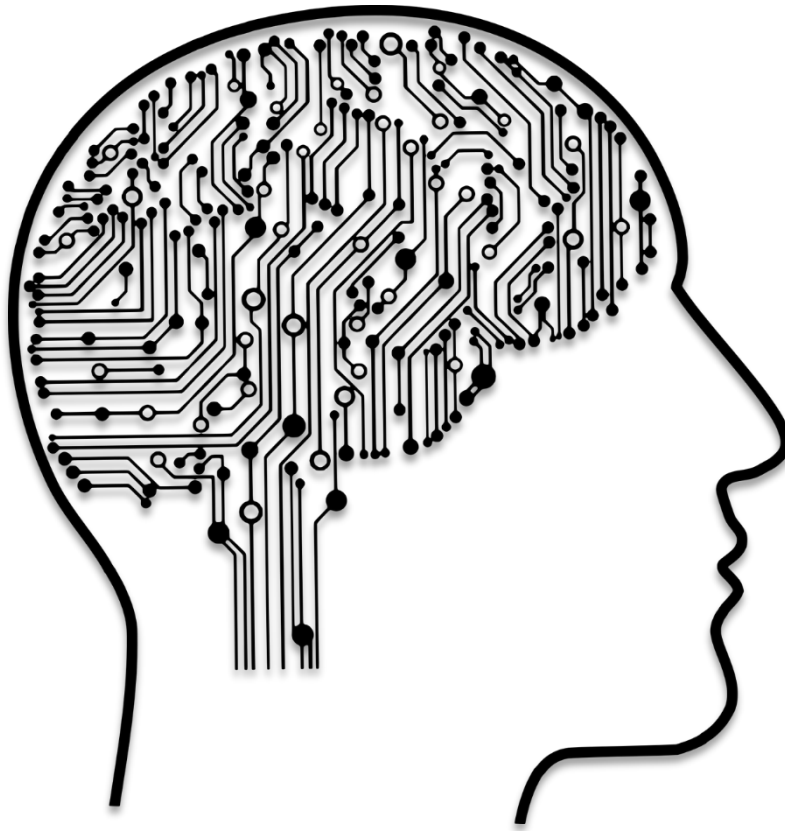


# APA 7.0 Style Guide

Winter 2023



*Alexander College*

WRITING AND LEARNING CENTRE

# Table of Contents

Welcome to APA.....	2
Glossary.....	2
<b>Paper Formatting .....</b>	<b>3</b>
General Formatting.....	3
Title Page.....	5
Where/When to Cite.....	5
<b>In-Text Citations .....</b>	<b>6</b>
Indirect Citations.....	7
Integrating Citations .....	7
Quotation vs. Paraphrase .....	7
Consecutive Citations.....	8
Block Quote.....	8
<b>Elements of References .....</b>	<b>8</b>
Authors' Names in the References .....	9
Title Capitalization in References .....	10
Date.....	10
URLs and DOIs.....	10
Abbreviation Rules.....	10
<b>References Examples .....</b>	<b>10</b>
<b>Online Sources .....</b>	<b>11</b>
Journal Article from an Online Database.....	11
Article from a Website/Newspaper/Magazine.....	11
Article from a Website with a Group Author.....	11
Article from a Website without an Author and Date .....	12
E-book .....	12
Lecture Notes.....	12
PowerPoint Slides .....	13
<b>Print Sources .....</b>	<b>13</b>
Book .....	13
Anthology (Edited Collection).....	14
<b>Recorded Media .....</b>	<b>14</b>
Films Viewed on DVD or online Streaming Sites (Netflix) .....	14
Videos Viewed on Online Video Sites (YouTube, TED) .....	14
Videos Viewed on Video Sites with a Different Speaker than the Uploader .....	15
Podcast.....	15
<b>Citing Images.....</b>	<b>16</b>
Photograph .....	16
<b>Example References with Notes.....</b>	<b>17</b>
<b>Helpful Links.....</b>	<b>17</b>

## 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 where you found the information you are sharing or using in your work.

