APA Style Guide

- This guide shows the most common scenarios for APA citing. For more examples, consult:
  
  

- Many publications used as examples in this guide are fictitious and created for illustration purposes.

➤ General Rules: In-text Citations

APA style requires you to cite your sources within the text of your paper. Cite the source of all material you paraphrase, summarize, or quote. Elements are separated by commas.

- Cite the last name of the author(s) and the year of publication.
  
  **Example:** According to one study of music students (Jones, 2000) ...

- If you include the author’s name in the sentence, don’t cite it in parentheses.
  
  **Example:** Smith (2000) found that music students who ...

- For a work by three to five authors, include all authors in the first citation. Subsequent citations should include only the first author’s surname, followed by *et al.* and the year of publication.
  
  **Example:** First Citation (Smith, Jones, Brown, Stuart, & Anderson, 2006)
  
  Subsequent Citations (Smith et al., 2006)

- For a work by six or more authors, cite only the last name of the first author, followed by *et al.* and the year of publication.
  
  **Example:** (Smith et al., 2001)

- Second and subsequent citations of a source within a paragraph: omit the year.
  
  **Example:** Smith demonstrates...

- If the citation is for a direct quote, include the page number(s). Abbreviate page as *p.* and pages as *pp.*
  
  **Example:** (Smith, 2000, p. 84)

- **Note:** If the context in which the quotation appears makes it clear which document in the bibliography the quote is from, then no further identification is needed:
  
  **Example:** Baudino and Wyatt (2004) advocate "active learning promotes critical thinking and direct application of critical concepts" (p. 17).

- **Multiple sources cited within the same parentheses:** Place the citations in alphabetical order by author last name. Separate citations with a semicolon.
  
  **Example:** (Smith, 2004; Jones & Brown, 2002; Anderson, 2005)

- For **multiple sources by the same author(s)**, cite the author(s) once. List the dates chronologically, earliest first, and separate with commas.
  
  **Example:** (Jones & Brown, 2003, 2004)

- For works with **no author**, use the first few words of the reference list entry (usually, part of the title).
  
  **Example:** Web Usability Studies are commonly conducted in libraries ("Benefits of Usability Studies," 2002, p. 34).
Legal sources, such as court cases, statutes, and legislation are treated as works with no author (see above). In-text citations should include the first few words of the reference followed by the year of publication.

Bills and statutes should be cited with the official or popular title of the legislation, and the year it was passed.

Examples: Bill C-26 (2005) had numerous effects on...

Freedom of association is considered fundamental in Canadian law (Canadian Charter of Rights and Freedoms, 1982).

Case law titles are italicized for in-text citations.

Example: (R. v. Latimer, 2001)

For secondary sources (source cited in another source), refer to both sources in your in-text citation. In the reference list, only list the source you actually used.

Example: (Jones, 1998, as cited in Smith, 2006)

Note: In this example, Smith (2006) would appear in the reference list, but Jones (1998) would not.

For material on a Web page without page numbers: cite the section heading and the paragraph number (count down from the heading).

Example: (Anderson, 2006, Introduction section, para. 2)

Personal communications, such as lectures, personal e-mail messages, or private interviews that you conducted with another person should be referred to in your in-text citations but NOT in your reference list.

Personal communications can include information taken from course management tools such as Blackboard or Moodle.

Provide the surname and initials of the person with whom you were communicating, and an exact date if possible.

Example: J. Reiss indicated that “anthropologists are still debating the reasons for the Neanderthals’ disappearance” (personal communication, May 3, 2000).

General Rules: Reference List

The reference list appears at the end of your paper and helps readers locate your sources. It includes all works cited in your paper.

Format

• Begin the reference list on a new page and give it the heading References. Centre the heading.
• Double-space the entire reference list.
• For each reference, indent all lines other than the first line, one-half inch from the left margin.

List Order

• Alphabetize the list by authors’ last names. If a reference has no author, use the first word of the title.
• If several references have the same author(s), list them in the order they were published, earliest first.

Authors and Editors

• Place last name first and use initials for first and middle names.
• Two to six authors: separate names with commas; place & before the final name.
• Eight or more authors: name the first six authors, then insert three ellipsis points (...) followed by the final author’s name.
• Editor: add (Ed.) after the name. Multiple editors: add (Eds.) after the last-listed editor.
• Work by a group author: alphabetize in the reference list by the first significant word in the name.
• No known author or editor: begin the reference with the title, followed by the date.
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Date of Publication
• If the date of publication is unknown, use n.d. in place of the date.

Titles
• Articles, books, chapters, Web pages: capitalize only the first word of the title, the first word of the subtitle, and any proper names.
• Journals, other published periodicals (newspapers, magazines, etc.), and Web sites: capitalize each significant word.
• Italicize the titles of books and periodicals, including the volume number of periodicals.

Place of Publication
• If multiple cities are listed, use the first or the location of the publisher’s home office.
• If the publisher is located within the United States, provide the city and state as the location. For publishers outside of the United States, use the city and country.

Publisher’s Name
• Omit terms such as Publishers, Co., and Inc., but retain Books and Press.

