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# General Rules

- Use APA style (American Psychological Association) for the Social Sciences, including Psychology, Business, Criminology, Economics, and Education. APA puts an emphasis on the resource's date of creation.
- Times New Roman font size 12
- Double-spaced (on 8.5 X 11 inch paper)
- Margins: 1 inch on all sides (or 2.5 cm)
- Beginning with the title page, number the pages in the top right corner of each page
- A separate references page and in-text citations must be included

## APA Title Page

The diagram illustrates the layout of an APA title page. At the top left, the text "Running head: COLLEGE STUDENT STRESS" is shown with an upward-pointing arrow below it. To the right of this, a box contains the instruction "Shorten the title if it is over 50 characters". In the top right corner, the page number "1" is displayed. A large central box contains "Running head instructions" and formatting guidelines. Below this, the title "College Student Stress", author name "Janice M. Jones", and institution "Fanshawe College" are listed with arrows pointing to their respective labels: "Title of paper", "Student name", and "Institution name". A final box at the bottom center states "Include other course information as required by Instructor".

Running head: COLLEGE STUDENT STRESS

Shorten the title if it is over 50 characters

1

**Running head instructions:**  
The words "Running head" appear only on the first page. For the rest of the paper, include just the essay name.  
Name of essay is in capitals.

To format running head and numbering:  
- Use: Insert >Page number >Top of page >Plain number 1.  
-Click: Different First Page  
-Type: Name of essay, tab to move page number to right side

College Student Stress ← Title of paper

Janice M. Jones ← Student name

Fanshawe College ← Institution name

Include other course information as required by Instructor

# References

The References page, located at the end of the paper, identifies **all published sources used** in the paper.

- Begin References list on a new page. Center the title References and continue the page numbering of the text.
- Double space between ALL lines.
- If reference entry is two or more lines long, use a hanging indent. In **Word**, go to the home tab and click on the bottom corner of the Paragraph section and open the Indentation section; go to Special and select Hanging from the dropdown list.

## General Reference Page Guidelines:

### Author(s):

- Alphabetize by last name and include the initial(s) of given name(s): Black, S. E.
- If there is no author, use the editor's name: Jones, L. C. (Ed.).
- **If neither author nor editor is available, use the source title.**
- Separate names with commas, and use ampersand (&) before the last author's name: Maree, J. M., Johnson, D. M., & McKenzie, C. S.

### Dates:

- When no publication date is given, use (n.d.) to indicate no date.
- For online resources, use retrieval dates only when the source material changes over time (e.g. wikis, and web pages that are updated).
- For monthly publications, include month in full (2016, March), for dailies, include day (2017, May, 5).

### Titles:

- For titles of books, chapters, articles, etc., use sentence case, which means **capitalize only the first word of the title, the first word after a colon, and proper nouns (names)**.
- Any referenced item that is a part of a larger source (e.g. a journal article, a chapter, etc.) appears **non-italicized**. The larger source is italicized following the capitalization rule identified above.
- **Note:** The only exceptions to the capitalization rule are journals and newspapers which capitalize each major word of the title: (*Journal of Advanced Physics*).

### Place of Publication:

- Include city and state/province abbreviation for publishers in Canada/USA: London, ON; Boston, MA; and city and country for publishers outside Canada/USA: London, England; Sydney, Australia.

### Publisher:

- Give publisher names in brief, without corporate terms such as Inc., Ltd., or Co.
- If author and publisher are the same, use the word Author as the name of the publisher (see Supplementary Material: Brochure).

### DOI

- The Digital Object Identifier is a code of letters and numbers that uniquely identifies an object. If it is available, include it in the reference.

# In-Text Citations

Each use of a reference within a paper is called an **in-text citation**

## GENERAL RULES FOR CITATIONS:

All **direct quotes (word for word)** and **paraphrases (ideas put in your own words)** must be cited.

- For direct quotes, cite author, year, and **page numbers**, if available: (Blau, 2014, p. 14). Use p. for a single page number and pp. for multiple page numbers.
- Only the author and year are necessary for paraphrased citations: (Blau, 2014), although the use of page numbers is encouraged (Blau, 2014, p. 14)
- For direct quotes from **electronic sources** without page numbers:
  - If paragraph numbers are visible, use the abbreviation *para*.
  - If there are no paragraph numbers, cite a shortened version of the section heading and the number of the paragraph following it: (Canadian Aquaculture, 2015, What they eat, para. 2)
- **Short quotes:** Direct quotes of fewer than 40 words are included in text; use quotation marks.
- **Long quotes:** Direct quotes longer than 40 words do not use quotation marks. They are placed in an indented, double spaced, block of text (see last page of handout).
- If punctuation such as question marks/exclamation marks are part of quote, include them.
- **Authors:**
  - **No author:** use abbreviated version of work's title in quotations: ("Ipperwash", 2015)
  - **3-5 authors:** include all authors in first in-text citation, then use first author et al. for subsequent citations: (Jones et al., 2014)
  - **6 or more authors:** use first author et al. for all citations.
- **Dates:** If no date is present, use n.d. (Black, n.d.)
- **Personal Interviews/emails/letters**
  - Personal communications, such as emails, memos and interviews are not cited on the References page. However, clearly identify these sources in the body of the paper (see last page of handout).

