

# APA Citation Style

## Guide to Bibliographic Citation



**Please Note:**

**This handout is based on the  
Publication Manual of the American Psychological Association,  
6<sup>th</sup> edition, 2010.**

**Your professor may prefer a different edition.**

**While Library staff have made every effort to avoid errors in this document,  
we strongly encourage students to verify this information with the  
publication manual itself or with your professor.**

## Avoiding Plagiarism

When writing a research paper, lab report or any other type of academic assignment, you will likely use resources such as books, articles and websites written by other people to support your argument. However, when using someone else's information, you must indicate where that information came from (credit must be given where credit is due). **If you fail to acknowledge your sources, you are guilty of plagiarism.** Plagiarism is a serious offence which may lead to lost marks or a failing grade.

There are many different formats for providing credit (also known as bibliographic citation) to other sources within your research paper. This handout provides a brief summary of the **APA** style guidelines as outlined in the sixth edition of the *Publication Manual of the American Psychological Association* (2010). The examples presented illustrate the more common types of bibliographic citation.

Please note that this handout should only be used as a guide. For complete information and additional examples consult the Library's copy of the *Publication Manual of the American Psychological Association*.

PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS THAT MAY DIFFER FROM THOSE OUTLINED BY THE APA GUIDELINES, 2010 EDITION. YOUR PROFESSOR MAY PREFER TO USE A DIFFERENT EDITION OF THE APA GUIDELINES.

## When to cite

Before examining the specific formats of the APA citation style (which are explained in detail in the following pages), it is important to understand when to cite to prevent plagiarism. A source must be cited or acknowledged when you:

- quote material verbatim (word for word)
- reword or paraphrase materials
- include statistics or findings from a survey or study
- incorporate facts, ideas or opinions that are not common knowledge

When you **summarize a concept that is not common knowledge**, you must cite your source. It is not necessary to cite information that is widely known by your audience – such as: “milk is a good source of calcium” or “good oral care prevents tooth decay”.

Listed below are a few examples to illustrate when citations are required.

Assume that you have been given an assignment on the impact of working part-time on high school students and you decide to use an article written by Gisele Carriere entitled “Weekly work hours and health-related behaviours in full-time students” from *Health Reports*, June 2005, volume 16, number 4, pages 11 to 22.

Here is a passage taken directly from page 13 of the above-mentioned article:

In 2003, an estimated 63% of full-time high-school students aged 15 to 17 had worked for pay in part- or full-time jobs in the past 12 months (Table 1). The older teens in this group were more likely to work, as were those from households with higher incomes or in rural areas.

### Example 1

Citation is required if you use a **direct quote** from a source in your paper. Note that a page number is required when using quotes.

Many high schools students to have part-time jobs, particularly those from "households with higher incomes or in rural areas" (Carriere, 2005, p. 13).

If your quotation is 40 words or more, use a freestanding block of text without the quotation marks. The block quotation should start on a new line and be double-spaced and indented from the left margin. For an example, see the "Quotations" section toward the end of this document.

### Example 2

**Paraphrasing** or **rewording** the passage does not make it your own. Look at the following change; citing is still required. As this is not a direct, verbatim quote a page number is not necessary, but is encouraged as it would help your reader locate the relevant passage in the source. Note: the example below does provide the relevant page number; the majority of examples used through this handout do not.

While the majority of high schools students do have part or full-time employment, 37% do not engage in paid work (Carriere, 2005, p. 13).

### Example 3

**Statistics** must always be cited. The cited statistics are from a chart within Carriere's article.

In 2003, seventy-eight percent of female high school students worked weekends, compared to seventy-three percent of male students (Carriere, 2005, p. 13).

### What to cite

The previous examples were taken from journal articles but proper citation applies to all types of formats including books, journals, newspapers, works by associations or corporations, encyclopedias, dictionaries, technical reports, videocassettes, websites, electronic journal articles, etc.

Due to concerns regarding plagiarism, students often complain that their essays are a string of cited lines and paragraphs. However, it is *how* you interpret the information from various sources and bring it together, that is uniquely yours. No other individual will come up with quite the same combination. If you are in doubt if a citation is required, it is better to cite than not cite.

