

APA Style Quick Guide (7th Ed.)

Introduction

It is not the intention of this handout to replace the *Publication Manual of the American Psychological Association* (APA, 2020), nor is it to give examples of every possible situation. Rather, this handout is offered as a quick reference for general academic writing use.

What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing. This guide provides an introduction to formatting rules and examples of common types of citations. The full seventh edition of the *Publication Manual of the American Psychological Association* is available as a print book in the UCW Library.

What to Document?

Be sure to document all the sources you have cited in writing your assignment. You will need to cite sources for:

- Direct quotes
- Paraphrases and summaries of ideas and information
- Information that is not common knowledge or is not available in a standard reference work
- Any other borrowed material that might appear to be your own if there were no citation.

Formatting Rules

Order of pages/sections

1. Title page
2. Abstract (*note: Table of Contents is not required in APA and therefore no guidelines exist*)
3. Text/Main body
4. References
5. Footnotes
6. Tables
7. Figures
8. Appendices

Note: each section starts a new page.

Fonts and Size: Accessible font (such as Calibri, Arial, Times New Roman or Georgia in either 11 pt. or 12 pt.) should be used throughout all papers.

Margins: 1-inch margins on the top, bottom, left, and right sides of the page.

Page Numbering: Identify the title page with the page number 1. The remaining pages should be numbered consecutively.

Spacing: Double-spacing throughout paper text and 0.5 inch (use tab key) indentions at the beginning of each paragraph (unless there is a level four or five heading—see chart below).

Title Page Elements

The title page includes six elements: title, author name(s), author(s) institutional affiliation, course, instructor, and due date.

Headings

It is helpful to organize complex papers into various sections using headings. This clearly identifies new sections of the paper for the reader. For most papers, three heading styles are sufficient.

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i> Text begins on the same line and continues as a regular paragraph.

Note. In title case, most words are capitalized (see Section 6.17).

In-Text Citations

A citation is giving credit whenever you use someone's information. This is done when paraphrasing their ideas or using direct quotes. The purpose is to give credit to the person whose information you are using and allow readers to find out more information about the source.

1. **Paraphrase:** Include author(s) last name and date (no page number is necessary).
 - Narrative (written within the sentence):
 - Walker (2008) reported...
 - Parenthetical (written at the end of the sentence):
 - A study of the comparison process (Walker, 2008).
2. **Direct quote:** Include the author(s) last name, year of publication, and page number of quote.
 - Narrative (written within the sentence):
 - Boal (2009) defines stereotypes as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (p.110).
 - Parenthetical (written at the end of the sentence):
 - Stereotypes have been defined as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (Boal, 2009, p. 110).

Note: The period or other punctuation is placed after the citation.

Note: For in-text citations with three or more authors, use ‘et al.’ after the first author listed. Do not list the remainder of the authors in the in-text citation.

Direct Quotes from Material without Page Numbers:

For online sources without page numbers, provide readers with another way of locating the quoted material. You may do any of the following:

- Provide a heading or section name
- Provide a shortened heading or section name in quotation marks
- Provide a paragraph number (count manually if not numbered)
- Provide a paragraph number in combination with a section or heading name

Examples:

- Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (Regulation of Cyberspace section).
- (Basu & Jones, 2007, “Monitoring” section).
- (Basu & Jones, 2007, para. 5).
- (Basu & Jones 2007, Conclusion, para. 1).

Long Quotes or Block Quotes:

If the quote is 40 words or more in length, the whole quote should be indented 0.5 inches (tab key) and double-spaced throughout. Quotation marks are not used with long quotes and it is introduced by a colon (:). A long quote is ended with a period followed by the citation in parentheses; there is no punctuation after the parentheses. Take a look at the example below.

Ford (2015) discusses the concept of business and peace scholarship and goes on to state:

Adding to firm diversity are the myriad idiosyncrasies of host societies. A place certainly exists for general thematic and conceptual work here. However, in practice the more valuable contributions might come from efforts to distinguish why or how certain types of firms in certain kinds of situations might act or avoid acting in ways that may or may not enhance various ideas about peace. (p. 453)

Secondary Sources (Material Referring to Other Sources)

Use sparingly and only when necessary. For example, use when the original work is out of print, unavailable through usual sources, or not available in English. **Always try to find the original source.**

When quoting material containing embedded citations, include the citations within the quotation.