### Headings for the Sections of a Paper

Headings show the structure of a paper. Main sections are divided into subsections, if needed. Each section heading has a different style to show the paper's structure.

<b>College Student Stress</b>	Title: Centered, Bold, Capitals
<b>Peer Pressure</b>	Main sections: Left aligned, Bold, Capitals
<b>Social acceptance.</b>	Sub-sections: Tabbed, Bold, Sentence case, Period
<b><i>Coping mechanisms.</i></b>	Sub-headings: Tabbed, Bold, Sentence case, Period, Italics

WEB DOCUMENTS	
<p>Webpage, agency as author  <b>Note:</b> include retrieval date when content changes over time.</p>	<p>Authoring Agency/Author      Last date      Title of Webpage      Date Accessed</p> <p>Autism Society of Canada. (2017). <i>Evolution of autism</i>. Retrieved February 2, 2017 from <a href="http://autismsocietycanada.ca/understanding-asds/general">http://autismsocietycanada.ca/understanding-asds/general</a></p> <p>In-text citation: (Autism Society, 2017)</p> <p style="text-align: right;">Website URL</p>
<p>College webpage  <b>Note:</b> department follows period after main institution</p>	<p>Fanshawe College. Admissions. (2017) <i>Tuition &amp; fees</i>. Retrieved January 30, 2017 from <a href="http://www.fanshawec.ca/admissions/tuition-fees">http://www.fanshawec.ca/admissions/tuition-fees</a></p> <p>In-text citation: (Fanshawe College. Admissions, 2017)</p>
<p>Corporate Author</p>	<p>Canadian Nurses Association. (2013). <i>Joint position statement: The role of health professionals in tobacco cessation</i>. Retrieved from <a href="http://www.cna-aiic.ca/en">www.cna-aiic.ca/en</a></p> <p>In-text citation: (Canadian Nurses Association [CNA], 2013)                      Subsequent citations: (CNA, 2013)</p>
<p>Webpage  <b>Note:</b> Shorten name for citation, use (abbreviated) section heading and paragraph number for direct quotation</p>	<p>Canadian Aquaculture Industry Alliance. (2015). <i>Canadian farmed trout</i>. Retrieved June 1, 2015 from <a href="http://www.aquaculture.ca/files/species-trout.php">http://www.aquaculture.ca/files/species-trout.php</a></p> <p>In-text citation: (Canadian Aquaculture, 2015) if paraphrased or (Canadian Aquaculture, 2015, What they eat, para. 2) if direct quote from a specific section</p>
<p>Web Document, no date  <b>Note:</b> no retrieval date needed because document will not change over time</p>	<p>DeIValle, T. B. (n.d.). <i>Gardening in raised beds</i>. Retrieved from: <a href="http://edis.ifas.ufl.edu/pdf/files/EP/EP47200.pdf">http://edis.ifas.ufl.edu/pdf/files/EP/EP47200.pdf</a></p> <p>In-text citation: (DeIValle, n.d.)</p>
<p>Government Report  <b>Note:</b> Add catalogue or publication number if given</p>	<p>Canada. Fisheries and Oceans. (2015). <i>Angler's guide 2015-2016 (Cat. No. Fs111-1/2015E-PDF)</i>. Retrieved from <a href="http://www.nfl.dfo-mpo.gc.ca/NL/AG/anglersguide">http://www.nfl.dfo-mpo.gc.ca/NL/AG/anglersguide</a></p> <p>In-text citation: (Canada. Fisheries &amp; Oceans, 2015)</p>
<p>Chapter or Section in an Internet Document  <b>Note:</b> URL is for section, not home page</p>	<p>Murphy, R. (2014, Dec. 11). Sea level rise: Global warming's yardstick. In <i>NASA: Global climate change</i>. Retrieved from <a href="http://climate.nasa.gov/news/2201">http://climate.nasa.gov/news/2201</a></p> <p>In-text citation: (Murphy, 2014)</p>
<p>Encyclopedia or Dictionary entry  <b>Note:</b> cite home page of reference work</p>	<p>Herrero, S. (2015). Bear attacks. In <i>The Canadian encyclopedia</i>. Retrieved June 5, 2016 from <a href="http://www.thecanadianencyclopedia.ca/en">http://www.thecanadianencyclopedia.ca/en</a></p> <p>In-text citation: (Herrero, 2015)</p>
<p>Encyclopedia or Dictionary entry, no author  <b>Note:</b> title in quotation marks</p>	<p>Dyslexia. (2017). In <i>Cambridge dictionary</i>. Retrieved January 5, 2017 from <a href="http://dictionary.cambridge.org/">http://dictionary.cambridge.org/</a></p> <p>In-text citation: ("Dyslexia", 2017)</p>
<p>Online Forum/Discussion Group message  <b>Note:</b> use author's name or screen name</p>	<p>ant. (2015, April 27). The religion of climate change [Msg. 1]. Message posted to <a href="http://www.booktalk.org/the-religion-of-climate-change-t19593.html">http://www.booktalk.org/the-religion-of-climate-change-t19593.html</a></p> <p>In-text citation: (ant, 2015)</p>
<p>Blog Post</p>	<p>Allen, T. (2015, May 7). Two mountain bike &amp; bothy adventures across the Scottish Highlands [Web log post]. Retrieved from <a href="http://tomsbiketrip.com/two-mountain-bike-bothy-adventures-across-the-scottish-highlands/">http://tomsbiketrip.com/two-mountain-bike-bothy-adventures-across-the-scottish-highlands/</a></p> <p>In-text citation: (Allen, 2015)</p>