## **In Text Citations and Reference List Citations**

Information that you take from other sources must be acknowledged within the body of the text (**in text citations**) *and* at the end of the paper (in the **reference list**). It is important that all material cited within the text must appear in the reference list, and vice versa. The only exceptions to this, according to APA, are classical works that have standardized sections across editions and personal communications.

### **In Text Citations**

Citations within the text are brief and include the author's name, the year of publication, and the page numbers where appropriate. These short references provide enough information for the reader to locate the full citation in the reference list at the end of the paper.

Note: Page numbers are not absolutely necessary when paraphrasing an author's ideas, but are encouraged. Although most of the examples shown here do not include the page number, the format would be (Wilson, 2001, p. 47) or (Wilson, 2001, pp. 111-112) for multiple pages.

The surname of the author and the year of publication are inserted in the text at the appropriate point (e.g. before a comma, after a quotation or at the end of the sentence).

In an earlier patient survey (Wilson, 2001), it was found

If the name of the author appears in the sentence, only the year is required in the citation.

Wilson (2001) surveyed patients and discovered

A study by Kirton et al. (2001) found that

In the majority of the examples listed in the following sections, the in text citations are given as if the author's name was not used in the sentence. However, it is generally advisable to use the author's name in the sentence with only the year in brackets, as it makes the text easier to read (less fragmented).

### **Reference List Citations**

The reference list should start on a new page and the word *References* should be centered at the top of the page (see the sample reference list at the end of this document). All reference entries should be **double-spaced** (the examples used throughout this handout are single spaced due to space limitations). APA uses a hanging-indent format – the first line of each entry is flush left and subsequent lines are indented.

#### Alphabetizing:

Entries should be arranged alphabetically by author's surname or name of a corporate body. If the author is unknown, alphabetize the entry in the list by its title.

If two authors have the same last name, alphabetize by the first initial (e.g. *Smith, A.* would appear in the list before *Smith, R.*). If there are two works by the same author, list them in order of publication with the oldest item listed first (e.g. an item written in 1998 would appear before an item written in 2008). If there are two items written by the same author in the same year, identify them by the suffixes a, b, c, d, etc. after the year. For more examples, see the Library's copy of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition, 2010, p. 181.

**The following are some common APA style examples illustrating how to provide in text and reference citations. A sample Reference list is included at the end of this document.**

**For complete information and an exhaustive list of examples please consult the Library's copy of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition, 2010.**

### **Examples of Print Materials:**

#### **Book (general reference format)**

Author, A. A. (Year of publication). *Title of work: Subtitle*. Place of publication: Publisher.

Elements that must be included in reference list citations are: author name (use only initials for first name), title, date of publication and publisher information. The title of the book should be italicised.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

#### **Book (no author)**

**In Text:** The spinal column (*Dorland's Illustrated*, 2000) has

If referring to a book, brochure or report, the first few words of the title in the in text citation should be in italics. If referring to an article or chapter, the first few words should be in double quotes and capitalized.

**Reference:** *Dorland's illustrated medical dictionary* (29th ed.). (2000). Philadelphia: Saunders.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

#### **Book (one author)**

**In Text:** Plagiarism is quite often unintentional (Ballenger, 2007) as

**Reference:** Ballenger, B. (2007). *The curious researcher: A guide to writing research papers*. Toronto: Pearson Longman.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

#### **Book (two authors)**

**In Text:** In the United States, the occupation of registered nurse is expected to see the largest growth in the next decade (Cherry & Jacob, 2005).

