

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. (Call number BF76.7 P83 2010)
- *Frequently Asked Questions About APA Style* www.apastyle.org/learn/faqs/index.aspx
- *UVic Libraries Citation help* <http://www.uvic.ca/library/research/citation/index.php>

➤ **TIP:** Always consult with your instructor to determine which citation style and edition of the style you should follow.

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

➤ General Rules: In-text Citations

APA Style Guide 6th (p. 170) requires you to cite your sources in the text of your paper using author-date. Include author, year, page(s). Provide the full citation in your reference list. Cite the source of all material you quote, paraphrase, or summarize.

ONE AUTHOR ➤ ➤ Cite the **last name of the author** and the **publication year**.

➤ **Example:** According to one study of music students (Jones, 2000, p. 34) the song was heard...

Note: If you include the author's name in the sentence, don't cite it in parentheses.

➤ **Example:** Wong (2003) discovered students ...

TWO AUTHORS ➤ ➤ Cite **both names** of the authors for every reference in the text.

➤ **Example:** A previous study (Wong & Jones, 1997) uncovered several instances of ...

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 **publication year**.

➤ **Examples: First Citation** (Smith, Jones, Brown, Stuart, & Anderson, 2006) **Subsequent Citations** (Smith et al., 2006)

SIX OR MORE AUTHORS ➤ ➤ Cite only the last name of the **first author**, followed by **et al.** and the **publication year**.

➤ **Example:** (Smith et al., 2001)

SUBSEQUENT CITATIONS ➤ ➤ Omit the year for second and subsequent nonparenthetical citations within the same paragraph. Include the year for all parenthetical citations (APA Style Guide, 6th ed. p. 174).

➤ **Example:** Wong also demonstrates...

DIRECT QUOTE ➤ ➤ If the citation is for a **direct quote, paraphrase, or summary**, include the **page number(s)**. Abbreviate page as **p.** and pages as **pp.**

➤ **Examples:** He exclaimed, "No new taxes" (Turnbull, 2000, p. 84) or (Turnbull, 2000, pp. 84-87).

MULTIPLE SOURCES ➤ ➤ **Cited within the same parentheses:** Place the citations in alphabetical order by author last name. Separate citations with a semicolon.

➤ **Example:** (Anderson, 2005; Everson & Brown, 2002; Suzuki, 2004)

MULTIPLE SOURCES SAME AUTHOR ➤ ➤ Cite the author(s) once. List the dates chronologically, earliest first, and separate with commas.

Example: (Jones & Brown, 2003, 2004)

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).

SECONDARY SOURCES ➤ ➤ For a **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.*

WEBSITES ➤ ➤ When an entire website is cited, rather than a particular document on that website, the address of the site is sufficient in the text (APA Style Guide to Electronic References, 6th ed., p. 32).

➤ **Example:** The UVic Library posts information on Twitter (<https://www.twitter.com/UVicLib>).

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WEB PAGES >> For material on a **web page** without page numbers: cite the section heading and the paragraph number (count down from the heading).

> **Example:** (Smith, 2006, Introduction section, para. 2)

WEB PAGES WITH NO AUTHOR >> To cite a web page with no author, start your citation with the title of the web page.

> **Example:** ("Coastal Cleanup Efforts," 2012)

ORGANIZATION IS AUTHOR >> For works with a group as the author e.g. (e.g. corporations, associations, government agencies / departments / ministries) are **usually spelled out each time they appear in a citation** unless the name is long and cumbersome and the abbreviation is familiar or readily understandable. If the name is short or the abbreviation not readily understandable, write out the name each time it occurs.

> **Examples: Without abbreviation** - Public Health Agency of Canada (2005)

With abbreviation - Canada, Department of Foreign Affairs and International Trade (DFAIT, 2003)

LEGAL SOURCES >> **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:** 1. Bill C-26 (2005) had numerous effects on...

2. Freedom of association is guaranteed under section 2(d) (Canadian Charter of Rights and Freedoms, 1982).

Case law titles are italicized for in-text citations.

> **Example:** (*R. v. Latimer*, 2001)

PERSONAL COMMUNICATIONS >> **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 **CourseSpaces**.

> 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 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. (See Ch. 6, pp. 169-192)

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 authors:** separate names with commas; place **&** before the final name.

> **Three to seven authors:** invert all authors' names; give last names and initials for only up to and including seven authors.

