APA (American Psychological Association) Citations


APA is a “standard” style for citing sources in research papers in the social sciences or health (nursing), but your instructor may prefer you to use another style or format. Please check into this before you do your first assignment.

Here are some examples of how to cite works in your bibliography (called a References page) and in the text of your essay or term paper using the APA style. For more examples, consult the Publication Manual of the American Psychological Association, 6th ed, 2nd printing, Oct. 2009, c2010 (REF BF 76.7 .P83), available in all campus libraries.

APA 2010 format changes: In the new format, online references have been streamlined, and journal articles can be cited using DOI Digital Object Identifiers.

Setting up a References Page

The list of sources documented at the end of a paper should be placed on a separate page headed with the word "References." These references should be listed alphabetically by the author’s last name. In APA style, first and second names are abbreviated to initials. When a publication has a joint author, both author’s names are reversed and the ampersand (&) is used to indicate “and.” If no author is given, alphabetize an entry by the title.

For book entries, italicize the title and subtitle, if there is one, up to and including the period.

For journal entries, use continuous italics from the journal title through volume numbers, including the commas before and after volume numbers.

Double space all reference entries. Each entry should begin flush left, and the second and subsequent lines should be indented 1/2 inch (1.27 cm; or 5-7 spaces); see hanging indent below.

Title page and References page

Paper: normal letter size paper, type on one side only, double-space
Margins: 1” (2.54 cm) all around, right margin not justified
Title and Paging: See examples on next page. On your main Title page, include the full title of your paper, your name, and institution name (and any other details your instructor wants, e.g. course name/number), centered on the page. On the top add a header and page numbering – ½” or 1.27 cm down. The header is called a “Running head,” a short title of your paper in capital letters that will appear on every subsequent page.

On the References page, list citations: In alphabetical order (ignore initial "A" "An" "The"), indent 1/2” (1.27 cm) on second and subsequent lines.

MS Word 2016 formatting tips

- **Double space:** the default is 1.08 – it should be 2.0. To change – select text, on Home tab, in Paragraph group, click Line and Paragraph Spacing, click 2.0.
- **Hanging indent:** to create a hanging indent on the References page, select text, go to Paragraph group, click on box at bottom right > Special > Hanging
- **Single sided printing:** most CNC printers default to double-sided printing. To change – in Print box, Properties, Finishing tab, uncheck the ‘print on both sides’ box.
Your Title page
with 1” (2.54 cm) margins, top header line ½” (1.27 cm) down

Full Title of Your Paper
Your Name
College of New Caledonia

IMPORTANT: Double-space all of your work!
This is not shown in the rest of this handout (to save paper)

Examples

Book by a single author


A book by 2 or more authors


• If more than seven authors, enter first six names, comma, three dots, and the last name (Author, A., Author, B., Author., C, Author, D., Author E., Author F.,… Author, Last).

A book by a corporate author

• *Publisher names are in full, but leave out terms like Co., Inc., Ltd.*


• If the author is the same as the publisher, the publisher name can be shortened to: Author.

A book with no author or editor


• The Title becomes the main entry.
A book with an edition statement


- Edition statements follow a standard abbreviation style: 1st, 2nd, 3rd, 4th, 5th, etc.

An edited book


- For place of publication in the US and Canada, give the location (city and state or province). The names of states and territories are abbreviated as AL (Alabama), AK (Alaska), BC (British Columbia), etc.
- For place of publication in other countries, give the location (city and country name, not abbreviated) – e.g. Manila, Philippines: World Health Organization.

An article or chapter in an edited book


A brochure or pamphlet


Addiction counselling services [Pamphlet]. (n.d.). Prince George, BC: Al-Anon; Mental Health Services; Intersect Youth and Family Counselling.

- Cite a brochure or pamphlet as you would a book, adding [Pamphlet] after the title.
- If there is no clear author, start the entry with the title.
- If there is no date shown on the work, enter n.d. (for ‘no date’).
- Publisher: If publisher is same as author, say “Author” as in 1st example. Where more than one group has published the work, include all publisher names with a semi-colon between their names, as in 2nd example.

