

APA Style Guide

Writing and Learning Centre 2022



Alexander College
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Welcome to APA

This is a Quick Guide to APA Style citations.

- It contains sample in-text citations and references entries for the resources most commonly used by students.

If your Instructor gives specific instructions for format or citations, follow their guidelines.

Academic Integrity

Citations are **mandatory** for all academic papers and presentations. Whenever you use outside information in your writing, you must show where the information came from through citations!

Using citations will help you:

- Avoid plagiarism and Academic Alerts
- Acknowledge the efforts of the original author
- Prove your arguments are credible and can be backed up with reliable research
- Show your readers the source information so they can check your resources

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

Paper Formatting

- For APA Style papers, set paper size to Letter (21.59 x 27.94 cm or 8.5 x11 inches).
- All pages have 2.54 cm (1 inch) margins on all sides.
 - Margins and paper size may be set on the MS Word 'Page Layout' tab.
- Paragraphs are indented on the first line by 1.27 cm (½ inch).
 - Use the Paragraph dialogue box on the MS Word Home tab for paragraph settings.
 - Do not use the tab key.
- Double-space paragraphs throughout the body of your essay.

Running Head

The running head is a shortened version of a paper's title. It is **NOT** required unless your professor requests it.

- The running head appears at the top of every page, including your title page.

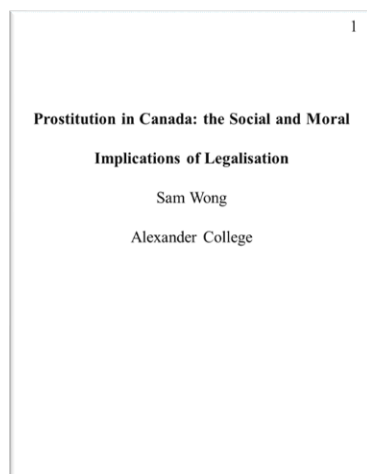
- No running head label is required for APA 7th edition.
- In the top-right margin, insert the page number and then type the title of your paper.
- The running head cannot exceed 50 characters.
- On the cover page, your running head will look like this:

PROSTITUTION IN CANADA	1
------------------------	---

On all other pages, including references, the running head will look like this:

PROSTITUTION IN CANADA	2
------------------------	---

Cover/Title Page:



- Your title should be centred in the top half of the page.
- It should be typed in upper and lower case letters, using sentence case.
 - First word and proper nouns only are capitalised.
 - Do not write your title in all caps.
 - APA titles may be longer than one line, but shouldn't be more than 12 words.
 - Type your name below the title.
 - Type Alexander College below your name.
 - Do NOT include any other information unless your instructor asks for it.

Where to Cite Your Sources

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

- **In-text citations:** In the body of your essay
 - In brackets at the end of every sentence where outside information is used
- **References:** End of your paper
 - Complete list of all your sources in alphabetical order on a separate page

In-text citations: the Basics

When to Cite

You must include in-text citations for:

- Direct quotes: use quotation marks “ ” to show that those are the author’s original words
- Paraphrases/summaries
- General ideas, concepts, or arguments of another author
- Research data and statistics

What to Cite

To cite **direct quotes** in-text, include a bracket at the end of a sentence with the following information:

- Author last name(s)
- Publication year
- Page number

To cite **paraphrases or summaries in-text**, include a bracket at the end of the sentence with the following information:

- Author last name(s)
- Publication year (If no date is provided then use n.d.)
- Page number is not required, but it helps your reader locate your source. **Check with your instructor** about whether you are required to put a page number or paragraph number using abbreviation “para.”

Incorporating In-text Citations

- **Paranthalical:** When referring to your source, you should cite the author, publication year and page number in a bracket at the end of your sentence.

Example

Jingmei begins her journey, looking at the busy city of Guangzhou through the lens of a foreigner when she thinks that “OSHA [would] have a field day here” (Tan, 1989, p. 278).

- **Textual/Narrative:** To make it clearer which source you are referring to, you are encouraged to incorporate the author name and/or article title into the discussion.
- If the author name is mentioned in-text, place the year after it in a bracket.

Example

Author Amy Tan (1989) examines the busy city of Guangzhou through the lens of her character, Jingmei, who claims that “OSHA [would] have a field day here” (p. 278).