- Climate change is “proving to be of urgent concern for young people (Sottero, 2005)” particularly in comparison to older generations (Edgar & Mathieson, 2019, p. 38).

When paraphrasing material containing reference to other sources, ensure the reader knows where you got the information. Suppose that you want to refer to a 1989 study by Smith, which you read about in a 1996 article by Becker. Use one of the following citations:

- Smith (as cited in Becker, 1996) found the opposite effect in two-year-olds.
- The opposite effect was observed in two-year-olds (Smith, 1989, as cited in Becker, 1996).

In the References, only list the source(s) that you have read, not the secondary source.

The Reference List

The reference page is a detailed list of all the citations in your paper. Its purpose is to provide the reader with information on how to locate the sources you used. It includes all sources cited in the paper (**do not include works that you reviewed but did not cite in your work**). Begin the reference list on a new page titled ‘References.’

Elements of a Reference List Citation

Reference citations included detailed information such as author(s), title of work, date of publication, publisher, volume and issue number, page numbers, website URLs and digital object identifiers (DOIs)

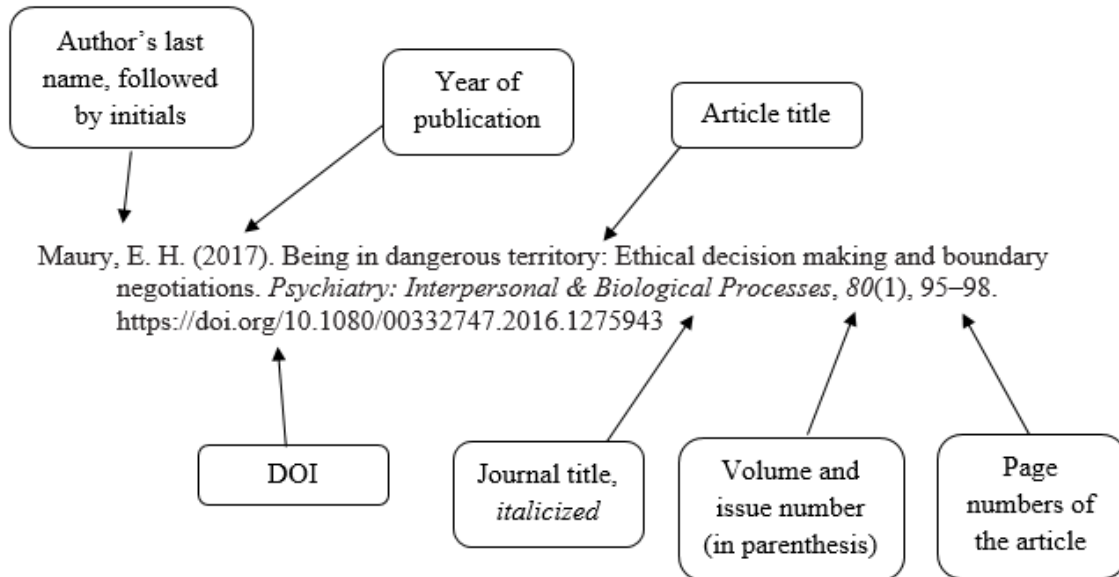


Image: Elements of a Journal Article Citation

JOURNAL, MAGAZINE, AND NEWSPAPER ARTICLES

Article with a DOI:

AuthorLastName, A. A. (year). Title of article. *Title of Journal/Magazine/Newspaper*, volume(issue), page range.
<https://doi.org/xx.xxxxxxx>

Article without a DOI (Library database):

AuthorLastName, A. A. (year). Title of article. *Title of Journal/Magazine/Newspaper*, volume(issue), page range.

Article without a DOI (Non-database):

AuthorLastName, A. A. (year). Title of article. *Title of Journal/Magazine/Newspaper*, volume(issue), page range.
www.website.com/webpage

Note: ‘Newspaper Articles’ in this section refers to articles that are from established newspapers posted online. For news websites, please see the ‘Websites’ section below.

Note: Volume, issue, and page numbers may not be available for all articles.

Note: Magazine and newspaper articles require year, month, and if possible, day of publication. Journal articles require only year.

