

APA EASY GUIDE

This handout provides an overview of the American Psychological Association (APA) style of citation and referencing.

APA Style Requires 2 Elements:

In-Text References

A List of References

Adapted from the Medicine Hat College Library

ANATOMY OF A REFERENCE

<p>In-Text Reference – Paraphrase</p>	<p style="text-align: center;">Borrowed information put into the author's own words.</p> <p style="text-align: right;">Use "&" between authors' names in parenthesis.</p> <p style="text-align: center;">The bacteriological revolution brought much significance to the housewife and her chores (Tomes & Tiny, 1998).</p>
<p>References Page – Book Citation</p>	<p style="text-align: center;"> Authors. Year. Book title. <i>Italicize.</i> Place of publication. Publisher. </p> <p style="text-align: center;">Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i>. San Diego, CA: Academic Press.</p> <p>Use "&", not "and". Use initials instead of full first/given or middle names.</p> <p>Capitalize the first word of the title and subtitle—unless a proper name/noun follows.</p> <p>See pp. 186–187 of the <i>APA Publication Manual</i> for recording publisher location rules.</p>
<p>References Page – Journal Article Citation</p> <p>For digital versions of journal citations, see p. 6 of this guide.</p>	<p style="text-align: center;"> Authors. Year. Article title, only capitalize the first word of the title and subtitle—unless a proper name/noun follows. Journal title, capitalize all major words in the title. <i>Italicize.</i> Pages. </p> <p style="text-align: center;">Socket, H. T. (1987). Has Shulman got the strategy right? <i>Harvard Educational Review</i>, 57, 208–219.</p> <p style="border: 1px dashed blue; padding: 5px;">NOTE: If DOI is present, include it for online or print versions. See example 3 on page 6 of this guide.</p> <p>Volume number italicized. Include issue number in parenthesis if each issue starts on page 1 or if you are unsure—the issue number will not be italicized (e.g., 57(1)).</p>
<p>References Page – Web Page Citation</p>	<p style="text-align: center;"> Corporate/group/organization author if no individual(s)—not necessarily name of Web site. Date posted, updated, or published if provided. Use "n.d" (for <i>no date</i>) otherwise. Publication information. If the document is a standalone Web page, you only need to provide document title in italics. </p> <p style="text-align: center;">United Nurses of Alberta. (2009, April 28). <i>Swine influenza: Respiratory protection for nurses: Position statement from United Nurses of Alberta</i>. Retrieved from http://www.una.ab.ca/news/archive/pdfs/Swine%20Influenza.pdf</p> <p>Hanging indent. ½ in. or 5–7 spaces.</p> <p>Title wrapped to second line.</p> <p>Provide specific URL if the document is a standalone document.</p> <p style="border: 1px dashed blue; padding: 5px;">Note: Retrieval date (e.g., Retrieved July 24, 2009, from . . .) is no longer required unless the document is regularly updated (e.g., a Wiki page). There are many other types of Web documents (e.g., books, journals, corporate reports, etc.)—refer to chapters 6 and 7 of the <i>APA Publication Manual</i> for examples.</p>

