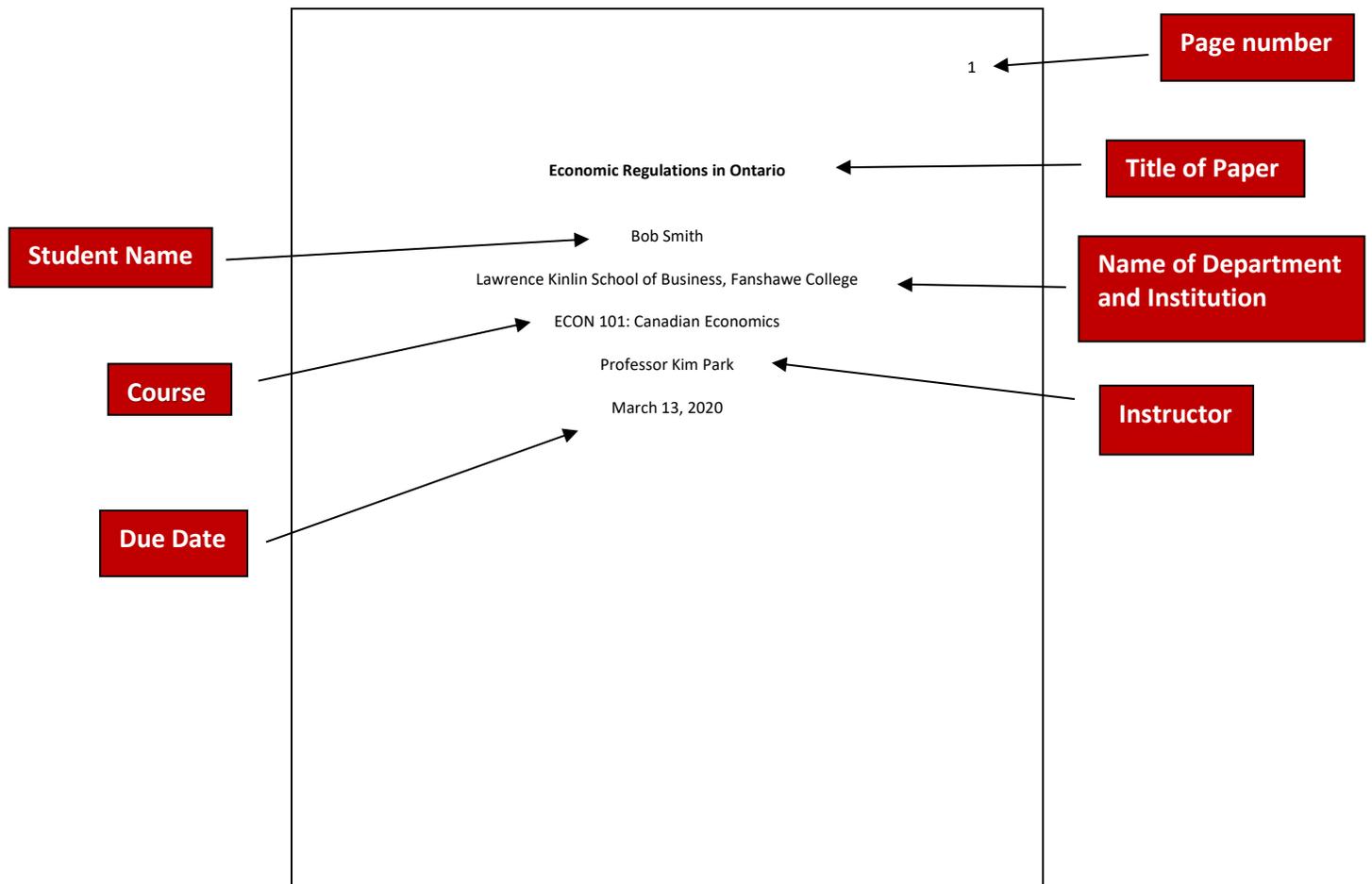


APA 7th Edition Guide

APA (American Psychological Association) style is used by numerous programs and disciplines in academia. It offers guidelines for many aspects of writing and formatting work.