Examples:	
Article: Online with DOI	<p>Rutherford, B. J. (2006). Reading disability and hemispheric interaction on a lexical decision task. <i>Brain and Cognition</i>, 60(2), 55-63. https://doi.org/10.1016/j.bandc.2005.09.013</p> <p>In-text citation (direct quote): (Rutherford, 2006, p. 56)</p>
Article: Online without DOI (Library database)	<p>Pilar, L., Moulis, P., Pitrová, J., Bouda, P., Gresham, G., Balcarová, T., & Rojík, S. (2019). Education and business as a key topics at the Instagram posts in the area of gamification. <i>Journal on Efficiency and Responsibility in Education and Science</i>, 12(1). 26-33.</p> <p>In-text citation: (Pilar et al., 2019)</p> <p><i>Note: For in-text citations with three or more authors, use 'et al.' after the first author listed.</i></p>
Article: Online without DOI (Non-database)	<p>Taylor, J. (2007). Buddhism, copying, and the art of the imagination in Thailand. <i>Journal of Global Buddhism</i>, 15, 1-19. http://www.globalbuddhism.org/jgb/index.php/jgb/article/view/80/92</p> <p>In-text citation: (Taylor, 2007)</p>
Article: Print	<p>George, B. (2019, October/November). The CEO's guide to retirement. <i>Harvard Business Review</i>, 97(6), 64-68.</p> <p>In-text citation: (George, 2019)</p>

WEBSITES

Website

AuthorLastName, A. A. (year, Month day). *Title of webpage*. Title of Website. <http://www.website.com/webpage>

Note: When the author and the website name are the same, omit the site name.

Examples:

Webpage on a website: Individual author	<p>Mulhauser, G. (2009, January 15). <i>An introduction to cognitive therapy & cognitive behavioural approaches</i>. Counselling Resource. http://counsellingresource.com/types/cognitive-therapy/</p> <p>In-text citation: (Mulhauser, 2009)</p>
Webpage on a website: Group author	<p>National Defense and the Canadian Armed Forces. (2004, November 15). <i>Backgrounder: Post traumatic stress disorder (PTSD)</i>. http://www.forces.gc.ca/en/news/article.page?doc=post-traumatic-stress-disorder-ptsd/hnocfnhe</p> <p>In-text citation: (National Defense and the Canadian Forces, 2004)</p>
Webpage on a website: No date, Group author	<p>Phillips. (n.d.). <i>Sustainability</i>. https://www.philips.com/a-w/about/sustainability/our-approach.html</p> <p>In-text citation: (Phillips, n.d.)</p>

Webpage on a news website	<p>Cooper, A. (2019, October 22). <i>The cost of climate change: Trial to decide whether ExxonMobil was honest with investors</i>. CNN. https://www.cnn.com/2019/10/22/us/exxonmobil-trial-climate-change-tillerson/index.html</p> <p>In-text citation: (Cooper, 2019)</p> <p><i>Note: This section refers to news websites, please see the 'Journal, Newspaper and Magazine Articles' section above for newspapers posted online.</i></p>
Blog post	<p>Lee, C. (2019, October 1). The APA style blog of the future. <i>APA Style Blog</i>. https://apastyle.apa.org/Blog/future-blog</p> <p>In-text citation: (Lee, 2019)</p>

REPORTS

Report

AuthorLastName, A. A. (year, Month, Day). *Title of report: Capital letter also for subtitle*. Publisher. www.website.com/webpage

Examples:

Report by government agency or organization (group author)	<p>Health Canada. (2019, April 11). <i>Health Canada: 2019-20 departmental sustainable development strategy</i>. http://www.cancer.ca/~/media/cancer.ca/CW/publications/Canadian%20Cancer%20Statistics/Canadian-Cancer-Statistics-2019-EN.pdf</p> <p>In-text citation: (Health Canada, 2019)</p>
Report by government agency or organization (individual author)	<p>Karpinski, E. A. (2015, November 5). <i>Control measures for diesel engine exhaust emissions in the workplace</i>. Employment and Social Development Canada. https://www.canada.ca/en/employment-social-development/services/health-safety/reports/control-diesel-emissions.html</p> <p>In-text citation: (Karpinski, 2015)</p> <p><i>Note: The names of parent agencies or organizations not included in the group author should be listed as publisher</i></p>
Annual report	<p>U.S. Securities and Exchange Commission. (2017). <i>Agency financial report: Fiscal year 2017</i>. https://www.sec.gov/files/sec-2017-agency-financial-report.pdf</p> <p>U.S. Securities and Exchange Commission (2017)</p>
Press release	<p>The White House. (2019, November 4). Presidential message on national veterans small business week, 2019 [Press release]. https://www.whitehouse.gov/briefings-statements/presidential-message-national-veterans-small-business-week-2019/</p> <p>In-text citation: (The White House, 2019)</p>

BOOKS & BOOK SECTIONS
E-Book with DOI

AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher.
<https://doi.org/xx.xxxxxxx>

E-Book without DOI

AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher.

