

APA Citation 7th ed.

Basics

- Double-space your reference entries (including between and within the references) in your Reference list and you can find examples at the end of the document.
- Apply a hanging indent of 0.5 in. or 1.27 cm to all of your reference entries. The first line is flush to left of page and rest of the lines of your reference entry are indented by 0.5 in. to the left of the margin. Elihu Burritt Library at Central Connecticut State University created a great guide on how to applying hanging indents in MS Word and Google Docs. Check out the guide through this link <https://tinyurl.com/czh24tvw>
- You can display the DOI and URLs as default hyperlinks (blue font and underlined) or plain text without blue front and underline in your References list
- A DOI or digital object identifier is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. If the work has a DOI, you should include it in your citation. Format the DOI as an URL starting with <https://doi.org/> and you can find the References page at the end for examples. You might find the DOI on the works information page on the library database or inside the work itself. If you are unable to find DOI, you might be able to find it through <https://www.crossref.org>, clicking on search metadata tab, and pasting the title of the work. If the work does not have a DOI, you should format the reference entry as a print work.

Book with one author (print or eBook from library database)

Author's Last Name, First Initial. Second Initial if given. (Year of Publication). *Title of book: Subtitle if given.* Publisher Name.

DuPont, Q. (2019). *Cryptocurrencies and blockchains.* Polity.

- Write the publisher's name as shown in the work, followed by a period. Do not include designations of business structure (e.g., Inc., Ltd.) in the publisher name.
- In-Text Paraphrase or Narrative (Author's Last Name, Year)
 - Example: (DuPont, 2019)
- In-Text Quote (Author's Last Name, Year, p. Page Number)
 - Example: (DuPont, 2019, p. 62)

Book with two to 20 authors (print or eBook from library database)

- For a work with up to 20 authors include all of the names in the reference.

Two authors

Author's Last Name, First Initial. Second Initial if Given., & Last Name of Second Author, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publishers Name.

Woodcock, J., & Graham, M. (2020). *The gig economy: A critical introduction.* Polity.

- *If there are two authors, include both names in the In-Text citation*
- In-Text Paraphrase for two authors: Author Last Names (Year)
 - Example: Woodcock and Graham (2020) support the research ...
- In-Text Quote (Author Last Names, Year, p. Page Number)
 - Example: (Woodcock & Graham, 2020, p. 103)

Three authors or more

- Harley, D., Morgan, J., & Frith, H. (2018). *Cyberpsychology as everyday digital experience across the lifespan*. Palgrave Macmillan.
- *If there are three or more authors, include the name of only the first author plus “et al.” in every citation, including the first citation.*
- In-Text Paraphrase for three or more authors: Author Last Name et al. (Year)
 - Example: Harley et al.(1993) describes ...
- In-Text Quote (Author Last Names, Year, p. Page Number)
 - Example: (Harley et al., 1993, p. 103)

Work with 21 or more authors (print or eBook from library database)

- *For a work with 21 or more authors, include only the first 19 names and three ellipses... and the final name in the reference. For in-text citations, include the name of only the first author plus “et al.” as above.*

Brown, E., Smith, M., Ryder, R., Payne, W., McVey, D., Borden, L., Jones, M., Levy, S., White, M., Baron, J., Ritten, Y., Seymour, M., Johns, W., Hefner, W., Pierce, J., Ma, Y. C., Reaper, C., Wong, L., Burberry, S., . . . Laurier, D. (1996). *Analysis of population data sources*. Canadian Historical Society.

eBook from a website with one author

Author’s Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given*. Publisher. URL

Washington, M. (1880). *Navajo silversmiths*. U.S. Bureau of American Ethnology.
<https://www.gutenberg.org/files/17275/17275-h/17275-h.htm>

- In-Text Paraphrase (Author’s Last Name, Year)
 - Example: (Washington, 1880)
- In-Text Quote: (Washington, 1800, p. 36)

Edition statement

Author’s Last Name, First Initial. Second Initial if Given., & Last Name of Second Author, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name.