**Reference:** Cherry, B., & Jacob, S. R. (2005). *Contemporary nursing: Issues, trends, & management* (3<sup>rd</sup> ed.). St. Louis, MO: Elsevier Mosby.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

**Book**  
**(three to five authors)**

**In Text, first citation:** The study (Kirton, Talotta, & Zwolski, 2001) concluded

**In Text, subsequent citations:** (Kirton et al., 2001)

**Reference:** Kirton, C. A., Talotta, D., & Zwolski, K. (2001). *Handbook of HIV/AIDS nursing*. St. Louis, MO: Mosby.

All of the authors are cited in the text the first time the reference appears. For subsequent citations, use the first surname followed by *et al.* (not italicized and with a period after "al"), a term meaning "and others". The only exception is when two distinct references shorten to the same first author. In this case list enough subsequent authors to establish a distinction between the two references.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

**Book**  
**(six or more authors)**

In text citation – for items with six or more authors, the in text citation requires only the first author's name, followed by *et al.* (not italicised and with a period after *al.*)

**In Text:** The study (Wolchik et al., 2000) found

For the reference citation – if an item has six or seven authors, cite all of the authors' names as in the first example below. If there are eight or more authors, include the first six authors' names, then insert three ellipses and add the last author's name as in the second example below.

**Reference:** Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L. (2000). *Neuroscience*. Philadelphia: Saunders.

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F.,...Author, J. J. (Year). *Title of book*. Place of publication: Publisher.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

**Edited Book**

**In Text:** The relationship between crime and schizophrenia (Raine, 2006)

**Reference:** Raine, A. (Ed.). (2006). *Crime and schizophrenia: Causes and cures*. New York: Nova Science.

Greenspan, E. L., & Rosenberg, M. (Eds.). (2009). *Martin's annual criminal code: Student edition 2010*. Aurora, ON: Canada Law Book.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

### Chapter in an Edited Book

**In Text:** There are a several key learning theories (Young & Wasserman, 2005).

**Reference – general form:**

Chapter author. (publication year). Title of chapter. In editor's name (Ed.), *Title of book* (chapter pages). Place of publication: Publisher.

Young, M. E., & Wasserman, E. A. (2005). Theories of learning. In K. Lamberts & R. L. Goldstone (Eds.), *Handbook of cognition* (pp. 161-182). Thousand Oaks, CA: Sage.

Note: for electronic books, see the example in the Electronic Sources section for general formatting.

### Government Document

Government documents may have individual authors (as in the example below) or may have an entire department as an author (see the section below entitled 'Group as Author'). The government department may be the publisher and the place of publication may be the city of the department's head office.

**In Text:** Crime is a growing concern (Fitzgerald, 2008)

**Reference:** Fitzgerald, R. (2008). *Fear of crime and the neighbourhood context in Canadian cities*. Ottawa: Statistics Canada.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

### Group as Author, including Government Documents (government agency, associations, corporations, etc.)

**In Text, first citation:** The use of biased language should be avoided when possible (American Psychological Association [APA], 2005)

**Subsequent citations:** (APA, 2005)

If the organization has a well-known abbreviation, as in the example above, include it in brackets the first time the sources are cited and then use only the abbreviation in later citations.

**Reference:** American Psychological Association. (2005). *Concise rules of APA style*. Washington: Author.

Canada Royal Commission on Aboriginal Peoples. (1995). *Choosing life: Special report on suicide among Aboriginal people*. Ottawa, ON: Ministry of Supply and Services Canada.

Statistics Canada. (1998). *Family expenditure in Canada, 1996* (No. 62-555-XPB). Ottawa, Ontario: Author.

Publications with a group author (e.g. annual reports or government documents) are often published by the group itself. In these cases the publisher is listed as **Author** and the place of publication is often the city of the corporation's head office.

Note: for electronic resources, see the example in the Electronic Sources section.

### Encyclopedia Entry

**In Text:** Chemical elements are the building blocks of all materials (Usselman, 2006).

**Reference – general form:**

Section author. (publication year). Title of section. In *Title of encyclopedia* (volume number, pages). Place of publication: Publisher.

Usselman, M. (2006). Chemistry. In *The world book encyclopedia* (Vol. 3, pp. 398-407). Chicago: World Book.

If there is no author, use the following format:

Title of entry. (2006). In *Title of encyclopedia* (Vol. xx, pp. xx-xx). Place of publication: Publisher.

Note: for electronic resources, see the general examples in the Electronic Sources section.