	IN-TEXT REFERENCE	REFERENCE PAGE
Book – One Author See p. 203 in the <i>APA Publication Manual</i>	Aronsson (2000) found OR . . . (Aronsson, 2000).	Aronsson, L. (2000). <i>The development of sustainable tourism</i> . London, England: Continuum.
Book – Two Authors See p. 202 in the <i>APA Publication Manual</i>	~ Use "and" between authors' names when citing in the sentence. ~ In brackets, use "&" between authors' names. Cushing and Allan (2001) compared OR . . . (Cushing & Allan, 2001).	Cushing, C. E., & Allan, J. D. (2001). <i>Streams: Their ecology and life</i> . San Diego, CA: Academic Press.
Book – Three to Five Authors See pp. 177 and 203 of the <i>APA Publication Manual</i>	1st time citing the work: Hayes, Strosahl, and Wilson (1999) found OR . . . (Hayes, Strosahl, & Wilson, 1999). ----- Subsequent citations: Hayes et al. (1999) discovered OR . . . (Hayes et al., 1999).	Hayes, S. C., Strosahl, K. D., & Wilson, K. G. (1999). <i>Acceptance and commitment therapy</i> . New York, NY: Guilford Press.
Editor and no Author See p. 204 in the <i>APA Publication Manual</i>	~ Since the information was edited, do not use the editor's name as if he or she wrote it. . . . (Carlock, 1999).	Carlock, C. J. (Ed.). (1999). <i>Enhancing self-esteem</i> (3rd ed.). Philadelphia, PA: Accelerated Development.
Chapter or Section of a Book – with an author See p. 204 in the <i>APA Publication Manual</i>	Regulus (1995) determined OR . . . (Regulus, 1995).	Regulus, T. A. (1995). Gang violence. In R. L. Edwards (Ed.), <i>Encyclopedia of social work</i> (19th ed., Vol. 2, pp. 1045–1055). Washington, DC: National Association of Social Workers.
Chapter or Section of a Book – no author See pp. 202–203 in the <i>APA Publication Manual</i>	~ Do not use the editor's name as if he or she wrote it. . . . (Anderson, Anderson, & Glanze, 1994).	Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1994). Subcutaneous injection. In <i>Mosby's medical, nursing, and allied health dictionary</i> (4th ed., p. 1497). St. Louis, MO: Mosby.

	IN-TEXT REFERENCE	REFERENCE PAGE
<p>Journal Article (Print)</p> <p>See pp. 198–199 in the <i>APA Publication Manual</i></p>	<p>Koopman (2001) researched</p> <p>OR</p> <p>. . . (Koopman, 2001).</p>	<p>~ If each issue of a volume begins on page 1 or you are unsure, then include the issue number in parenthesis after the volume number (e.g., 285(5)).</p> <p>Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. <i>JAMA: Journal of the American Medical Association</i>, 285, 648–650.</p>
<p>Journal Article from Publisher Web Site</p> <p>See p. 199 in the <i>APA Publication Manual</i></p>	<p>Koopman (2001) researched</p> <p>OR</p> <p>. . . (Koopman, 2001).</p>	<p>~ Include print information, followed by the URL of the journal's homepage.</p> <p>Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. <i>JAMA: Journal of the American Medical Association</i>, 285, 648–650. Retrieved from http://jama.ama-assn.org/</p>
<p>Full Text Article with Digital Object Identifier (DOI)—print & online versions</p> <p>See pp. 187–192, 198 in the <i>APA Publication Manual</i></p>	<p>~ If you have a work by 6 or more authors, it is permissible to use <i>et al.</i> after the first author's name for the first and subsequent entries in text.</p> <p>Yu et al. (2009) discovered that</p> <p>OR</p> <p>It was discovered that . . . (Yu et al., 2009).</p>	<p>~ For more on a DOI, go to: http://www.apastyle.org/learn/faqs/what-is-doi.aspx</p> <p>Yu, H., Zhou, Y.-J., Li, G.-X., Zhang, G.-H., Liu, H.-L., Yan, L.-P., . . . Tong, G.-Z. (2009). Further evidence for infection of pigs with human-like influenza viruses in China. <i>Virus Research</i>, 140, 85–90. doi:10.1016/j.virusres.2008.11.008</p>
<p>Full Text Article from a Commercial Database (no DOI)</p> <p>See pp. 198–202 in the <i>APA Publication Manual</i></p>	<p>According to Castell (2008)</p> <p>OR</p> <p>. . . (Castell, 2008).</p>	<p>~ Following the print form of the citation, include the name of the database and accession/document/order number assigned by the database in parenthesis.</p> <p>Castell, F. (2008). Professionalism in nursing practice. <i>Nursing Journal</i>, 12, 13–17. Retrieved from CINAHL Plus with Full Text database. (Accession No. 2009886289)</p>
<p>Magazine Article</p> <p>See p. 200 in the <i>APA Publication Manual</i></p>	<p>Kluger and Dorfman (2002) evaluated the OR</p> <p>. . . (Kluger & Dorfman, 2002).</p>	<p>Kluger, J., & Dorfman, A. (2002, August 26). The challenges we face. <i>Time</i>, 160(9), 32–38.</p>
<p>Newspaper Article – no author</p> <p>See pp. 176 and 200 in the <i>APA Publication Manual</i></p>	<p>~ The article title will be placed between quotation marks in the text of the essay.</p> <p>In the article “Rotor Blades Fail Inspection” (2002) OR</p> <p>. . . (“Rotor Blades Fail Inspection,” 2002).</p>	<p>~ If no author is present, use the title of the article in place of the author's name.</p> <p>Rotor blades fail inspection. (2002, July 27). <i>Medicine Hat News</i>, p. A1.</p>