Example of
incorporating
in-text
citations

PROPAGANDA: THE ADDICTION

2

Propaganda is ideology or biased information spread to the public through repetition. Often misleading or inconsistent with the truth, propaganda can be used by the government or by other groups to affect the recipients' attitudes of political events and manipulate their actions. The damage can be extensive, precisely because of how wide-reaching the message can be. In the case of the Mexican drug wars, the consequences of the cartel propaganda are far more damning than the legal drugs themselves as seen in a number of factors.

In the article "Propaganda in Mexico's Drug Wars", author America Y. Guevara (2013) expressed that since 2006, the drug wars have been "claiming the lives of approximately 50,000 to 100,000 people" (p. 131). The cartel propaganda that has been embedded in Mainstream Mexico are partly to blame (Guevara, 2013).

All sources cited in-text must be listed in the References.

Citing Authors' Names

	Direct Quotes	Paraphrases/Summaries
1 Author	(Smith, 2014, p. 45)	(Smith, 2014)
2 Authors	(White & Haines, 2008, p. 35)	(White & Haines, 2008)
3 or More Authors	(Atkin et al., 2013, p. 33)	(Atkin et al., 2013)
Group Author*	(Autism Canada, 2018, p. 5)	(Autism Canada, 2018)
No Authors	("Sowing the Seeds," 2017, p. 2)	("Sowing the Seeds," 2017)

***NOTE:** Group authors are organizations, companies, or institutions that are credited with the authorship of a source publication. If a source has a group author, use the full name of the group author.

****NOTE:** If the first authors of multiple sources have the same last name, include the first authors' initials in all of your in-text citations.

Example: (K. P. Greene et al., 2010; J. Greene, 2005)

Consecutive Citations: Using the Same Source Multiple Times

Consecutive citations mean you are using the same source more than once in the same paragraph. Depending on the number of authors, you would cite it differently.

Example: Paranthetical

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

Example: Textual/Narrative

Atkin et al., (2013) found that people reported higher levels of happiness when they used their financial resources to help others versus themselves. The link between “prosocial spending” and social well being (SWB) was observed in respondents across the world (Atkin et al., 2013).

Indirect Citations

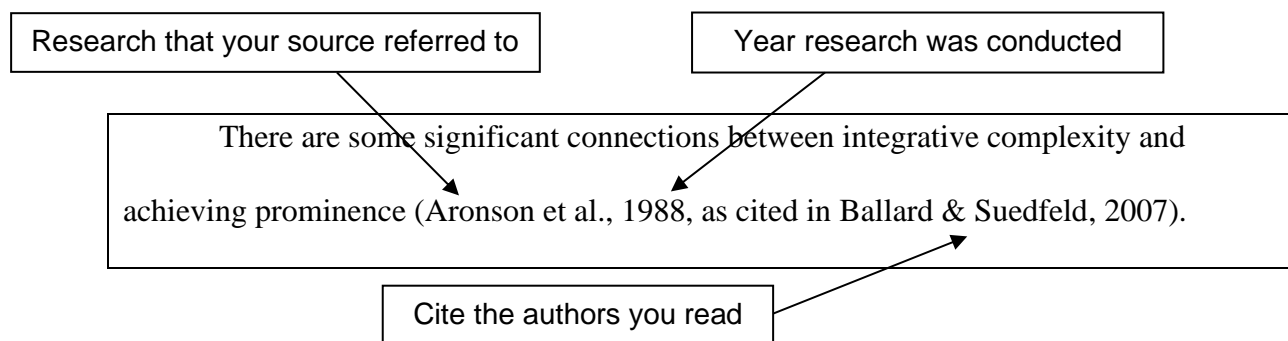
This is the most common type of citation in APA papers as researchers often rely on research by other experts to support or develop their own work.

How to tell if it's an indirect citation:

- The author you are reading is referring to another author's work in-text.

How to cite indirect citations:

- In APA 7th edition, if the author you read is referring to another source, you are strongly encouraged to look up the original source.
- If you need to use an indirect citation, mention the original author followed by the original year of publication. Then, put the authors you have read, preceded by the phrase (as cited in...) to show you did not read the original source.