Basic APA Style

- Double-space all work
- Choose a neutral font, such as Calibri, Ariel, Georgia or Times New Roman
- Indent paragraphs in the body of your work
- Use the title page format shown below:



- Use the following heading format:

Level	Format	Example
1	Centred, Bold, Title Case Text begins as a new paragraph. *Use for main title of paper and any other main sections including the title of the reference list.	Olympic Sports Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Text begins as a new paragraph.	Winter Sports Text begins as a new paragraph.
3	Flush Left, Bold Italic, Title Case Text begins as a new paragraph.	<i>Skiing</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case, Ends With Period. Text begins on the same line and continues as a regular paragraph.	Downhill Skiing. Text to the paragraph begins right after heading.
5	<i>Indented, Bold Italic, Title Case, Ends With Period.</i> Text begins on the same line and continues a regular paragraph.	<i>Slalom.</i> Text to the paragraph begins right after heading.

APA Citation

In order to avoid plagiarism and credit authors, use APA citation style. APA citation style uses two components to cite work: **references** and **in-text citations**. Both are needed to properly cite work.

References:

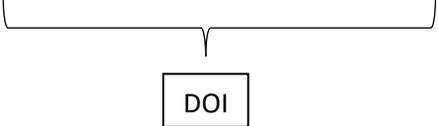
- References are located at the end of the paper and identify all published work used in the paper.
- The reference list is alphabetized, double-spaced and uses a hanging indent.
- References provide 4 key elements to identify the works for the reader:

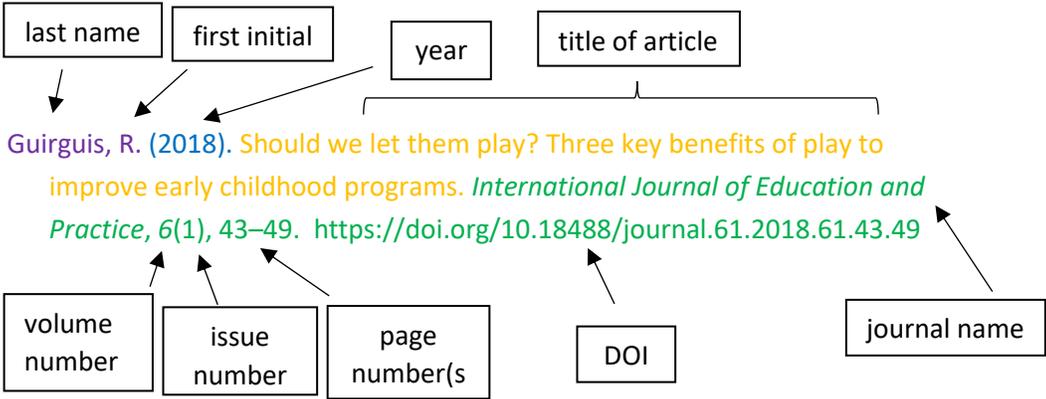
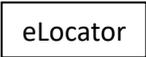
Author	Date	Title	Source
Who?	When?	What?	Where?

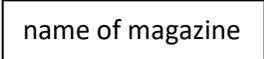
In-Text Citations:

- In-text citations identify quoted or paraphrased work within papers by noting the **author** and **year**. The reader can then turn to the reference list to find all the information to look up the work if needed.
- Although page numbers are encouraged for all source material, they are only required for direct quotes (word-for-word).
- In-text citations can be narrative (part of the text of the sentence) or parenthetical (in brackets).

Note: The following are examples of commonly used formats. Please consult APA's Publication Manual, 7th Edition for more rules and examples. This is available at the bookstore and the library. Resources are also available at APA's official website: <https://apastyle.apa.org/blog/>. The use of colour below is for learning purposes; your references should be in black font.