An entry in an encyclopedia – signed and unsigned


A multivolume work


An article by one author in a journal


- Include volume number in italics, then issue number, if there is one, in brackets with no italics, and pages

An article by two or more authors in a journal that pages each issue separately


- Include volume number in italics, followed by issue number in brackets with no italics

Two articles by the same author(s) written in the same year

Brown, J. J. (2005a). Men and women...
Brown, J. J. (2005b). Society plays...

- Add “a” “b” (etc.) to the dates. Use “a” for the first cited item, use “b” for the second one, (etc.)
- If the articles were published in different years they would be presented in date order, e.g. first (2005) then (2009)

An article from a magazine


An article from a newspaper with discontinuous paging


A motion picture (video or film), audio recording, record, slide, chart, CD-ROM, music CD, DVD


- Give the name and in parentheses, the function (e.g. Host, Presenter, Director, Producer, Performer) of the originator or primary contributors. Otherwise start the entry with the title.
- Specify the medium in square brackets immediately after the title - e.g. Motion picture (for video or film), Audio recording, Record, Slide, Chart, CD-ROM, CD, DVD
- Give the location and name of the distributor.
- To cite a particular part of a Video or Audio, go to the last section of this handout on "Citing Sources within the Text of your Essay" - Audiovisual timestamps
Coursepack/Custom course material

Previously published articles or chapters


- If the coursopack includes an article from a journal or an excerpt from a book, just cite the source itself. Above is an example of an Article in a journal.

Original or unattributed material

Power scaling. (2014). In J. Smith (Comp.), *DENH 170 course package.* (pp. 7-15). Prince George, BC: College of New Caledonia.


- If the only source for the material is the coursepack itself, treat it as part of an anthology compiled by the instructor. In the examples here, the instructor’s name is J. Smith. For the coursepack title, use what is on the cover of the coursepack. If an author is given for the extract, add that (as in the second example above). For paging, if there is no continuous paging in the coursepack, do not add page numbers (as in the second example above)
- For other examples, check the APA style blog at http://blog.apastyle.org/apastyle/2012/09/how-to-cite-course-packs.html

Online sources

Online sources include articles from journals (e.g. newspaper, newsletter, or journal); they may stand on their own (e.g. research paper, government report, online book or brochure); or they may have a quintessentially Web-based format (e.g. Web page, newsgroup).

APA has streamlined the information required for citing online sources. Start with the information you would normally cite (as for a print version, e.g. Author, Title, Publication details) and add a minimal amount of retrieval information, as shown in the following examples.

Article from an online journal, with DOI Digital Object Identifier


- What is a DOI? A DOI is a unique code that provides a permanent link to an article on the Web, unlike a URL (http:// address) which may become outdated. To find the above-cited article in Google, for example, you would simply enter the number in the search box:

doi:10.1108/03090560710821161
Article from an online journal, with no DOI – add URL


- In this example, there is no DOI, so it is recommended that you put in a retrieval statement with the URL (Uniform Resource Locator) address of the article.


- In this example there are no page numbers. Many online documents are not paged or numbered. It is a good idea to include paging when you can. For example, if the online entry for a journal article says it starts on p. 341 but gives no end page, use a plus sign, e.g. p.341+. Optionally, you can count paragraphs (abbreviated as para. or plural pars.). Page or paragraph numbers are especially important if you are using a quote from a source (see later section on Page numbers in the text of your paper).
- In an online journal, volume and issue numbers often are not relevant. If they are not used, the name of the journal is all that can be provided in the reference.
- Break a URL that goes to another line after a slash or before a period.

Article from a library database

Use a DOI whenever it is available; in library databases the DOI is often used in the citation.

e.g.


If no DOI, just cite the source itself

If there is no DOI, cite the source without any extra database information, unless your instructor specifically asks you to include it. APA states that “in general, it is not necessary to include database information. Journal coverage in a particular database may change over time; also, if using an aggregator such as Ebsco, Ovid or ProQuest (each of which contain many discipline-specific databases, such as PsychInfo), it may be unclear exactly which database provided the full text of the article.” (Publication manual, p. 192).


If your instructor asks for database information, you can add a simple “Retrieved from” statement at the end of the citation.
Newspaper article


- or if it is from a library database like Proquest’s Canadian Newsstand, you can add the DOI if available.