**JOURNAL, MAGAZINE, NEWSPAPER ARTICLES - Library Databases/Print**

- **Use this format for articles from Library Databases or Print Journals/Newspapers**
- If the periodical uses continuous pagination throughout a particular volume, list only the volume number, not the issue number. If each issue begins with page 1, list the issue number as well.
- Articles from Library Databases: it is not necessary to include the “retrieved from URL” information, although it is not incorrect to do so. Include DOI (Digital Object Identifier) if available.

<p>Journal Article, 1 author</p>	<p>Last name First initial Publication year Journal</p> <p>Blau, J. (2015). Fusing Europe's energy research. <i>Research Technology Management</i>, 58(1), 4-6.</p> <p>Vol. No. Issue No. Pages</p> <p><i>in italics</i> (if present) (if present)</p> <p>Article title (Sentence case)</p> <p>In-text citation: (Blau, 2015, p. 5)</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>Include page number for direct quotations; it is optional for paraphrases</p> </div>
<p>Journal Article- 1 author, with DOI</p> <p><b>Note:</b> Include Digital Object Identifier (DOI) if available</p>	<p>Kazantsev, E. (2013). Optimal boundary conditions for ORCA-2 model. <i>Ocean Dynamics</i>, 63(8), 943-959. doi:10.1007/s10236-013-0639-8</p> <p>In-text citation: (Kazantsev, 2013)</p>
<p>Journal Article, 2 authors</p>	<p>Hutson, H., &amp; Schaffer, R. H. (2015). Achievement learning. <i>Journal of Distance Education</i>, 8(4), 45-51.</p> <p>In-text citation: (Hutson &amp; Schaffer, 2015)</p>
<p>Journal Article, 3 to 5 authors</p>	<p>van Tonder, D. M., Fourie, C. S., &amp; Maree, J. M. (2016). Development of a solar desalination plant. <i>South African Journal of Geology</i>, 119(1), 39-46. doi:10.2113/gssajg.119.1.39</p> <p>In-text citation: First time cited (van Tonder, Fourie, &amp; Maree, 2016) Subsequent citations: (van Tonder et al., 2016)</p>
<p>Journal Article, 6 or 7 authors</p> <p><b>Note:</b> Reference includes all authors; in-text citation only includes 1<sup>st</sup> author et al.</p>	<p>Allen, M., Fardo, F., Dietz, M. J., Hillebrandt, H., Friston, K. J., Rees, G., &amp; Roepstorff, A. (2016). Anterior insula coordinates hierarchical processing of tactile mismatch responses. <i>NeuroImage</i>, 127, 34-43.</p> <p>In-text citation: (Allen et al., 2016)</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>Example without issue number</p> </div>
<p>Journal Article, 8 or more authors</p> <p><b>Note:</b> Reference: include first 6 authors, insert 3 dots, followed by last author's name; in-text citation only includes 1<sup>st</sup> author et al.</p>	<p>Pfeufer, A., van Noord, C., Marciante, K. D., Arking, D. E., Larson, M. G., Smith, A. V., . . . Heckbert, S. R. (2010). Genome-wide association study of PR interval. <i>Nature Genetics</i>, 42(2), 153-9.</p> <p>In-text citation: (Pfeufer et al., 2009)</p>
<p>Journal Article, authors with same last name</p>	<p>Kim, J., Lee, J., &amp; Kim, H. (2014). Optimal operation of green campus based on demand response. <i>International Journal of Control &amp; Automation</i>, 7(12), 415-424.</p> <p>In-text citation: (J. Kim, Lee, &amp; H. Kim, 2014) Subsequent citations: (J. Kim et al., 2014)</p>

