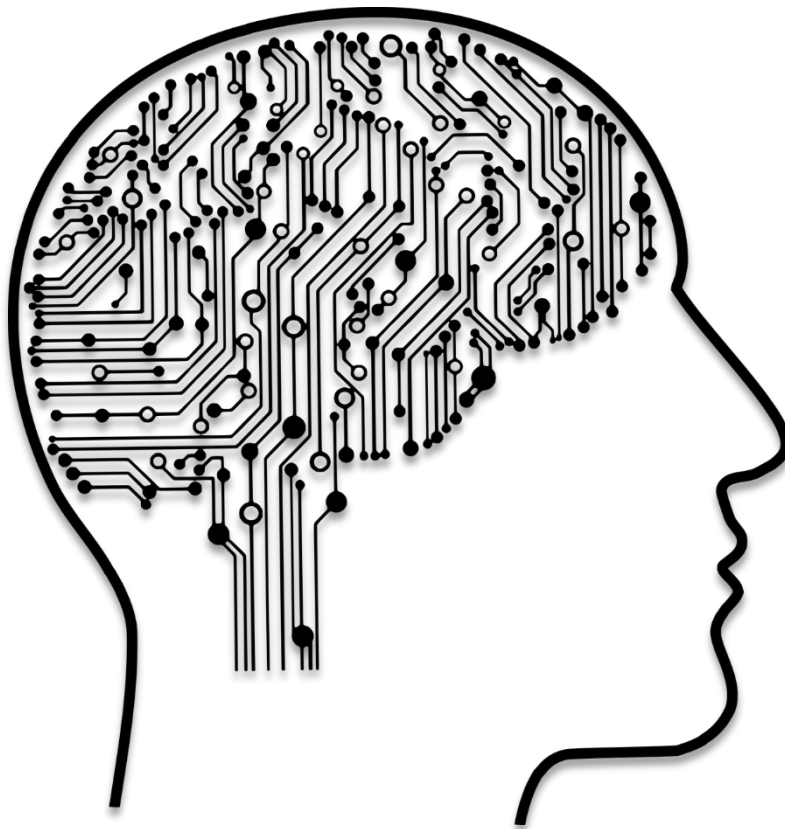# APA 7th Edition
Style Guide
Spring 2024

Alexander College

WRITING AND LEARNING CENTRE

Welcome to APA

This guide provides instructions and examples for citing sources in APA style.

What is APA?

APA stands for American Psychological Association, which is the name of the group who standardized this style of formatting and citing.

What is a citation?

A citation is a way to show where you found the information you are using in your work.

When do I have to cite?

Every sentence with outside information (anything that is NOT your own thoughts or interpretations) should end with a citation and have a corresponding full-length entry on the "References" page at the end of your paper.

Do I have to memorize the style guide?

No. Keep the style guide with you as you write and reference it when you have questions.

Glossary

|	
APA	American Psychological Association.
Ampersand (&)	The symbol for the word "and."
Last Name	A family name or surname.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A Digital Object Identifier (DOI) is a unique string used for online journals and academic articles.
et al.	Means "and others." Used in cases of three or more authors.
Group Author	A company, association, organization, government department, or agency.
Accessed Date	The date that *you* read the source.
Inverted	Words placed in the opposite order, such as moving the last name to the front (last name, first name).
Indent	The 1.27 cm or 0.5-inch space from the margin on the first line of every paragraph and second line of every References entry.
Anthology	An edited collection featuring work by different authors.
Page Range	The first and last page numbers of an article or story. This is the section of a journal or book that you referenced.
Consecutive Citation	A sentence that needs a citation followed immediately by another sentence that needs a citation from the same source.
Indirect Citation	When you are using the ideas of one author written in another person's work. You will cite the author you are reading, NOT the one they are quoting.
Pseudonym	An alternative name such as a stage name, pen name, or username. These names are not normally inverted.

Paper Formatting

- Below are instructions on how to correctly format an APA paper in Microsoft Word.