### Conference Papers or Proceedings

Conference papers or proceedings may also be published in book or periodical form. Use the appropriate book or periodical (journal) citation format, as found elsewhere in this document.

Contributor, A. A., & Contributor, B. B. (year). Title of paper or proceeding. In A. Editor (Ed.), *Title of symposium or conference* (pp. x-x). Place of publication: Publisher.

Presenter, A. A. (Year, Month). *Title of paper*. Paper presented at the meeting of Organization Name, Location.

For more examples, see page 206 of the *Publication Manual of the American Psychological Association*.

### Periodicals (Journals, Magazines, Newspapers) (general reference form)

Author, A. A. (Year). Title of article. *Title of Periodical*, volume(issue), page-range.

Journal article references include the author of the article, date, title of the article, title of the journal (in italics), volume and issue information (volume number should also be in italics) and the page range of the article.

**NEW:** the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* recommends including a DOI number (Digital Object Identifier) for paper or online journal articles if one has been assigned to the article. The DOI number is an identification system used for intellectual property found in the digital environment. The DOI number acts as a persistent link to the online form of the item (if the Library subscribes to it). If the document has been assigned a DOI number, it is usually listed on the first page of the article.

Author, A. A. (Year). Title of article. *Title of Periodical*, volume(issue), page-range. doi: xx.xxxxxxxx

Note: for electronic resources, see the examples in the Electronic Sources section for general formatting.



**Journal Article  
(one author)**

**In Text:** Clinical trials (Thorne, 2001) indicate

**Reference:** Thorne, S. E. (2001). Complementary and alternative medicine: Critical issues of nursing practice and policy. *Canadian Nurse, 97*(4), 27-30.

The 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* recommends including a DOI number for print or electronic articles if one is provided (see next example) – the DOI is usually indicated on the first page of the article.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

**Journal Article  
(two authors)**

**In Text:** An individual's marital status is a factor (Herbst-Damm & Kulik, 2005)

**Reference:** Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi:10.1037/0278-6133.24.2.225

The 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* recommends including a DOI number for print or electronic articles if one is provided – the DOI is usually indicated on the first page of the article.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

**Journal Article  
(three to five authors)**

**In Text, first citation:** Palliative care focuses on geriatric syndromes (Kapo, Morrison, & Liao, 2007)

**In Text, subsequent citations:** (Kapo et al., 2007)

**Reference:** Kapo, J., Morrison, L. J., & Liao, S. (2007). Palliative care for the older adult. *Journal of Palliative Medicine, 10*(1), 185-209.

The 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* recommends including a DOI number for print or electronic articles if one is provided (see example for two authors) – the DOI is usually indicated on the first page of the article.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

### Journal Articles (six or more authors)

In text citation - for items with six or more authors, the in text citation requires only the first author's name, followed by *et al.* (not italicised and with a period after *a*).

**In Text:** The study of recent newborns (Davies et al., 2002) concluded that

For the reference citation - if an article has six or seven authors, cite all of the authors' names in the reference citation, as in the first example below. If there are eight or more authors, include the first six authors' names, then insert three ellipses and add the last author's name as in the second example.

**Reference:** Davies, B., Hodnett, E., Hannah, M., O'Brien-Pallas, L., Pringle, D., Wells, G. (2002). Fetal health surveillance: A community-wide approach versus a tailored intervention for the implementation of clinical practice guidelines. *CMAJ: Canadian Medical Association Journal*, 167(5), 469-474.

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi: 10.1080/1462220410001676305

The 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* recommends including a DOI number if one is provided – the DOI is usually indicated on the first page of the article.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

### Newspaper Article (with author)

**In Text:** A nursing shortage will occur over the next decade (Robinson, 2002).

**Reference:** Robinson, L. (2002, September 10). Simple solutions to address nursing labour shortage. *The Hamilton Spectator*, p. B4.

References for titles that are published daily (e.g. newspapers) include the year, month and day of the issue. Newspaper references also require a p. (for single page articles) or pp. (if multiple pages) to indicate page number(s). If the article continues on more than one page in non-sequential order, give all page numbers and separate the numbers with a comma (e.g., pp. B1, B3).