Print Book

AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher.

Examples:
Print book

Mitchell, J. J. (2001). *The mental and emotional life of teenagers*. Detselig Enterprises.

In-text citation: (Mitchell, 2001)

E-book with DOI

Brown, L. S. (2018). *Feminist Therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>

In-text citation: (Brown, 2018)

E-book without DOI

Maddux, D. J., & Maddux, R. B. (2010). *Ethics in business: Manage with authority and fairness* (2nd ed.). Axzo Press.

In-text citation: (Maddux & Maddux, 2010)

Edited book

Kruczkowska, J., & Mirowska, P. (Eds.). (2016). *Diversity and Homogeneity : The Politics of Nation, Ethnicity and Gender*. Cambridge Scholars Publishing.

In-text citation: (Kruczkowska & Mirowska, 2016)

Edited book: Author and editor listed

Nin, A. (2017). *Trapeze : The Unexpurgated Diary of Anaïs Nin, 1947–1955* (P. Herron, Ed.). Swallow Press.

In-text citation: (Nin, 2017)

Chapter in an edited book

Muhic, M. (2017). Torn between agendas: Macedonian national identity between Europe and its multicultural agendas. In C. Karner & M. Kopytowska (Eds.), *National identity and Europe in times of crisis: Doing and undoing Europe* (pp.237-257). Emerald Publishing.

In-text citation: (Muhic, 2017)

Note: When citing a chapter in an edited book that includes a DOI, use the format above and add the DOI at the end of the citation after the publisher.

ENCYCLOPEDIAS AND DICTIONARIES

Entry in an online reference work, dictionary, or encyclopedia (Individual author)

AuthorLastName, A. A. (n.d.). Title of entry. In *Title of Encyclopedia or Dictionary*. Publisher. Retrieved Month day, year from <http://www.website.com/webpage>

Entry in an online reference work, dictionary, or encyclopedia (Group author)

GroupAuthorName (n.d.). Title of entry. In *Title of Encyclopedia or Dictionary*. Retrieved Month day, year from <http://www.website.com/webpage>

Note: If author and publisher name are the same, exclude the publisher name.

Note: Online entries change over time, so always use n.d. in place of the date and include a retrieval date instead.

Examples:

Entry in dictionary or encyclopedia: Group author

Merriam-Webster. (n.d.). Synergy. In *Merriam-Webster's online dictionary*. Retrieved December 17, 2018, from <https://www.merriam-webster.com/dictionary/synergy>

In-text citation: (Merriam-Webster, n.d.)

Entry in a dictionary or encyclopedia: Individual author

Yusufali, S. (n.d.). Air Canada. In *The Canadian Encyclopedia*. Historical Canada. Retrieved October 28, 2019, from <https://thecanadianencyclopedia.ca/en/article/air-canada>

In-text citation: (Yusufali, n.d.)

Research Starters Database entry

Shepherd, J., & Shaughnessy, M. (n.d.). Procrastination. In *Salem Press Encyclopedia of Health*. Retrieved December 21, 2018, from <https://www.salempress.com/>

In-text citation: (Shepherd & Shaughnessy, 2018)

DATABASE RESEARCH

Database Research

AuthorLastName, A.A. (year). Title of work. *Name of Database*. Retrieved Month day, year from <http://www.website.com>

Note: Many database citations will have a corporate or group author rather than an individual.

Note: If a database is behind a login page like MyUCW, provide a link to the database homepage instead.

Examples:

Business Source Complete: Marketline company profile

Marketline. (2016). Company profile: TELUS Corporation. *Marketline*. Retrieved November 19, 2019, from <https://www.marketline.com/>

In-text citation: (Marketline, 2016)

Statista [Data created by Statista]

Statista. (n.d.). Price per unit in the alcoholic drinks market in US dollars (Canada) [2010 - 2021 (projected)]. *Statista*. Retrieved December 17, 2018, from <https://www.statista.com>

In-text citation: (Statista, n.d.)

