APA Style Guide

Introduction

Have you ever heard about APA Style?

APA stands for the American Psychological Association, which is the organization responsible for creating the APA Style.

APA style establishes standards of written communication concerning

- the organization of content;
- writing style;
- citing references; and
- how to prepare a manuscript for publication in certain disciplines.

For some of your assignments in this course, you will need to use APA Style to cite your sources and create a reference list.

Why this is so important?

To prevent plagiarism.

Plagiarism occurs when someone copies existing text or images into a new work without crediting it to the original source.

When you are communicating your ideas, results, procedures and plans in writing you need to use appropriate language. It's important to give credit to the original authors and sources of information to avoid plagiarism. Citation is the best way to add credibility and to support your arguments.

How to create a reference list using APA Style

When creating a reference list, you must identify and record specific details for each information source. It might be useful to remember these Ws!

Example source:

James, H. (1937). *The Ambassadors*. New York, NY: Scribner

Let's examine each element of this example source to see the details:

James, H. = Who wrote it – author or editor

(1937). = When was it written – date

The Ambassadors. = What is it – title of book, title of the article & serial/journal, title of the web document, etc.

New York, NY: Scribner =

(For books) Where was it published – place of publication – usually city & country and publisher's name

(For serial/journal) Where was the article located (Serial/journal) – volume number, issue number and page numbers of the article

(For internet sources) Where you located it – web address

In the following section you will find some common sources and examples of how to create a reference list at the end of your assignments. You are expected to cite your sources correctly in your writing assignments.

The examples provided are the most common sources used by high school students. The list is not extensive, and there are many exceptions. So, if you need more information regarding other types of sources, please visit the APA website: https://www.apastyle.org/

APA Style references

Book

Format

Author's Last Name, Initial(s) of First Name(s). (Year of Publication). Title of Book (Page Number(s))*. City, Country of publication: Publisher.

Example

Suzuki, D. (2006). *David Suzuki: The Autobiography* (28–29)*. Vancouver, Canada: Greystone Books.

*When citing books in this course, you are encouraged to mention specific page numbers (optional), as shown in the example above. Note that this is not part of the APA style.

Keep in mind

- Capitalize only the first word of the title and the subtitle (if any) and any proper nouns.
- Include the full title of the book, including any subtitles, and italicize both.
- List authors in the order in which they appear in the source. For more than one author, use the same rule, but make sure the last author's name is preceded with an ampersand (&) instead of the word "and".
- When a source has up to (and including) seven (7) authors, include all names in the reference list. When there are eight (8) or more authors, include the first six (6)

authors' names and then use an ellipsis (...) before the last author's name. There should be no more than seven names in all cases.

Web Page

Format

Author's Last Name, Initial(s) of First Name(s). (Year, Month Date Published). Title of Document or Webpage. Retrieved [insert date – Month Day, Year] from [insert URL]

Example

Lynds, B. T. (1995, November 21). *About temperature*. Retrieved on

December 2, 2009 from http://eo.ucar.edu/skymath/tmp2.html

Exception

When citing an entire website (not a specific document on that site), it is sufficient to give the address of the site.

Example

Kidspsych is a wonderful interactive website for children (http://www.kidspsych.org)

Keep in mind

- If date of publication is not available use (n.d.).
- You need to cite the Web page only if the article did not appear in any other form, such as a book, journal, or magazine article. For example, if the above article was published in a journal but you happened to read it on the Web, you would still provide the actual journal reference.
- It is important to include the date that you read ("retrieved") the Web page, because the information on the page could change over time as it is updated.
- If there is a page like www.somewebsite.org/thepageyouwant.html, and thepageyouwant.html doesn't have the publishing information you're looking for, try shortening, or "moving up", the URL to www.somewebsite.org/ to find out who authored the page and when it was last updated.

