

APA Style Guide



This guide shows the most common scenarios for APA citing. For more examples, consult:

- **Publication Manual of the American Psychological Association, 7th ed.** (Call number BF76.7 P83 2020)
- **APA Style Blog** (<https://apastyle.apa.org/blog/>)

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 7th (p. 261) requires you to cite your sources in the text of your paper using author- date. Include author, year (and page(s) if a direct quote). 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) 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 OR MORE AUTHORS → Include the last name of only the first author plus "et al." followed by the publication year, in every citation, including the first citation.

→ **Example:** (Smith et al., 2006)

GROUP AUTHOR → Provide the **full name** of the group on first mention, and the **publication year**.

→ **Example:** (National Institute of Mental Health [NIMH], 2020)

Group name can be abbreviated for subsequent citations. → **Example:** (NIMH, 2020)

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, 7th ed., p. 265).

→ **Example:** Wong also demonstrates...

DIRECT QUOTE → If the citation is for a **direct quote**, 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 → Include the title and year of publication in the in-text citation.

→ **Example:** Web Usability Studies are commonly conducted in libraries ("Benefits of Usability Studies," 2002).



APA Style Guide



SECONDARY SOURCES → For a source cited in another source, refer to the source you got the information from in your in-text citation. In the reference list, only list the source you used.
→ **Example:** Jones' diary (as cited in Smith, 2006)
Note: In this example, Smith (2006) would appear in the reference list, but Jones 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, 7th ed., p. 268).
→ **Example:** The UVic Library posts information on Twitter (<https://www.twitter.com/UVicLib>).

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)

TRADITIONAL KNOWLEDGE / ORAL TRADITIONS OF INDIGENOUS PEOPLES → If the information is recorded and recoverable by readers (e.g. video, audio, transcript, book, article), cite it in the text and include a reference list entry in the format of the type of source. For information not recorded and not recoverable by readers, provide as much detail in the in-text citation as necessary to describe the content and conceptualize the origin of the information. Because there is no recoverable source, a reference list entry is not used. (see APA 7th ed., pp. 260-261 for more situations)
→ **Example:** We spoke with Rose Penny (Coast Salish, lives in Victoria, British Columbia, Canada, personal communication, June 2020) about the traditions around seasonal moons....

ORGANIZATION IS AUTHOR → 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, e-mail messages, text messages, online chats or direct messages, or personal interviews, telephone conversations, live speeches, memos, letters, etc. 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**.



APA Style Guide



→ 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. 9, pp. 281-307)

FORMAT

→ Begin the reference list on a new page and give it the heading **References**. Use bold font and 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 twenty authors:** invert all authors’ names; give last names and initials up to and including 20 authors.

→ **Twenty-one or more authors:** name the first nineteen 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. If, and only if, the work is signed “Anonymous,” use “Anonymous” as the author.

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.

→ If a work has been accepted for publication but is not yet published, use the term “in press” instead of a year.

RETRIEVAL DATES

→ Provide a retrieval date for online sources when citing work that is likely meant to change, or changes over time (e.g. Twitter Profile, wikis, Facebook page, UpToDate article, Google Maps, etc.)

→ Give the date you retrieved the information if it is unclear when it was last updated using this form: Retrieved April 15, 2009.

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.



APA Style Guide



EDITION

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

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

PLACE OF PUBLICATION

→ Publisher locations are no longer included in APA Style references for books and book chapters (APA 7th ed., pp. 295-296.)

PUBLISHER'S NAME

→ Omit terms such as Publishers, Co., and Inc., but retain Books and Press.

ELECTRONIC SOURCES

→ **Online source with a DOI** (Digital Object Identifier, typically found on the first page of the article): cite the DOI starting with

https://doi.org/ and do not include the database or website name. If an online source has both a DOI and URL, include only the DOI

→ **Online source 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 address.

→ **It is no longer necessary to include the words "Retrieved from"**

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

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.

→ **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.