General Formatting

Letter Size
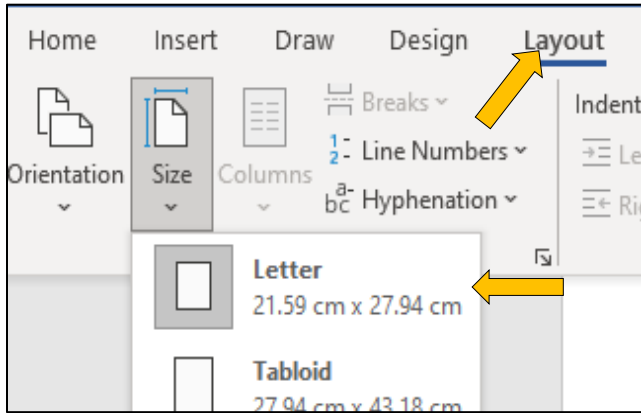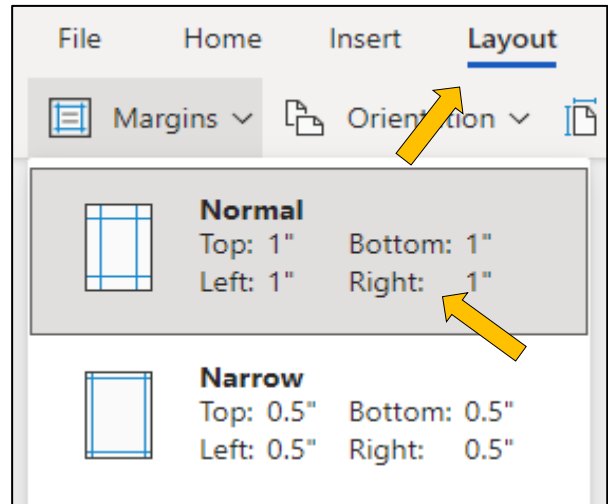

NOTE: Word documents, by default, are set to this format. Normally, students will not have to change the size and margins of their document.

1-inch or 2.54 cm margins

First Line Indent and Hanging Indent

- Highlight Text.
- Right Click.
- Select "Paragraph Options."
- Select "First Line" or "Hanging."

Hanging Indents are used for your References Page. The first line of each resource is formatted normally, but following lines of the same resource is indented inwards. Refer to "**Example References with Notes**" to see more.
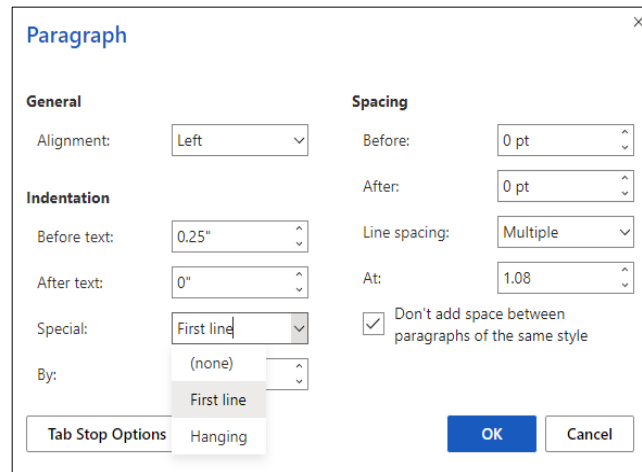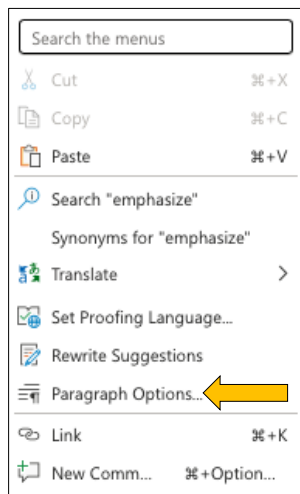
Paper Formatting

Font

- Times New Roman.
- 12pt font.
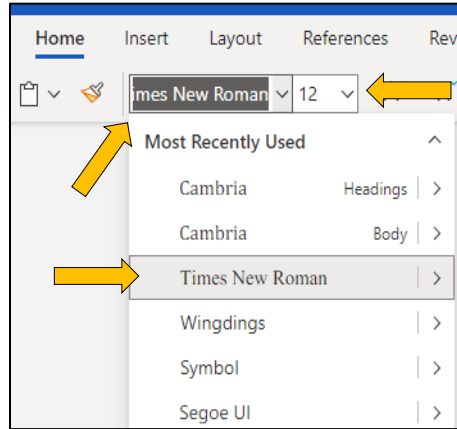
Left Aligned

Double-Spaced

- Highlight Text.
- Right Click.
- Select "Paragraph Options."
- Click "Line Spacing."
- Select "Double."