### **When do I have to cite?**

Every sentence with outside information (anything that is NOT your 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

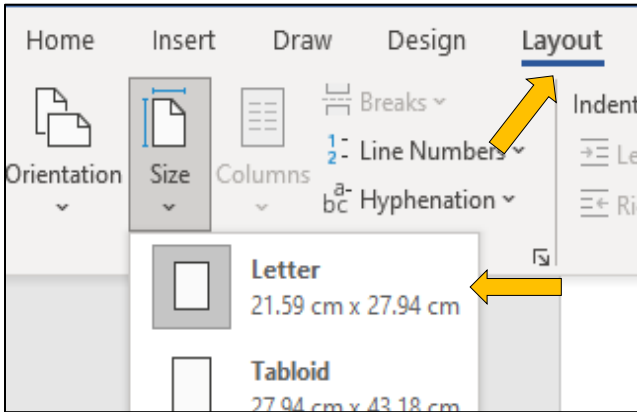
<b>APA</b>	American Psychological Association
<b>Last name</b>	A family name or surname.
<b>Stable URL or Permalink</b>	A URL or Uniform Resource Locator is found in the address bar of your Internet browser.
<b>DOI</b>	A Digital Object Identifier is a unique string used for online journals and academic articles.
<b>et al.</b>	Means <i>and others</i> . Used in cases of three or more authors.
<b>Ampersand (&amp;)</b>	The symbol for the word 'and'.
<b>Group Author</b>	A company, association, organization, government department or agency.
<b>Accessed date</b>	The date that <i>you</i> first read the source.
<b>Inverted</b>	Words placed in the opposite order, such as moving the last name to the front (last name, first name)
<b>Indent</b>	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.
<b>Anthology</b>	An edited collection featuring articles/short stories by different authors.
<b>Page Range</b>	The numbers of the first and last page in a work. To format this, you would write pp. 12-45, for example.
<b>Consecutive</b>	To come one after the other. An example of this is citations from the same source being used multiple times with no new source in between.
<b>Pseudonym</b>	An alternative name such as a stage name, pen name, or username, that is not traditionally reversible.

# Paper Formatting

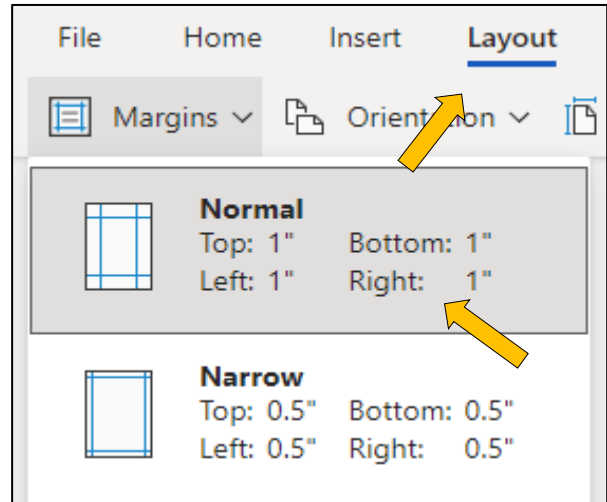
- Below are instructions on how to correctly format an APA paper in Microsoft Word.

## General Formatting

### Letter Size

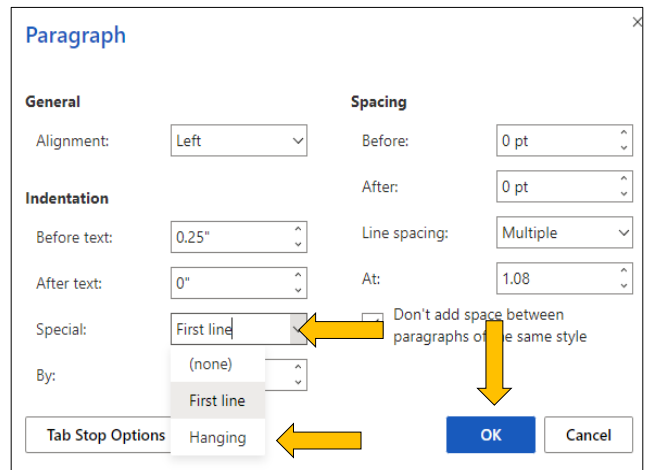
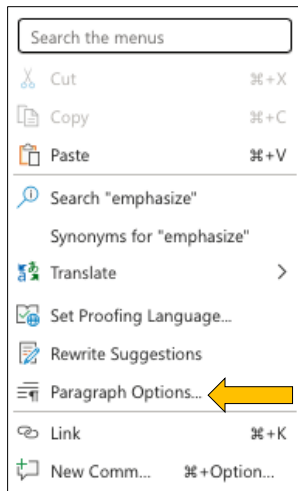