Magazine Article	Muhlke, C. (2015, April). Working lunch. <i>Bon Appetit</i> , 60(4), 68. In-text citation: (Muhlke, 2015)
Magazine Article, no author <b>Note:</b> Use capitalized title in quotation marks for in-text citation	Your top shots. (2017, March). <i>Backpacker</i> , 45(2), 78-88. In-text citation: (“Your Top Shots”, 2017, p. 80)
Published Interview, no title <b>Note:</b> create descriptive title in square brackets	Lamrani, S. (2014). [Interview with Eusebio Leal Spengler]. <i>International Journal of Cuban Studies</i> , 6(2), 127-136. In-text citation: (Lamrani, 2014)
Newspaper Article, Library database	Nahwegahbow, B. (2015, April). First Nations rally against anti-terrorism legislation. <i>Windspeaker</i> , 33(1), 7. In-text citation: (Nahwegahbow, 2015)
Newspaper Article, no author, Library database <b>Note:</b> citation uses quotation marks around shortened title	Ipperwash barrier symbol of tensions. (2015, May 22). <i>London Community News</i> [London, Ontario], 1. In-text citation: (“Ipperwash”, 2015)
Newspaper Article, print	Warmington, J. (2012, January 30). Guilty as charged. <i>The London Free Press</i> . p. A1. In-text citation: (Warmington, 2012)
Book Review	Merkel, J. (2015). Father and son, together and apart [Review of the book Saarinen Houses]. <i>Architectural Record</i> , 203(4), 38. In-text citation: (Merkel, 2015)
Dissertation/Thesis	Huang, S. (2006). <i>The effects of music on cancer pain</i> (Doctoral dissertation). Retrieved from ProQuest Nursing & Allied Health Source. (Order No. 3239633) In-text citation: (Huang, 2006)
SWOT Analysis	MarketLine (2017, January 9). <i>Marathon Oil Corporation SWOT Analysis, 1-9</i> . In-text citation: (MarketLine, 2017)
Article from RxTx database <b>Note:</b> URL is for database’s home search page	McCormack, D. G. (2016, May). Asthma in adults. In Canadian Pharmacists Association’s <i>RxTx</i> . Retrieved February 21, 2017 from <a href="https://www.e-therapeutics.ca/search">https://www.e-therapeutics.ca/search</a> In-text citation: (McCormack, 2016)



