

APA Style Guide



Mount Saint Vincent University Library

Citation Style Guide for Writing Papers

APA – American Psychological Association

APA Style Guide

What is APA?

- American Psychological Association
- Commonly accepted rules and guidelines for formal writing
- Identifies the author, work, and publishing information of any sources influencing your own writing
- Identifies format requirements (font, spacing, indentation, margins, page numbering, quoting, abstracts, title and identification)

Format Requirements

- Document is to be printed on letter-size paper (8 ½" x 11")
- Print on only one side of the paper
- Always double space
- Use the standard 12-point font size in Times New Roman or 11-point font size in Calibri.
- Top, bottom, left and right margins should be 1 inch.

Reference/Cite

- According to method required
 - Sciences = APA
 - History = Chicago
 - English = MLA
- When you quote or paraphrase ideas that originated from another author's work
- If you are not sure whether to cite something or not, add a citation

Why Reference/Cite?

- It is the law (plagiarism has penalties)
- Authors deserve recognition for their work
- It helps support your own work
- Readers can quickly identify and seek out your sources for their own purposes

Reference List

1. In APA, the list of sources at the end of the paper is called the reference list. The reference list must include all references cited in the text of your paper. The title, **References**, is at the top centre of the page and in bold.
2. Order of references is **alphabetical**, by the last name of the first author or, if author is not available, by title.
3. For the author's first name, use only initials: 'Smith, J.', not 'Smith, Jennifer'.
4. Use a "**hanging indent**" for the Reference List.
5. Double-space between all lines of your work, including references.

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How to Cite...

1. Book - No Author or Editor	
Reference in Text	(<i>Geological field trips in southern British Columbia</i> , 2003) According to the definition [...] (<i>Geological field trips in southern British Columbia</i> , 2003, p.5) (when quoting).
Reference List	<i>Geological field trips in southern British Columbia</i> . (2003). Geological Association of Canada, Cordilleran Section.
Comments	<ul style="list-style-type: none"> • When a work has no author, cite in text the first few words of the reference list entry (usually the title) and the year. • Within the body of the paper italicize the title of a book, brochure, or report and capitalize all major words in titles. <ul style="list-style-type: none"> ◦ In his book <i>Greek Political Thought</i>, Balot (2006) argued that [...]. • In text, you may use a few words of the title if the title is too long.
2. Book - Print or Electronic, One Author	
Reference in Text	(Walker, 2000) (Walker, 2000, p. 62) (when quoting)
Reference List	Walker, L. E. (2000). <i>The battered woman syndrome</i> (2nd ed.). Springer. Monro, V. (1835). <i>A summer ramble in Syria: With a Tartar trip from Aleppo to Stamboul</i> (Vol. 1). Springer. http://books.google.com/books Blossom, J. (2009). <i>Content nation: Surviving and thriving as social media technology changes our lives and our future</i> . Springer. http://www.wiley.com Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> . doi:10.1036/0071393722
3. Book – Groups as Authors	
Reference in Text	(National Council of Welfare, 2001) (National Council of Welfare, 2001, p. 17) (when quoting)
Reference List	National Council of Welfare (Canada). (2001). <i>Child poverty profile, 1998</i> . National Council of Welfare.
Comments	<ul style="list-style-type: none"> • A "Group as Author" may be a corporation, an association, a government agency, etc.

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	<ul style="list-style-type: none"> • In the example above, author and publisher are identical: 'National Council of Welfare'. In such cases you may use the word "Author" as the name of the publisher. • Provide the publisher if it is different from the author.
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4. Book - Multiple Authors

Reference in text	(Bucher & Manning, 2006) (Bucher & Manning, 2006, p. 138) (when quoting)
Reference List	Bucher, K., & Manning, M. L. (2006). <i>Young adult literature: Exploration, evaluation, and appreciation</i> . Pearson Education.
Comments	<ul style="list-style-type: none"> • When a work has two authors, cite both names every time the reference occurs in text. • When a work has three or more authors, use only the first author, followed by "et al." and a year. If you mention the same work again within one paragraph, omit the year. E.g.: <ul style="list-style-type: none"> ○ the first time: Smith et al. (1990) found... ○ mentioned again within the same paragraph: Smith et al. found... • When a work has two or more authors, use the word and in running text and an ampersand "&" in parenthetical material, in tables, captions, and in the reference list. E.g.: <ul style="list-style-type: none"> ○ as Bucher and Manning (2006) demonstrated ... ○ as has been shown (Bucher & Manning, 2006) ... • In the reference list invert all authors' names; give last names and initials for only up to and including twenty authors. When authors number twenty or more, include the first twenty authors' names, then three ellipses (...), and add the last author's name.