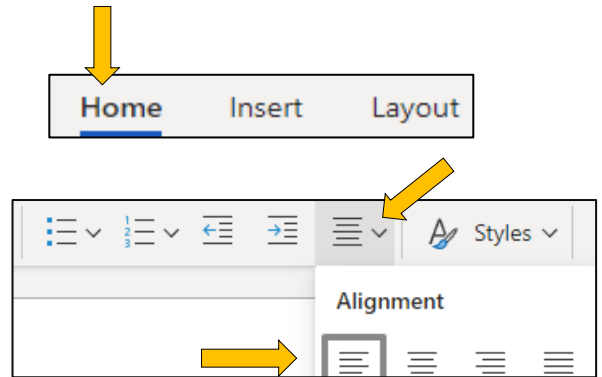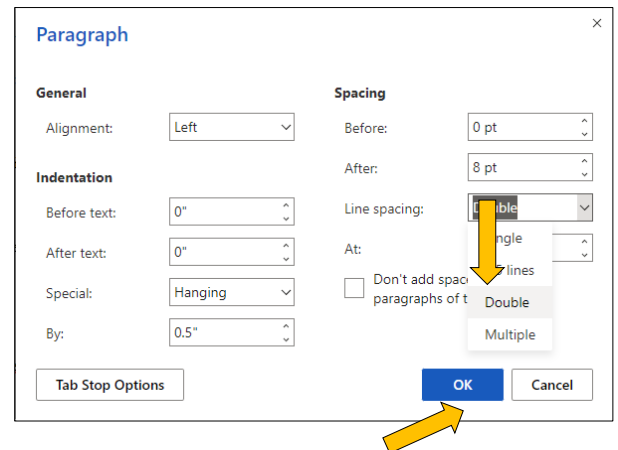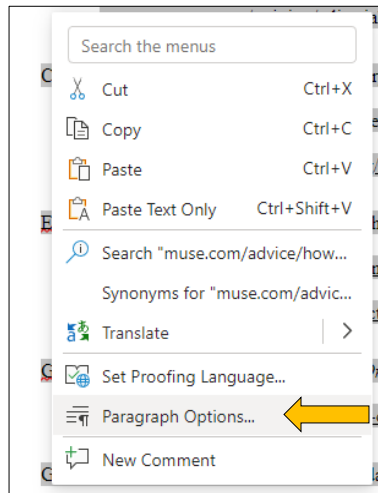## Header (Page Number)

- Select "Insert" Tab.
- Click "Page Numbers."
- Select Top Right Image.
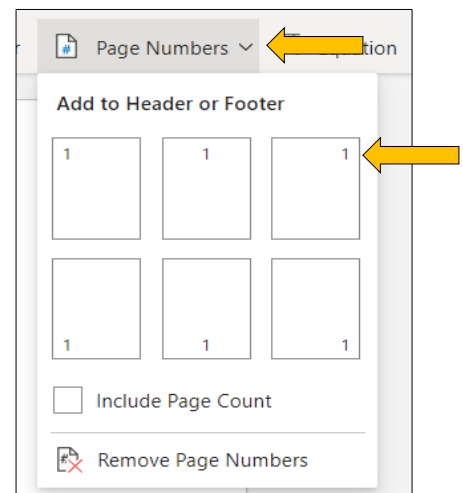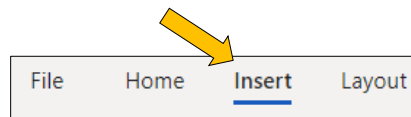
Page Break Function

- Select "Insert" Tab.
- Select "Page Break."

File	Home	**Insert**	Layout	References

Page Break | Table ⌄ | Picture ⌄
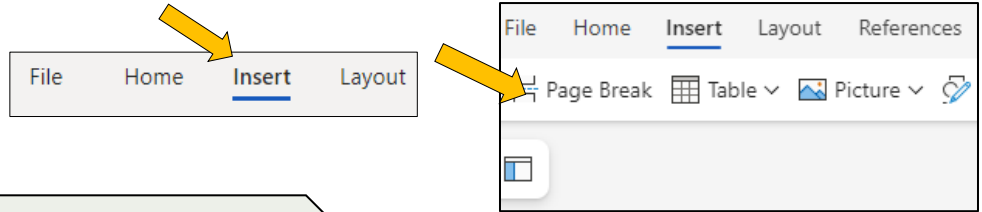
Insert a Page Break after your Title Page and before your References Page to create a new page. Page Breaks are used so the content of students' assignments will not move as they continue to write.