In-text Citations Example:

References: the Basics

The References list is the complete list of all the **sources** used in your paper.

- It is on a separate page at the end of your essay.
- Sources are organized in alphabetical order.
- Centre the word References at the top of the page.
- **Double-space** all entries on the References page.
- Entries should have a **hanging indent** of .5 inches (1.27 cm).
 - Set up the hanging indent using “paragraph settings” on the home tab or page layout tab in MS Word.
- For multiple articles by the same author (or groups of authors), list the entries in chronological order, from earliest to most recent.
- If there is no author identified, use the title of the source.
- When the title of a work begins with an article (A, An, The) use the first significant word to determine its place in the list.
 - Example: *The Hunger Games* would be listed under ‘H’.

Formatting Authors' Names

- List **all** the authors in the order they appear on the source you are citing
- The authors' names are inverted (**Last Name** first); All given names (First/Middle) are converted to initials.
- Use an **ampersand** (&) to indicate more than one author. The & sign should be placed before the last author.
- Write the author's surname exactly as it appears in the published works; this includes hyphenated surnames.

Example:

Authors' names on the book cover: James Arthur Jones and Derek S. Lewis

References:

Jones, J. A. & Lewis, D. S.

Multiple Authors

- Provide the last names and initials for up to and including 20 authors.
- For 2-20 authors, use an **ampersand** (&) before the final author's name.

Example:

Authors' names on the book cover: Harry J. Potter, Albus Percival Wolfric Brian Dumbledore, Filius Flitwick, Minerva McGonagall, Horace Slughorn, Rubeus Hagrid, Pomona Sprout, Sybill Trelawney, Poppy Pomfrey, Gilderoy Lockhart, Luna Lovegood, and Hermione J. Granger-Weasley.

References:

Potter, H.J., Dumbledore, A.P.W.B., Flitwick, F., McGonagall, M., Slughorn, H., Hagrid, R., ... & Granger-Weasley, H.J.

21+ Authors

- For 21 or more authors, include the surnames and initials of the first 19 authors, and add an ellipsis (...) but no ampersand (&) before the final author's name.

No Authors

- Use the full title of the source.
- If there is no date, use (n.d.).
- Use the word "Anonymous" in place of author only if the author is credited as "Anonymous" in the publication.
- If there is no author, alphabetize the source by the next most important word – ignore "A", "An", and "The".
- Alphabetize titles with numerals as if they were spelled out
 - Example: "Best 9 films of all time" would be listed before "Best 2 films of all time" because "n" in "nine" precedes "t" in two

Capitalization

- Capitalize the first word of every title or heading, including "The" or "A"
- Capitalize only the first word of a book title or the first words after a colon or dash
- Proper nouns are **always** capitalized
- All other words are in lower case

Example:

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

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

- **Journal titles** are capitalized **exactly** as they appear on the cover of the journal

Example:

Title on Book Cover: *Child Psychiatry & Human Development*

Title in References: *Child Psychiatry & Human Development*

Citing Online Sources

- Use the Alexander College Library databases first.
 - If you plan to use databases from other colleges, check with your instructor.
 - For help with the databases, please consult one of our librarians.
- Not all websites are credible. Before using a website for your research, check with your instructor.
- Check the date before using a website, as the information may be outdated.
 - Include the date of the last revision (if available).
 - Use (n.d.) in place of a date.
- Use English-language sources ONLY for your assignments.
- Provide complete URLs or DOIs when citing an online source.
 - In the 7th Edition, do not use “Retrieved from.” Just use the URL.
 - DOIs should be formatted like a website. <http://doi.10...>

Journal Article from Online Database

- Titles of articles are placed inside “quotation marks.”
- Titles of Journals and Databases are *italicized*.
- Volume and issue numbers must be included; if not available, don’t make them up.