### 1-inch or 2.54 cm margin



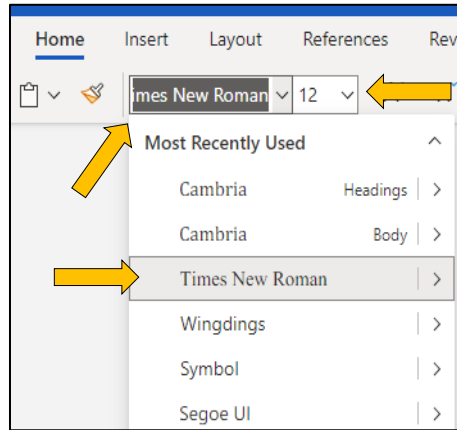
### First line indent and hanging indent

- Highlight Text
- Right click
- Select "Paragraph Options"
- Select "First line" or "Hanging"

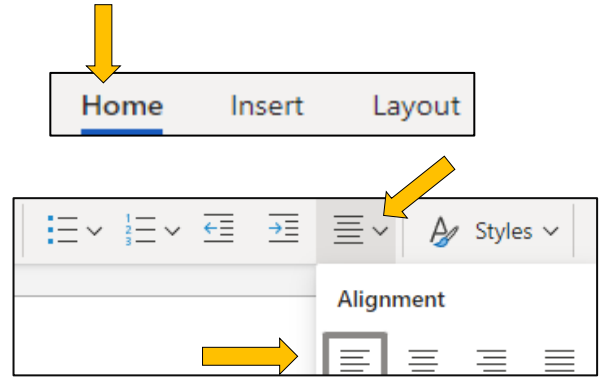


**Font**

- Times New Roman
- 12pt font

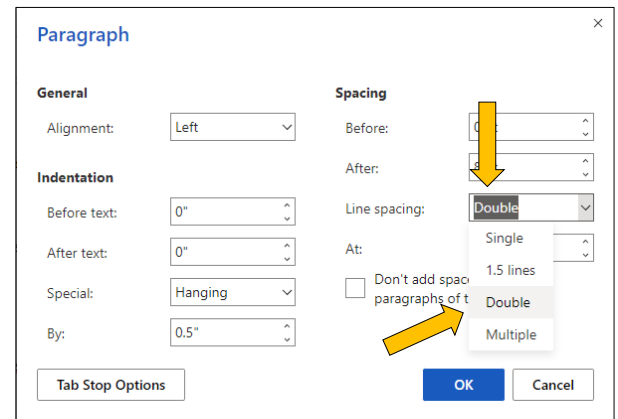
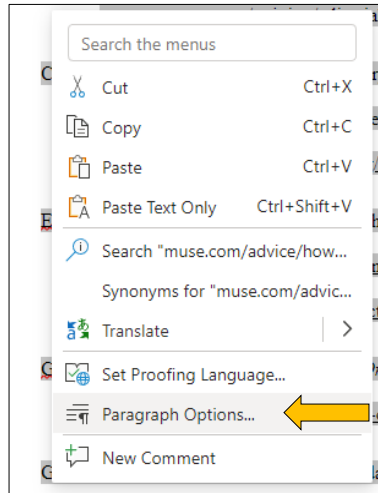


**Left Aligned**



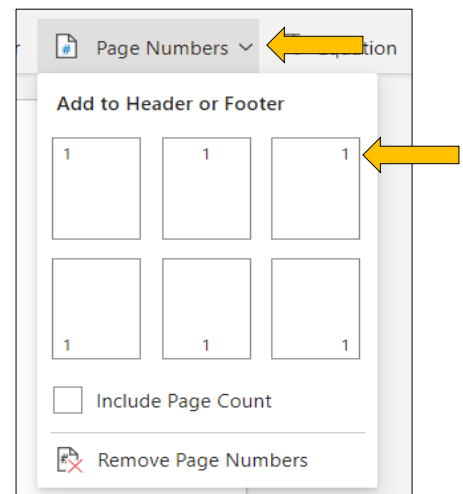
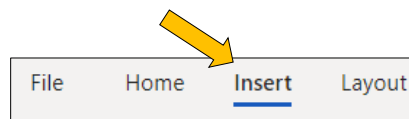
**Double-Spaced**

- Highlight text
- Right click
- select "Paragraph Options"
- Click "Line spacing"
- Select "Double"