> **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.

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- No known author or editor: begin the reference with the title, followed by the date.

GROUP AUTHORS (INCLUDING GOVERNMENT) >>

- Alphabetize group authors (government agencies, departments, ministries) by the first significant word of the name.
- Spell out the full name of a group author (a period follows the group author).

Example: Public Health Agency of Canada.

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 websites: capitalize each significant word.
- Italicize the titles of books and periodicals, including the volume number of periodicals.

EDITION >>

- Include the edition after the title for editions other than the first

Example: Dictionary of the Spanish Language (22nd ed.).

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 >>

For detailed instructions on how to cite electronic resources, use the *APA Style Guide to Electronic References*, 6th ed. (2012).

- 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 website name.

➤ **Article without a DOI:** for open access content, give the exact web page address for the cited material; for content accessible by subscription, give the database name or journal home page address.

➤ 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 website, <http://www.nrc-cnrc.gc.ca/eng/index.html>

➤ Do not put a period after the web page address.

➤ If you are retrieving an **electronic book** and know the software used to display it, include it in square brackets after the title, followed by a period. Ex: [DX Reader version]. or [Adobe Digital Editions version]. This appears before any web address or DOI information.

GOVERNMENT REPORTS &

TECHNICAL & RESEARCH REPORTS >>

➤ APA style refers to "Technical and Research Reports" and includes government reports. These are treated as books.

➤ Electronic versions do not include publication information if the address is of the website of the publishing government agency / department ministry.

➤ Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title. Include document numbers in parentheses.

➤ Government reports from Canada are published in Ottawa, ON unless otherwise indicated.

➤ Government Reports from British Columbia are published in Victoria, BC unless otherwise indicated.

➤ Government reports retrieved online do not need to indicate the publisher, unless the author is also the publisher.

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➤ Government reports retrieved online do not indicate the publisher when the publisher is as part of the “Retrieved from” statement of the web page.

Example: Retrieved from <http://bccla.org/wp-content/uploads/2013/11/2013-Handbook-Rights-Talk.pdf>

Note: Debates and Hansard do not indicate a place of publication or a publisher.

➤ You may need to include the name of the website or database before the web address, if it is not the same as the Publisher.

Example: Ebrary Canadian Public Policy Collection.

LEGAL SOURCES ➤ ➤

➤ APA style uses *The Bluebook: A Uniform Style of Citation*, 18th ed. as a guideline for creating legal citations.

➤ 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 **section** 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.

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► Reference List Examples¹

Book: 1 or 2 authors (pp. 174-175, 203)	Peters, S. N., & Abbott, M. R. (2001). <i>Canadian parliamentary law: A call for change</i> . Toronto, ON: Carswell.
Book: 3 to 7 authors (p. 175)	Smith, K., Jones, M., & Andrews, O. (2005). <i>Guide to Canadian historical sites for families</i> . Ottawa, ON: Penguin.
Book: 8 or more authors	Kernis, M., Cornell, D., Sun, C., Berry, A., Harlow, T., Ball, E., . . . Bach, J. (2012). <i>Cooperative endeavors in science education</i> . New York, NY: Random House.
Book: group as author (agency, organization, company, etc.) (pp. 176, 184)	Canadian Mental Health Association. (2007). <i>Mental health indicators for adolescents</i> . Ottawa, Canada: Canadian Mental Health Association. First in-text citation: (Canadian Mental Health Association [CMHA], 2003) Subsequent citations: (CMHA, 2003)
Book: no author (pp. 176-177)	<i>Merriam-Webster's geographical dictionary</i> (3 rd ed.). (1997). Springfield, MA: Merriam-Webster.
Book: with editor(s)	Allen, S., & Graham, P. (Eds.). (2005). <i>Contemporary studies in romance languages</i> . New York, NY: McGraw Hill.
Book, edited: chapter or article (p. 202)	Store, W. (2003). The Doane ukulele method. In T. Miller & L. E. Davis (Eds.), <i>Music education in Canada</i> (4th ed., pp. 197–203). St. Catharines, ON: Vanwell.
Book, edition other than first	Craig, B., & Germain, D. (2014). <i>Abnormal Psychology</i> (5th ed.). Chicago, IL: University of Chicago Press.
Book: retrieved from a database (no direct link)	Erdkamp, P. (2005). <i>The grain market in the Roman Empire: A social, political and economic study</i> . [Adobe Digital Editions version]. Retrieved from http://www.netlibrary.com/
Book: e-book (direct link to item) (p. 203)	Bryant, P. (1999). <i>Biodiversity and Conservation</i> . Retrieved from http://darwin.bio.uci.edu/~sustain/bio65/Titlepage.htm
Encyclopedia entry (pp. 202-203)	Thomas, W. (2003). Ukulele. In <i>The Canadian encyclopedia of music</i> (Vol. 13, pp. 433–434). Vancouver, Canada: University of British Columbia Press.
Encyclopedia entry: online (p. 202)	Bray, K., Green, J. P., & Vogan, N. (2010). School music. In J. H. Marsh et al. (Eds.), <i>The Encyclopedia of music in Canada</i> . Retrieved from http://www.thecanadianencyclopedia.ca
Journal article: print (p. 198)	Jackson, J. (2005). Reconciling resource development and protection of endangered species. <i>New Canadian Journal of Political Science</i> , 38(2), 116–124.
Journal article: with DOI from online database or e-journal (p. 198)	Whitmeyer, J. M. (2000). Power through appointment. <i>Social Science Research</i> , 29(4), 535-555. doi:10.1006/_sre.2000.0680