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<p>Brochure – Same Author and Publisher</p> <p>See p. 203 in the <i>APA Publication Manual</i></p>	<p>In the brochure by Travel Alberta (2002) OR</p> <p>. . . (Travel Alberta, 2002).</p>	<p>~ When the author and publisher are identical use the word <i>author</i> as the publisher.</p> <p>Travel Alberta. (2002). <i>Official Alberta vacation guide</i> [Brochure]. Edmonton, Canada: Author.</p>
<p>Episode from a Television Series</p> <p>See p. 210 in the <i>APA Publication Manual</i></p>	<p>Dolinsky and Alexander’s (1968) work OR</p> <p>. . . (Dolinsky & Alexander, 1968).</p>	<p>~ Use writer and director in place of author, and producer in place of editor.</p> <p>Dolinsky, M. (Writer), & Alexander, D. (Director). (1968). Plato’s stepchildren [Television series episode]. In F. Freiburger (Producer), <i>Star trek</i>. Los Angeles, CA: Paramount Pictures.</p>
<p>Video</p> <p>See p.209 in the <i>APA Publication Manual</i></p>	<p>In the video <i>Faces of Reality</i> produced by Gillespie and directed by Ashworth (2000)</p> <p>OR</p> <p>. . . (Gillespie & Ashworth, 2000).</p>	<p>~ Provide the primary contributors such as producer and/or director.</p> <p>~ If the video is in DVD or Blu-ray formats, you would use those terms in place of “Videotape.”</p> <p>Gillespie, M. (Producer), & Ashworth, S. (Director). (2000). <i>Faces of reality</i> [Videotape]. Edmonton, Canada: Alberta Alcohol and Drug Abuse Commission.</p>
<p>Secondary Source</p> <p>See p. 178 in the <i>APA Publication Manual</i></p>	<p>~ In the text cite the original source and in brackets cite the secondary source with the phrase “as cited in”.</p> <p>Kiel and Elliott’s study (as cited in Eve, Horsfall, & Lee, 1997) found</p>	<p>~ Cite only the secondary source in the reference list.</p> <p>Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). <i>Chaos, complexity, and sociology</i>. London, England: Sage.</p>
<p>A Review</p> <p>See pp. 208–209 in the <i>APA Publication Manual</i></p>	<p>In Osborne’s (1998) review of the book</p> <p>OR</p> <p>. . . (Osborne, 1998).</p>	<p>~ In square brackets use the phrase “Review of the” and the type of material reviewed (book, video, etc.). If the article/review has a formal title, it will precede the bracketed text.</p> <p>Osborne, R. E. (1998). [Review of the book <i>The fabric of self: A theory of ethics and emotions</i>, by D. Rothbard Margolis]. <i>Choice</i>, 36, 223.</p>
<p>Corporate Report, Government Author</p> <p>See pp. 184, 205–206 in the <i>APA Publication Manual</i></p>	<p>~ A group author / publisher style of reference will include corporations, associations, government agencies or study groups act as author and publisher.</p> <p>~ Spell out the full name of the group publisher and author, do not use abbreviations or acronyms.</p> <p>The Health Canada (2006) report noted that OR</p> <p>. . . (Health Canada, 2006).</p>	<p>~ If present, include publication or catalogue number in parenthesis after the title.</p> <p>Health Canada. (2006). <i>Residential indoor air quality guideline: Formaldehyde</i> (HC Publication No. 4120). Retrieved from http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf</p>