<b>JOURNAL, MAGAZINE, NEWSPAPER ARTICLES - from Online Sources</b>	
<ul style="list-style-type: none"> <li>➤ Use this format for articles from Online Sources <u>other than Library databases</u></li> <li>➤ Use the same rules as for articles from Library databases (see above), but also include retrieval information: Retrieved from <a href="http://www.etc">http://www.etc</a></li> <li>➤ Include DOI (Digital Object Identifier) when available (see example on p. 6)</li> </ul>	
Journal Article, online without DOI	<p>Majka, C. (2010, May). Insects attracted to maple sap: Observations from Prince Edward Island, Canada. <i>ZooKeys</i>, <i>51</i>: 73-83. Retrieved from <a href="http://www.pensoft.net/">http://www.pensoft.net/</a></p> <p>In-text citation: (Majka, 2010, p. 75)</p>
Journal Article, online with DOI	<p>Gayner, C., &amp; Kar, K. K. (2016). Recent advances in thermoelectric materials. <i>Progress in Materials Science</i>. <i>83</i>, 330-382. <a href="http://dx.doi.org/10.1016/j.pmatsci.2016.07.002">http://dx.doi.org/10.1016/j.pmatsci.2016.07.002</a></p> <p>In-text citation: (Gayner &amp; Kar, 2016, p. 360)</p>
Journal Article, online with author and no date	<p>Simmons, B. (n.d.). Using technology. <i>Journal of Distance Education</i>. Retrieved from <a href="http://www.JDE.com/technologies.on.ca">http://www.JDE.com/technologies.on.ca</a></p> <p>In-text citation: (Simmons, n.d.)</p>
Journal Abstract, online-use when full text is not available	<p>Beuthe, M. (2015, March). Tides on Europa: The membrane paradigm. <i>Icarus</i>, <i>248</i>, 109-134. Abstract retrieved from Astronomy Abstract Service at <a href="http://adsabs.harvard.edu/abstract_service.htm">http://adsabs.harvard.edu/abstract_service.htm</a></p> <p>In-text citation: (Beuthe, 2015)</p>
Magazine Article, online <b>Note:</b> Give the URL of the magazine's home page	<p>Zimmerman, T. (2015, May). Can captive dolphins be returned to the wild? <i>National Geographic</i>. Retrieved from <a href="http://www.nationalgeographic.com">http://www.nationalgeographic.com</a></p> <p>In-text citation: (Zimmerman, 2015)</p>
Newspaper Article, online <b>Note:</b> Give the URL of the newspaper's home page	<p>Davidson, J. R. (2015, May 20). How sleep plays a role in depression (and vice versa). <i>The Globe and Mail</i>. Retrieved from <a href="http://www.theglobeandmail.com">http://www.theglobeandmail.com</a></p> <p>In-text citation: (Davidson, 2015)</p>
Newspaper Article, online, no author <b>Note:</b> citation uses quotation marks around shortened title	<p>Philippines seeks 'stronger commitment' from U.S. in South China Sea dispute. (2015, May 25). <i>The Globe and Mail</i>. Retrieved from <a href="http://www.theglobeandmail.com">http://www.theglobeandmail.com</a></p> <p>In-text citation: ("Philippines", 2015)</p>
Press Release <b>Note:</b> punctuation comes after square bracket, not title	<p>Bombardier. (2017, February 3). <i>Bombardier Global Aircraft surpass 2,500 takeoffs and landings in Aspen</i> [Press release]. Retrieved from <a href="http://ir.bombardier.com/en/press-releases/press-releases/67410-bombardier-global-aircraft-surpass-2-500-takeoffs-and-landings-in-aspen">http://ir.bombardier.com/en/press-releases/press-releases/67410-bombardier-global-aircraft-surpass-2-500-takeoffs-and-landings-in-aspen</a></p> <p>In-text citation: (Bombardier, 2017)</p>

<b>BOOKS - In-text citations: Include page numbers for direct quotes “ ”</b>	
1 Author	<p>Last Name    Initials    Year of publication    Place of publication</p> <p>Mason, K.A. (2014). <i>Biology</i> (10<sup>th</sup> ed.). New York, NY: McGraw-Hill.</p> <p style="text-align: center;">Title of book    Edition (if present)    Publisher</p> <p>In-text citation: (Mason, 2014, pp. 25-26) — <span style="border: 1px solid black; padding: 2px;">Include page number(s) for direct quote</span></p>
2 Authors <b>Note:</b> include full name of country outside North America	<p>Norman, A. W., &amp; Henry, H. L. (2015). <i>Hormones</i> (3<sup>rd</sup> ed.). Amsterdam, Netherlands: Academic Press.</p> <p>In-text citation: (Norman &amp; Henry, 2015)</p>
3 to 5 Authors <b>Note:</b> Include all authors for first citation; in subsequent citations, use first author's surname followed by et al.	<p>Crossan, M., Rouse, M., Fry, J., &amp; Killing, J. P. (2013). <i>Strategic analysis and action</i> (8<sup>th</sup> ed.). Toronto, ON: Pearson.</p> <p>In-text citation: First time cited: (Crossan, Rouse, Fry, &amp; Killing, 2013, p. 32) Subsequent citations: (Crossan et al., 2013)</p>
6 or 7 Authors <b>Note:</b> Include all authors in reference. Use first author et al. for <b>all</b> in-text citations	<p>Barash, P. G., Cullen, B. F., Stoelting, R. K., Cahalan, M. K., Stock, M. C., &amp; Ortega, R. (2013). <i>Clinical anesthesia</i> (7<sup>th</sup> ed.). Philadelphia, PA: Lippincott Williams &amp; Wilkins.</p> <p>In-text citation: (Barash et al., 2013)</p>
8 or more Authors <b>Note:</b> Include first 6 authors; insert three dots followed by last author's name	<p>Hong W. K., Bast, R. C., Hait, W. N., Kufe, D. W., Pollock, R. E. Weichselbaum, R. R., ... Frei, E. (2010). <i>Cancer medicine</i>. Shelton, CN: People's Medical Publishing House.</p> <p>In-text citation: (Hong et al., 2010)</p>
Edited Book	<p>Thompson, T. (Ed). (2015). <i>Genetically modified food</i>. Farmington Hills, MI: Greenhaven Press.</p> <p>In-text citation: (Thompson, 2015)</p>
Chapter in an edited book <b>Note:</b> Only first word of chapter and book title is capitalized.	<p>Hall, M. (2014). Elder abuse. In P. Davies (Ed.), <i>Invisible crimes and social harms</i> (pp. 102-122). Hampshire, England: Palgrave Macmillan.</p> <p>In-text citation: (Hall, 2014)</p>
Corporate, organization, or agency author	<p>Type Directors Club. (2014). <i>Typography 35</i>. New York, NY: Harper Design.</p> <p>In-text citation: (Type Directors Club, 2014)</p>
Reference Book <b>Note:</b> If present, put edition and volume info in brackets	<p>Bryan, A. C. (Ed.). (2014). <i>Magill's medical guide</i> (7<sup>th</sup> ed., Vols. 1-5). Ipswich, MA: Salem Press.</p> <p>In-text citation: (Bryan, 2014)</p>
Encyclopedia Article	<p>Ross, E. W. (2014). Noam Chomsky. In the <i>Encyclopedia of educational theory and philosophy</i> (Vol. 1, pp. 127-128). Los Angeles, CA: SAGE.</p> <p>In-text citation: (Ross, 2014)</p>
Two Books by the same author <b>Note:</b> Order entries by publication date	<p>Johnson, S. (2007). <i>Microsoft Expression Web on demand</i>. Indianapolis, IN: Que Publishing.</p> <p>Johnson, S. (2013). <i>Adobe Illustrator CC on demand</i>. Indianapolis, IN: Que Publishing.</p> <p>In-text citation: (Johnson, 2007) (Johnson, 2013)</p>