5. Chapter - Different Authors in Edited Book

Reference in Text	(Sharp & Eriksen, 2003) (Sharp & Eriksen, 2003, p. 126) (when quoting)
Reference List	Sharp, S. F., & Eriksen, M. E. (2003). Imprisoned mothers and their children. In B. H. Zaitzow & J. Thomas (Eds.), <i>Women in prison: Gender and social control</i> (pp. 119-136). Lynne Rienner Publishers.

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Comments	<ul style="list-style-type: none"> • One editor - use the abbreviation (Ed.). More than one editor - use the abbreviation (Eds.). • In the example above, 'Sharp & Eriksen' are the authors of the chapter 'Imprisoned mothers and their children', published in the book '<i>Women in prison: Gender and social control</i>'. • For a book with no editor, include the word 'In' before the book title.
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6. Journal Article - Print Version

Reference in Text	<p>(Louth & Hare, 1998)</p> <p>Louth and Hare (1998, p. 198) found that ["....."]. (when quoting)</p> <p>Louth and Hare (1998) found that ["....."] (p. 198). (when quoting)</p>
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Reference List	<p>Louth, S. M. & Hare, R. D. (1998). Psychopathy and alexithymia in female offenders. <i>Canadian Journal of Behavioural Science</i>, 30(2), 91-98. https://doi.org/10.1080/4234252324.6443.234324</p>
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Comments	<ul style="list-style-type: none"> • There is no space between the volume and issue number. • When a work has two authors, cite both names every time the reference occurs in text. • When a work has three or more authors, use only the first author, followed by 'et al.' and a year. If you mention the same work again within one paragraph, omit the year. E.g.: Louth et al. (1998) found... • When a work has two authors, use the word “and” in running text and an ampersand “&” in parenthetical material, in tables, captions, and in the reference list. E.g.: <ul style="list-style-type: none"> ○ as Louth and Linden (1998) demonstrated ... ○ as has been shown (Louth & Linden, 1998) ... • In the reference list invert all authors' names; give last names and initials for only up to and including twenty authors. When authors number twenty or more, include the first six authors' names, then three ellipses (...), and add the last author's name.
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7. Journal Article - Electronic

Retrieved from a database, such as PsycINFO, Academic Search Premier, JSTOR, etc. or on the internet

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Reference in Text	(Turner, 2007) (Turner, 2007, p. 292) (when quoting) (Lynch, 2004, para. 3) (when quoting an article without page numbers) (Gruenwald, 2009, "Phytic Acid Contributes to") (quoting an article without page or paragraph numbers, using a shortened heading)
Reference List	Turner, J. (2007). Justice and emotions. <i>Social Justice Research</i> , 20(3), 288-311. https://doi.org/10.1080/4234252324.6443.234324 Walters, W. (2008). Bordering the sea: Shipping industries and the policing of stowaways. <i>Borderlands E- Journal</i> , 7(3), 1-25. Retrieved from http://www.borderlands.net.au/index.html Ledger, W., Wiebinga, C., Anderson, P., Irwin, D., Holman, A., & Lloyd, A. (2009). Costs and outcomes associated with IVF using recombinant FSH. <i>Reproductive BioMedicine Online</i> , 19(3), 337-342. Retrieved from http://www.rbmonline.com/
Comments	<ul style="list-style-type: none"> • The retrieval date is not required unless the source material is likely to change over time. • Generally it is not necessary to include information about which database it was retrieved from. • When a DOI (Digital Object Identifier) is available, include the DOI right after the volume/issue number. • Many electronic sources do not provide page numbers. In this case, use paragraph numbers preceded by the abbreviation 'para.' • If a source contains neither page nor paragraph numbers, cite the heading (shorten the heading if it is long).