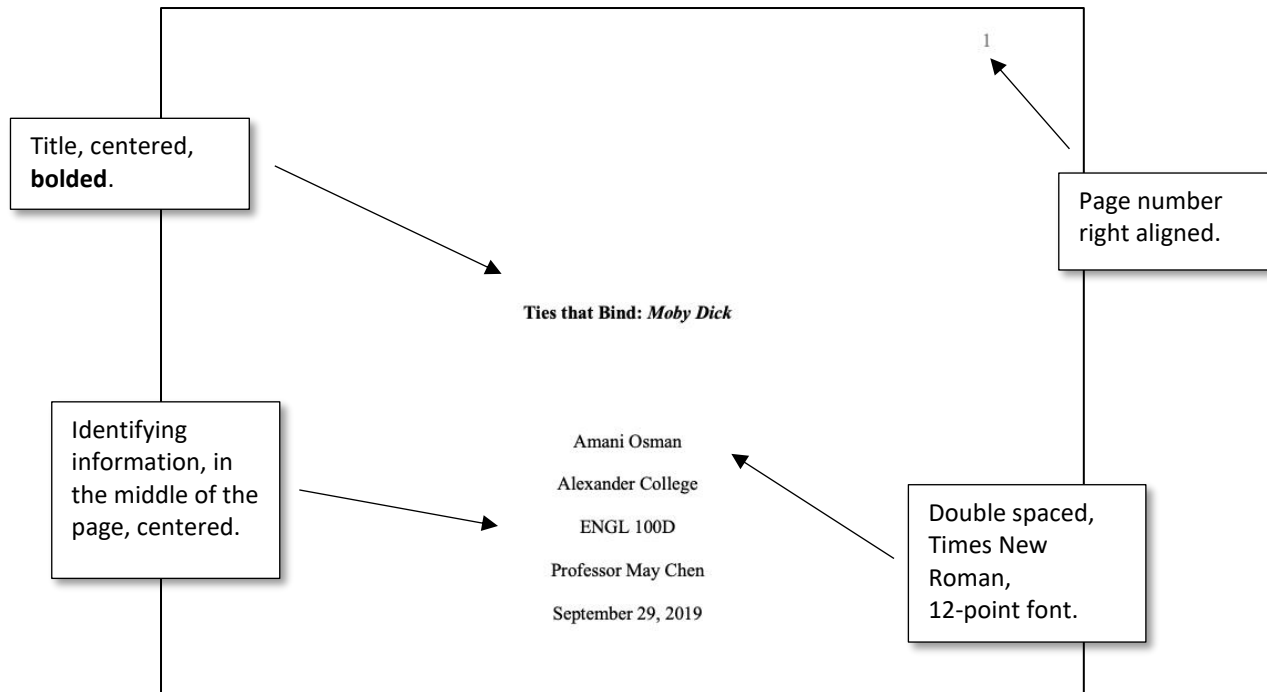
**Header (Page number)**

- Select "Insert" tab
- Click "Page Numbers"
- Select top right image.



## Title Page

- Page number in the top right corner.
- Title, 3-4 lines down from the top of the page, centered, in bold.
- One double spaced blank line from the title centered, write Student's 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.



## Where/When to Cite

Put citations in *two places*:

**In-text Citations** – In the body of the essay, use brackets () after every sentence that includes outside information.

**References** – A complete list of all sources in alphabetical order on a separate page at the end of the paper.

Include in-text citations for:

**Direct quotes** – use quotation marks “ ” to show that they are the author's original words.

**Paraphrases and summaries.**

**General ideas** or concepts of another author.

**Research data, statistics, or lines of argument.**

## In-Text Citations

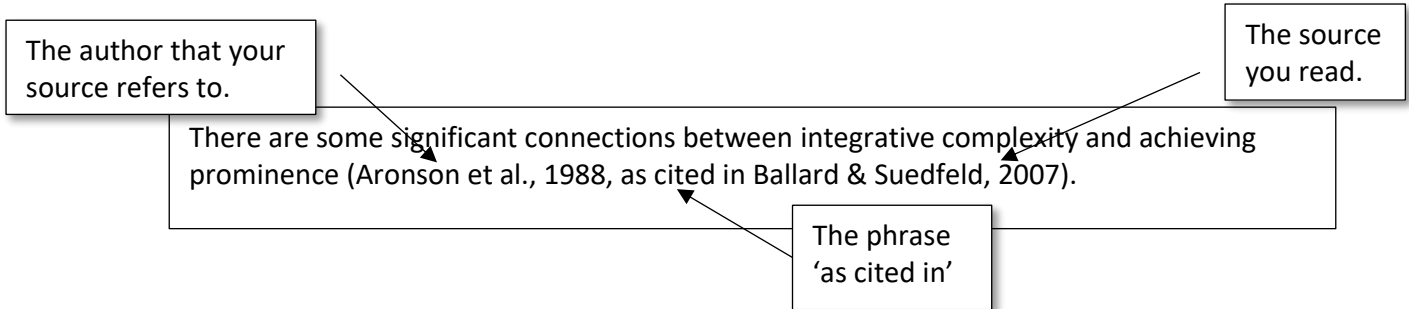
To cite in-text, include a bracket at the end of a sentence with:

- Author's last name(s)
- Year of publication
- Page number (do not add this when citing a paraphrase)

	In-text citation	Explanation
<b>1 Author</b>	(Smith, 2012, p. 45)	Put the last name, year, and page number in brackets.
<b>2 Authors</b>	(White & Haines, 2008, p. 35)	Use an ampersand (&). Do not use the word <i>and</i> .
<b>3+ Authors</b>	(Atkin et al., 2013, p. 33)	Only the first author's name is written. Write et al. to represent the other authors.
<b>Paraphrase</b>	(Atkin et al., 2013)	Paraphrases do not require page numbers.
<b>No Date</b>	(Brearton, n.d., p. 14)	Use the acronym n.d. in the year's place.
<b>No Page Number</b>	(Jones, 2022, para. 21)	Use paragraph numbers. Paraphrases do not require page or paragraph numbers.
<b>Group Author</b>	(Autism Canada, 2018, p. 5)	Use the full name of the group author.
<b>No Author - Book and e-book</b>	( <i>Go Ask Alice</i> , 1977, p. 44)	Book/e-book titles should be <i>italicized</i> .
<b>No Author - Article</b>	Full title: "The Impact of Global Warming in North America"  ("Impact of Global Warming," 2017, p. 37)	Shorten to the first three words or a recognized acronym. Put in "quotation marks." Remove articles (the, a, an).
<b>Indirect Citation</b>	(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.
<b>Movie</b>	(Welles, 1941, 2:45)	Use the director's name and year of movie release. Add a timestamp for direct quotes.

## Indirect Citations

- Mention the original author followed by the original year of publication. Then, put the phrase “as cited in” to show you did not read the original source followed by the names of the authors you read and the year of publication.
- Only cite the work that you read in the References.
  - **The author of the work you read:** Ballard & Suedfeld
  - **The author Ballard & Suedfeld refer to in their work that you read:** Aronson et al.



## Integrating Citations

<b>End of the sentence</b>	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.
<b>Within the sentence</b>	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 and put the year in brackets beside the author’s name. Complete the citation by adding the page number at the end of the quote.

## Quotation vs. Paraphrase

- Direct Quote**                      “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).
- Paraphrases do not require quotation marks.
  - Direct quotes require page numbers; paraphrases do not.



## Consecutive Citations

- Complete source information is required every time a source is cited.

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).

Even when citing the same source consecutively, the full source information is required every time.

## Block Quote

- A block quote is used for any quote that is 40 words or more.

Eating foods with a high-potassium content can be good for the function of cells in the body, In contrast, high-potassium foods that are low in carbohydrates may result in greater increase in serum potassium levels. The processing of foods may also influence potassium content because there are hidden sources of potassium due to food additives and products such as low-sodium salt substitutes. (Clegg et al., 2020, p. 477)

No quotation marks.

1.27 cm or 0.5-inch indent on the whole quotation.

Your own writing that leads into the quotation.

A period after the last word and nothing after the citations.

## Elements of 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.

## Authors' Names in the References

Author's name on the source	Author's name in References	Explanation	
<b>1 Author</b>	John Winslow Irving	Irving, J. W.	Invert the name and only write the initials of the first and middle names.
<b>2 Authors</b>	Leo A. Groarke and Christopher W. Tindale.	Groarke, L. A., & Tindale, C. W.	Use an ampersand (&) instead of the word <i>and</i> .
<b>3 – 20 Authors</b>	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 (&).
<b>Group Author</b>	World Health Organization	World Health Organization	Use the full name of the organization.
<b>No Author - Book and e-book</b>	Go Ask Alice	<i>Go Ask Alice.</i>	Put book/e-book titles in <i>italics</i> .
<b>No Author - Article</b>	Around the Mission	"Around the Mission."	Use "quotation marks" around the full article title.
<b>YouTube videos</b>	Talltanic	Talltanic	Use the uploader's name.
<b>Movies</b>	Orson Welles	Welles, O.	Use the director's name.