<b>eBOOKS - Use same format as for books, but include retrieval information instead of publisher information.</b>	
Electronic Version of a Print Book, DOI given (digital object identifier), accessed with e-reader	Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi: 10.1036/0071393722  In-text citation: (Schiraldi, 2001)
Electronic Version of a Print Book, no DOI <b>Note:</b> link to home page of eBook database	Menn, L., & Dronkers, N. (2017). <i>Psycholinguistics: Introduction and applications</i> . Retrieved from <a href="http://eds.a.ebscohost.com.ezpxy.fanshawec.ca/ehost/basic?">http://eds.a.ebscohost.com.ezpxy.fanshawec.ca/ehost/basic?</a>  In-text citation: Menn & Dronkers, 2017)
Chapter in an eBook <b>Note:</b> link to home page of eBook database	Beidler, P. (2009). Fear itself. In K. Bernheimer (Ed.), <i>Fairy tale review: The white issue</i> (pp. 19-30). Retrieved from <a href="http://site.ebrary.com/">http://site.ebrary.com/</a>  In-text citation: (Beidler, 2009)
Reference Work Online, no author, no date <b>Note:</b> link to home page of reference work	Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11 <sup>th</sup> ed.). Retrieved from <a href="http://www.merriam-webster.com/">http://www.merriam-webster.com/</a>  In-text citation: ("Heuristic", n.d.)

<b>SUPPLEMENTARY MATERIAL - non digital</b>	
Brochure <b>Note:</b> brochure is published by the author	Library and Media Services. (2015). <i>Outreach services</i> [Brochure]. London, ON: Author.  In-text citation: (Library & Media Services, 2015)
Government Document <b>Note:</b> Use full agency name only in first In-text citation	Environment and Natural Resources. (2010). <i>Severe storms: What to do</i> (Cat. No.: PS4-72/2011E-PDF). Ottawa, ON: Public Safety Canada.  First In-text citation: (Environment & Natural Resources [ENR], 2010) Subsequent citations: (ENR, 2010)
Report from a Private Organization <b>Note:</b> Use the word "Author" if publisher is the same as author	Wildlife Habitat Canada. (2014). <i>2013-2014 Annual report</i> . Ottawa, ON: Author.  First In-text citation: (Wildlife Habitat Canada [WHC], 2014) Subsequent citations: (WHC, 2014)
Map	London Transit Commission. (2013). <i>2013/2014 London transit ride guide</i> [Map]. (1:25,000). Toronto, ON: mapmobility.com  First In-text citation: (London Transit Commission [LTC], 2013) Subsequent citations: (LTC, 2013)
Poster Presentation <b>Note:</b> Include year and month of event	Sevenpifer, D. (2015, March). <i>Teaching, learning and research guide for faculty</i> . Poster session presented at the Research & Innovation Day of Fanshawe College, London, ON.  In-text citation: (Sevenpifer, 2015)