Title Page

- Page number in the top right corner.
- Title, 3-4 lines down from the top of the page, centered, and in bold.
- One double spaced blank line from the title, centered, write your name, institution's name, course code, instructor's name, and the due date. Double space this identifying information.
- Begin the first paragraph on the next page after the title page.

Title, centered, **bolded.**

Page number right aligned.

Identifying information, in the middle of the page, centered.

Double spaced, Times New Roman, 12-point font.

Assignment due date written as Month Day, Year.

1

Ties that Bind: *Moby Dick*

Amani Osman

Alexander College

ENGL 100D

Professor May Chen

September 29, 2019
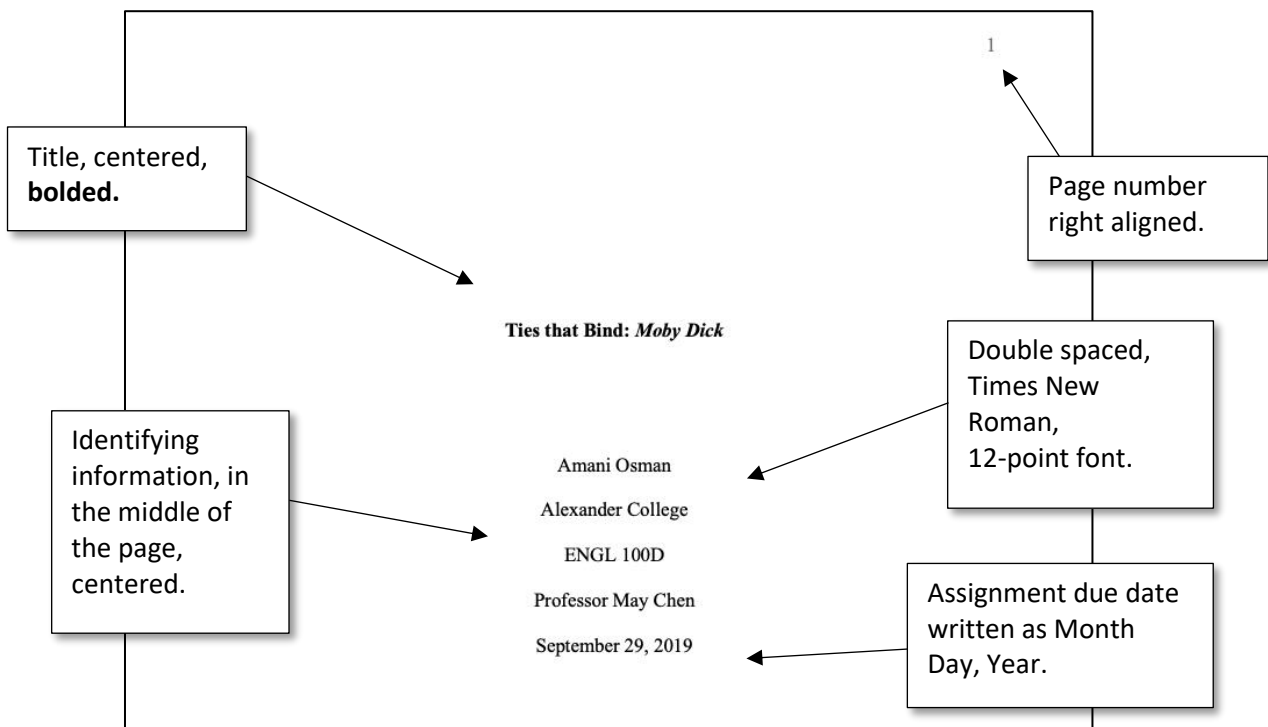
In-Text Citations

When you use information, ideas, or facts that come from a source, you need to include a citation. In the body of the essay, put brackets ( ) with the source information at the end of <u>every sentence</u> that includes outside information.