Reference List Examples¹

Book: 1 or 2 authors (p. 321)	Peters, S. N., & Abbott, M. R. (2001). <i>Canadian parliamentary law: A call for change</i> . Carswell.
Book: 3 to 20 authors (p. 286)	Smith, K., Jones, M., & Andrews, O. (2005). <i>Guide to Canadian historical sites for families</i> . Penguin.
Book: 21 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> . Random House.
Book: group as author (organization, company, etc.) (p. 288)	Canadian Mental Health Association. (2007). <i>Mental health indicators for adolescents</i> . Canadian Mental Health Association. First in-text citation: (Canadian Mental Health Association [CMHA], 2007) Subsequent citations: (CMHA, 2007)
Book: no author (p. 289)	<i>Merriam-Webster's geographical dictionary</i> (3rd ed.). (1997). Merriam-Webster.
Book: with editor(s)	Allen, S., & Graham, P. (Eds.). (2005). <i>Contemporary studies in romance languages</i> . McGraw Hill.
Book, edited: chapter or article (p. 326)	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). Vanwell.
Book, edition other than first	Craig, B., & Germain, D. (2014). <i>Abnormal psychology</i> (5th ed.). University of Chicago Press.
Ebook: from database (no direct link, treat same as print p.299)	Erdkamp, P. (2005). <i>The grain market in the Roman Empire: A social, political and economic study</i> . Cambridge University Press.
Ebook: direct link to item (p. 321)	Bryant, P. (1999). <i>Biodiversity and conservation</i> . http://darwin.bio.uci.edu/~sustain/bio65/Titlepage.htm
Ebook: with DOI	Northup, S. (2011). <i>Twelve years a slave</i> . Lerner Publishing Group. https://doi.org/10.5149/9780807869444_northup
Encyclopedia entry (pp. 328)	Thomas, W. (2003). Ukulele. In <i>The Canadian encyclopedia of music</i> (Vol. 13, pp. 433–434). University of British Columbia Press.
Encyclopedia entry: online (p. 328)	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 December 23, 2019, from http://www.thecanadianencyclopedia.ca
Journal article: print (p. 317)	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 a DOI	Whitmeyer, J. M. (2000). Power through appointment. <i>Social Science Research</i> , 29(4), 535–555. https://doi.org/10.1006/_ssre.2000.0680

¹ Page numbers refer to *Publication Manual of the American Psychological Association*, 7th ed.



APA Style Guide



Journal article: without a DOI, with a nondatabase URL (p. 317)	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. http://jslhr.asha.org
Magazine article (p. 320)	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. 335)	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. 320)	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> . http://www.nytimes.com
Website, entire (pp. 282, 350)	*Use this category only when the work does not better fit within another category. Ask yourself, "What type of work is on this website?" then choose the reference category that is most similar to the work you want to cite. (e.g. to cite a report from a government website, use the reports category) *To mention a website in general, do not create a reference list entry or an in-text citation. Instead, include the name of the website in the text and provide the URL in parentheses. Rules of play. (2008, March 22). http://www.rulesofplay.org
Web page (pp. 350-351)	Gomez, D. B. (2006). <i>A timeline of English literature</i> . http://www.historyinanutshell.com/englishliterature.html
Web page: no author, no date (pp. 350-352)	Skunk cabbage. (n.d.). http://www.wetlands.org/cabbage
Blog post (p. 320)	Adams, A. (2019, October 8). Book and book chapter references: No location required. <i>APA Style Blog</i> . https://apastyle.apa.org/blog/publisher-locations-in-book-references
Video post (p. 344)	Sullivan, O. [origamimaster]. (2008, June 6). <i>How to make origami</i> [Video]. YouTube. http://youtube.com/w34265Z
Podcast (p. 345)	Patterson, S. (Host). (2011-present). <i>The debaters</i> [Audio podcast]. CBC. https://www.cbc.ca/radio/thedebaters
Podcast episode	Patterson, S. (Host). (2019, December 14). Home for the holidays & telemarketers (No. 1413) [Audio podcast episode]. In <i>The debaters</i> . CBC. https://www.cbc.ca/radio/podcasts/comedy/the-debaters/
Facebook, Twitter, or other social media sites (pp. 348-350)	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.