Video and other online sources

Format

Author's Last Name, Initial(s) of First Name(s). (Year, Month Date Published). Title of Document [Format description – see the list below]. Retrieved from [insert URL]

Example

Norton, R. (2006, November 4). *How to train a cat to operate a light switch* [Video file].
Retrieved from www.youtube.com/watch?v=Vja83KLQXZs

Keep in mind

Other than video files, online sources include:

- Audio podcast
- Personal interview
- Blog post
- Wikipedia article
- Lecture
- Government report
- Technical report
- Television series

Photograph

Format

Photographer, Initial(s) of First Name(s). (Year of Publication). Title of photograph
[Image]. Retrieved from [insert URL]

Example for image found online

Zimbio. (2013). NZFVV A/W 2013: *Charlie Brown — Backstage* [Image]. Retrieved from
http://www.zimbio.com/ pictures/ZIL6d IX5VQT/NZFVV+
W+2013+Charlie+Brown+Back stage

Example for image found in a book

Use the same format as book reference.

Author's Last Name, Initial(s) of First Name(s). (Year of Publication). Title of Book. City,
Country of publication: Publisher.

Evans, J. (2000). *Waka taua: The Maori war canoe*. Auckland, New Zealand: Reed.

Example for image found in a database

When no author is obvious, use the title of the image in place of an author.

Title of photograph [Image]. (Year of publication). Retrieved from [name of database].

Heart [Image]. (2012). Retrieved from Encyclopedia Britannica Image Quest database.

Keep in mind

Figures include:

4

- Images

- Illustrations

- Photographs

- Maps

- Charts

You do not need to get copyright permission if you are using a figure for educational purposes.

Magazine

Format (print version)

Author's Last Name, Initial(s) of First Name(s). (Year, Month of Publication). Article Title. *Magazine Title*, Volume, Page(s).

Example

Leclair, L., & Maclagan, M. (2006, January). Credit due: Ontarians reconnect with their ambitions*. TVOntario Magazine*, 12–13.

Format (electronic version)

Author's Last Name, Initial(s) of First Name(s). (Year, Month of Publication). Article Title. *Magazine Title*, Page(s). Retrieved from [insert URL]

Example

Rothbart, D. (2008, October). How I caught up with dad. *Men's Health*, 108–113. Retrieved from https://www.menshealth.com/trending-news/a19534762/rekindling-a-father-son-relationship/

Newspaper

Format (print version)

Author's Last Name, Initial(s) of First Name(s). (Year, Month Date of publication). Title of article. *Title of newspaper or publication*, pp. [insert Page(s)].

Example

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Format (electronic version)

Author's Last Name, Initial(s) of First Name(s). (Date of publication). Title of article. *Title of newspaper or publication*. Retrieved from http://URL

Example

Brady, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from http://www.nytimes.com

Keep in mind

- Indicate page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, provide all page numbers and separate the numbers with a comma (e.g., pp. B1, B3, B5–B7).

Academic Journal

Format (print version)

Author's Last Name, Initial(s) of First Name(s). (Year of Publication). Title of Article. *Title of Journal, Volume Number* (Issue number), Page Number(s).

Example

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, *13*(6), 578–583.

Format (electronic version)

Author's Last Name, Initial(s) of First Name(s). (Year of Publication). Title of Article. *Title of Journal, Volume Number* (Issue number), Page Number(s).

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, *13*(6), 578–583. doi:10.1016/j.jsams.2010.03.007

Keep in mind

- Provide all the authors' names in the same order as they appear in the report.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g. B1, B3, B5–B7).
- Many publishers, databases, and online journals use Digital Object Identifiers (DOIs). DOIs are alpha-numeric codes that usually appear on the first page of the article. Copy the DOI exactly as it appears.
- If the article does not have a DOI, consider providing the home page URL of the journal. In this case use the format: Retrieved from [insert URL].

Other examples: APA style references

If you want to see examples of other APA style references, please review the following:

Act (statute / legislation)

Health and Safety in Employment Act 1992. (2013, December 16). Retrieved from
http://www.legislation.govt.nz

Blog post

Stefanie. (2014, October 8). What a tangled web: Website versus webpage [Blog post].
Retrieved from http://blog.apastyle.org/apastyle/2014/10/what- a-tangled-web-
website-versus-webpage.html

Brochure / pamphlet

Tamihana, B. (2007). Gambling health promotion: Mate petipeti whakapiki hauora
[Brochure]. Palmerston North, New Zealand: Best Care (Whakapai Hauora)
Charitable trust.