Uncommon name formats	Original name	Name in References
<b>Hyphenated names</b>	Joseph Gordon-Levitt	Gordon-Levitt, J.
<b>Multiple last names</b>	Lindsey bat Joseph	bat Joseph, L.
<b>Multiple first names</b>	Anne-Marie Bennett	Bennett. A.-M.
<b>Multiple middle names</b>	Kiefer William Frederick Dempsey George Rufus Sutherland	Sutherland, K. W. F. D. G. R.
<b>First name is an initial</b>	C. S. Lewis	Lewis, C. S.
<b>One Name</b>	Plato	Plato
<b>Pseudonym</b>	Malcolm X	Malcolm X

## Title Capitalization in References

- Titles are written by capitalizing the first word, words after colons, and proper nouns only. All other words are lower case.
- Do not change journal titles. Journal titles are capitalized exactly as they appear on the cover.

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

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



## Date

- Write the date in the order of **year, month, day** (2022, July 29).
- Use the date of the “last update” or “last revision”
- If there is no date for a source, then write (n.d.) which means no date.

## URLs and DOIs

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

## Abbreviation Rules

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

<b>Edition</b>	ed.
<b>Editor</b>	Ed.
<b>Editors</b>	Eds.
<b>Revised</b>	Rev. ed.
<b>Canadian</b>	Cdn.

## 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.
- 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.
    - vol. # → vol. 8

## Online Sources

### Journal Article from an Online Database

**References  
Format**

Author's last name, Initials.	(Year, Month Day).	Article title.	<i>Journal Title</i> ,
<i>Volume #</i> (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).	<i>Article title.</i>
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).	<i>Article title.</i>	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 and Date

**References Format** "Article title." (n.d.). 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](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).	<i>Title of presentation</i>	[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](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).	<i>Book title</i> (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)

<b>References Format</b>	Author's last name, initials.	(Publication Year).	Article title.	In
	Initials and Last name of Editor(s)	(Eds.),	<i>Book title</i>	(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

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

<b>References Format</b>	Director last name, initials.	(Director).	(Year).	<i>Movie title</i>
	[Film].	Studio Name.		

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

**In-text citation** (Welles, 1941).

#### Videos Viewed on Online Video Sites (YouTube, TED)

<b>References Format</b>	Uploader name.	(Year, Month date).	<i>Title of the video</i>	[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).

### Videos Viewed on Video Sites with a Different Speaker than the Uploader

**References Format**

Speaker Last name, initials.	(Year, Month date).	<i>Title of the video</i>	[Video].		
<table border="1" style="margin-left: 40px;"> <tr> <td style="width: 50%;">Website Name.</td> <td style="width: 50%;">URL</td> </tr> </table>		Website Name.	URL		
Website Name.	URL				

**References Example**

Ocko, I. (2021, October). *The fastest way to show climate change now* [Video]. TED.  
[https://www.ted.com/talks/ilissa\\_ocko\\_the\\_fastest\\_way\\_to\\_slow\\_climate\\_change\\_now](https://www.ted.com/talks/ilissa_ocko_the_fastest_way_to_slow_climate_change_now)

**In-text citation** (Ocko, 2021).

### Podcast

**References Format**

Host last name, initials.	(Host).	(Year, Month date).	Title of podcast (Ep. #)		
[Audio/Video podcast episode].		In	<table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"><i>Podcast Name.</i></td> <td style="width: 50%;">Publisher.</td> </tr> </table>	<i>Podcast Name.</i>	Publisher.
<i>Podcast Name.</i>	Publisher.				
<table border="1" style="margin-left: 40px;"> <tr> <td style="width: 50%;">URL</td> <td style="width: 50%;"></td> </tr> </table>				URL	
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 date).

*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).

# Example References with Notes

## References

The word References at the top, centered, in bold.

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, Inc.

Canadian Science Association. (2017, March 9). *Sowing the seeds of discovery through student science*.

Each source has a hanging indent.

<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>

Document is double-spaced.

*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.

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

White, R., & Haines, F. (2008). *Crime and criminology* (4th ed.). Oxford University Press.

Sources are listed alphabetically.

### References Checklist

- Double spaced
- Alphabetical order
- Title References, centered.
- Hanging indent

# Helpful Links

- ❖ Purdue Owl: [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)  
This website has a lot of information and examples for citations.
- ❖ WLC: <https://alexander.mywconline.com/index.php>  
Book an appointment with the WLC for help with assignments and citations.

**\*\*The following page is a Reference 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>
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- 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>
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