APA Style Guide



	<p>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)...</p> <p>If your readers are unable to access the content (due to privacy settings, etc.) use the rules for a Personal Communication citation.</p> <p>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.</p>
Facebook post (p. 349)	<p>Reference list: PostSecret. (2010a, January 7). Live PostSecret event: Spring 2010 dates & schools. [Status update]. Facebook. https://www.facebook.com/PostSecret/posts/21977955239</p>
Tweet (p. 348)	<p>PostSecret. (2010b, January 28). Author Howard Zinn dies at 87 – Washington Post #RIPHowardZinn [Tweet]. Twitter. https://twitter.com/postsecret/status/8319691996</p>
Film or Movie (p. 342)	<p>Reed, T. (Producer), & Bell, M. (Director). (2008). <i>Schoolyard games</i> [Film]. National Film Board.</p>
Television episode (p. 343)	<p>Benioff, D. & Weiss, D.B. (Writers). (2011, April 17). Winter is coming (Season 1, Episode 1) [TV series episode]. In D. Benioff, D.B. Weiss, F. Doelger, C. Strauss, B. Caulfield, B. Cogman, M. Sapochnik, & D. Nutter (Executive Producers), <i>Game of Thrones</i>. HBO.</p>
Television series	<p>Meyboom, J.P., Lacey, J., Harbin, L., & Kinnear, S. (Producers). (2008-present). <i>Murdoch Mysteries</i> [TV series]. Shaftesbury Films.</p>
Reprinted custom course materials	<p>Published material: Just cite it as if you found it in the original source. Unpublished/original material: Treat it as part of an anthology compiled by the instructor and published by the University. If authorship is not stated, treat it as an unauthored work.</p>
Personal communication, lecture notes (includes course slides or notes posted to Blackboard or CourseSpaces) (p. 260)	<p>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.</p> <p>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...</p>
Data set (pp. 337-338)	<p>Cullis-Suzuki, S. (2018). <i>Fish and ships: Impacts of boat noise on a wild fish and its predators</i> [Data set]. Scholars Portal Dataverse. https://doi.org/10.5683/SP2/GHWXNE</p>
Visual works: includes artwork in a museum or website, clipart, infographic, map, photograph (See pp. 225-250, Tables & Figures)	<p>In the text, number the images consecutively, and refer to an image by its number (ex. Figure 1, Figure 2). Notes, which help to clarify content in the image, are placed immediately below the image.</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>

APA Style Guide



(See pp. 346-347 for reference list entry examples)

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) (n.d.). *Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.* [Online image]. 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.].
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.

Note: To cite clip art or a stock image without reproducing it, provide an in-text citation for the image instead of a copyright attribution. Also provide a reference list entry.
Parenthetical citation: (Kohl, n.d.)
Narrative citation: Kohl (n.d.)

Infographic

Distance Learning Section. (2019). *ACRL standards for distance learning library services* [Infographic]. Association of College and Research Libraries.
<https://acrl.ala.org/DLS/wp-content/uploads/2019/11/DLS-Standards-Infographic-Accessible.pdf>

Map

Google. (n.d.). [Google Maps directions for driving from the Swartz Bay Ferry Terminal to the University of Victoria]. Retrieved December 24, 2019, from
<https://goo.gl/maps/MfWHQGjv8gE64Pi7A>

Government Reports Technical and Research Reports (pp. 329-331)

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 No. H -13/2005). 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). British Columbia



APA Style Guide



Ministry of Advanced Education and Labour Market Development.
<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). Ministry of Advanced Education

Non-governmental Organization Authored Report

Mollard, M. (2008). The citizenship handbook: A guide to democratic rights and responsibilities for Canadians. British Columbia Civil Liberties Association.
<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).
<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).
<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. 361-363)
Also see Bluebook

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

(pp. 357-360)

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). <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/tbt-tt/Index-eng.cfm>