Include in-text citations for:

- **Direct quotations**: If you copy words from somewhere, <u>you must include a citation</u>. Use "quotation marks" to show that they are the author's original words.
  - **Example:** The author claims "the number one cause of student stress before exams is poor time management" (Samuels, 2022, p. 6).
- **Paraphrases** and **Summaries:** When you take an idea, fact or opinion from a source and rewrite it in your own words, <u>you must include a citation</u>.
  - **Example:** The main reason students feel stressed before exams is that they don't plan their time well (Samuels, 2022).

Required information for in-text citations in APA style:

- Author's last name(s)
- Year of publication
- Page number (for direct quotations)

	In-text Citation	Explanation
1 Author	(Smith, 2012, p. 45).	Put the last name, year, and page number in brackets ( ).
2 Authors	(White & Haines, 2008, p. 35).	Use an ampersand "&." Do not use the word "and."
3+ Authors	(Atkin et al., 2013, p. 33).	Only write the first author's last name followed by "et al." to represent the other authors.
Paraphrase	(Cruikshank, 2013).	Paraphrases do not require page numbers.
No Date	(Brearton, n.d., p. 14).	Use the acronym "n.d." (meaning "no date") in place of the year.
No Page Number	(Jones, 2022, para. 21).	Use paragraph numbers. Paraphrases do not require page or paragraph numbers.
Group Author	(Autism Canada, 2018, p. 5).	Use the full name of the group author.
No Author - Article	Full Title: The Impact of Global Warming in North America	Shorten to the first three words or a recognized acronym. Put titles of articles in "quotation marks."

	("Impact of Global Warming," 2017, p. 37).	Remove the words "the, a, an" at the beginning of title.
Indirect Citation	(Aronson et al., 1988, as cited in Ballard & Suedfeld, 2007).	Use an indirect source when the source you're referring to refers to another author. ***See section below for further details.**
Movie	(Welles, 1941, 2:45).	Use the director's name and year of movie release. Add a timestamp for direct quotes.

Direct Quotation vs. Paraphrase

- Direct quotes require page numbers. Paraphrases do not.

Direct Quotation	"A key goal of Indigenous style is to show respect on the page" (Younging, 2018, p. 87).
Paraphrase	Treating the page with respect is one of Indigenous style's primary objectives (Younging, 2018).

Consecutive Citations

- Complete source information is required for every sentence that contains information from a source.

> When considering factors of youth mental health, "family-focused treatment 'packages' in LMICs is particularly important" (Pedersen, 2015, p. 2038). Some key environmental aspects that foster mental well-being are "parent mental health, family cohesion and parent-child attachment" (Pedersen, 2015, p. 2037).

Full source information is required every time.

Non-integrated and Integrated Citations

There are two options for writing citations: Non-integrated and Integrated.

Non-Integrated End of the Sentence	The billions of dollars in profit each year from 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).	Include all the required citation information at the end of the sentence in brackets. This is NOT an integrated citation.
Integrated Within the Sentence	Atkin et al. (2013) found that people reported higher levels of happiness when they "used their financial resources to help others versus themselves" (p. 22).	Integrate the citation information into the sentence. Put the year in brackets ( ) beside the author's name at the beginning of the sentence and then add the page number at the end of the quote.

Indirect Citations

An indirect citation is when the article or book you are reading contains references to another source. You should use an indirect citation when you paraphrase or quote that information in your own writing.

Author of article you read Helen Greerson

Publication Date 2007

Text from the article Some studies have revealed a link between parental expectations of success and children's subsequent performance in adulthood (Barrie et al., 1999).

Example of Integrated Indirect Citation

The original author that your source refers to.

The phrase "as cited in."

The source you read.

Barrie et al. (1999, as cited in Greerson, 2007) found that the achievements of adults are correlated with the pressure to succeed their parents placed on them as children.
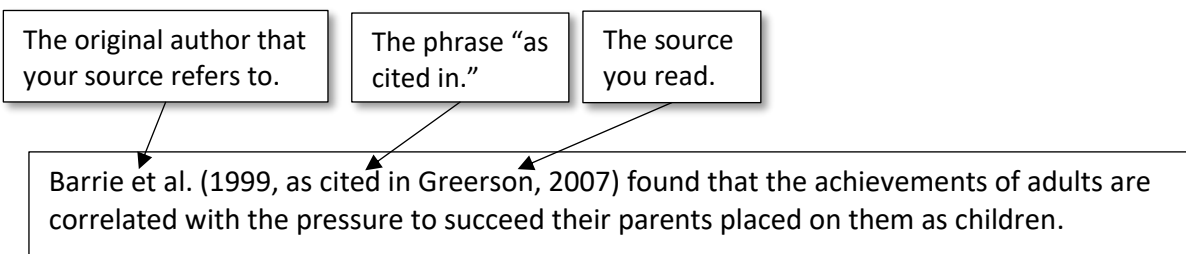
Example of Non-Integrated Indirect Citation