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

### Newspaper Article (no author)

**In Text:** Medication may be delivered in various formats ("Medicated Gum," 2002)

**Reference:** Medicated gum helpful to seniors. (2002, September 19). *The Kitchener-Waterloo Record*, pp. C2, C4.

Alphabetise by the first significant word in the title. For example, if the title was "The new health-care system", list it under *new*.

Note: for electronic resources, see the example in the Electronic Sources section for general formatting.

## **Examples of Electronic Sources**

The 6th edition of the APA style guide has new guidelines for citing electronic references. However, your instructor may prefer a different format. PLEASE CHECK WITH YOUR INSTRUCTOR FOR ANY ADDITIONAL REQUIREMENTS.

### **Journal Article - Online**

Many journal articles have an assigned DOI number (Digital Object Identifier), which is an identification system used for intellectual property found in the digital environment that acts as a persistent link to the item. The DOI number is usually listed on the first or last pages of the article. If there is a DOI, APA does not require a URL or retrieval date. If there is no DOI given, provide the URL.

APA no longer requires you to indicate if you found the article in a library database (such as one provided by EBSCO or Proquest). The exceptions to this are items found through online archival databases, such as JSTOR or ERIC, which may be difficult or impossible to find elsewhere. If the items are not easily located (e.g. are from ERIC or JSTOR), include the URL for the database's search page or a persistent link to the article. Follow the general formatting rules in the Print Materials section for multiple authors.

**In Text:** Palliative care focuses on geriatric syndromes (Kapo, Morrison, & Liao, 2007), while

#### **Reference – with DOI:**

Kapo, J., Morrison, L. J., & Liao, S. (2007). Palliative care for the older adult. *Journal of Palliative Medicine*, 10(1), 185-209. doi: 10.1089/jpm.2006.9989

#### **Reference – with URL, no DOI:**

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

### **Newspaper Article - Online (with author)**

**In Text:** Your brain needs to be exercised (Brody, 2007).

**Reference:** Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

### **Newspaper Article - Online (no author)**

**In Text:** Medication may be delivered in a number of formats ("Medicated Gum," 2002), including a chewable gum format.

**Reference:** Medicated gum helpful to seniors. (2002, September 19). *The Kitchener-Waterloo Record*. Retrieved from <http://www.xxxxx>

Alphabetise by the first significant word in the title. For example, if the title was "The new health-care system", list it under new.

### Electronic Books

Electronic book references are very similar to print book references. Include either the URL or DOI in the reference.

**In Text:** Taking patient histories (Nettina, 2001) requires

**Reference:** Nettina, S. M. (Ed.). (2001). *Lippincott manual of nursing practice*. Philadelphia: Williams & Wilkins. Retrieved from <http://ovidsp.tx.ovid.com.uproxy.library.dc-uoit.ca/spa/ovidweb.cgi>

### Online Encyclopedias and Dictionaries

Encyclopedia and dictionary entries may not have author information for the individual entry. For the in text citation, if there is no author available, use the title of the entry (shortened if it is a long title). In the second reference example, there is no date, author or editor information provided. If the online version refers to a print edition, include the edition number after the title.

**In Text:** B. F. Skinner was very influential in the field of psychological behaviorism (Graham, 2007).

Global warming is an increase in temperature due to pollution ("Global Warming", n.d.).

**Reference:** Graham, G. (2007). Behaviorism. In E. N. Zalta (Ed), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism>

Global warming. (n.d.). In *Merriam-Webster online dictionary* (11<sup>th</sup> ed.). Retrieved from <http://www.m-w.com/dictionary/global%20warming>

### Online Documents (such as Government documents)

Group as author (no individual author):

**In Text:** Small businesses are increasing (Statistics Canada, 2003).

**Reference:** Statistics Canada. (2003). *Business dynamics in Canada, 2003* (No. 61-534-XIE). Ottawa, Ontario: Author. Retrieved from <http://www.statcan.ca/english/freepub/61-534-XIE/61-534-XIE2007001.htm>

Individual author:

**In Text:** Crime is a growing concern (Fitzgerald, 2008)

**Reference:** Fitzgerald, R. (2008). *Fear of crime and the neighbourhood context in Canadian cities*. Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/85-561-m/85-561-m2008013-eng.htm>

## Websites

When citing an entire website in passing, it is sufficient to give the address of the site in just the text (information taken from the APA Style website at <http://www.apastyle.org/learn/faqs/cite-website.aspx>). Please check with your instructor in case he/she would prefer different formatting.

