

APA Style Guide



- This guide shows the most common scenarios for APA citing. For more examples, consult:
Publication Manual of the American Psychological Association, 6th ed. (McPherson Library Reference, call number BF76.7 P83 2010)
Frequently Asked Questions About APA Style (<http://www.apastyle.org/learn/faqs/index.aspx>)
- 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).

APA Style Guide



- **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.

APA Style Guide



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.
Example: Available from National Research Council Canada Web site, http://www.nrc-cnrc.gc.ca/main_e.html
- 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.

APA Style Guide



► Reference List Examples¹

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

Book: 3 to 5 authors
(p.175)

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

Book: no author
(pp.176-177)

Book: with editor(s)

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

Book: retrieved from a
database (no direct link
to item)

Book: electronic book
(direct link to item)

(p.203)

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)

Peters, S. N., & Abbott, M. R. (2001). *Canadian parliamentary law: A call for change*. Toronto, Canada: Carswell.

Smith, K., Jones, M. & Andrews, O. (2005). *Guide to Canadian historical sites for families*. Ottawa, Canada: Penguin.

Canadian Mental Health Association. (2007). *Mental health indicators for adolescents*. Ottawa, Canada: Canadian Mental Health Association.

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

Subsequent citations: (CMHA, 2003)

Merriam-Webster's geographical dictionary (3rd ed.). (1997). Springfield, MA: Merriam-Webster.

Allen, S., & Graham, P. (Eds.). (2005). *Contemporary studies in romance languages*. New York, NY: McGraw Hill.

Store, W. (2003). The Doane ukulele method. In T. Miller & L. E. Davis (Eds.), *Music education in Canada* (pp. 197–203). St. Catharines, Canada: Vanwell.

Erdkamp, P. (2005). *The grain market in the Roman Empire: A social, political and economic study*. [Adobe Digital Editions version]. Retrieved from <http://www.netlibrary.com/>

Bryant, P. (1999). *Biodiversity and Conservation*. Retrieved from <http://darwin.bio.uci.edu/~sustain/bio65/Titlpage.htm>

Thomas, W. (2003). Ukulele. In *The Canadian encyclopedia of music* (Vol. 13, pp. 433–434). Vancouver, Canada: University of British Columbia Press.

Bray, K., Green, J. P., & Vogan, N. (2010). School music. In J. H. Marsh et al. (Eds.), *The Encyclopedia of music in Canada*. Retrieved from <http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=U1ARTU0003141>

Jackson, J. (2005). Reconciling resource development and protection of endangered species. *New Canadian Journal of Political Science*, 38(2), 116–124.

Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research*, 29(4), 535-555. doi:10.1006/_ssre.2000.0680

Boutsen, F., Cannito, M. P., Taylor, M., & Bender, B. (2002). Botox treatment in adductor spasmodic dysphonia: A meta-analysis. *Journal of Speech, Language, and Hearing Research*, 45, 469-481. Retrieved from <http://jslhr.asha.org/>

¹ Page numbers refer to *Publication Manual of the American Psychological Association*, 6th ed.

APA Style Guide



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

Magazine article

(p. 200)

Magazine article: online

(p. 200)

Magazine or Journal:

review (p.209)

Newspaper article

(p.200)

Newspaper article:

online (p.200)

Web site, entire

Web page

Web page: no author, no date

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

White, I. (2001). The sustainability of environmental tourism. *Journal of Environmental Economics*, 42, 88–91. Available from <http://environmentaleconomics.org>

Lee, O., & Clark, L. (2003, July/August). Counting rabbits and other Victoria pastimes. *Canadian Geographic*, 123, 68–79.

Harris, O., Walker, K., & Green, R. (2008, December 15). The ten greatest discoveries you haven't heard about. *Science Librarian Today*, 111, 202–205. Retrieved from http://www.sciencelibrariantoday.com/dec15_2008/ma.htm

Scott, R. B. (2007). Down a familiar path [Review of the book *Harry Potter and the deathly hallows*]. *The Children's Reader*, 21, 47.