The achievements of adults are correlated with the pressure to succeed their parents placed on them as children (Barrie et al., 1999, as cited in Greerson, 2007).

The original author that your source refers to.

The phrase "as cited in."

The source you read.
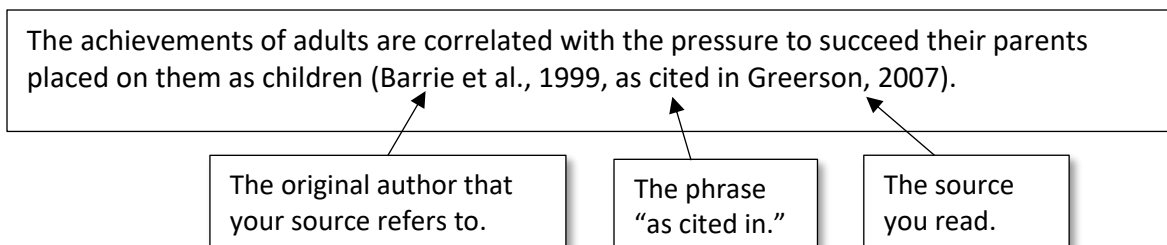
References

- The References section is a list of all the sources used throughout an assignment or academic paper on a separate page at the end.
- References entries have a very specific format and organization. The following sections detail how each element of the References should appear.

Author's Names in the References

*NOTE: Authors' names in References are **inverted**: last name, first name initial(s).

	Author's Name on the Source	Author's Name in References	Explanation
1 Author	John Winslow Irving	Irving, J. W.	Invert the name: last name, first name. Only write the initials of the first and middle names.
2 Authors	Leo A. Groarke and Christopher W. Tindale.	Groarke, L. A., & Tindale, C. W.	Use an ampersand "&" instead of the word "and."
3 – 20 Authors	Stanley J. Shapiro, Kenneth Wong, William D. Perreault, E. Jerome McCarthy	Shapiro, S. J., Wong, K., Perreault, W. D., & McCarthy, E. J.	List all the names by inverting them. Before the last author's name, put an ampersand "&."
Group Author	World Health Organization	World Health Organization	Use the full name of the organization.
No Author - Article	Around the Mission	"Around the Mission."	Use "quotation marks" around the full article title.
YouTube videos	Talltanic	Talltanic	Use the uploader's name.
Movies	Orson Welles	Welles, O.	Use the director's name.

Uncommon Name Formats	Original Name	Name in References
Hyphenated Names	Joseph Gordon-Levitt	Gordon-Levitt, J.
Multiple Last Names	Lindsey bat Joseph	bat Joseph, L.
Multiple First Names	Anne-Marie Bennett	Bennett, A.-M.

Multiple Middle Names	James Hugh Calum Laurie	Laurie, J. H. C.
First Name is an Initial	C. S. Lewis	Lewis, C. S.
One Name	Plato	Plato
Pseudonym	Malcolm X	Malcolm X

Title Capitalization in References

Article Title

These are written in sentence case – the same way you write a normal sentence. However, words after colons are capitalized.

Article title in source: Bowling Alone: The Collapse and Revival of American Community

Article title in References: Bowling alone: The collapse and revival of American community

Journal Title

Do not change these. Journal titles are capitalized exactly as they appear in the source.

Journal title in source: Child Psychiatry & Human Development

Journal title in References: Child Psychiatry & Human Development

Date

- Write the date in this order: (Year, Month Day).
  - Example: (2022, July 29).
- Use the date of the "last update" or "last revision" when available. Otherwise, use the "publication date."
- If there is no date for a source, then write (n.d.), which means "no date."