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

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Journal article: without DOI (include website URL) (p. 199)	Boutsen, F., Cannito, M. P., Taylor, M., & Bender, B. (2002). Botox treatment in adductor spasmodic dysphonia: A meta-analysis. <i>Journal of Speech, Language, and Hearing Research, 45</i> (2), 469-481. Retrieved from http://jslhr.asha.org
Magazine article (p. 200)	Lee, O., & Clark, L. (2003, July/August). Counting rabbits and other Victoria pastimes. <i>Canadian Geographic, 123</i> (1), 68-79.
Magazine or Journal: review (p. 209)	Scott, R. B. (2007). Down a familiar path [Review of the book <i>Harry Potter and the deathly hallows</i>]. <i>The Children's Reader, 21</i> (3), 47.
Newspaper article (p. 200)	Maverick Manitoba researcher discovers, names new planet. (2007, June 14). <i>The Globe and Mail</i> , p. A.18. Flores, K. E. (2000, March 7). Nursing staff key to recovery. <i>The New York Times</i> . Retrieved from http://www.nytimes.com
Website, entire (pp. 187-192)	<i>Please note: a website citation is not required in the reference list. In-text citation is sufficient.</i> See APA Style Guide to Electronic References, 6th ed. (2012), p. 32. Rules of play [Website]. (2008, March 22). Retrieved from http://www.rulesofplay.org
Web page (p. 187-192)	Gomez, D. B. (2006). A timeline of English literature. Retrieved from http://www.historyinanutshell.com/englishliterature.html
Web page: no author, no date (p. 187-192)	Skunk cabbage [Web page]. (n.d.). Retrieved from http://www.wetlands.org/cabbage
Image: (see Figures, pp. 159-160)	<p>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.</p> <p>In-text citation: It is very likely that Barnard's <i>Mission Ridge Scene of Sherman's Attack</i> (Figure 1) was one of several photographs taken after Sherman's active campaign in Tennessee.</p> <p>Caption (image taken from print source): <i>Figure 1. Mission Ridge Scene of Sherman's Attack</i> by G. N. Barnard, 1864 or 1866. <i>Note:</i> From <i>George N. Barnard: Photographer of Sherman's campaign</i>, by K. F. Davis, 1990, Kansas City, Missouri: Hallmark Cards, p. 120. Copyright 1990 by Hallmark Cards. Reprinted with permission.</p> <p>Caption (online image): Kohl, Allan T. (Photographer) (n.d.). <i>Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.</i> [Online image]. Retrieved from Art Images for College Teaching, http://www.arthist.umn.edu/aict/html/non_west/NA/NA064.html</p> <p>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</p> <p>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.</p> <p>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.</p>