Electronic Sources
• Give the date you retrieved the information if it is unclear when it was last updated (e.g., a Web page or dictionary entry), or if the content may change over time (e.g., Wikis) using this form: Retrieved April 15, 2009
• Do not include the retrieval date if referencing the final or archival version of an article (most journals).
• Article with a DOI (Document Object Identifier, typically found on the first page of the article): cite the DOI and do not include the database or Web site name.
• Article without a DOI: for open access content, give the exact URL for the cited material; for content accessible by subscription, give the database name or journal home page URL.
• Use Available from instead of Retrieved from when the URL leads to information on how to obtain the cited material rather than to the material itself, such as with material from subscription or password-only sites.
• Do not put a period after the URL.
• If you are retrieving an electronic book and know the software used to display it (e.g. DX Reader, Adobe Digital Editions), include it in square brackets after the title, followed by a period. This appears before any URL or DOI information.

Legal Sources
• APA style uses The Bluebook: A Uniform Style of Citation, 18th ed. as a guideline for creating legal citations. Examples for some common sources are included at the end of this guide.
• Canadian sources may include additional information required to identify and locate the source.
• Statute citations should be constructed as follows: Name of Act, Volume Source § section number (year).
  • Note: Canadian statutes should include jurisdiction immediately after the Volume. Session or supplement, chapter, and pinpoint locations should be substituted for the session symbol ($) and section number.
• Bill citations should be constructed as follows: Bill/Resolution Number, Legislative Session, Volume Source page (year) (enacted).
  • Note: Canadian bills have official titles which should be included at the start of the citation, followed by a comma. The pinpoint location is substituted for volume, source and page number.
• Case Law citations should be constructed: Name v. Name, Volume Source Page (Court Date).
  • Note: In Canadian cases, the Court and Date may be located in the neutral citation. The reporter should be considered the Source. If the year of the reporter needs to be included, place it in square brackets before the volume.
Reference List Examples

Book: 1 or 2 authors
(p.174-175, 203)


Book: 3 to 5 authors
(p.175)


Book: group as author
(agency, organization, company, etc.) (pp.176, 184)


**First in-text citation:** (Canadian Mental Health Association [CMHA], 2003)

**Subsequent citations:** (CMHA, 2003)


Book: no author
(pp.176-177)


Book, edited: chapter or article (p.202)


Encyclopedia entry
(pp.202-203)


Encyclopedia entry: online (p.202)


Journal article: print
(p. 198)


Journal article: with DOI from online database or e-journal (p. 198)


Journal article: no DOI (include URL for the journal website) (p.199)


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Journal article: no DOI, from a subscription e-journal


Web site, entire


Image: (see Figures, pp.159-160)

In the text, number the images consecutively, and refer to an image by its number (ex. Figure 1, Table 2). Captions and notes are placed immediately below the image, centered on the page.

**In-text citation:** It is very likely that Barnard’s *Mission Ridge Scene of Sherman’s Attack* (Figure 1) was one of several photographs taken after Sherman’s active campaign in Tennessee.

**Caption (image taken from print source):**

*Figure 1. Mission Ridge Scene of Sherman’s Attack* by G. N. Barnard, 1864 or 1866. *Note:* From George N. Barnard: *Photographer of Sherman’s campaign*, by K. F. Davis, 1990, Kansas City, Missouri: Hallmark Cards, p.120. Copyright 1990 by Hallmark Cards. Reprinted with permission.

**Caption (online image):**


**Reference Citation (online image):**


**Note:** For an image taken from a published source (i.e. a print or electronic book, journal, etc.), cite in your reference list as you would for a text quotation: cite the source, NOT the individual image.

**Note:** Copyright information (if any) must appear in the caption. If the image is under copyright and you will be displaying or publishing the project, you MUST contact the copyright holder for permission to use the image. Images from open access sites (such as Creative Commons) often have usage restrictions (e.g. educational only) or requirements (e.g. inclusion of the URL); make sure you comply with any requirements listed.

Web page: no author, no date

**Motion picture (p.209)**


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Television episode
(p.210)


Television series


Reprinted custom course materials


In-text citation: (Powell, 1984/2007)

Do not include personal communications (such as e-mails, letters, and interviews) or class lecture notes in the reference list, as they cannot be accessed or recovered by others. Cite them only in the text.

In-text citation: (C. Ross, personal communication, April 1, 2006)
Or: In a lecture to an ANTH 250 class on March 6, 2009, Professor Collins stated...
Or: In a January 5, 2009 ADMN 507 class Powerpoint lecture, one slide illustrated...

Podcast (p.210)


Blog post (p.215)


Video post (p.215)


Facebook, Twitter, or other social media sites

For discussion of an entire feed from an individual or group, provide the site URL in parentheses in the text. You do not need to include these in your reference list.

In-text citation: The PostSecret phenomenon has expanded its web presence through use of Facebook (http://www.facebook.com/pages/PostSecret/21977955239), and Twitter (http://twitter.com/postsecret)...

To discuss single posts, both in-text citations and reference list entries are required. Titles should be taken verbatim from the post content, including punctuation and URLs. Long titles may be truncated.

In-text citation: PostSecret uses the social networking tools to update followers on both events related to PostSecret (for example, PostSecret 2010a), and general events that might be of interest, such as the death of activist Howard Zinn (PostSecret, 2010b).

Reference list:


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**Legal (pp.216-224): Bill**


**Statute**


**Case Law**