8. Article - Daily Newspaper, Print or Electronic

Reference in Text	("All four pillars", 2004) (Freeze, 2009)
Reference List	All four pillars needed to combat drug scourge. (2004, May 15). <i>The Vancouver Sun</i> , p. C6. Freeze, C. (2009, October 7). 'Toronto 18' leader pleads guilty. <i>The Globe and Mail</i> . Retrieved from http://www.theglobeandmail.com
Comments	<ul style="list-style-type: none"> • In text, if the article does not have an author, use a title (shorten, if necessary). Put the title in quotes. • If an article appears on discontinuous pages (e.g. starts on p.D1 and continues on p.D5), give all page numbers, separated by a comma.

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	<ul style="list-style-type: none"> • If you retrieved the article from a database (e.g. Canadian Newsstand, CBCA), add the DOI (Digital Object Identifier) at the end
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9. Article - Magazine, Print or Electronic

Reference in Text	(Morell, 2006) (Morell, 2006, p. 131) (when quoting)
Reference List	Morell, V. (2006, March). Wolves of Ethiopia. <i>National Geographic</i> , 209, 124-135. Mauro, S. (2009, November). A red tail returns. <i>Aviation History</i> 20(2). http://www.aviationhistory.org/am_aviation_history_magazine.html
Comments	<ul style="list-style-type: none"> • Give the date shown on the publication • If you retrieved the article from a database (e.g. Canadian Reference Centre, CBCA), add the DOI (Digital Object Identifier)

10. Website - A Document Created by an Individual or an Organization

Reference in Text	(International Federation of Library Associations, 2003) (International Federation of Library Associations, 2003, para. 4) (when quoting)
Reference list	International Federation of Library Association and Institutions. (2003, February 03). <i>Library & information science: Citation guides for electronic documents</i> . http://ifla.org/I/training/citation/citing.htm
Comments	<ul style="list-style-type: none"> • When citing a web site in the Reference List, provide as much as possible of the following information: <ul style="list-style-type: none"> ○ Author's name. ○ Date of publication or update in parentheses. ○ Title or description of document. ○ Title of complete work (if relevant), in italics or underlined. ○ URL. • When making in-text citations, use paragraph numbers (abbreviated to “para.”) if page numbers are not available. If there are no paragraph numbers, use the heading. The heading may be shortened if necessary. • Do not include retrieval dates unless the source material is likely to change over time (e.g. blogs, wikis). • There is no period after the URL. • Do not insert a hyphen when breaking a long URL.

11. Website - A Single Document or Part of a Large Website

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Reference in Text	(Spearing, 2004) (Spearing, 2004, "Eating Disorders are Treatable") (when quoting)
Reference List	Spearing, M. (2004, May). <i>Eating disorders: Facts about eating disorders and the search for solutions</i> . http://www.nimh.nih.gov/publicat/eatingdisorders.cfm
Comments	<ul style="list-style-type: none"> • When quoting, use paragraph numbers (abbreviated to "para.") in the in-text citation if page numbers are not available. If there are no paragraph numbers, use the heading. The heading may be shortened if necessary. • Do not insert a hyphen when breaking a long URL.

12. Website - Chapter or Section in a Document

Reference in Text	(Benton Foundation, 1998) (Benton Foundation, 1998, Chapter 2) (when quoting)
Reference List	Benton Foundation. (1998, July 7). Barriers to closing the gap. In <i>Losing ground bit by bit: Low-income communities in the information age</i> (chap.2). http://www.benton.org/publibrary/losing-ground/two.html
Comments	<ul style="list-style-type: none"> • 'Barriers to closing the gap' is the title of Chapter 2 of the Web document '<i>Losing ground bit by bit</i>'. • When making in-text citations, use paragraph numbers (abbreviated to "para.") if page numbers are not available. If there are no paragraph numbers, use the heading. The heading may be shortened if necessary. • Provide a URL that links directly to the chapter or section. • Do not insert a hyphen when breaking a long URL.