Hicks, S., & Stokes, J. (2017). *Social work in Canada: An introduction* (4th ed.). Thomson Educational.

- In-Text Paraphrase: (First Author Last Name & Second Author Last Name, Year)
 - Example: (Hicks & Stokes, 2017)
- In-Text Quote (Hicks & Stokes, 2017, p. 5)

Edited book

- *Edited book with a single editor is (Ed.). More than one editor (Eds.).*

Author's Last Name, First Initial. Second Initial if Given., & Last Name of Second Author, First Initial. Second Initial if Given. (Eds.). (Year of Publication). *Title of book: Subtitle if given.* Publisher Name.

Arya, A.N., & Piggott, T. (Eds.). (2018). *Under-served: Health determinants of Indigenous, inner-city, and migrant populations in Canada.* Canadian Scholars'.

Edited eBook with a DOI

Author's Last Name, First Initial, Second if Given. (Ed.). (Year of Publication). *Title of book.* Publisher Name. DOI.

Arnett, P.A. (Ed.). (2019). *Neuropsychology of sports-related concussion.* American Psychological Association. <http://dx.doi.org/10.1037/0000114-000>

- In-Text Paraphrase (Author Last Name, Year)
 - Example: (Arnett, 2019)
- In-Text Quote (Arnett, 2019, p. 53)

Article or chapter in an edited book

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of chapter or article. In Editor's First Initial. Second Initial if Given. Editor's Last Name (Ed.), *Title of book* (edition if given and is not first edition, pp. first page number-last page number). Publisher Name.

Kushner, K.E., & Jackson, M. (2019). Community health nursing practice. In P.A. Potter, A.G. Perry, P.A. Stockert, A.M. Hall, B.J. Astle, & W. Duggleby (Eds.). *Canadian fundamentals of nursing* (6th ed., pp. 48-62). Elsevier.

- In-Text Paraphrase (Author & Author, Year)
 - Example (Kushner & Jackson, 2017)
- In Text Quote (Kushner & Jackson, 2017, p. 51)

eBook with a DOI

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given*. Publisher Name. DOI

Kuprecht, K. (2014). *Indigenous peoples' cultural property claims: Repatriation and beyond*. Springer. <https://doi.org/10.1007/978-3-319-01655-9>

- In-Text Paraphrase (Author Last Name, Year)
 - Example: (Kuprecht, 2014)
- In-Text Quote (Kuprecht, 2014, p. 155)

Book republished in translation

Author's Last Name, First Initial. Second if Given. (Year of Publication). *Title of book: Subtitle if given* (First Initial of Translator, Second if Given. Last Name of Translator followed by Trans.). Publisher Name. (Provide year the work was originally published)

Piaget, J. (1969). *The psychology of the child* (H. Weaver, Trans.). Basic Books. (Original work published 1966)

- In-Text Paraphrase (Author Last Name, Year original work published/Year republished work)
 - Example (Piaget, 1966/1969)
- In-Text Quote (Piaget, 1966/1969, p. 47)

Ancient Greek or Roman work

- *For ancient Greek or Roman works, include the copyright date of the version used in the date element and the date of the original (ancient) publication in parentheses at the end of the entry. When the date of original publication is approximate, use the abbreviation "ca." (which stands for "circa").*

Aristotle. (2002). *Nicomachean ethics* (J. Sachs, Trans.). Focus Publishing. (Original work published ca. 350 B.C.E)

Encyclopedia

An entry in an encyclopedia – signed

Author's Last Name, First Initial. (Year of Publication). Title of entry. In *Title of encyclopedia* (Volume, pp. first page number-last page number). Publisher Name.

Tooker, E. (1990). Iroquois since 1820. In *Handbook of North American Indians* (Vol. 15, pp. 449-465). Smithsonian Institute.