References Format	<table><tr><td>Author's last name, initials.</td><td>(Published year).</td><td>Article title.</td><td>Journal Title,</td></tr><tr><td>Volume # (Issue #),</td><td>Full page range.</td><td colspan="2">URL</td></tr></table>				Author's last name, initials.	(Published year).	Article title.	Journal Title,	Volume # (Issue #),	Full page range.	URL	
	Author's last name, initials.	(Published year).	Article title.	Journal Title,								
Volume # (Issue #),	Full page range.	URL										
References Example	Source with URL											
	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. <i>Child Psychiatry & Human Development</i> , 44(2), 290-304. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ssf&AN=86177275&site=ehost-live&scope=site											
	Source with DOI											
	Hughes, L., & Short, J. (2014). Partying, cruising, and hanging in the streets: Gangs, routine activities, and delinquency and violence in Chicago, 1959-1962. <i>Journal of Quantitative Criminology</i> , 30 (3), 415-451. https://doi.10.1007/s10940-013-9209-y											

Article from a Website

Anyone can create a webpage and they can write whatever they want. Before you use a website for your research, make sure that it is a credible academic source.

How to tell if a website is a credible source:

- Author with proper credentials (affiliation with reputable universities/professional organizations)
- Date last updated
- Government/official website
- Sources consulted
- Domain name
 - .com, .org and .net can be bought and used by anyone
 - .edu is reserved only for colleges and universities
 - .gov are government websites
- Academic/professional writing style
- Professional site design

Article from a Website with an Author

References Format	<div> <div>Author's last name, initials.</div> <div>(Year, month date).</div> <div>Article title.</div> </div> <div> <div>Website Name.</div> <div>URL</div> </div>
References Example	<div>Source with Individual Author(s)</div> <p>Chan, A. B. (2019, May 22). <i>Chinese Canadians</i>. The Canadian Encyclopedia.</p> <p>http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians</p> <div>Source with Group Author</div> <p>Canadian Space Agency. (2020, April 22). <i>Creating Moon Craters</i>.</p> <p>Government of Canada. https://www.asc-csa.gc.ca/eng/activities/fun-experiments/creating-moon-craters.asp</p>

Article from a Website without an Author

References Format	<div>Article Title.</div> <div>(Year, month date).</div> <div>Website name.</div> <div>URL</div>
References Example	<p><i>How to create a realistic travel budget that actually works.</i> (n.d.).</p> <p>Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget</p>

Online Newspaper & Magazine

References Format	<div>Author's last name, initials.</div> <div>(Year, month date).</div> <div>Article title.</div> <div>Magazine or Newspaper title.</div> <div>URL</div>
References Example	<p>Brearton, S. (2020, August 4). <i>COVID-19 has drastically affected Canadian travel spending.</i> Maclean's. https://www.macleans.ca/society/covid-19-has-drastically-affected-canadian-travel-spending/</p>

E-Book

References Format	<div>Author's last name, initials.</div> <div>(Publication year).</div> <div>Book title (edition if applicable).</div> <div>Publisher.</div> <div>URL</div>
References Example	<p>Fernald, L. (2008). <i>Psychology: Six perspectives.</i> SAGE Publication, Inc.</p> <p>http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=474599&site=eds-live&scope=site</p>

Lecture Notes

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

PowerPoint Slides

References Format	<table><tr><td>Author's last name, initials.</td><td>(Year).</td><td>Title of presentation [PowerPoint slides].</td></tr><tr><td>Platform name.</td><td>URL</td><td></td></tr></table>	Author's last name, initials.	(Year).	Title of presentation [PowerPoint slides].	Platform name.	URL	
Author's last name, initials.	(Year).	Title of presentation [PowerPoint slides].					
Platform name.	URL						
References Example	<p>Chan, H. (2019). How to be an academic angel and avoid plagiarism [PowerPoint slides]. Canvas@AC.</p> <p>https://canvas.alexandercollege.ca/courses/62/files/5615?module_item_id=2592</p>						

Citing Print Sources

Abbreviation Rules

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

- Editors are mentioned in References
- **NOTE:** Articles from online databases or PDF documents you downloaded and printed are **NOT** considered print sources.

Book

- If there is more than one author, follow the guidelines on p. 6

References Format	<div>Author's last name, initials. (Publication year). <i>Book title</i> (edition if applicable).</div> <div>Publisher.</div>
References Examples	Adler, F., Mueller, G. O. W., & Laufer, W. S. (2007). <i>Criminology</i> (6 th ed.). McGraw-Hill.