	IN-TEXT REFERENCE	REFERENCE PAGE
<p>No Author or Editor</p> <p>See p. 184 in the <i>APA Publication Manual</i></p>	<p>~ Use the title in place of the author. ~ See the text box at the bottom of page 2 for information on formatting titles in the text of your paper.</p> <p>According to the <i>Merriam-Webster's Collegiate Dictionary</i> (1993) OR . . . (<i>Merriam-Webster's Collegiate Dictionary</i>, 1993).</p>	<p>~ Place the title in the author position.</p> <p><i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p>
<p>Web Page</p> <p>See pp. 205–206 in the <i>APA Publication Manual</i></p>	<p>~ Cite electronic information the same way as printed works, use the author and date of electronic publication.</p> <p>A document from the United Nurses of Alberta (2009) suggests that OR . . . (United Nurses of Alberta, 2009).</p>	<p>~ Provide as many of the bibliographic elements as are available. ~ Include the complete Web address for the page of information (cut and paste the web address to ensure accuracy). ~ Be sure that the Web site hosting a document is the actual author; a Web site might be hosting the information for other organizations.</p> <p>United Nurses of Alberta. (2009, June). <i>Fishing for facts on the nursing shortage?</i> Retrieved from http://www.una.ab.ca/news/archive/pdfs/Wrong%20Way/redherring.pdf</p>
<p>Wiki Entry</p> <p>See Section 7.11 (pp. 214–215) of the <i>APA Publication Manual</i></p>	<p>The “APA Style” (2009) article suggests that OR It is suggested that . . . (“APA Style,” 2009).</p>	<p>~ The date of retrieval must be included when citing a wiki article.</p> <p>APA style. (2009, October 15). In <i>Wikipedia: The free encyclopedia</i>. Retrieved October 20, 2009, from http://en.wikipedia.org/wiki/APA_style</p>
<p>Video Blog (e.g., YouTube, etc.)</p> <p>See p. 215 of the <i>APA Publication Manual</i></p>	<p>Simon Cowell, a notoriously difficult judge, said that Paul Potts's performance on <i>Britain's Got Talent</i>, “was a complete breath of fresh air” (myredroom, 2007). Cowell went on to say that, “I thought you were absolutely fantastic.”</p>	<p>~ Use the screen name that the author/poster has adopted. Nothing is italicized.</p> <p>myredroom. (2007, June 10). Paul sings Nessun Dorma high quality video/sound widescreen 16:9 [Video file]. Retrieved from http://www.youtube.com/watch?v=1k08yxu57NA</p>
<p>Archived Documents</p> <p>(This includes archived letters, limited-circulation brochures, in-house produced documents, private collections, etc.)</p> <p>See pp. 212–213 of the <i>APA Publication Manual</i></p>	<p>The Vera Bracken Library’s (2008) brochure states that OR . . . (Vera Bracken Library, 2008).</p>	<p>~ The presentation style and level of information will vary from source to source.</p> <p>Vera Bracken Library. (2008, August). <i>New student's survival guide to Library Services</i>. [Brochure]. Medicine Hat College, Medicine Hat, Canada.</p>