<b>AUDIOVISUAL MEDIA</b>	
<ul style="list-style-type: none"> <li>➤ For physical items, use the general format: Contributor (Function). (year/date). <i>Title</i> [Medium]. Location: Studio or distributor.</li> <li>➤ For resources retrieved online, use the general format: Contributor (Function). (year/date). <i>Title</i> [Medium]. Retrieved from <a href="http://www.etc">http://www.etc</a></li> </ul>	
Television Broadcast <b>Note:</b> Punctuation comes after square bracket, not title	Mansbridge, P. (Chief Correspondent). (2015, June 9). <i>The National</i> [Television broadcast]. Toronto, ON: CBC News. In-text citation: (Mansbridge, 2015)
Television Series, episode	Palfreman, J. (Director). (2010). <i>The vaccine war</i> [Television series episode]. In M. R. Sullivan (Producer), <i>Frontline</i> . Boston, MA: Central Broadcasting Service. In-text citation: (Palfremen, 2010)
Video	Westera, D. (Producer), & Downy, D. (Director). (2013). <i>Spirituality in health care</i> [DVD]. St. John's, NL: School of Nursing, Memorial University. In-text citation: (Westera & Downy, 2013)
Movie <b>Note:</b> Include producer(s) and director(s) if available	Nishimura, Y., Suzuki, T., Ujiiie, S. (Producers), & Takahata, I. (Director). (2013). <i>The tale of the Princess Kaguya</i> [Animated motion picture]. Japan: Studio Ghibli. First in-text citation: (Nishimura, Suzuki, Ujiiie, & Takahata, 2013) Subsequent citations: (Nishimura et al., 2013)
Movie <b>Note:</b> Same person is director and producer	Sachs, L. (Director and Producer). (2013). <i>Your day is my night</i> [Hybrid documentary]. New York: Argotpictures.com In-text citation: (Sachs, 2013)
YouTube Video <b>Note:</b> Author is who posted the video	UNICEF. (2015, April 23). <i>Little children. Big dreams</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=GIHucfatYpM">https://www.youtube.com/watch?v=GIHucfatYpM</a> In-text citation: (UNICEF, 2015)
TED Talk <b>Note:</b> Speaker of TED talk is used as the author	Roy, D. (2016, March). <i>Deb Roy: The birth of a word</i> [Video file]. Retrieved from <a href="https://www.ted.com/talks/deb_roy_the_birth_of_a_word">https://www.ted.com/talks/deb_roy_the_birth_of_a_word</a> In-text citation: (Roy, 2016)
Music Recording <b>Note:</b> Album name is in italics	Coldplay. (2014). A sky full of stars. On <i>Ghost stories</i> [CD]. London, UK: Parlophone Records. In-text citation: (Coldplay, 2014)
Podcast	Carlin, D. (2015, May 5). Blueprint for Armageddon VI [Audio podcast]. In <i>Hardcore History 55</i> . Retrieved from <a href="http://www.dancarlin.com/">http://www.dancarlin.com/</a> In-text citation: (Carlin, 2015)
Image, online, basic format	Eastland, J. (Photographer). (2012). <i>Just after sunset</i> [Photograph]. Retrieved from <a href="http://en.wikipedia.org/wiki/Sunset#/media/File:Burning_Yellow_Sunset.jpg">http://en.wikipedia.org/wiki/Sunset#/media/File:Burning_Yellow_Sunset.jpg</a> In-text citation: (Eastland, 2012)
Image, online, no author	<i>Japanese geisha</i> [Photograph]. (2012). Retrieved from: <a href="http://thebookboy.co.uk/memoirs-of-a-geisha-arthur-golden-review/">http://thebookboy.co.uk/memoirs-of-a-geisha-arthur-golden-review/</a> In-text citation: (“Japanese Geisha”, 2012)

Image, online, no author, no title <b>Note:</b> use brief description of image for title and full date for news article	[Untitled photograph of baby chimpanzee]. (2015, May 6). Retrieved from: <a href="http://abcnews.go.com/US/baby-chimp-keeva-surrogate-mother-biological-mom-properly/story?id=30860166">http://abcnews.go.com/US/baby-chimp-keeva-surrogate-mother-biological-mom-properly/story?id=30860166</a> In-text citation: (“Baby Chimpanzee”, 2015)
Painting in online collection <b>Note:</b> link to the home page of collection	Renoir, P. A. (1876). <i>La Promenade</i> [Oil on canvas]. Retrieved from <a href="http://www.frick.org/collection/areas_collection">http://www.frick.org/collection/areas_collection</a> In-text citation: (Renoir, 1876)
Map, retrieved online	City of London. (2013). <i>Bike and walk map</i> [Electronic map]. Retrieved from <a href="https://www.london.ca/Pages/Default.aspx">https://www.london.ca/Pages/Default.aspx</a> In-text citation: (City of London, 2013)
Datasets <b>Note:</b> Use date appropriate for span of data	Canada. Open Data Portal. (2015, May 29). <i>Antenna radiation patterns</i> [Data file]. Retrieved from <a href="http://spectrum.ic.gc.ca/pub/gc.opendata/antpat.txt">http://spectrum.ic.gc.ca/pub/gc.opendata/antpat.txt</a> In-text citation: (Canada. Open Data Portal, 2015)