- In-Text Paraphrase (Author, Year)
 - Example: (Tooker, 1990)
- In-Text Quote (Tooker, 1990, p. 450)

An entry in an encyclopedia - unsigned

Title of entry. (Year of Publication). In *Title of encyclopedia* (edition if given and is not first edition, Volume, pp. first page number-last page number). Publisher Name.

Māori. (2017). In *Worldmark encyclopedia of cultures and daily life* (3rd ed., Vol. 4, pp. 771-775). Gale.

- In-Text Paraphrase (Title of chapter, Year)
 - Example: (Māori, 2017)
- In-Text Quote (Māori, 2017, p. 772)

Online encyclopedia or dictionary from a website – known author

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). In Editor's First Initial. Second Initial if given. Last Name (Ed.), *Name of encyclopedia or dictionary*. Retrieved date from URL

Cooke, T. (2016). Mackenzie King and the war effort. In *The Canadian encyclopedia*. Retrieved March 20, 2020 from <https://www.thecanadianencyclopedia.ca/en/article/mackenzie-king-and-the-war-effort>

Online multivolume encyclopedia signed

Author's Last Name, First Initial. (Year of Publication). Title of entry. In Editor's First Initial. Second Initial if Given. Editor's Last Name (Ed.), *Title of encyclopedia*: (Volume, pp. first page number-last page number). Publisher Name.

Hopkins, M.C. (2006). Asante. In H.J. Birx (Ed.), *Encyclopedia of anthropology* (Vol.1, pp. 283-293). SAGE Publications.

- *Use the spelling and capitalization of the publisher as shown on the work you used.*
- In-Text Paraphrase (Author, Year)
 - Example: (Hopkins, 2006)
- In-Text Quote (Hopkins, 2006, p. 284)

Dictionary

Dictionary, thesaurus, or encyclopedia

Author Editor of dictionary, First Initial. (Ed). *Title* (Year of Publication). (Edition). Publisher.

O'Toole, M.T. (Ed.). *Mosby's dictionary of medicine, nursing & health professions*. (2017). (10th ed.). Elsevier.

- In-Text Paraphrase (Author, Year)
 - Example: (O'Toole, 2017)
- In-Text Quote (O'Toole, 2017, p. 63)

Online dictionary

Merriam-Webster. (n.d.). Confidence. In *Merriam-Webster.com dictionary*. Retrieved December 16, 2019, from <https://www.merriam-webster.com/dictionary/confidence>

- *When an online reference work is continuously update and the versions are not archived use "n.d." as the year of publication and include a retrieval date.*
- In-Text Paraphrase (Author, Year)
 - Example: (Merriam-Webster, n.d.)

Journal Articles

Article by one author in an online journal with a DOI

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of article: Subtitle if given. *Title of Journal: Subtitle if given, Volume Number* (Issue Number), first page number-last page number. DOI formatted as a hyperlink

McKinless, E. (2020). Impact of stress on nurses working in the district nursing service. *British Journal of Community Nursing*, 25(11), 555–561. <https://doi.org/10.12968/bjcn.2020.25.11.555>

- In-Text Paraphrase (Author, Year)
 - Example: (Inksetter, 2018)
- In-Text Quote (Inksetter, 2018, p. 120)

Article from an online journal with three or more authors with a DOI

Author's Last Name, First Initial. Second Initial if Given., Last Name of Second Author, First Initial. Second Initial if Given., & Last Name of Third Author, First Initial., Second Initial if Given. (Year of Publication). Title of article: Subtitle if given. *Title of Journal: Subtitle if given, Volume Number*, (Issue Number), first page number-last page number. DOI formatted as a hyperlink

Katz, S. J., Erkinen, M., Lindgren, B., & Hatsukami, D. (2019). Beliefs about e-cigarettes: A focus group study with college students. *American Journal of Health Behavior*, 43(1), 76–87. <https://doi.org/10.5993/AJHB.43.1.7>

- In-Text Paraphrase (Author, Year)
 - Example: (Katz et al., 2019)
- In-Text Quote (Katz et al., 2019, p. 80)

Journal, magazine or newspaper article without a DOI

Magazine

Author's Last Name, First Initial, Second Initial if given. (Year, Month). Title of article. *Magazine, volume*(issue number), pp. first page number-last page number.

