation to Cultural Anthropology</i>, Edited by Nina Brown, Laura Tubelle de González and Thomas McIlwraith, 29-44. https://perspectives.pressbooks.com/chapter/the-culture-concept/</p>								

E-Book

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Author's name, inverted.</td> <td style="width: 25%;">Publication year.</td> <td colspan="2"><i>Book Title</i> (edition if applicable).</td> </tr> <tr> <td>Ebook.</td> <td>City: Publisher.</td> <td>[URL]</td> <td>Accessed [Month Date,</td> </tr> </table>	Author's name, inverted.	Publication year.	<i>Book Title</i> (edition if applicable).		Ebook.	City: Publisher.	[URL]	Accessed [Month Date,
Author's name, inverted.	Publication year.	<i>Book Title</i> (edition if applicable).							
Ebook.	City: Publisher.	[URL]	Accessed [Month Date,						
References Example	<p>Fernald, L. Dodge. 2008. <i>Psychology: Six Perspectives</i>. Ebook. New York: 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. Accessed September 9, 2020.</p>								

Online Image

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Author's name, inverted.</td> <td style="width: 15%;">Publication year.</td> <td style="width: 25%;">Image Title.</td> <td style="width: 27%;">Image.</td> </tr> <tr> <td colspan="2">[URL],</td> <td colspan="2">accessed [Month Date,</td> </tr> </table>	Author's name, inverted.	Publication year.	Image Title.	Image.	[URL],		accessed [Month Date,	
Author's name, inverted.	Publication year.	Image Title.	Image.						
[URL],		accessed [Month Date,							
References Example	<p>Hero Images. 2019. Having More People on the Land Isn't the problem, It's the Solution. Image.</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, accessed September 9, 2020.</p>								

Citing 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: 33%;">Author's name, inverted.</td> <td style="width: 15%;">Publication year.</td> <td style="width: 52%;"><i>Book title</i> (edition if applicable).</td> </tr> <tr> <td colspan="3">City: Publisher.</td> </tr> </table>	Author's name, inverted.	Publication year.	<i>Book title</i> (edition if applicable).	City: Publisher.		
Author's name, inverted.	Publication year.	<i>Book title</i> (edition if applicable).					
City: Publisher.							
References Example	<p>Adler, Freda, Gerhard O. Mueller, William Laufer and Jana Grekul. 2012.</p> <p><i>Criminology</i> (2nd ed.). New York: McGraw-Hill.</p>						

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Author's name, inverted.</td> <td style="width: 20%;">Publication year.</td> <td style="width: 20%;">"Article Title."</td> <td style="width: 30%;">In <i>Book Title</i>,</td> </tr> <tr> <td colspan="2" style="border: none;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Edited by [editor's name],</td> <td style="width: 50%;">Full page range.</td> </tr> </table> </td> <td colspan="2" style="border: none;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">City: Publisher.</td> </tr> </table> </td> </tr> </table>	Author's name, inverted.	Publication year.	"Article Title."	In <i>Book Title</i> ,	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Edited by [editor's name],</td> <td style="width: 50%;">Full page range.</td> </tr> </table>		Edited by [editor's name],	Full page range.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">City: Publisher.</td> </tr> </table>		City: Publisher.
Author's name, inverted.	Publication year.	"Article Title."	In <i>Book Title</i> ,									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Edited by [editor's name],</td> <td style="width: 50%;">Full page range.</td> </tr> </table>		Edited by [editor's name],	Full page range.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">City: Publisher.</td> </tr> </table>		City: Publisher.						
Edited by [editor's name],	Full page range.											
City: Publisher.												
References Example	<p>Anagnost, Ann. 1989. "Prosperity and Counter-Prosperity: The Moral Discourse on Wealth in Post-Mao China." In <i>Marxism and the Chinese experience</i>, edited by Arif Dirlik and Maurice Meisner, 210-34. New York: M.E. Sharpe, Inc.</p>											

Class Notes, Lecture, or Speech

- To cite your class notes, 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Instructor's/Speaker's name, inverted.</td> <td style="width: 10%;">year.</td> <td style="width: 40%;">Lecture/Speech Title.</td> </tr> <tr> <td colspan="2" style="border: none;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">[Format].</td> <td style="width: 50%;">Location.</td> </tr> </table> </td> <td style="border: none;"></td> </tr> </table>	Instructor's/Speaker's name, inverted.	year.	Lecture/Speech Title.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">[Format].</td> <td style="width: 50%;">Location.</td> </tr> </table>		[Format].	Location.	
Instructor's/Speaker's name, inverted.	year.	Lecture/Speech Title.							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">[Format].</td> <td style="width: 50%;">Location.</td> </tr> </table>		[Format].	Location.						
[Format].	Location.								
References Example	<p>Lindstrom, Elin. 2014. Introduction to Sociology. Lecture. Online.</p>								

Citing Recorded Media

Films Viewed on DVD

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

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;"><i>Film Title.</i></td> <td style="width: 10%; padding: 2px;">Year.</td> <td style="width: 45%; padding: 2px;">Director's first name last name, dir.</td> <td style="width: 20%; padding: 2px;">Length in minutes.</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Publisher,</td> <td colspan="2" style="padding: 2px;">City.</td> </tr> </table>	<i>Film Title.</i>	Year.	Director's first name last name, dir.	Length in minutes.	Publisher,		City.	
<i>Film Title.</i>	Year.	Director's first name last name, dir.	Length in minutes.						
Publisher,		City.							
References example	<p><i>Chinatown</i>. 1974. DVD. Roman Polanski, dir. 131 mm. Paramount Pictures, Los Angeles.</p>								

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 uploaded year.
E.g. (Wesch, 2008), (Museum of Anthropology, 2017).

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Uploader's name, inverted OR Title of the Channel.</td> <td style="width: 10%; padding: 2px;">Year.</td> <td style="width: 30%; padding: 2px;">Video Title.</td> </tr> <tr> <td style="padding: 2px;">Video.</td> <td style="padding: 2px;">URL,</td> <td style="padding: 2px;">accessed [Month Date, Year].</td> </tr> </table>	Uploader's name, inverted OR Title of the Channel.	Year.	Video Title.	Video.	URL,	accessed [Month Date, Year].
Uploader's name, inverted OR Title of the Channel.	Year.	Video Title.					
Video.	URL,	accessed [Month Date, Year].					
References example	<p>Talltanic. 2017. <i>13 Smallest Animals in the World</i>. Video. http://www.youtube.com/watch?v=bU9yc6OTqGY, accessed September 9, 2020.</p>						

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>.
- Chinatown*. 1974. DVD. Roman Polanski, dir. 132 mm. Paramount Pictures, Los Angeles.
- 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.org/10.1007/s10940-013-9209-y>
- "Science and Innovation." 2020. *Government of Canada* website, July 6. Accessed July 30, 2020. <https://www.canada.ca/en/services/science.html>