**In text:** Kidspsych is a wonderful interactive website for children (<http://www.kidspsych.org>).

However, when you are citing a particular document or page from a website, you need to determine what kind of content the page has. If it is a journal article, newspaper article, ebook, blog post, etc, then you would cite it following the format for that type of material and include both a reference list entry and an in-text citation. The key to creating the reference list entry is to determine the type of content on the web page (this information is taken from the APA Style Blog, <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>).

The content may not fall into an easily defined area: information on a page – some kind of article, but not really a magazine or journal article or other defined type of resource. In that instance, follow the In Text and Reference examples listed below.

If there is no author, then in the text citation use the title of the document or website page (shorten if necessary), as in the second example below.

**In Text:** The profession of nursing is a challenging one (Author, 2003).  
The profession of nursing is a challenging one ("Title of webpage or work," 2003).

**Reference:** Author, A. A. (Year). Title of webpage or work [Format description]. Retrieved from <http://www.xxxxx>  
Title of webpage or work. (n.d.). Retrieved from <http://www.xxxxx>

Do not include a retrieval date unless the material may change over time (e.g. Wikis). Include a format description only when the format is something out of the ordinary, like a blog post.

If no date is available, use n.d. in brackets, as in the example above. If no author is identified (individual or corporate), begin the reference with the title of the document, as in the example above.

For more information on citing other types of online material, see the APA Style website ([www.apastyle.org](http://www.apastyle.org)) and blog ([blog.apastyle.org](http://blog.apastyle.org)).

## Online Images

**Reference:** Author, Initial. (Year of publication). *Title of image*, [Type of image]. Retrieved from database or website url

APA provides very little information on citing images; the citation example above has been created in a form consistent with their guidelines for citing similar materials.

## **Citing Electronic Statistical Information and Data**

*Disclaimer:* APA provides very little description of how these types of items should be treated for citation. These examples of reference citations have been created based on similar types of materials; for examples of in-text citation, please see the other examples throughout this handout. Always check with your professor to determine his/her preferred format.

Remember to double-space!

Statistics Canada's *Guide to Citing Statistics* (<http://www.statcan.ca/english/freepub/12-591-XIE/2006001/build.htm>) can help you determine the details related to your table, chart, etc.

### **Data Sets**

When citing a data set (raw data) from an aggregator such as DLI, ICPSR, Equinox or <odesi>, use the following convention. First provide the name of the author, then the year of the dataset release in parentheses. Then, give the full name of the dataset in italics followed by the descriptor e.g. [Data file and code book]. Include the following statement at the end of the citation to indicate the URL where you found the data set: "Retrieved from <http://xxxxxx>".

Statistics Canada. (2003). *General social survey (GSS), 2001, cycle 15: Family history (child file)* [Data file and code book]. Retrieved from <http://search1.odesi.ca.uproxy.library.dc-uoit.ca/>

Pew Research Center (2007). *Global unease with major world powers* [Data file]. Retrieved from <http://pewglobal.org/datasets/>

### **Statistical Information**

Note: Documents from Statistics Canada that are electronic versions of print publications (generally produced in PDF format on the website) should be cited as e-books accessed on the Internet.