Source Type	Reference and In-Text Citation Examples
<p>Book with 1 author</p> <ul style="list-style-type: none"> The title is in <i>italics</i> and is in sentence case (only proper nouns and the first word of titles and subtitles are capitalized). Include an edition number if present (don't use 1st). 	 <p>Findlay, I. (2018). <i>Business communication now</i> (4th ed.). McGraw-Hill Education.</p> <p>Paranthetical citation: (Findlay, 2018) Narrative citation: Findlay (2018)</p>
<p>Book with DOI and group author</p> <ul style="list-style-type: none"> Include a DOI (Digital Object Identifier) if it is present (even if you didn't look at the source online). The current, preferred format for a DOI is "https://doi.org/" followed by alpha-numeric codes unique to each source. Convert older DOI formats to the new format in your reference list. 	<p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). https://doi.org/10.1037/0000165-000</p>  <p>Paranthetical citation: (American Psychological Association [APA], 2020) Narrative citation: American Psychological Association (APA, 2020)</p> <p>*Only define the abbreviation for a group author once using either citation format. Use the abbreviation in subsequent citations: (APA, 2020) or APA (2020). If you only use the source once in your writing, you don't need to show the abbreviation.</p>
<p>Chapter in an Edited Book</p> <ul style="list-style-type: none"> Use the chapter's author(s) in the author section. The title of the chapter is <u>not</u> italicized. The title of the book is <i>italicized</i>. 	<p>Elson, D. (2011). <i>International financial architecture: A view from the kitchen</i>. In N. Visvanathan, L. Duggan, N. Wiegiersma & L. Nisonoff (Eds.), <i>The women, gender and development reader</i> (2nd ed., pp. 295-305). Zed Books.</p> <p>Paranthetical citation: (Elson, 2011) Narrative citation: Elson (2011)</p>
<p>Report by a government agency or other organization</p> <ul style="list-style-type: none"> Include catalogue or report numbers (if present) after the title. Use the larger parent agencies in the source section. 	<p>Competition Bureau Canada. (2019). <i>Market study highlights: Competition in Canada's broadband industry</i> (Cat. No. lu54-74/2019E-PDF). Innovation, Science and Economic Development Canada. http://publications.gc.ca/collections/_2020/isde-ised/lu54-74-2019-eng.pdf</p>  <p>Paranthetical: (Competition Bureau Canada, 2019) Narrative: Competition Bureau Canada (2019)</p>

Source Type	Reference and In-Text Citation Examples
<p>Journal article with 1 author</p> <ul style="list-style-type: none"> The name of the journal and the volume number are in <i>italics</i>. The name of the journal is in title case (capitalized). The article title is in sentence case (only proper nouns and the first word of titles and subtitles are capitalized). 	 <p>Guirguis, R. (2018). Should we let them play? Three key benefits of play to improve early childhood programs. <i>International Journal of Education and Practice</i>, 6(1), 43–49. https://doi.org/10.18488/journal.61.2018.61.43.49</p> <p>Parentetical citation: (Guirguis, 2018) Narrative citation: Guirguis (2018)</p>
<p>Journal article with 2 authors</p> <ul style="list-style-type: none"> Join between 2-20 authors with commas and an ampersand (&). Articles may or may not have DOIs (Digital Object Identifier). If they are present, they must be included. 	<p>Raphael, D., & Sayani, A. (2019). Assuming policy responsibility for health equity: Local public health action in Ontario, Canada. <i>Health Promotion International</i>, 34(2), 215–226. https://doi.org/10.1093/heapro/dax073</p>  <p>Parentetical citation: (Raphael & Sayani, 2019) Narrative citation: Raphael and Sayani (2019)</p>
<p>Journal article with 21+ authors and eLocator</p> <ul style="list-style-type: none"> Include the first 19 authors, followed by an ellipsis (...) and the final author. Some articles use eLocator numbers instead of page numbers. Use the word “Article” followed by the eLocator information. 	<p>Beach, T. G., Adler, C. H., Zhang, N., Serrano, G. E., Sue, L. I., Driver-Dunckley, E., Mehta, S. H., Zamrini, E. E., Sabbagh, M. N., Shill, H. A., Belden, C. M., Shprecher, D. R., Caselli, R. J., Reiman, E. M., Davis, K. J., Long, K. E., Nicholson, L. R., Intorcica, A. J., Glass, M. J., . . . Gerkin, R. C. (2020). Severe hyposmia distinguishes neuropathologically confirmed dementia with Lewy bodies from Alzheimer’s disease dementia. <i>PLOS ONE</i>, 15(4), Article e0231720. https://doi.org/10.1371/journal.pone.0231720</p>  <p>Parentetical citation: (Beach et al., 2020) Narrative citation: Beach et al. (2020)</p>
<p>Journal article with the same author and publication year</p> <ul style="list-style-type: none"> In order to distinguish works in your in-text citations, add “a, b, c” and so on beside the year. Start with the title closest to “a” and continue alphabetically. 	<p>Bednarik, R. G. (2003a). A figurine from the African Acheulian. <i>Current Anthropology</i>, 44(3), 405-413.</p> <p>Bednarik, R. G. (2003b). Seafaring in the Pleistocene. <i>Cambridge Archaeological Journal</i>, 13(1), 41-66.</p> <p>Parentetical citation: (Bednarik, 2003a) / (Bednarik, 2003b) Narrative citation: Bednarik (2003a) / Bednarik (2003b)</p>