Brownell, C. (2019, September). Best communities in Canada. *Maclean's*, 132(8), 43–48.

- In-Text Paraphrase (Author, Year)
 - Example: (Brownell, 2019)
- In-Text Quote (Brownell, 2019, p. 44)

Newspaper articles

Newspaper article in print

Author's last Name, First Initial. Second Initial if given. (Year of Publication, Month Day if given). Title of article. *Name of Newspaper*, Section Page if given.

Hoekstra, G. (2020, March 21). It may take 18 months to halt virus, say experts. *Vancouver Sun*, A4.

- In-Text Paraphrase (Author, Year)
 - Example: (Hoekstra, 2020)
- In-Text Quote (Hoekstra, 2020, A4)

Newspaper article from a library database

Author's last Name, First Initial. Second Initial if given. (Year of Publication, Month Day is given). Title of Article: Subtitle if any. *Name of Newspaper*, p. Section Page if given.

Rapaport, L. (2019, December 21). Study finds preemies at greater risk for diabetes. *Calgary Herald*, G4.

- In-Text Paraphrase (Author, Year)
 - Example: (Rapaport, 2019)
- In-Text Quote (Rapaport, 2019, G4)

Webpage from a news website

- Use this format for articles published in online news sources such as CBC News, BBC News, The Guardian, HuffPost, Salon, CNN etc.

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). *Title of article: Subtitle if any.* Name of News Website. URL

Gatehouse, J. (2020, April 14). *Advocates wonder why long-term care COVID warnings ignored*. CBC News. <https://www.cbc.ca/news/canada/covid-care-homes-warnings-1.5532312>

Government Documents

Government documents in print

Name of Government, Agency or Committee. (Year of publication, Month Day). *Title of document: Subtitle if given*. Publisher Name.

Truth and Reconciliation Commission of Canada. (2015). *Canada's residential schools: Missing children and unmarked burials* (Vol. 4). McGill-Queen's University Press.

- In-Text Paraphrase (Author, Year)
 - Example: (Truth and Reconciliation Commission of Canada, 2015)
- In-Text Quote (Truth and Reconciliation Commission of Canada, 2015, p. 115)
- *Note: when the government department, agency or committee created the document and is also the publisher, omit the publisher*

Government documents from a website

Name of Government, Agency or Committee. (Year of publication, Month Day). *Title of document: Subtitle if given*. URL

Canadian Council on Social Determinants of Health. (2013, December 12). *Roots of resilience: Overcoming inequities in Aboriginal communities*. http://ccsdh.ca/images/uploads/Roots_of_Resilience.pdf

- In-Text Paraphrase (Government Agency, Year)
 - Example: (Canadian Council on Social Determinants of Health, 2013)
 - In-Text Quote (Canadian Council on Social Determinants of Health, 2013, p. 24)

Statistics Canada

Statistics Canada. (Year of Publication). *Title of documents: Subtitle if given* (No. Number of Report if given). URL

Statistics Canada. (2019). *Prince George, City [Census subdivision], British Columbia and British Columbia [Province]*. (No. 98-316-X2016001). <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=5953023&Geo2=PR&Code2=59&Data=Count&SearchText=Prince%20George&SearchType=Begin&SearchPR=01&TABID=1&B1=All>

- In-Text Paraphrase: Age characteristics are defined by Statistics Canada (2019)
- In-Text Quote (Statistics Canada, 2019)