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Motion picture (p. 209)	Reed, T. (Producer), & Bell, M. (Director). (2008). <i>Schoolyard games</i> [Motion picture]. Canada: National Film Board.
Television episode (p. 210)	Morgan, T. (Reporter). (2008). The plague of plagiarism [Television series episode]. In Y. Barnes (Producer), <i>Island Pulse</i> .
Television series	Foster, L. (Producer). (2003-2005). <i>Espionage</i> [Television series].
Reprinted custom course materials	Powell, T. (2007). Does Canadian history matter? In K. Reyes (Ed.), <i>HIST 131 Course Readings</i> (pp. 24-37). Victoria, BC: University of Victoria, Bookstore. (Reprinted from <i>Journal of Western Canadian History</i> , 42(3), 210-223, 1984). In-text citation: (Powell, 1984/2007)
Personal communication, lecture notes (includes course slides or notes posted to Blackboard or CourseSpaces) (p. 179)	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). <i>Contemporary popular music culture in Shanghai</i> . [Audio podcast]. Retrieved from http://www.chinapop.com/music/podcasts
Blog post (p. 215)	Bell, L. (2009, March 25). Can students survive on Google alone? [Blog post]. Retrieved from http://www.searchinglibrarian.com/2009/03/can_students_survive.php
Video post (p. 215)	Sullivan, O. [origamimaster]. (2008, June 6). How to make origami [Video file]. Retrieved from http://youtube.com/w34265Z
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 (https://www.facebook.com/pages/postsecret), and Twitter (https://twitter.com/postsecret)... If your readers are unable to access the content (due to privacy settings, etc.) use the rules for a Personal Communication citation. 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. Reference list:
Facebook	PostSecret. (2010a, January 7). Live PostSecret event: Spring 2010 dates & schools. [Facebook status update]. Retrieved from https://www.facebook.com/PostSecret/posts/21977955239
Twitter	PostSecret. (2010b, January 28). Author Howard Zinn dies at 87 – Washington Post #RIPHowardZinn [Tweet]. Retrieved from https://twitter.com/postsecret/status/8319691996

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**Government Reports
Technical and
Research Reports**
(p. 205)

Government Report by Group Author (department, ministry) (electronic)
(departmental/ministry website)

Public Health Agency of Canada. (2005). *Make every mother and child count: Report on maternal and child health in Canada* (Catalogue number: H -13/2005). Retrieved from: http://www.phac-aspc.gc.ca/rhs-ssg/pdf/whd_05epi_e.pdf

Government Report by individual author(s) (electronic) (departmental /ministry website)

Plant, P.G. (2007). *Access and excellence: The campus 2020 plan for British Columbia's post-secondary education system* (Report No. C2007-960088-3). Retrieved from the British Columbia Ministry of Advanced Education and Labour Market Development website: <http://www.aved.gov.bc.ca/campus2020/campus2020-thinkingahead-report.pdf>

Government Report by individual author(s) (print)

Plant, P.G. (2007). *Access and excellence: The campus 2020 plan for British Columbia's post-secondary education system* (Report No. C2007-960088-3). Victoria: BC, Ministry of Advanced Education

Non-governmental Organization Authored Report

Mollard, M. (2008). *The citizenship handbook: A guide to democratic rights and responsibilities for Canadians*. Retrieved from British Columbia Civil Liberties Association website: <http://www.bccla.org/citizen/Citizenship%20Handbook%202008.pdf>

Debates / Hansard

British Columbia, Official Report of the Debates of the Legislative Assembly (Hansard), Vol. 27, No. 8, (November 14, 2011) at 8687 (Stilwell). Retrieved from <http://www.leg.bc.ca/hansard/39th4th/H1114am-08.pdf>.

Canada, Parliament, House of Commons Debates, Vol. 143, Number 007 (November 26, 2008) at 281 (Hon. Menzies). Retrieved from <http://www.parl.gc.ca/content/hoc/House/401/Debates/007/HAN007-E.PDF>

Canada, Parliament, Debates of the Senate of Canada (Hansard), Vol. 148, Issue 16, (October 4, 2011) at 296 (Hon. Tardif). Retrieved from http://www.parl.gc.ca/Content/Sen/Chamber/411/Debates/pdf/016db_2011-10-04-e.pdf

Legal Bill / Act
(pp. 216-224):

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

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

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

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

Case Law

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

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

Statistics Canada

Statistics Canada. (2012). Age (131) and sex (3) for the population of Canada, provinces, territories, census divisions, census subdivisions and dissemination areas, 2011 Census. (2011 Census of Canada: Topic-based tabulations Statistics Canada Catalogue no. 97-550-XWE2006002). Ottawa, ON. Retrieved March 25, 2015 from <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/tbt-tt/Index-eng.cfm>