### LECTURE NOTES, HANDOUTS, AND POWERPOINT PRESENTATIONS

Class Lecture Notes	<b>Note:</b> Your own personal notes from a lecture are considered personal communication and are not retrievable, so <b>refer to them only in the body of your essay.</b> In-text citation: In a HLTH-3026 lecture on May 3, 2015, Professor Jones stated that...
Class Handout	<b>Note:</b> Class handouts from a lecture are considered a personal communication and therefore not retrievable, so <b>refer to them only in the body of your essay.</b> In-text citation: (C. Johnson, personal communication, May 6, 2015)
Lecture Notes posted to Fanshawe Online	Cioe, J. (2016). <i>The normal distribution</i> [Lecture notes]. Retrieved from <a href="https://www.fanshaweonline.ca">https://www.fanshaweonline.ca</a> In-text citation: (Cioe, 2016, p. 4)
PowerPoint Presentation posted to Fanshawe Online	Smith, J. (2015). <i>Biological foundations of sexuality</i> [PowerPoint slides]. Retrieved from <a href="https://www.fanshaweonline.ca">https://www.fanshaweonline.ca</a> In-text citation: (Smith, 2015, slide 6)
PowerPoint Presentation – Online	Farish, M. (2014). <i>A regional geography of Canada</i> [PowerPoint slides]. Retrieved from <a href="http://www.k12studycanada.org/resources_pps.html">http://www.k12studycanada.org/resources_pps.html</a> In-text citation: (Farish, 2014)
Custom Course Materials: Reprinted from Another Source	Frost, R. (2014). Fire and ice. In D. Karkoulis (Ed.), <i>Custom course materials ENGL 7012</i> (p. 55). London, ON: Fanshawe College Bookstore. (Reprinted from <i>The Norton Anthology of American Literature</i> (5 <sup>th</sup> ed., Vol. 2). New York: Norton. p. 1132, 1998.) In-text citation: (Frost, 1998/2014)

<b>IN-TEXT CITATION SAMPLES</b>	
Direct Quote – 2 authors <b>Note:</b> punctuation comes after citation	In their provocative analysis of the region, Henderson and Jones (2014) suggest “peace is crumbling” (p. 203).
Long Direct Quote (more than 40 words) <b>Note:</b> Use a freestanding block of double-spaced text and omit quotation marks. The punctuation goes immediately after the quote.	Smith (2014) reveals school is one of the most essential forms of socializing children. It shows how to effectively share, cooperate, and communicate with their fellow peers. Without school, children would be left to develop such skills without the advantage of having friends to experience such trials and tribulations with. (p. 244).
Paraphrase, more than 6 authors	Pfeufer et al. (2010) determined there is a significant correlation between the electrocardiographic PR interval and atrial disease.
Indirect Source <b>Note:</b> Place only the secondary source in the reference list (Smith)	Jackson indicates that...(as cited in Smith, 2014, p. 89)
Information obtained from 2 or more sources: arrange alphabetically	(Brown, Rickert, & Jones, 2016; Davis & Taylor, 2014; MacKenzie, 2015)
A work designated as anonymous	(Anonymous, 2012)
Online Quote with paragraph numbers but no page numbers	(Simmons, 2015, para. 5)
Online Quote with no page number or paragraph number <b>Note:</b> Use section heading and count paragraphs	(Williams, 2014, Conclusion, para. 1)
Interview or Other Personal Communication	<p><b>Note:</b> These communications are not included in the reference list, as they are not “retrievable.”</p> <p>In-text citation: When asked about the situation regarding cars parking in bicycle lanes, councilor J. R. Roberts stated that driver education was of key importance (personal communication, November 21, 2016).</p>

<b>Additional APA Information</b>
<ul style="list-style-type: none"> <li>➤ OWL Purdue: APA Formatting and Style Guide <a href="https://owl.english.purdue.edu/owl/resource/560/01/">https://owl.english.purdue.edu/owl/resource/560/01/</a></li> <li>➤ APA Style Blog <a href="http://blog.apastyle.org/apastyle/">http://blog.apastyle.org/apastyle/</a></li> <li>➤ Simon Fraser University APA Citation Guide <a href="http://www.lib.sfu.ca/help/writing/apa">http://www.lib.sfu.ca/help/writing/apa</a></li> </ul>