When citing a statistical table, graph, figure or chart, use the following convention. Cite the author and year of publication as below. Cite the full name of the table, graph, figure or chart (in italics), followed by the appropriate descriptor e.g. [Table], [Chart], [Figure], [Graph]. Finally, cite the URL where you retrieved the information as below. Following are some common examples using this convention:

2001 Census table extracted using E-STAT:

Statistics Canada. (2004). *2001 school attendance, education, field of study, highest level of schooling and earnings, 2001, Manitoba census subdivisions* [Table]. Retrieved from <http://estat.statcan.ca/cgi-win/CNSMCGI.EXE?ESTATFILE=EStat\English\E-Main.htm>

CANSIM data table extracted using E-STAT :

Statistics Canada. (2004). *Table 326-0001 consumer price index (CPI), 2001 basket content, monthly* [Table]. Retrieved from [http://estat.statcan.ca/cgi-win/CNSMCGI.EXE?CANSIMFILE=EStat\English\CII\\_1\\_E.htm](http://estat.statcan.ca/cgi-win/CNSMCGI.EXE?CANSIMFILE=EStat\English\CII_1_E.htm)

Tables, graphs, figures or charts from the Statistics Canada website in HTML or PDF:

Statistics Canada. (2005, May 31). *Gross domestic product, income-based* [Table]. Retrieved from <http://www.statcan.ca/english/Pgdb/econ03.htm>

Beyond 20/20 Table from DLI (e.g. Justice Data):

Statistics Canada. 2006. *Table 251-0007 - adult correctional services, operating expenditures for provincial, territorial and federal programs, annual* [Table]. Retrieved from <http://www.statcan.ca/english/Dli/Data/Ftp/justice.htm>

### **Blogs, Electronic Mailing Lists, etc**

**In Text** – follow the ‘author, date’ format as shown in other resource examples.

**General Reference:** Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from <http://www.xxxx>

If only a screen name is available, use it, as in the second blog example below. Note that there are no italics used in these reference entries.

**Blog post:** PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisite.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisite.php)

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prerequisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php)

**Electronic mailing lists (listservs):**

Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from <http://tech.groups.yahoo.com/group/ForensicNetwork/message/670>

**Message posted to a newsgroup, online forum or discussion group:**

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from [http://www.wipo.int/roller/comments/ipisforum/Weblog/theme\\_eiht\\_how\\_can\\_cultural#coments](http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eiht_how_can_cultural#coments)

**Video blog post (e.g. YouTube):**

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>

### **Personal Communications**

Personal communications can include letters, memos, emails, personal interviews or telephone conversations. Unlike published sources, personal communications are cited within the text but generally not in the reference list at the end of the paper as they are irrecoverable data.

In the in-text citation, the initials and surname of the communicator should be included as well as an exact date as possible. The APA guidelines do not require that you specify the type of personal communication (email, interview, etc.).

PLEASE CHECK WITH YOUR INSTRUCTOR IF PERSONAL COMMUNICATIONS ARE ACCEPTABLE SOURCES FOR YOUR PAPER OR IF HE/SHE HAS ANY ADDITIONAL REQUIREMENTS IN ADDITION TO THOSE OUTLINED BY THE APA.

**In Text:** (P. K. Smith, personal communication, October 23, 2003)

### **Lecture Notes (class notes, DC Connect, Blackboard and PowerPoint)**

According to formal APA guidelines, course lecture notes taken by the student are considered a form of personal communications (unpublished, 'non-recoverable data'). As such, they would only be listed in an in-text citation and not in the reference list.

**In Text:** In a lecture on January 15, 2008, to a COMM 1000 class, Professor Smith said..

...(A. B. Smith, COMM 1000 lecture, January 15, 2008).

However, some professors may require a reference entry. If that is the case, you could use an entry similar to the one below. Use your own judgement, but remember: *when in doubt, ask for your professor's opinion*. There are NO formal APA guidelines for this type of material.

#### **Reference (if used):**

Smith, A. B. (2008, January 15). COMM 1000 Course Lecture.

Information taken from DC Connect or Blackboard lecture notes or PowerPoint slides could also be documented in a number of ways. They could be treated as 'personal communication' (see the example for personal lecture notes above) or they may be treated more formally as in the example below. In the example below, you would provide the professor's name, date of the lecture, the title of the slide/lecture (in italics), the format and retrieval information. The format (PowerPoint or course notes) is given in square brackets after the title.