Online document

web document, web page or web report

Author, A. A., & Author, B. B. (Year). *Title of work*. Retrieved from URL address


List the following information if possible. This is a small amount of info, try very hard to find it:
- Author(s) of the work or webpage. They may be mentioned at the top or bottom of the page. They may be a company or corporate entity.
- Date of publication online (can be Year) (can be Year, Month) (can be Year, Month Day). Sometimes you can find it in a copyright notice at the bottom of the page (within the article or page you are reading). Sometimes you can track it by looking at the Properties of the page (Find-Properties).
- Title of the work, the webpage, the section (not the overall website, but the piece you are using)
- Retrieved from http://address - or - Available from http://address you can copy/paste the address into your reference list. “Retrieved from” means it’s free from the address you have cited. “Available from” means it’s available, usually at a cost.

no author identified, no date (n.d.)

*Title of work*. (Year). Retrieved from URL address


government document in pdf format


web dictionary or encyclopedia entry


- You can see that it is not much different from the print encyclopedia example given earlier in this handout. Just the URL has been added.
electronic book - “retrieved from” vs. “available from”


- Use “Retrieved from” if the book is freely available online – use “Available from” if the book needs to be purchased and you are only providing information about where it’s available.

electronic book - from a CNC library database (e.g. Ebscohost)


- Similar to citing journal articles from a library database, cite an ebook from a library database with no extra database information, unless your instructor specifically asks you to include it.


- If your instructor wants more, add any extra information they specify, such as the “Retrieved from” statement above.

Legal documents, laws, statutes


- The heading at the beginning of the act will give you the basic numbers to cite. “R.S.C.” stands for “Revised Statutes of Canada.” The citation in text will be this if you are quoting from a particular section: (Criminal Code, 1985, s.83.05).


- “R.S.B.C.” stands for “Revised Statutes of British Columbia.” The citation in text will be this if you are citing the entire act: (University Act, 1996).


- This is case law from “SCC” Supreme Court of Canada. Again, the heading at the beginning of the legal document will give you the basic numbers to cite. “R” stands for “Regina” (i.e. the queen/state). The citation in text will be: (R. v. Latimer, 2001).

Case law

Interior Health Authority v British Columbia Nurses’ Union, British Columbia Labour Arbitration Awards. (2013). Retrieved from the CanLII website http://canlii.ca/t/hpc6g

- Italicize the names of cases in text, but not in the references list.
Online video or audio


- Files should be described in a standard way, e.g. [Audio file] [Audio podcast] [Video webcast]. The third example shows you how you would treat an episode from a television series. The more information you can include the better.
- To cite a particular part of a Video or Audio, go to the last section of this handout on “Citing Sources within the Text of your Essay” – Audiovisual timestamps.

Class notes, lectures

in class notes/lecture

Unpublished, unrecoverable personal communications are not included in the reference list because they do not provide recoverable data. Cite the lecture only in the body of your paper.

In a lecture on October 10, 2018 to an Anthropology 101 class, Professor Jones said ...

online lecture notes, slides

Instructor, I. I. (Year). Title of material [Format if applicable]. Retrieved from URL


lecture video

College of New Caledonia (Producer). (Year). Title of video [Video file]. Retrieved from URL

College of New Caledonia (Producer). (2017). Fieldwork [Video file]. Retrieved from {Insert URL for where you retrieved the reference}
**Images**

Give as much information as possible about the images that you have used, including these basics:

- Creator’s name (author, artist, photographer etc.)
- Date the work was published or created
- Title of the work
- Place of publication
- Publisher
- Type of material (for photographs, digital/online images, paintings)
- Website address
- Name of the institution or museum where the work is located (for artworks and museum exhibits)

For PowerPoint slides, see example above in: Class Notes, Lectures – online lecture notes

**reference, with creator name**

Creator Surname, Initials. (Role of creator if apparent). (Year of creation). *Title of image or description of image* [Type of work]. Retrieved from URL (address of website)


**no creator**

*Title of work* [Type of work]. (Year). Retrieved from URL


**no creator, no title, no date**

There are many images found on the internet in this category. Give a brief description of the image.