Dictionary (print)

Weller, B. F. (Ed.). (2009). Bailliere's nurses dictionary: For nurses and health care
workers (25th ed.). Edinburgh, Scotland: Elsevier.

Dictionary (online)

Cambridge dictionaries online. (2011). Retrieved from http://dictionary.cambridge.org/

e-book

Sadun, E., Grothaus, M., & Sande, S. (2011). Taking your iPad 2 to the max

(2nd ed.). [e-book]. Retrieved from http://books.google.co.nz

Music recording (Song from album)

Midler, B. (2010a). The folks who live on the hill. On Memories of you [CD].

London, England: Warner Music UK.

Television (single episode from a series)

Beaudry, C. (Series producer). (2014). Northland harbours [Television series

episode]. In J. Curran (Executive producer), Our big blue backyard.

Dunedin, New Zealand: Natural History of New Zealand.

How to create an APA Style reference list

Now that you know how to format individual references, use the following nine basic rules for creating a reference list:

1. Start a new page for your Reference list. Centre the title, References, at the top of the page.
2. Double-space the list.
3. Start the first line of each reference at the left margin; indent each subsequent line five spaces (a hanging indent).
4. Put your list in alphabetical order. Alphabetize the list by the first word in the reference. In most cases, the first word will be the author's last name. Where the author is unknown, alphabetize by the first word in the title, ignoring the words a, an, the.
5. For each author, give the last name followed by a comma and the first (and middle, if listed) initials followed by periods.
6. Italicize the titles of works: books, audiovisual material, internet documents and newspapers, and the title and volume number of journals and magazines.
7. Do not italicize titles of parts of works, such as: articles from newspapers, magazines, or journals / essays, poems, short stories or chapter titles from a book / chapters or sections of an Internet document.
8. In titles of non-periodicals (books, videotapes, websites, reports, poems, essays, chapters, etc), capitalize only the first letter of the first word of a title and subtitle, and all proper nouns (names of people, places, organizations, nationalities).
9. If more than one place of publication is listed give the publisher's home office. If the home office is not given or known then choose the first location listed.

Source: https://columbiacollege-ca.libguides.com/apa/reference-list

How to cite sources in your assignments

In addition to creating a reference list, you also need to credit the sources you used for an assignment within the assignment itself.

Even when you have put someone else's ideas or information into your own words (i.e. paraphrased), you still need to show where the original idea or information came from. This is all part of the academic writing process. When citing in text within an assignment, use the author(s) last name followed by the year of publication.

You can use two general formats to reference citations in text:

1. Citation is integrated into the text: Author surname appears as part of the narrative. Only the year of publication is typed in parentheses. For example: Boden (1998) examined social psychology ...

2. Citation is placed in parentheses: Both author surname and publication year placed in parentheses. For example: Research evidence suggests that social psychology... (Boden, 1998).

Let's explore some cases. If you want to see more examples, please visit the APA website: https://www.apastyle.org/

Direct quotations

Reproduce word for word material directly quoted from another author's work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants.

Case 1

Less than 40 words and if the quotation appears in the middle of a sentence

How to cite: Incorporate it into text as a quote using double quotation marks. The name of the author(s) and the date precede the quotation and the page number follows the quotation.

Example: Interpreting these results, Robbins et al. (2003) suggested that the "therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns" (p. 541), contributing to an overall climate of negativity.

Case 2

Less than 40 words and if the quotation appears at the end of a sentence

How to cite: Use quotation marks to indicate the beginning and end of a quote. Cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parentheses.

Example: Confounding this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

Note: You could also state the names of the authors and the year before the direct quotation.

Case 3

More than 40 words

How to cite: Display the quote in a freestanding block of text and omit quotation marks. Start a block quotation on a new line and indent the block about half of an inch from the left margin (in the same position as a new paragraph).

Example:

Others have contradicted this view:

> Co-presence does not ensure intimate interaction among all group members. Consider large-scale social gatherings in which hundreds or thousands of people gather in a location to perform a ritual or celebrate an event.
>
> In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

Note: You could also state the name of the author and the year in the intro phrase to to the block quotation.

Case 4

Direct quotation of online material without pagination

How to cite: Credit direct quotations of online material by giving the author, year, and page number in parentheses. If the paragraph numbers are visible, use them in place of page numbers. Use the abbreviation para.

