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:

```
1

Title of Paper

Student Name

Course

Due Date

Page number

Name of Department and Institution

Instructor

Economic Regulations in Ontario

Bob Smith

Lawrence Kinlin School of Business, Fanshawe College

ECON 101: Canadian Economics

Professor Kim Park

March 13, 2020
```
• Use the following heading format:

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

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:

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who?</td>
<td>When?</td>
<td>What?</td>
<td>Where?</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book with 1 author</strong></td>
<td></td>
</tr>
<tr>
<td><em>The title is in <em>italics</em> <em>and in</em> sentence case (only proper nouns and the first word of titles and subtitles are capitalized).</em></td>
<td></td>
</tr>
<tr>
<td><em>Include an edition number if present (don’t use 1st).</em></td>
<td></td>
</tr>
<tr>
<td>Parenthetical citation: (Findlay, 2018)</td>
<td></td>
</tr>
<tr>
<td>Narrative citation: Findlay (2018)</td>
<td></td>
</tr>
<tr>
<td><strong>Book with DOI and group author</strong></td>
<td></td>
</tr>
<tr>
<td><em>Include a DOI (Digital Object Identifier) if it is present (even if you didn’t look at the source online).</em></td>
<td></td>
</tr>
<tr>
<td><em>The current, preferred format for a DOI is “<a href="https://doi.org/%E2%80%9D">https://doi.org/”</a> followed by alpha-numeric codes unique to each source. Convert older DOI formats to the new format in your reference list.</em></td>
<td></td>
</tr>
<tr>
<td>Parenthetical citation: (American Psychological Association [APA], 2020)</td>
<td></td>
</tr>
<tr>
<td>Narrative citation: American Psychological Association (APA, 2020)</td>
<td></td>
</tr>
<tr>
<td><em>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.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter in an Edited Book</strong></td>
<td></td>
</tr>
<tr>
<td><em>Use the chapter’s author(s) in the author section.</em></td>
<td></td>
</tr>
<tr>
<td><em>The title of the chapter is not italicized. The title of the book is italicized.</em></td>
<td></td>
</tr>
<tr>
<td>Parenthetical citation: (Elson, 2011)</td>
<td></td>
</tr>
<tr>
<td>Narrative citation: Elson (2011)</td>
<td></td>
</tr>
<tr>
<td><strong>Report by a government agency or other organization</strong></td>
<td></td>
</tr>
<tr>
<td><em>Include catalogue or report numbers (if present) after the title.</em></td>
<td></td>
</tr>
<tr>
<td><em>Use the larger parent agencies in the source section.</em></td>
<td></td>
</tr>
<tr>
<td>Parenthetical: (Competition Bureau Canada, 2019)</td>
<td></td>
</tr>
<tr>
<td>Narrative: Competition Bureau Canada (2019)</td>
<td></td>
</tr>
</tbody>
</table>
### Source Type

<table>
<thead>
<tr>
<th><strong>Journal article with 1 author</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- The name of the journal and the volume number are in <em>italics</em>.</td>
</tr>
<tr>
<td>- The name of the journal is in title case (capitalized).</td>
</tr>
<tr>
<td>- The article title is in sentence case (only proper nouns and the first word of titles and subtitles are capitalized).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>last name</td>
</tr>
</tbody>
</table>

**Parenthetical citation:** (Guirguis, 2018)

**Narrative citation:** Guirguis (2018)

<table>
<thead>
<tr>
<th><strong>Journal article with 2 authors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Join between 2-20 authors with commas and an ampersand (&amp;).</td>
</tr>
<tr>
<td>- Articles may or may not have DOIs (Digital Object Identifier). If they are present, they must be included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>last name</td>
</tr>
</tbody>
</table>

**Parenthetical citation:** (Raphael & Sayani, 2019)

**Narrative citation:** Raphael and Sayani (2019)

<table>
<thead>
<tr>
<th><strong>Journal article with 21+ authors and eLocator</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Include the first 19 authors, followed by an ellipsis (...) and the final author.</td>
</tr>
<tr>
<td>- Some articles use eLocator numbers instead of page numbers. Use the word “Article” followed by the eLocator information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>last name</td>
</tr>
</tbody>
</table>

**Parenthetical citation:** (Beach et al., 2020)

**Narrative citation:** Beach et al. (2020)

<table>
<thead>
<tr>
<th><strong>Journal article with the same author and publication year</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>last name</td>
</tr>
</tbody>
</table>