Maverick Manitoba researcher discovers, names new planet. (2007, June 14). *The Globe and Mail*, p. A.18.

Flores, K. E. (2000, March 7). Nursing staff key to recovery. *The New York Times*. Retrieved from <http://www.nytimes.com>

Rules of Play Web site. (2008, March 22). Retrieved July 15, 2008, from <http://www.rulesofplay.org>

Gomez, D. B. (2006). *A timeline of English literature*. Retrieved July 15, 2008, from <http://www.historyinanutshell.com/englishliterature.html>

Skunk cabbage. (n.d.). Retrieved July 15, 2008, from <http://www.wetlands.org/cabbage/>

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):

Kohl, Allan T. (Photographer). *Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.* [Online image]. Retrieved from Art Images for College Teaching, http://www.arthist.umn.edu/aict/html/non_west/NA/NA064.html

Reference Citation (online image):

Kohl, Allan T. n.d. [Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.]. Retrieved from http://www.arthist.umn.edu/aict/html/non_west/NA/NA064.html

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.

Motion picture (p.209)

Reed, T. (Producer), & Bell, M. (Director). (2008). *Schoolyard games* [Motion picture]. Canada: National Film Board.

APA Style Guide



University
of Victoria

Libraries

Television episode
(p.210)

Morgan, T. (Reporter). (2008). The plague of plagiarism [Television series episode]. In Y. Barnes (Producer), *Island Pulse*. Victoria, Canada: Pacific Broadcasting Corporation.

Television series

Foster, L. (Producer). (2003). *Espionage* [Television series]. New York: ABN.

**Reprinted custom
course materials**

Powell, T. (2007). Does Canadian history matter? In K. Reyes (Ed.), *HIST 131 Course Readings* (pp. 24-37). Victoria, Canada: University of Victoria, Bookstore. (Reprinted from *Journal of Western Canadian History*, 42(3), 210-223, 1984).

**Personal
communication, lecture
notes (includes course
slides or notes posted
to Blackboard or
Moodle)** (p.179)

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)

Price, Y. (Producer). (2008, May 10). Contemporary popular music culture in Shanghai. *China Pop*. Podcast retrieved from <http://www.chinapop.com/music/podcasts/>

Blog post (p.215)

Bell, L. (2009, March 25). Can students survive on Google alone? [Web log post]. *The searching librarian*. Message posted to <http://www.searchinglibrarian.com>

Video post (p.215)

Sullivan, O. (2008, June 6). How to make origami pets [Video file]. Retrieved from <http://youtube.com/watch?v=Ghs83LHTvp>

**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:

PostSecret. (2010a, January 7). Live PostSecret event : Spring 2010 dates & schools. <http://www.facebook.com/pages/PostSecret/21977955239> [Facebook update]. Retrieved from <http://www.facebook.com/video/video.php?comments&v=239692392694&ref=mf>

PostSecret. (2010b, January 28). 'People's History' author Howard Zinn dies at 87 – Washington Post #RIPHowardZinn [Twitter post]. Retrieved from <http://twitter.com/postsecret/status/8319691996>

APA Style Guide



University
of Victoria

Libraries

Legal (pp.216-224): Bill

American: S. Res. 107, 103d Cong., 139 Cong. Rec. 5826 (1993) (enacted).

Canadian: An Act to establish the Canada Border Services Agency, Bill C-26, 1st Sess. 38th Parl., cl. 5(1)(e) (2005) (enacted).

Statute

American: Mental Health Systems Act, 42 U.S.C. § 9401 (1988).

Canadian: Criminal Code, R.S.C. c. C-46 s. 745 (1985).

Case Law

American: Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972).

Canadian: R. v. Macki, 199 D.L.R. (4th) 178 (BCSC 2001).