In-text Citation (Brearton, n.d., p. 14)

Reference "How to create a realistic travel budget that actually works." (n.d.) Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget

URLs and DOIs

- Make sure that the link you are pasting into your References page is an active link.
- **Active link** means that the reader should be able to click on the URL or DOI and see the source you referred to.

URL in References	http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians
DOI in References	https://doi.org/10.1007/s10578-012-0325-y

Abbreviation Rules

- There are some common abbreviations that are used in the References.
- These are usually found on books/textbooks.

Edition	ed.
Editor	Ed.
Editors	Eds.
Revised edition	Rev. ed.
Canadian edition	Cdn. ed.

- There is also a common abbreviation that is used for pages.
    - **p.** is used for in-text citations when only one page is being referred to.
    - **pp.** is commonly used to indicate the page range of the source in References. It can also be used when one quotation is found on more than one page.

	In-Text Citation	**References**
p.	(Smith, 2012, p. 45)	N/A
pp.	(Anagnost, 1989, pp. 210-211)	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*, (pp. 210-234). M. E. Sharpe.

References Examples

- Use the References Format as a checklist to organize the information of a References entry.
- **Replace the information in the box with the source specific information.**
    - The content without a box is written as is in the References.
    - Replace all instances of # with the applicable number.
        - Page range #-# -> 290-300

Online Sources

Journal Article from an Online Database

References Format	Author's last name, initials.	(Year, month day).	Article title.	*Journal title,*
		Volume #(Issue #),	Page range #-#.	URL or DOI

References Example	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. https://doi.org/10.1007/s10578-012-0325-y

In-text Citation	(Hansen et al., 2013, p. 293).

Article from a Website/Newspaper/Magazine

References Format	Author's last name, initials.	(Year, month day).	*Article title.*
	Website/newspaper/magazine name.	URL	

References Example	Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia. http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians

In-text Citation	(Chan, 2019).

Article from a Website with a Group Author

References Format	Group author's full name.	(Year, month day).	*Article title.*	Website name.
	URL			

References Example	Canadian Space Agency. (2020, April 22). *Creating Moon Craters.* Government of Canada. https://www.asc-csa.gc.ca/eng/activities/fun-experiments/creating-moon-craters.asp

In-text Citation	(Canadian Space Agency, 2020).

Article from a Website without an Author

References Format	*"Article title."*	(Year, month, day).	Website name.	URL

References Example	*"How to create a realistic travel budget that actually works."* (n.d.). Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget

In-text Citation	("How to create," n.d.).

E-book

References Format	Author's last name, initials.	(Year, month day).	*Book title* (edition if applicable).
	Publisher.	URL	

References Example	Fernald, L. (2008). *Psychology: Six perspectives*. SAGE Publication. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx ?direct=true&db=e000xna&AN=474599&site=eds-live&scope=site

In-text Citation	(Fernald, 2008, p.75).

Lecture Notes

References Format	Author's last name, initials.	(Year, month day).	[Lecture notes on
	topic].	Department name,	Institutional name.	URL

References Example	Anderson, R. (2020, January 1). [Lecture notes on how to summarize]. Department of English, Alexander College. https://canvas.alexandercollege.ca/courses/62/pages/how-to-summarize?module_item_id=2573

In-text Citation	(Anderson, 2020).

PowerPoint Slides

References Format	Author's last name, initials.	(Year).	*Title of presentation*	[PowerPoint slides].
	Platform name.	URL

References Example	Chan, H. (2019). *How to be an academic angel and avoid plagiarism* [PowerPoint slides]. Canvas@AC. https://canvas.alexandercollege.ca/courses/62/files/5615?module_item_id=2592

In-text Citation	(Chan, 2019).

Print Sources

Book

References Format	Author's last name, initials.	(Publication year).	*Book title* (edition if applicable).
	Publisher.		

References Example	Adler, F., Mueller, G. O. W., & Laufer, W. S. (2007). *Criminology* (6th ed.). McGraw-Hill.

In-text Citation	(Adler et al., 2007, p. 34).

Anthology (Edited Collection)

References Format	Author's last name, initials.	(Publication year).	Article title.	In
	Initials and last name of editor(s)	(Eds.),	*Book title*	(pp. | #-#).	Publisher.

References Example	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* (pp. 210-234). M.E. Sharpe.

In-text Citation	(Anagnost, 1989, p. 211).