Source Type	Reference and In-Text Citation Examples
<p>Webpage with group author</p> <ul style="list-style-type: none"> If the author is the same as the site name, omit it from the source element. Use “n.d.” to indicate there is no publication date listed. 	<p>Canadian Mental Health Association. (n.d.). <i>Fast facts about mental illness</i>. https://cmha.ca/fast-facts-about-mental-illness</p> <p>Paranthetical citation: (Canadian Mental Health Association, n.d.) Narrative citation: Canadian Mental Health Association (n.d.)</p>
<p>Webpage with an individual author</p> <ul style="list-style-type: none"> The site name is included after the title. 	<p>Werneburg, B. L. (2017, May 2). <i>Improve your relationships with better communication</i>. Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/improve-your-relationships-with-better-communication/art-20314073</p> <p>Paranthetical citation: (Werneburg, 2017) Narrative citation: Werneburg (2017)</p>
<p>Newspaper article online</p> <ul style="list-style-type: none"> The name of the newspaper is in <i>italics</i>. Use a specific date in the reference list, but only the year in the in-text citation. 	<p>Friesen, J. (2020, May 3). <i>Canadian universities work to mitigate financial threat posed by coronavirus</i>. <i>The Globe and Mail</i>. https://www.theglobeandmail.com/canada/article-laurentian-university-warns-financial-viability-threatened-by-covid-1/</p> <p>Paranthetical citation: (Friesen, 2020) Narrative citation: Friesen (2020)</p>
<p>Newspaper article online with no author</p> <ul style="list-style-type: none"> The title moves to the author section in the references. Use a shortened title and quotation marks for the in-text citation. 	<p>Millions of Chinese students brace themselves for joblessness. (2020). <i>The Economist</i>. https://www.economist.com/china/2020/05/02/millions-of-chinese-students-brace-themselves-for-joblessness</p> <p>Paranthetical citation: (“Millions of Chinese,” 2020) Narrative citation: “Millions of Chinese” (2020)</p> 
<p>Magazine article online</p> <ul style="list-style-type: none"> The name of the magazine is in <i>italics</i>. Use the month and year for a magazine published monthly, or the month, day, and year for a magazine published weekly/biweekly. 	<p>Kingston, A. (2019, September 17). <i>We are the dead</i>. <i>Macleans's</i>. https://www.macleans.ca/news/canada/we-are-the-dead/</p> <p>Paranthetical citation: (Kingston, 2019) Narrative citation: Kingston (2019)</p> 
<p>Article from news website</p> <ul style="list-style-type: none"> The article title is in <i>italics</i>. 	<p>Morris, J. (2020, May 4). <i>Vaccine may be the only way sports return to full arenas</i>. CBC. https://www.cbc.ca/sports/vaccine-fans-returning-to-sports-arenas-1.5554422</p> <p>Paranthetical citation: (Morris, 2020) Narrative citation: Morris (2020)</p>