**Parenthetical citation:** (Bednarik, 2003a) / (Bednarik, 2003b)

**Narrative citation:** Bednarik (2003a) / Bednarik (2003b)
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
</table>
| **Webpage with group author**                   | Canadian Mental Health Association. (n.d.).  *Fast facts about mental illness.*  
https://cmha.ca/fast-facts-about-mental-illness  
Parenthetical citation: (Canadian Mental Health Association, n.d.)  
Narrative citation: Canadian Mental Health Association (n.d.) |
| • 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. |                                                                                                         |
| **Webpage with an individual author**           | Werneburg, B. L. (2017, May 2).  *Improve your relationships with better communication.*  
Parenthetical citation: (Werneburg, 2017)  
Narrative citation: Werneburg (2017) |
| • The site name is included after the title.    |                                                                                                         |
Parenthetical citation: (Friesen, 2020)  
Narrative citation: Friesen (2020) |
| • The name of the newspaper is in *italics.*    |                                                                                                         |
| • Use a specific date in the reference list, but only the year in the in-text citation. |                                                                                                         |
| **Newspaper article online with no author**     | 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  
Narrative citation: “Millions of Chinese” (2020) |
| • The title moves to the author section in the references.  
• Use a shortened title and quotation marks for the in-text citation. |                                                                                                         |
| **Magazine article online**                     | Kingston, A. (2019, September 17). We are the dead. *Maclean’s.*  
https://www.macleans.ca/news/canada/we-are-the-dead/  
Parenthetical citation: (Kingston, 2019)  
Narrative citation: Kingston (2019) |
| • The name of the magazine is in *italics.*     |                                                                                                         |
| • Use the month and year for a magazine published monthly, or the month, day, and year for a magazine published weekly/biweekly. |                                                                                                         |
| **Article from news website**                   | Morris, J. (2020, May 4). *Vaccine may be the only way sports return to full arenas.* CBC.  
https://www.cbc.ca/sports/vaccine-fans-returning-to-sports-arenas-1.5554422  
Parenthetical citation: (Morris, 2020)  
Narrative citation: Morris (2020) |
<p>| • The article title is in <em>italics.</em>            |                                                                                                         |</p>
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Reference and In-Text Citation Examples</th>
</tr>
</thead>
</table>
Parenthetical citation: (TED, 2020)  
Narrative citation: TED (2020)     |
Parenthetical citation: (Wood, 2018)  
Narrative citation: Wood (2018)     |
Parenthetical citation: (Parker, 2020)  
Narrative citation: Parker (2020) |
Parenthetical citation: (Baldwin, 2020)  
Narrative citation: Baldwin (2020) |
Parenthetical citation: (Health Canada, 2019)  
Narrative citation: Health Canada (2019) |
Parenthetical citation: (Ballesta, 2018)  
Narrative citation: Ballesta (2018) |

The following are formats to cite images. If you reproduce 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](https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references#2)
Here is an example of a reference list that would be found on its own page at the end of your work.

**References**


### Missing Information

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

### In-Text Citation Author Formatting

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>(Diamond, 2020)</td>
<td>Diamond (2020)</td>
</tr>
<tr>
<td>Two authors</td>
<td>(Diamond &amp; Frey, 2020)</td>
<td>Diamond and Frey (2020)</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Hawkins et al., 2020)</td>
<td>Hawkins et al. (2020)</td>
</tr>
<tr>
<td>- After a group author is defined,</td>
<td>Subsequent citations:</td>
<td>Subsequent citations: WHO (2020)</td>
</tr>
<tr>
<td>use the abbreviation of a group</td>
<td>(WHO, 2020)</td>
<td></td>
</tr>
<tr>
<td>author in subsequent citations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- If you only use the source once</td>
<td></td>
<td></td>
</tr>
<tr>
<td>in your writing, you don’t need</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to show the abbreviation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group author with no abbreviation</td>
<td>(Harvard University, 2020)</td>
<td>Harvard University (2020)</td>
</tr>
<tr>
<td>- Use the full name every time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### In-Text Citation Basics

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Narrative vs. parenthetical citation** | **Narrative citation:** Guirguis (2018) noted that play provides children the ability to learn in engaging environments.  
**Parenthetical citation:** Play is essential in the classroom because it provides children the ability to learn in engaging environments (Guirguis, 2018). |
| **Paraphrase** | **Narrative citation:** Guirguis (2018) noted that play provides children the ability to learn in engaging environments.  
**Parenthetical citation:** Play is essential in the classroom because it provides children the ability to learn in engaging environments (Guirguis, 2018). |
| **Direct quote** | **Narrative citation:** According to Health Canada (2019), “Canadians should eat a variety of food” (p. 3).  
**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). |
| **Direct quote with no page number** | **Type** | **Narrative** | **Parenthetical** |
| **PowerPoint: Slide** | Parker (2020, Slide 4) | (Parker, 2020, Slide 4) |
| **Video:** use the time from the beginning of a quote (hours:minutes:seconds) | Wood (2018, 13:40) | (Wood, 2018, 13:40) |
| **Work with no page numbers (such as a webpage): para.** | Diamond (2020, para. 4.) | (Diamond, 2020, para. 4) |
| **Work with no page numbers, has headings: heading, para.** | Frey (2019, Research, para. 2) | (Frey, 2019, Research, para. 2) |

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.

Games are an important tool for educators to increase active learning in the classroom. Many educators use games to improve literacy and math skills (Diamond, 2020; Frey, 2019). For example, Diamond (2020) noted the success of a popcorn sight words game in her classroom. According to Diamond, she used the game every day for one month and found that students’ overall reading levels increased by two points. Similarly, Frey (2019) observed that her students’ math abilities improved after incorporating games, such as math baseball and math bingo. She hypothesized that the games increased students’ interest in math and resulted in more engagement. This theory is echoed by Hawkins and Jones (2020) who argued that “children learn best when they are working in low-stakes, engaging environments” (para. 4). Further, Parlette et al. (2016) and Fry (2015) recorded that students were more likely to participate in games than in traditional math drills and exercises. In addition, students who participated in educational games expressed a positive association with the subject (Parlette et al., 2016) and increased self-confidence in their abilities (Fry, 2015). As a result of these findings, educators should be encouraged to incorporate cooperative, fun games into their learning environments.