Legal documents, laws, statutes

Criminal Code, R.S.C. c. C-46 (1985). <https://laws-lois.justice.gc.ca/eng/acts/c-46/>

- *The heading at the beginning of the act will give you basic numbers to cite. "R.S.C." stands for "Revised Statutes of Canada".*
- In-Text Paraphrase: Defence of property is covered by the Criminal Code (1985)
- In-Text Quote (Criminal Code, 1985, part 1, 35.1) *if you are quoting a part of the Code*

University Act, R.S.B.C. c.468 (1996)

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96468_01

- *"R.S.B.C." stands for "Revised Statutes of British Columbia."*
- In-Text Paraphrase: Governance was established in the University Act (1996)
- In-Text Quote: (University Act, 1996, Part 3) *if you are quoting a part of the Act*

R. v. Latimer, SCC 1, 1 S.C.R. 3 (2001). <https://scc-csc.lexum.com/scc-csc/scc-csc/en/item/1836/index.do>

- *This is case law from "SCC" Supreme Court of Canada. "R" stands for "Regina" (i.e. the Queen/State).*
- In-Text Paraphrase: R. v. Latimer (2001) explains that...
- In-Text Quote: (R. v. Latimer, 2001)

Case Law

Interior Health Authority v. British Columbia Nurses' Union, British Columbia Labour Arbitration Awards (2013). <http://canlii.ca/hpc6g>

- *Italicize the names of the cases in text, but not in the reference list.*

Webpages, electronic resources

Page numbering

Many electronic resources do not include page numbers. The APA manual stresses that it is important to provide readers with ways of locating a quoted passage. Here are some tips for all page numbering

Rogers, 2009, **p. 275** ← a page, if identified

Rogers, 2009, **pp. 275-310** ← multiple pages

Rogers, 2009, **para. 5** ← a paragraph in an electronic source that has no other paging

Rogers, 2009, **paras. 5-6** ← multiple paragraphs

Rogers, 2009, **Arthritis section** ← a section of the content

Rogers, 2016, **Conclusion section, para. 1** ← *a more specific part of the section*
 Rogers, 2016, **Chap. 3** ← *chapter 3 of an eBook*

Webpages

Author's Last Name, First Initial, Second Initial if Given. (Year). *Title of work*. URL

Lecher, C. (2019, December 9). *American trash*.
<https://www.theverge.com/2019/12/4/20992240/e-waste-recycling-electronic-basel-convention-crime-total-reclaim-fraud>

- In-Text Paraphrase: Lecher (2019) provided a list of products that could not be recycled.
- In-Text Quote: (Lecher, 2019, para. 3) ← *paragraph 3 is quoted*

Wikipedia entry

No author identified, (Year). URL

- *Cite the archived version of the page you used. To access this information on Wikipedia select "View history," choose the version you used, and copy its URL. Make sure to check with your instructor if you are allowed to use Wikipedia in a college assignment.*

Title of entry: Subtitle (if any). (Year, Month, Day). In *Wikipedia*. URL

Battle of the Plains of Abraham. (2021, September 20). In *Wikipedia*.
https://en.wikipedia.org/wiki/Battle_of_the_Plains_of_Abraham

- *Since the Wikipedia entry title is not italicized in the reference entry, the in-text citation will have double quotations mark around it. Additionally, we can shorten the title if it is too long.*
- In-Text Paraphrase ("Title of the entry shortened," Year)
 - Example: ("Battle," 2021)
- In-Text Quote ("Title of Entry," Year, Section name, paragraph number)
 - Example: ("Battle," 2021, Overview section, para. 2)

Webpage on a website with a Corporation/Group/Organization

Canadian Cancer Society. (2013, April 14). *Cancer research*.
<http://www.cancer.ca/en/cancer-information/cancer-101/cancer-research/?region=on>