Source Type	Reference and In-Text Citation Examples
<p>TED video on YouTube</p> <ul style="list-style-type: none"> The author is the person or group who posted the video. The name of the speaker is included in the title. 	<p>TED. (2020, May 1). <i>Yifat Susskind: In uncertain times, think like a mother</i> [Video]. YouTube. https://www.youtube.com/watch?v=bW941OpsnMM</p> <p>Parenthetical citation: (TED, 2020) Narrative citation: TED (2020)</p> <p>name of speaker</p>
<p>TED video on their website</p> <ul style="list-style-type: none"> The speaker is the author of the video. TED is included in the source section. 	<p>Wood, Z. R. (2018, April). <i>Why it's worth listening to people you disagree with</i> [Video]. TED Conferences. https://www.ted.com/talks/zachary_r_wood_why_it_s_worth_listening_to_people_you_disagree_with</p> <p>Parenthetical citation: (Wood, 2018) Narrative citation: Wood (2018)</p> <p>name of speaker</p>
<p>PowerPoint slides</p> <ul style="list-style-type: none"> Because your intended audience (your professor) can access your source, cite it in your reference list. 	<p>Parker, P. (2020). <i>Accounting 101</i> [PowerPoint slides]. FanshaweOnline. https://fanshaweonline.ca/d2l/home/104763</p> <p>Parenthetical citation: (Parker, 2020) Narrative citation: Parker (2020)</p>
<p>Open Educational Resource</p> <ul style="list-style-type: none"> The retrieval date is used if the content is meant to be updated and there isn't an archived version. 	<p>Baldwin, A. (2020, March 27). <i>College success</i>. Openstax. Retrieved August 26, 2020, from https://openstax.org/details/books/college-success</p> <p>Parenthetical citation: (Baldwin, 2020) Narrative citation: Baldwin (2020)</p> <p>publisher retrieval date, if needed</p>
<p>The following are formats to <u>cite</u> images. If you <u>reproduce</u> images in your assignment, you also need copyright attributions. For more information: https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references#2</p>	
<p>Infographic</p> <ul style="list-style-type: none"> Include the word "infographic" in square brackets in the title section. 	<p>Health Canada. (2019). <i>Canada's food guide: Food guide snapshot</i> [Infographic]. https://food-guide.canada.ca/en/food-guide-snapshot/</p> <p>Parenthetical citation: (Health Canada, 2019) Narrative citation: Health Canada (2019)</p>
<p>Photograph</p> <ul style="list-style-type: none"> Include the word photograph after the title. If there isn't a title, include a description of the photograph in the square brackets as well. 	<p>Ballesta, L. (2018). <i>Frenzy</i> [Photograph]. National Geographic. https://www.nationalgeographic.com/photography/best-of-2018/best-pictures-2018/</p> <p>Parenthetical citation: (Ballesta, 2018) Narrative citation: Ballesta (2018)</p>

Here is an example of a reference list that would be found on its own page at the end of your work.

References

- Beach, T. G., Adler, C. H., Zhang, N., Serrano, G. E., Sue, L. I., Driver-Dunckley, E., Mehta, S. H., Zamrini, E. E., Sabbagh, M. N., Shill, H. A., Belden, C. M., Shprecher, D. R., Caselli, R. J., Reiman, E. M., Davis, K. J., Long, K. E., Nicholson, L. R., Intorcchia, A. J., Glass, M. J., . . . Gerkin, R. C. (2020). Severe hyposmia distinguishes neuropathologically confirmed dementia with Lewy bodies from Alzheimer's disease dementia. *PLOS ONE*, *15*(4), Article e0231720.
<https://doi.org/10.1371/journal.pone.0231720>
- Bednarik, R. G. (2003a). A figurine from the African Acheulian. *Current Anthropology*, *44*(3), 405-413.
- Bednarik, R. G. (2003b). Seafaring in the Pleistocene. *Cambridge Archaeological Journal*, *13*(1), 41-66.
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- Millions of Chinese students brace themselves for joblessness. (2020). *The Economist*.
<https://www.economist.com/china/2020/05/02/millions-of-chinese-students-brace-themselves-for-joblessness>
- Raphael, D., & Sayani, A. (2019). Assuming policy responsibility for health equity: Local public health action in Ontario, Canada. *Health Promotion International*, *34*(2), 215–226.
<https://doi.org/10.1093/heapro/dax073>
- TED. (2020, May 1). *Yifat Susskind: In uncertain times, think like a mother* [Video]. YouTube.
<https://www.youtube.com/watch?v=bW941OpsnMM>
- Wood, Z. R. (2018, April). *Why it's worth listening to people you disagree with* [Video]. TED Conferences.
https://www.ted.com/talks/zachary_r_wood_why_it_s_worth_listening_to_people_you_disagree_with

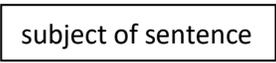
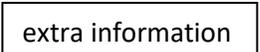
Missing Information

Missing Element	Solution	Reference	In-Text Citation
Nothing missing	Provide the author, date, title, and source.	Author. (Date). Title. Source.	(Author, year) Author (year)
No Date	Use “n.d.” in place of the missing date	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
No author	Use the title, date and source.	Title. (Date). Source.	(“Shortened title,” year) “Shortened title,” (year)
Title	Use a description of the work.	Author. (Date). [Description of work]. Source	(Author, year) Author (year)
Source	Cite as personal communication. Use the author’s first initial, last name, the words “personal communication” and the date.	No reference list entry	(A. Communicator, personal communication, month day, year) A. Communicator (personal communication, month, day, year)