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<p>Web Log (Blog Post)</p> <p>See pp. 214–215 of <i>APA Publication Manual</i></p>	<p>Schroeder (2009) reported that</p> <p>OR</p> <p>. . . (Schroeder, 2009).</p>	<p>~ If the name of the blog is in the URL, you do not have to list it in the citation.</p> <p>Schroeder, S. (2009, October 5). Apple to Woolworths: Your new logo is too Apple-y [Web log post]. Retrieved from http://mashable.com/2009/10/05/apple-woolworths-logo/</p>
<p>No Date</p> <p>See p. 185 in the <i>APA Publication Manual</i></p>	<p>~ Use <i>n.d.</i> (not italicized) to indicate no date.</p> <p>In the text by Rosenthal (n.d.) OR . . . (Rosenthal, n.d.).</p>	<p>Rosenthal, R. (n.d.). <i>Social research procedures</i>. Newbury Park, CA: Sage.</p>
<p>Personal Communication</p> <p>See p. 179 in the <i>APA Publication Manual</i></p>	<p>~ For example letters, e-mail, personal interviews, notes taken in class, etc.</p> <p>S. L. Rainsforth (personal communication, August 20, 2002) suggested</p> <p>OR . . . (S. L. Rainsforth, personal communication, August 20, 2002).</p>	<p>~ Do not list personal communications in the reference list.</p> <p>~ Letters, transcripts, audio records, online public forums, etc. that are archived in archives, Internet, libraries, museums, etc. do need to be cited. Refer to Section 6.20 (p. 179) of the <i>APA Publication Manual</i> for details.</p>
<p>Figures (Visual Elements)</p> <p>See pp. 38, 53, 151–167 in the <i>APA Publication Manual</i></p>	<div data-bbox="533 695 957 1000" data-label="Figure"> </div> <p><i>Figure 1.</i> Property and Violent Crime in Major Metropolitan Areas, 1996.</p> <p>From <i>The Canadian Criminal Justice System</i> (p. 36), by S. Ramcharan, W. de Lint and T. Fleming, 2001, Toronto, Canada: Prentice Hall. Copyright 2001 by Pearson Education Canada. Reprinted [OR Adapted] with permission.</p> <ul style="list-style-type: none"> ~ Label the visual (e.g., <i>Figure 1.</i>, <i>Figure 2.</i>, etc.; in italics) with a caption (the caption serves as title and explanation)—this is double spaced. ~ If copyright information has to be included – place it after the caption. ~ Label should line up with the left-hand margin, the visual is centered. ~ Figures should not be integrated into the essay's text because they can disrupt the flow of your paper if not placed properly. Each figure should be on a separate page after any tables, but before an appendix (see p. 2 for manuscript order). If a visual element is not immediately relevant to the essay, but serves to clear-up a point of extraneous detail, it can be placed in an appendix. 	<ul style="list-style-type: none"> ~ Despite including the full reference below the figure (or table), you should still list it on your reference page, and format your reference page entry according to the type of material you quoted from (i.e. book, journal article, website). Refer to the examples already listed. ~ If you are seeking to publish your paper and used a figure (or table) from another source, you must get permission to reprint that particular material. You do not need take this step for your unpublished undergraduate papers.

	IN-TEXT REFERENCE	REFERENCE PAGE
<p>Short Quotation (less than 40 words)</p> <p>See pp. 170–171 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> ~ Place quotation marks around the information that was copied word for word from the source. ~ Include the page number of the information. <p>Olson (2000) stated that, “Teachers are at the nexus of curriculum implementation” (p. 171).</p> <p>OR</p> <p>It has been suggested that, “Teachers are at the nexus of curriculum implementation” (Olson, 2000, p. 171).</p>	<ul style="list-style-type: none"> ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.
<p>Long Quotation (more than 40 words)</p> <p>See p. 171 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> ~ Start a new line and indent a half inch from the side margins. ~ Do not use quotation marks. ~ Copy word for word and double space. ~ Place finishing punctuation marks before the page reference. <p>Olson (2000) concluded that:</p> <p style="padding-left: 40px;">enacting curriculum decisions within classrooms is a complex, multistoried narrative in a dynamic process of continual negotiation. Because preservice teachers enter an ongoing narrative in process, finding their place within the story can be confusing and frustrating. Finding space to create their own curriculum story with students is difficult. (p. 175)</p>	<ul style="list-style-type: none"> ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.
<p>Quotation—no page numbers in the text</p> <p>See pp. 171–172 in the <i>APA Publication Manual</i></p>	<ul style="list-style-type: none"> ~ Use a paragraph number, or paragraph number and heading to mark the location of the quotation. If paragraph numbers are not present, it is permissible to count them manually. ~ Use “para.” to indicate a paragraph number. <p>EXAMPLE 1 – Paragraph number:</p> <p>As Olson (2000) states, “Teachers are at the nexus of curriculum implementation” (para. 17).</p> <p>EXAMPLE 2 – Heading and paragraph number:</p> <p>As Olson (2000) states, “Teachers are at the nexus of curriculum implementation” (Conclusion section, para. 17).</p>	<ul style="list-style-type: none"> ~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.