- In-Text Paraphrase: (Corporation/Group's Name, Year)
 - Example: New techniques are being used (Canadian Cancer Society, 2013)
- In-Text Quote: (Corporation/Group's Name, year, paging)
 - Example: (Canadian Cancer Society, 2013, Behavioural research section, para. 2)

Name of Corporation/Group/Organization. (Year as n.d. 'no date'). Title. URL

National Nurses United. (n.d.). *What employers should do to protect nurses from Zika?*
<https://www.nationalnursesunited.org/what-employers-should-do-to-protect-rns-from-zika>

- In-Text Paraphrase: Screening and testing are important measures (National Nurses United, n.d.).
- In-Text Quote: "Healthcare workers are at risk for exposure" (National Nurses United, n.d., Background section)

In class notes/lectures

- *Unpublished, unrecoverable personal communication 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 January 22, 2020 to an Anthropology 101 class, Professor Jones said...

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 Quotations (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 the manner" (p. 276).

Long quotation (over 40 words)

If a quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose the block quotation. Start a block quotation on a new line and indent it five spaces from the left margin. Type subsequent lines flush with the indent. Double-space the entire block quotation. At the end of the block quote, cite page number of the source in parenthesis 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.

Secondary Sources

Whenever possible, refer to an original source and not a secondary source. If only a secondary source is available, in the rest 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)...

Order of Multiple Works by the Same First Author

One-author entries should be arranged by year of publication, the earliest first. References with no date precede references with dates.

Smith, K. (n.d).
 Smith, K. (2015).
 Smith, K. (2021a).
 Smith, K. (2021b).

PowerPoint slides

- *If the slides come from a classroom website or learning management system and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login).*

Reade, J. (2018). *Family formation*. [PowerPoint slides]. <https://moodle.cnc.bc.ca/>

- In-Text Paraphrase (Instructor's Last Name, Year)
 - Example: (Reade, 2018)
- In-Text Quote: (Reade, 2018, slide 4)

Video & DVDs

- *The director should be credited as the author of the film. If the director is unknown someone in a similar role can be credited instead. The format or other descriptive information may be added after the title in square brackets.*

Black, A. (Director). (2003). *Pride and prejudice*. [Film; DVD]. BestBoy Pictures.

- In-Text Paraphrase: The film was shot in Provo, Utah (Black, 2003)
- In-Text Quote: In one scene Elizabeth says to Darcy: "As much as I love being insulted by you, I think you'll be happier at a table for one." (Black, 2003, 1:39) ← *timestamp*

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.

Black, 2003, **0:32** ← *your quote or reference to content begins 0 min. 32 seconds into the source*

Black, 2003, **4:03** ← *4 min. 3 seconds*

Black, 2003, **4:03-6:10** ← *from 4 min. 3 seconds to 6 min. 10 seconds*

Black, 2003, **1:39:49-1:40:35** ← *from 1 hour, 39 min., 49 seconds to 1 hour, 40 min., 35 seconds*

YouTube video or other Streaming video

- *The person or group who uploaded the video is credited as the author for retrievability, even if they did not create the work.*

Deep Look. (2016, July 19). *This vibrating bumblebee unlocks a flowers hidden treasure.* [Video]. YouTube. <https://www.youtube.com/watch?v=SZrTndD1H10>

- In-Text Paraphrase: Bees have been observed vibrating blooms to make them release their pollen (Deep Look, 2016)
- In-Text Quote: “Buzzing is a secret password” (Deep Look, 2016, 0:12) ← *timestamp*

TED Talk

Uusitupa, H.-M. (2019, September). *How gut microbes you're born with affect your lifelong health.* [Video]. TED Conferences. https://www.ted.com/talks/henna_maria_uusitupa_how_the_gut_microbes_you_are_born_with_affect_your_lifelong_health

- In-Text Paraphrase: Uustupa (2019) confirms that breastfeeding provides important nutrients for the baby.
- In-Text Quote: Breast milk provides “food for the good microbes” (Uusitupa, 2019, 4:46) ← *timestamp*