Again, there are NO formal APA guidelines for this type of material – *please check with your professor for his/her preferred format.*

**In Text:** (Cloe, 2007)

**Reference:** Cloe, J. (2007, November 6). *The normal distribution* [PowerPoint slides]. Retrieved from Okanagan College OC Connect site: <http://olc-new.okanagan.bc.ca/occonnect>



## **Examples of Audio-visual Material**

### **Television Broadcast**

- In Text:** As reported on *The National* (Mansbridge, 2006), the hurricane
- Reference:** Mansbridge, P. (Chief Correspondent). (2006, March 30). *The National* [Television broadcast]. Toronto: Canadian Broadcasting Corporation.
- Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), *House*. New York, NY: Fox Broadcasting.

Provide the name(s) of the originator or the primary contributors and their function (e.g. director, producer). Also provide the date of broadcast, title, medium, place of production and the name of the production company.

### **Motion Picture**

- In Text:** Domestic violence is often not revealed to outsiders (Belson, 1995)
- Reference:** Producer, A. (Producer). (year). *Title of motion picture* [Motion picture]. Country of Origin: Studio.
- Belson, J. (Producer). (1995). *Domestic violence: Identification, treatment and referral for the healthcare professional* [Motion picture]. Glendale, CA: Belson/Harwright.

### **Video**

- In Text:** Therapists must be conscious of their patients' feelings at all times (American Psychological Association, 2000).
- Reference:** American Psychological Association. (Producer). (2000). *Responding therapeutically to patient expressions of sexual attraction* [DVD]. Available from <http://www.apa.org/videos>

## **Works Discussed in a Secondary Source (or Quoting a Quote)**

When using a secondary source in your paper, you must remember that you didn't read the secondary work yourself.

For example, a study done by Miller and Grey is cited in an article by Greenberg. You did not actually read Miller and Grey's study yourself, so you would not include it in your reference list. You would have a reference entry for Greenberg's article only. Within the text of your paper, you would refer to Miller and Grey's work as you found it in Greenberg's paper.

Miller and Grey's study (as cited in Greenberg, 1997) found that

## Quotations

Whenever possible, acknowledge your source with the author's surname (or document title if there is no author), year of publication and page numbers.

(Roberts & Smith, 1988, p. 52)

(Roberts & Smith, 1988, pp.52-53)

In the case of electronic sources, such as web pages or electronic journal articles that do not provide page numbers, the paragraph number, if available, is used instead. Use the abbreviation *para.* before the paragraph number.

(Smith, 2002, para. 6)

If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material. For ease of reading, use the author's name in the sentence, rather than include it in the brackets, as in the example below.

In their study, Verblunt, Pernot, and Smeets (2008), found that "the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition" (Discussion section, para. 1).

If your quote is short - fewer than forty words - it should be incorporated into the text and enclosed by double quotation marks, as in the example below.

Especially if you are pressed for time, it is so easy to fall into the trap of passing off another's work as your own. Plagiarism is a moral issue, which requires you to acknowledge the use of other researchers' works. It is a "gesture of gratitude" to the researchers that came before you (Ballenger, 2007, p. 123).

Longer quotations of forty words or more are offset from the main body of the essay by indenting five to seven spaces from the left margin. If the quotation is more than one paragraph in length, indent the first line of the second and subsequent paragraphs five to seven spaces from the new margin. Do not use double quotation marks. The quotation should be double-spaced. e.g.:

Kapo, Morrison, and Liao (2007) found the following:

The U.S. population is aging at increasing rates. By 2030, one in five Americans will be age 65 or older. The fastest growing demographic segment...persons age 85 and older, expected to more than double in size from 3.5 million to 8.5 million within the next 30 years. (p. 185)

If you wish to omit material in the quotation use ellipsis points (...) to indicate the location of the absent material. Use three spaced ellipsis points for omissions within a sentence and use four points for omissions between two sentences. Take care to ensure that the material omitted does not change the original meaning of the quoted passage.

## References

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