Statista [Data from another source] We Are Social. (2018). Weekly social media access in Canada as of January 2018, by device. *Statista*. Retrieved October 30, 2019, from www.statista.com

In-text citation: (We Are Social, 2018)

BUSINESS CASE STUDIES

Case Study

AuthorLastname, A. A. (year, Month day). *Title of case study* (Ivey ID: or HBS No: Number of case study). <http://www.website.com>

Note: Link directly to the purchase page for the case study

Examples:

Ivey Case Study Leenders, M. R., Klassen, R., & Ebanks, N. (2002, October 8). *ING Direct* (Ivey ID: 9B02D011). Ivey Publishing. <https://www.iveycases.com/ProductView.aspx?id=29165&CM=true&HID=53>

Harvard Business School Case Study Mayo, A.J. & Benson, M. (2006, December 4). *Bill Gates and Steve Jobs*. (HBS No: 407-028). Harvard Business School Publishing. <https://store.hbr.org/product/bill-gates-and-steve-jobs/407028>

AUDIOVISUAL MEDIA (MUSIC, TV, MOVIES, ETC.)

Audiovisual: Individual work (online)

AuthorLastname, A. A. (year, Month day). *Title of entire work* [Format description]. Publisher. <http://www.website.com>

Audiovisual: Work in a series (online)

AuthorLastname, A. A. (year, Month day). *Title of singular episode or song* [Format description]. In Publisher name. <http://www.website.com>

Note: When using direct quotes from audiovisual materials, provide a time stamp in place of the page number.

Note: Use the following table to determine the author of the work:

Media type	Include as the author
Film	Director
TV series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video
Photograph	Photographer

Examples:	
TED talk	<p>Kay, S. (2011, May). <i>How many lives can you live?</i> [Video]. Ted Conferences. https://www.ted.com/talks/sarah_kay_how_many_lives_can_you_live</p> <p><i>Note: When the TED talk is from the TED website, list the speaker as the author. When the TED talk is from YouTube, list the name of the YouTube account as the author.</i></p>
Film or video	<p>Cohen, J. (Director) & West, B. (Director). (2018). <i>RBG: The exceptional life and career of Ruth Bader Ginsburg</i> [Film]. CNN Films; Storyville Films; Participant Media.</p>
Episode of a TV show	<p>Russo, J. (Director) & Harmon, D. (Writer). (2009, September 24). Spanish 101 (Season 1, Episode 2) [Television series episode]. In D. Harmon (Executive Producer), <i>Community</i>. Paramount Studios.</p>
YouTube or streaming video	<p>Kittisaurus. (2019, October 16). <i>Cats vs invisible wall</i> [Video]. YouTube. Retrieved from https://www.youtube.com/watch?v=a_IA-8nQ4FY</p> <p><i>Note: The person or group that uploaded the video is credited as the author.</i></p>
PowerPoint slides or lecture notes (Posted on MyUCW)	<p>Mack, R., & Spake, G. (2018, May 3). <i>Citing open source images and formatting references for presentations</i> [PowerPoint slides]. MyUCW. http://www.myucwest.ca/</p>

IMAGES (TABLES & FIGURES)

Tables require a table number, title, and a caption. The caption begins with the word *Note* in italics, a description for the table, the source of the table, and is finished by the copyright information. The caption is double-spaced and appears immediately underneath the table.

Figures refers to any images that are not a table. They require a figure number, title, and a caption. The caption begins with the word *Note* in italics, a description for the figure, the source of the figure, and is finished by the copyright information. The caption is double-spaced and appears immediately underneath the table

Note: All images must include a reference list entry in addition to the caption. The reference list entry reflects the type of source from which it was taken.

Material reprinted or adapted from a website

Note. Description (if needed). Adapted from/From *Title of webpage*, by A. A. Author and A. A. Author, year (URL). Copyright Year by Name of Copyright Holder.

Material reprinted or adapted from a journal article

Note. Description (if needed). Adapted from/From “Title of Article” by A. A. Author and A. A. Author, year, *Journal Title*, volume(issue), page number (<http://doi.org/10.xxxxxxx>). Copyright Year by Name of Copyright Holder.