Example: 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" (para. 4).

Note: You could also place the names of the authors and the year in the parentheses following the quotation instead of at the beginning of the sentence.

Paraphrasing

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help a reader locate the relevant passage in a long or complex text.

Formatting citations by one or multiple authors

Read through the following examples.

Citation type: One author

First in-text citation: Walker (2007)

Subsequent in-text citation: Walker (2007)

Parenthetical format, first in-text citation: (Walker, 2007)

Parenthetical format, subsequent in-text citation: (Walker, 2007)

Citation type 2: Two authors

First in-text citation: Walker and Allen (2004)

Subsequent in-text citation: Walker and Allen (2004)

Parenthetical format, first in-text citation: (Walker and Allen, 2004)

Parenthetical format, subsequent in-text citation: (Walker and Allen, 2004)

Citation type 3: Three authors

First in-text citation: Bradley, Ramirez, and Soo (1999)

Subsequent in-text citation: Bradley et al. (1999)

Parenthetical format, first in-text citation: (Bradley, Ramirez, & Soo, 1999)

Parenthetical format, subsequent in-text citation: (Bradley et al., 1999)

Citation type 4: Four authors

First in-text citation: Bradley, Ramirez, Soo, and Walsh (2006)

Subsequent in-text citation: Bradley et al. (2006)

Parenthetical format, first in-text citation: (Bradley, Ramirez, Soo, & Walsh, 2006)

Parenthetical format, subsequent in-text citation: (Bradley et al., 2006)

Citation type 5: Five authors

First in-text citation: Walker, Allen, Bradley, Ramirez, and Soo (2008)

Subsequent in-text citation: Walker et al. (2008)

Parenthetical format, first in-text citation: (Walker, Allen, Bradley, Ramirez, & Soo, 2008

Parenthetical format, subsequent in-text citation: (Walker et al., 2008)

Citation type 6: Six or more authors

First in-text citation: Wasserstein et al. (2005)

Subsequent in-text citation: Wasserstein et al. (2005)

Parenthetical format, first in-text citation: (Wasserstein et al., 2005)

Parenthetical format, subsequent in-text citation: (Wasserstein et al., 2005)

Citation type 7: Groups (readily identified through abbreviation) as authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies) are usually written in full each time they appear in an in-text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter.

First in-text citation: National Institute of Mental Health (NIMH, 2003)

Subsequent in-text citation: NIMH (2003)

Parenthetical format, first in-text citation: (National Institute of Mental Health [NIMH], 2003)

Parenthetical format, subsequent in-text citation: (NIMH, 2003)

Citation type 8: Groups (no abbreviation) as authors

First in-text citation: University of Toronto (2010)

Subsequent in-text citation: University of Toronto (2010)

Parenthetical format, first in-text citation: University of Toronto (2010)

Parenthetical format, subsequent in-text citation: University of Toronto (2010)

Formatting two or more citations within the same parentheses

Order the citations of two or more works by different authors within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.). Separate the citations with semicolons.

Example:

(Miller, 1999; Shafranske & Mahoney, 1998)

Citation practice

Scenario 1: You want to cite a 2011 work by two authors: Whitney and Rolfes. What are some possible ways to do this?

Record your answer.

Compare your answer to the sample answer:

(Whitney & Rolfes, 2011).

Whitney and Rolfes (2011) state…

Water is an essential element of anyone's diet and Whitney and Rolfes (2011)…

Scenario 2: You want to cite a 2008 work by four authors: Watson, McKenna, Cowman and Keady. You want to place the entire reference in parentheses. What would the first in-text citation look like? What would subsequent in-text citations look like?

Record your answer.

Compare your answer to the suggested answer:

First in-text citation: (Watson, McKenna, Cowman & Keady, 2008).

Second & subsequent citations: (Watson et al., 2008).

Scenario 3: You want to cite a 2010 work by six authors. The first author is Mikosch. Do you need to include the names of the other authors when you cite this work?

Record your answer.

Compare your answer to the suggested answer:

Because you are citing a source by six authors, you would only include Mikosch in the first citation and all subsequent citations.

Here are two ways you could cite the source:

Mikosch et al. (2010)

(Mikosch et al., 2010)