[Subject and type of work]. Retrieved from URL


**art works: painting, original drawing, sculpture**

Artist/Creator. (Year). *Title* [Type of work]. Retrieved from URL – or location in gallery


Kovacic, B. (2007). *A roomful of missing women* [Art installation]. Two Rivers Gallery, Prince George, BC.
**Entry in a Wiki, or other source which is constantly being edited**


Entries in wikis are constantly being edited by users, so you need to include the date you retrieved the article because the content is likely to have changed since you viewed it. In most academic work, you would not use sources like these because it is difficult to retrieve the original text later, or to determine the validity or expertise of entries.

**Message posted to a Newsgroup or Blog**


Use this format for messages posted to newsgroups, blogs, online forums, discussion groups, and electronic mailing lists that maintain archives - i.e. the message is stored somewhere, where it can be retrieved at a later date. If the group does not maintain an archive, or keeps messages for only a limited time, prefer (vii) below, and cite it as a [personal communication], in text only.

**E-Mail, Interviews, and other Personal Communications**

Personal communications, such as interviews, e-mail messages and un Archived newsgroup messages that are not “published” (i.e. that do not provide recoverable data) are not included in the Reference list. Cite personal communications in text only

e.g. S. Smith (personal communication, April 15, 2018).

e.g. N. Able (personal interview, October 11, 2016).
Citing Sources within the Text of your Essay

The sources you have consulted and used in your essay should be documented by author, date and page or part number so that the reader can easily locate the relevant passage in a long text. Your readers can then consult your “References” list to find full bibliographical information about the works which were referred to in the essay.

Paraphrasing

Paraphrasing is re-stating someone else’s ideas in your own words. To paraphrase an author’s general ideas, note the authors name and year.

(Moran, 1992)
(Barak, Leighton & Flavin, 2007)

To paraphrase a specific idea or comment the author made, include the page or section or chapter.

(Moran, 1992, p. 269)
(Barak, Leighton & Flavin, 2007, chap. 3).

Quoting

Add page numbers whenever you are quoting directly from a source, or referring to a specific part of a source (a page, chapter, figure, table, etc.). Page numbers can be left out when you are simply attributing an idea to a source or writing generally about it.

Print

(Rogers, 2009, p. 275) <-- a page
(Rogers, 2009, pp. 275-310) <-- multiple pages
(Rogers, 2009, chap. 3) <-- a chapter

Electronic sources

If there is no page number, use the paragraph number, if available, preceded by the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct to the reader to the location of the material.

(Rogers, 2009, para. 5) <-- a paragraph in an electronic source that has no other paging
(Rogers, 2009, pars. 5-6) <-- multiple paragraphs
(Rogers, 2009, Conclusion section, para. 1) <-- a heading and paragraph in an electronic source

Audiovisual timestamps

For video, audio, podcasts, movies, television shows, you can use a timestamp to point to a specific spot in the source, or to a range of time that you are quoting from or using as a reference. This information may be important to the reader, and your instructor may require this level of detail.

(Goyen, 2007, 0:32) <-- your quote or reference to content begins 0 min. 32 seconds into the source
(Goyen, 2007, 4:03) <-- from 4 min. 3 seconds
(Goyen, 2007, 4:03-6:10) <-- from 4 min. 3 seconds to 6 min. 10 seconds
(Goyen, 2007, 1:39:49-1:40:35) <-- from 1 hour, 39 min., 49 seconds to 1 hour, 40 min., 35 seconds

Date – no date – date with “a” “b” “c”

If your Reference list includes a source with no date (“n.d.”) the in-text reference may look like this:

(Smith, n.d., p. 166) <-- referring to a specific page

or

Smith (n.d.) compared statistical models… <-- referring to the entire work

If your Reference list includes a source with a qualified date, e.g. 2005a, 2005b, include it:

(Brown, 2005a, p. 36) <-- referring to the date 2005a, the first book of two by Brown cited in 2005
One work by one author

Rogers (2009) compared reaction times...

or

In a recent study of reaction times (Rogers, 2009, pp. 275-310)...