See examples on the following pages

EXAMPLES

Figure Example:

Figure 1

Figure and figure number, **bolded**

Figure title, *italicized*

Figure/image

Offshore Oil and Gas Processing Equipment

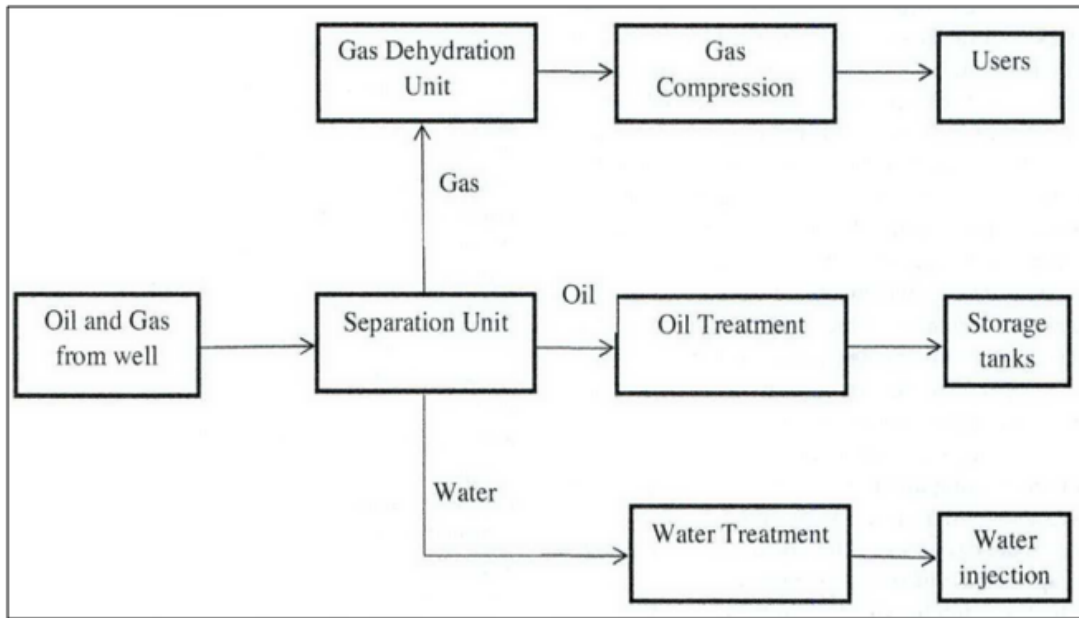
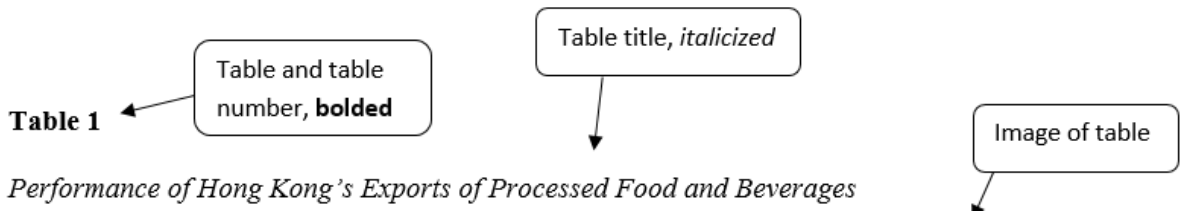


Figure caption, labeled with 'Note, italicized'

Note. Schematic of oil and gas processing process. From “Failure Analysis of the Offshore Process Component Considering Causation Dependence” by S.M. Deyab, M. Taleb-Berrouane, F. Khan, and M. Yang, 2018, *Process Safety and Environmental Protection*, 113, p. 222 (<https://doi.org/10.1016/j.psep.2017.10.010>). Copyright 2017 by the Institution of Chemical Engineers.

Table Example:



Performance of Hong Kong's Exports of Processed Food and Beverages

	2016		2017		Jan-Jun 2018	
	HK\$ mn	Growth %	HK\$ mn	Growth %	HK\$ mn	Growth %
Domestic Exports	3,901	+1	4,619	+18	1,947	+14
Re-exports	56,972	+17	64,162	+13	35,108	+19
of Chinese Mainland Origin	7,600	+6	8,562	+13	4,058	+14
Total Exports	60,873	+16	68,782	+13	37,055	+19

Note. Processed food exports from Hong Kong, 2016-2018. From *Processed food and beverages industry in Hong Kong* by HKTD Research, 2018 (<http://hong-kong-economy-research.hktdc.com/business-news/article/Hong-Kong-Industry-Profiles/Processed-Food-and-Beverages-Industry-in-Hong-Kong/hkip/en/1/1X000000/1X006S3L.htm>). Copyright 2000-2018 by the Hong Kong Trade Development Council.