In-Text Citation Author Formatting

Author Type	Parenthetical Citation	Narrative Citation
One author	(Diamond, 2020)	Diamond (2020)
Two authors	(Diamond & Frey, 2020)	Diamond and Frey (2020)
Three or more authors	(Hawkins et al., 2020)	Hawkins et al. (2020)
Group author with abbreviation <ul style="list-style-type: none"> After a group author is defined, use the abbreviation of a group author in subsequent citations. If you only use the source once in your writing, you don’t need to show the abbreviation. 	(World Health Organization [WHO], 2020) Subsequent citations: (WHO, 2020)	World Health Organization (WHO, 2020) Subsequent citations: WHO (2020)
Group author with no abbreviation <ul style="list-style-type: none"> Use the full name every time. 	(Harvard University, 2020)	Harvard University (2020)

In-Text Citation Basics

Explanation	Example		
<p>Narrative vs. parenthetical citation</p> <ul style="list-style-type: none"> • A narrative citation reads as part of the sentence. The author is often the subject of the sentence. • A parenthetical citation is formatted as “extra” information in parentheses (round brackets). 	<p>Narrative citation: Guirguis (2018) noted that play provides children the ability to learn in engaging environments. </p> <p>Parenthetical citation: Play is essential in the classroom because it provides children the ability to learn in engaging environments (Guirguis, 2018). </p>		
<p>Paraphrase</p> <ul style="list-style-type: none"> • A paraphrase is when you take information from a source and format it in your own words. • You do not have to provide page numbers, but you can in order to make it easier for your reader to find the information. 	<p>Narrative citation: Guirguis (2018) noted that play provides children the ability to learn in engaging environments.</p> <p>Parenthetical citation: Play is essential in the classroom because it provides children the ability to learn in engaging environments (Guirguis, 2018).</p>		
<p>Direct quote</p> <ul style="list-style-type: none"> • Use quotation marks around text taken word-for-word from somewhere else. • Page numbers must be included so that readers can find the quote. Use “p.” short for page and “pp.” short for multiple pages. • The year is always listed with the author’s name, but the page number comes after the quoted material. 	<p>Narrative citation: According to Health Canada (2019), “Canadians should eat a variety of food” (p. 3). Health Canada (2019) has directed Canadians to “eat a variety of food” (p. 3).</p> <p>Parenthetical citation: Recently, researchers advised Canadians to “eat a variety of food” (Health Canada, 2019, p. 3). Although it is tempting to eat junk food, “Canadians should eat a variety of food” (Health Canada, 2019, p. 3).</p>		
<p>Direct quote with no page number</p> <ul style="list-style-type: none"> • Use other ways to identify where the quote is from, such as a slide number, paragraph number or time stamp. • If using information from a website that has headings or sections, you can use heading or section names as well. Count the paragraphs from the heading or section in this case. 	<p>Type</p>	<p>Narrative</p>	<p>Parenthetical</p>
<ul style="list-style-type: none"> • Use other ways to identify where the quote is from, such as a slide number, paragraph number or time stamp. 	<p>PowerPoint: Slide</p>	<p>Parker (2020, Slide 4)</p>	<p>(Parker, 2020, Slide 4)</p>
<ul style="list-style-type: none"> • Use other ways to identify where the quote is from, such as a slide number, paragraph number or time stamp. 	<p>Video: use the time from the beginning of a quote (hours:minutes:seconds)</p>	<p>Wood (2018, 13:40)</p>	<p>(Wood, 2018, 13:40)</p>
<ul style="list-style-type: none"> • If using information from a website that has headings or sections, you can use heading or section names as well. Count the paragraphs from the heading or section in this case. 	<p>Work with no page numbers (such as a webpage): para.</p>	<p>Diamond (2020, para. 4.)</p>	<p>(Diamond, 2020, para. 4)</p>
<ul style="list-style-type: none"> • If using information from a website that has headings or sections, you can use heading or section names as well. Count the paragraphs from the heading or section in this case. 	<p>Work with no page numbers, has headings: heading, para.</p>	<p>Frey (2019, Research, para. 2)</p>	<p>(Frey, 2019, Research, para. 2)</p>

In-Text Citation Examples in Writing

Every time you use information from another source, you must cite it. However, if you are using the same source for a few sentences in a row you can use **repeated narrative citations**.

Repeated narrative citations: After a sentence with a complete narrative citation, you can use a pronoun (he, she, they), a last name, or words that refer to the source (the study) in the next sentence as long as your writing makes it clear that you are still referring to that author's work.

Note: If using a direct quote or parenthetical citations, always use a complete citation.