If the author's name appears as part of the narrative, as in the first example above, cite only the year in parenthesis. Otherwise, place both the name and year, separated by a comma, in parentheses, as in the second example above. Within a paragraph, the year doesn't have to be included in subsequent references to the study as long as it can't be confused with other studies described in the paragraph. Add page numbers if you are quoting, or referring to a specific part of a source.

One work by multiple authors

When a work has two authors, always cite both names every time you refer to them. When a work has from three, four or five authors, cite all the authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by "et al." and the year if it is the first citation in the reference within a paragraph, e.g. For a work that has six authors, cite only the surname of the first author followed by et al.

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (2009) found...
[first citation in text]

Wasserstein et al. (2009) found...
[Subsequent first citation per paragraph thereafter]

Wasserstein et al. found
[omit year from subsequent citations after first citation in paragraph]

A work with no author or editor

Cite the title, which is the entry that appears in your References list. Use the short form of the title in the text of your essay (e.g. start of title, 1-3 words from the title, no subtitle); use the longer form in your References list.

The herb was reported to have dangerous properties (Medical plant guide, 1991, p. 32).

Multiple sources

Here are examples of citing a number of sources in your text. Always list the sources in alphabetical order.

The drug has been widely reported to be toxic (Jones, 2018; Rosen et al., 2017; Turner, n.d.).

or

Jones (2018), Rosen et al. (2017) and Turner (n.d.) reported that the drug was toxic...

or if it is on a specific page or section

The test results for the drug were documented by other experts (Jones, 2018, p. 220; Rosen et al., 2017, chap. 4; Turner, n.d., pp. 6-8).
Quotations

Material directly quoted from another author's work should be reproduced word for word. Include a quotation that is less than 40 words as part of the text and enclose the quotation with double quotation marks. Quotations must include author's name, year, and page numbers.

Short Quotation (less than 40 words) of one work by one author

She stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

or

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner" (p. 276).

- If the author's name appears as part of the narrative, cite only the year in parentheses, after the name, with page number of the source at the end of the sentence.

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner" (p. 276). All of his later experiments provided "the same consistent results" (p. 367).

- If you refer to the same source again, in the same paragraph, just add a page number.

An External Evaluation Team has questioned Zakow's results, noting that he "did not use the same rigorous method used in earlier experiments" (2002, Results section, para. 5).

- For electronic text, use paragraph numbers, or a heading and paragraph number, in place of page numbers.

Long quotation (over 40 words)

Display a quotation of 40 or more words in a free-standing block of typewritten lines and omit the quotation marks. Start such a block quotation on a new line and indent it five spaces from the left margin. Type subsequent lines flush with the indent. Continue this indent with any further paragraphs to be included in the block quotation. Type the entire quotation double-spaced. (Your entire essay should be double-spaced; this is not shown in this handout). At the end of the block quote, cite page number of the source in parentheses after the final punctuation mark. If the author-date information has not been included in the text of the essay prior to the block indentation, they must be given after the final punctuation of the quote.

Block quotation examples:

i) The results have a more indirect application, which is reflected in the following statement by M.W. Eysenck (1976):

   In spite of the obvious importance of individual differences in human learning and memory, relatively few investigators incorporate any measure of intelligence, personality, or motivation into their studies. Instead, they prefer to relegate individual differences to the error term in their analyses of variance. (p. 75)

Given the robustness of these results and the results of others...
Following the conventions of the discipline exactly (e.g. formatting the bibliography precisely as per the style guide) creates a persona of competence, suggesting that the writers are experienced members of the community. Established members of the community are often impatient with writers who make reading more difficult because they have not bothered to learn the convention. (Coe, 2009, pp. 445-446)

**Secondary Sources**

Whenever possible, refer to an original source and not a secondary source. If only a secondary source is available, in the text of your essay use “as cited in” to refer to the secondary source. In the References list, only the secondary source is listed.

*In text:*
Smith’s study (as cited in Miele, 1993)...

*In References list:*
Miele, J. (1993).....
References


Reading, C. (2018). Structural determinants of Aboriginal peoples’ health. In M. Greenwood, S de Leeuw, & N. M. Lindsay (Eds.), *Determinants of Indigenous peoples’ health: Beyond the social*. 2nd ed. (pp. 3-17). Toronto, ON: Canadian Scholars’.