Podcast

- *List the host of the podcast as the author. Alternatively provide the executive producers. In either case include their role of parentheses.*

Vedantam, S. (Host). (2015-present). *Hidden brain.* [Audio podcast]. In *This American life*. WBEZ Chicago. <https://www.npr.org/podcasts/510308/hidden-brain>

- In-Text Paraphrase: The series hosted by Vedantam (2015-present) provides insights into human behavior.
- In-Text Quote: The episode on Our Better Angels considers why people are “ignoring social distancing guidelines” (Vedantam, 2020, May 18)

Twitter (Tweets)

- *If the tweet includes images (including animated gifs), videos, thumbnail links to outside sources, links to other tweets (as in a retweet with comment), or a poll, indicate that in square brackets.*

Badlands National Park [@BadlandsNPS]. (2018, February 26). *Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity* [Tweet]. Twitter. <https://twitter.com/BadlandsNPS/status/968196500412133379>

- In-Text Paraphrase: Efforts are being made to protect the park (Badlands National Park, 2018)

- In-Text Quote: “Biologists have identified more than 400 different plant species” in the area (Badlands National Park, 2018)

Visual Works

Art work in a museum or on a museum website

Name of Artist/Creator. (Year). *Title* [Type of work]. Name of Museum or Gallery, City, Country. URL

Carr, E. (1935). *Seascape* [Painting]. National Gallery of Canada, Ottawa, Canada.
<https://www.gallery.ca/collection/artwork/seascape-9>

Images

Creator or Surname, Initials. (Year). *Title or description of image*. [Photograph].
 Location. URL

Salgado, J.F. (2010). *Up close and personal with a very large telescope*. [Photograph].
 European Southern Observatory. <https://www.eso.org/public/images/potw1049a/>

Personal Communications

- *Only cite personal communication in the text*
- In-Text Paraphrase: C. Smith described how he composes music (personal communication, March 10, 2018)
- In-Text Quote: “I don’t work alone” (C. Smith, personal communication, May 7, 2020)

Traditional Knowledge or Oral Traditions

- *If you spoke with an Indigenous person directly*

Provide the person’s full name and the nation or specific First Nations group to which they belong, as well as their location or other details about them as relevant, followed by the words “personal communication”, and the date of the communication.

- *Ensure that the person agrees to have their name included in your paper and confirms the accuracy and appropriateness of the information you present*

We spoke with Darlene McIntosh (Lheidli T’enneh Nation, lives in Prince George, British Columbia, Canada, personal communication, March 2020) about traditional understanding of the world by First Nations Peoples in Canada. She described...

- *If you are a First Nations person and are sharing your own experiences or the previously unrecorded Traditional Knowledge or Oral Tradition of your people, describe yourself in the text (e.g., what nation you belong to, where you live) to contextualize the origin of the information you are sharing. Do not use a personal citation or provide a reference list entry because you do not need to cite personal information.*

Setting up essay pages and formatting tips

Paper: normal letter size paper, type on one side only, double-space.

Margins: 1" (2.54 cm) all round, right margin not justified.

Title and paging: On main Title page include the **full title of your paper in bold**, your name, the institution name, course name, instructor name and due date of paper. Pagination begins in top right corner.

Font: Use the same font throughout the text of the paper. Font options include: 11-point Calibri, 11-point Arial, 10-point Lucida, 11-point Georgia, 12-point Times New Roman. Confirm with your instructor their preferred font.

Paragraph indentation: Indent the first line of every paragraph 0.5 in. For consistency, use the tab key. The remaining lines of the paragraph should be left-aligned.

On the References page: List in alphabetical order of the sources you used in your essay.

⇒ **see an example of a Title page and a References page**

Full title of Research Paper

Student's name

College of New Caledonia

Course number: Name of Course

Instructor

Date due

References

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