13. Website - No Author, No Date

Reference in Text	("GVU's 10th WWW User Survey," n.d.) ("GVU's 10th WWW User Survey," n.d., para 6)
Reference List	<i>GVU's 10th WWW user survey</i> . (n.d.). http://www.gvu.gatech.edu/user_surveys/survey-1998-10/
Comments	<ul style="list-style-type: none"> • When making in-text citations, use paragraph numbers (abbreviated to "para.") if page numbers are not available. If there are no paragraph numbers, use the heading. The heading may be shortened if necessary.

14. Entry in an Encyclopedia or Dictionary, Print or Electronic

Reference in Text	(Firdion, 2004) (Firdion, 2004, p.169) (when quoting)
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Reference List	<p>Firdion, J. M. (2004). Foster care. In <i>Encyclopedia of homelessness</i> (Vol. 1, pp. 167-170). Sage Publications.</p> <p>Etzkowitz, H., & Dzisah, J. (2009). University–industry relationships. In J.B. Callicott & R. Froderman (Eds.), <i>Encyclopedia of environmental ethics and philosophy</i> (Vol. 2, pp. 344-346). http://www.gale.cengage.com/.</p> <p>Jaunty. (1989). <i>Oxford English dictionary</i> (2nd ed.). http://oed.com/</p>
Comments	<ul style="list-style-type: none"> • If there is no author or editor of the entry, as in the last example, place the title in the author position. • If an online version refers to a print version, include the edition number after the title.

15. Audiovisual Media - Videos, Music Recordings, Maps Retrieved Online, Podcasts, etc.

Reference in Text	(Gladu & Brodeur, 2001)
Reference List	<p>Gladu, A. (Producer), & Brodeur, M. (Director). (2001). <i>Dance of the warrior</i> [Motion picture]. Canada: National Film Board.</p> <p>Manhattan77. (2007, February 25). <i>Ghost Towns and Death Valley</i> [Video file]. http://www.youtube.com/watch?v=RGCnyH6n2sw&feature=video_response</p>
Comments	<ul style="list-style-type: none"> • There is no period after the title. • Do not insert a hyphen when breaking a long URL.

16. Indirect Source

Reference in Text	Seidenberg and McClelland's study showed (as cited in Coltheart, et al., 1993) that [...]
Reference List	<p>Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i>, <i>100</i>, 589-608. https://doi.org/10.1080/4234252324.6443.234324</p>
Comments	<ul style="list-style-type: none"> • What you have in hand (Coltheart) is 'the indirect source', and the original work that has been cited in your source (Seidenberg) is 'the direct source'. • In the reference list, give the indirect source (the one you have in hand; the one you read). • In text, name the direct source (Seidenberg), and give the citation to the indirect source: ('as cited in...')

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Personal Communications, Interviews and Class Notes

Reference in Text	In his interview M.S. Bloomberg (personal communication, April 22, 2007) talks about...
Reference List	Not Usually Applicable
Comments	<ul style="list-style-type: none"> • Personal communications may be letters, e-mails, interviews, telephone conversations, etc. • Some forms of personal communication are recoverable, and these should be referenced as archival material. • Unpublished, unrecoverable personal communications are not included in the reference list because they do not provide recoverable data. Cite in text only. • Cite information from your own class notes as a personal communication and refer to it only in the body of your paper (e.g. In a lecture on September 23, 2007 to a PSYC 103 class, Professor Brown said...). • Published interviews are included in the reference list. If the published interview has a title, include it after the year.

Tables and Figures - Charts, Graphs, Maps, Photographs, etc.

Reference Below Table or Figure	<i>Note.</i> Adapted from "The Role of the Shared Family Context in Differential Parenting," by J.M. Jenkins, J. Rasbash, and T.G. O'Connor, 2003, <i>Developmental Psychology</i> , 39, p.104. Copyright 2003 by the American Psychological Association.
Comments	<ul style="list-style-type: none"> • Include the word <i>Note.</i> before your citation. • The citation follows a different format from the other examples listed here, and is placed below the table or figure. • Use this citation form for tables or figures from another source which you reprint.