Anthology (Edited Collection)

How to tell if your source is an anthology:

- Thick printed book
- Contains articles/short stories by many different authors
- Editors' names on the cover

Cite the editors in the References after the title of the anthology

- Titles of articles are placed inside "quotation marks"
- Title of the anthology is *italicized*
- List the full page range of the selection from the anthology

References Format	<div>Author's last name, initials. (Publication year). Article title. In Editor initials</div> <div>Last name, (Eds.), <i>Book title</i> (Full page range). Publisher.</div>
References Example	Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner, (Eds.), <i>Marxism and the Chinese experience</i> (pp. 210-234). M.E. Sharpe, Inc.

Citing Recorded Media

- In APA 7th Edition, it is not necessary to specify how you watched a film (DVD/streaming online).
- You may include the information in a [] if you used a commentary.
 - (Example: [Film; special extended ed. on DVD])

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

References Format	<div>Director last name, initials. (Director).</div> <div>(Year).</div> <div><i>Movie title</i> [Film].</div> <div>Studio.</div>
References example	Polanski, R. (Director). (1974). <i>Chinatown</i> [Film]. Paramount Pictures.

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

References Format	<div>Uploader name.</div> <div>(Year, Month date).</div> <div><i>Title of the video</i> [Video].</div> <div>Website Name.</div> <div>URL</div>
References example	Talltanic. (2017, January 8). <i>13 smallest animals in the world</i> [Video]. YouTube. http://www.youtube.com/watch?v=bU9yc6OTqGY

- Include the speaker's name if it is different from the uploader's name (in case of a TED video uploaded on to their website)

References Format	<div>Speaker last name, initials.</div> <div>(Year, Month date).</div> <div><i>Title of the video</i> [Video].</div> <div>Website Name.</div> <div>URL</div>
References example	Ocko, I. (2021, October). <i>The fastest way to show climate change now</i> [Video]. TED. https://www.ted.com/talks/ilissa_ocko_the_fastest_way_to_slow_climate_change_now

Podcasts

References Format	<table><tr><td>Host last name, initials. (Host).</td><td>(Year, Month date).</td><td>Title of podcast (Ep. #)</td></tr><tr><td>[Audio/Video podcast episode].</td><td>In <i>Podcast Name</i>.</td><td>Publisher.</td><td>URL</td></tr></table>	Host last name, initials. (Host).	(Year, Month date).	Title of podcast (Ep. #)	[Audio/Video podcast episode].	In <i>Podcast Name</i> .	Publisher.	URL
Host last name, initials. (Host).	(Year, Month date).	Title of podcast (Ep. #)						
[Audio/Video podcast episode].	In <i>Podcast Name</i> .	Publisher.	URL					
References example	Lilley, S., & Soong, C. S. (Host) (2019, November 11). Grade-divided schools: A political history [Audio podcast]. In <i>Against the Grain</i> . KPFA. https://kpfa.org/episode/against-the-grain-november-11/							

Photograph

- Always include the in-text citation below the photograph.

References Format	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Photographer/Creator last name, initials.</td><td style="width: 50%;">(Year, Month date).</td></tr> <tr> <td><i>Title of photograph</i></td><td>[Photograph]. Publisher. URL</td></tr> </table>	Photographer/Creator last name, initials.	(Year, Month date).	<i>Title of photograph</i>	[Photograph]. Publisher. URL
Photographer/Creator last name, initials.	(Year, Month date).				
<i>Title of photograph</i>	[Photograph]. Publisher. URL				
References example	<p>Ebbets, C. C. (1932). <i>Lunch atop a skyscraper</i> [Photograph]. The New York Times. https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/</p>				

The following page is a sample references page 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*, 210-234. M. E. Sharpe, Inc.
- Brearton, S. (2020, August 4). *COVID-19 has drastically affected Canadian travel spending*. Maclean's.
<https://www.macleans.ca/society/covid-19-has-dramatically-affected-canadian-travel-spending/>
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- Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia.
<http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians>.
- Covey, S. R. (1989). *The seven habits of highly effective people: Restoring the character ethic*. Anchor Books.
- Ebbets, C. C. (1932). *Lunch atop a skyscraper* [Photograph]. The New York Times.
<https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/>
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- 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.
<http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ssf&AN=86177275&site=ehost-live&scope=site>
- 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/>
- 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

Polanski, R. (Director). (1974). *Chinatown* [Film]. Paramount Pictures.

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.