Recorded Media

Film Viewed on DVD or Online Streaming Site (Netflix)

References Format	Director last name, initials.	(Director).	(Year).	*Movie title*
	[Film].	Studio name.		

References Example	Welles, O. (Director). (1941). *Citizen Kane* [Film]. Paramount Pictures.
In-text Citation	(Welles, 1941).

Video Viewed on Sharing Site (YouTube) Created by the Uploader

References Format	Channel name.	(Year, month day).	*Title of the video*	[Video].	Website name.
	URL				

References Example	Talltanic. (2017, January 8). *13 smallest animals in the world* [Video]. YouTube. http://www.youtube.com/watch?v=bU9yc6OTqGY
In-text Citation	(Talltanic, 2017).

Video Viewed on Sharing Site (YouTube, TED) with a Different Speaker than the Uploader

References Format	Speaker's last name, initials.	(Year, month day).	*Title of the video*	[Video].
	Website name.	URL		

References Example	Walker, M. (2019, April). *Sleep is your superpower* [Video]. TED. https://www.ted.com/talks/matt_walker_sleep_is_your_superpower
In-text Citation	(Walker, 2019).

Podcast

References Format	Host last name, initials.	(Host).	(Year, month day).	Title of podcast (Ep. #)
	[Audio/video podcast episode].	In	*Podcast name.*	Publisher.
	URL			

References Example	Lilley, S., & Soong, C. S. (Host). (2019, November 11). Grade-divided schools: A political history [Audio podcast]. In *Against the Grain*. KPFA. https://kpfa.org/episode/against-the-grain-november-11/

In-text Citation	(Lilley & Soong, 2019, 40:41).

Citing Images

Photograph

References Format	Last name, initials.	(Year, month day).	*Title of photograph*
	[Photograph].	Publisher.	URL

References Example	Ebbets, C. C. (1932). *Lunch atop a skyscraper* [Photograph]. The New York Times. https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/

In-text Citation	(Ebbets, 1932).

References Checklist

References ←

> 1. The word References at the top, centered, and in bold.

Adler, F., Mueller, G. O. W., & Laufer, W. S. (2007). *Criminology* (6th ed.). McGraw-

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,* (pp. 210-234). M. E. Sharpe, Inc.

> 2. Each source has a hanging indent.

Canadian S   , March 9). *Sowing the seeds of discovery through student science*.

  http://www.asc-csa.gc.ca/eng/educators/tomatosphere.asp

> 3. Document is double-spaced.

Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia.

  http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians

How to create a realistic travel budget that actually works. (n.d.). Budgetbakers.

  https://budgetbakers.com/blog/create-realistic-travelbudget

Talltanic. (2017, January 8). *13 smallest animals in the world* [Video]. YouTube.

  htt   m/watch?v=bU9yc6OTqGY

> 4. Sources are listed alphabetically.

White, R.   . *Crime and criminology* (4th ed.). Oxford University Press.

Helpful Links

Purdue Owl
This website has a lot of information on APA style.
(click or scan)

WCOnline
This is the WLC's appointment booking website.
(click or scan)

**The following pages are the References for 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,* (pp. 210-234). M. E. Sharpe.

Canadian Space Agency. (2017, March 9). *Sowing the seeds of discovery through student science*. http://www.asc-csa.gc.ca/eng/educators/tomatosphere.asp

Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia. http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians

Ebbets, C. C. (1932). *Lunch atop a skyscraper* [Photograph]. The New York Times. https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/

Fernald, L. (2008). *Psychology: Six perspectives*. 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

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. https://doi.org/10.1007/s10578-012-0325-y

How to create a realistic travel budget that actually works. (n.d.). Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget

Lilley, S., & Soong, C. S. (Host) (2019, November 11). Grade-divided schools: A political

history [Audio podcast]. In *Against the Grain*. KPFA. https://kpfa.org/episode/against-

the-grain-november-11/

Talltanic. (2017, January 8). *13 smallest animals in the world* [Video]. YouTube.

http://www.youtube.com/watch?v=bU9yc6OTqGY

Walker, M. (2019, April). *Sleep is your superpower* [Video]. TED.

https://www.ted.com/talks/matt_walker_sleep_is_your_superpower

Welles, O. (Director). (1941). *Citizen Kane* [Film]. Paramount Pictures.