

# APA Style Guide

## Documenting Your Sources

This guide illustrates the APA style documentation format for sources frequently used by students. **You must adhere to the format and punctuation as shown.** Please note there are other accepted styles that vary from discipline to discipline. Be sure to **ask your teacher** if there is a preferred style for your assignment.

Citations and bibliographies/references are used for two reasons. One is to inform your teacher (or any other reader) about the resources you used to write your essay/report/project. The other is to acknowledge those sources and to differentiate between your thoughts and/or opinions and the facts that you found in your research. If you do not cite your sources you are committing a form of academic dishonesty known as plagiarism. Plagiarism is the theft of someone else's words or ideas and can result in a mark of zero, whether done intentionally or not.

### **You should use citations:**

- ✓ If you are stating facts or statistics, for example:  
The population of Hamilton is 530,000 (Smith, 2005, p. 35).  
The rainforests are disappearing more quickly every year (Brown, 1999, p. 148).
- ✓ If you are providing someone else's opinion, for example:  
"Chimpanzees are smarter than gorillas" (Davis, 1999, p. 258).  
The NDP is more environmentally conscientious than the Conservative Party of Canada (Mitchell, 2000).

### **You do not need to use citations:**

- ✓ If you are giving your own opinion or stating common knowledge, for example:  
The earth is round.  
H<sub>2</sub>O is water.  
I think that humanity will realize the importance of the environment and change their ways.

Adapted from:

American Psychological Association. (2005). Concise rules of APA style. Washington, D.C.: American Psychological Association.

American Psychological Association. (2001). Publication manual of the American Psychological Association. (5th ed.). Washington, D.C.: American Psychological Association.

American Psychological Association. (2003). APA style.org. Retrieved from <http://www.apastyle.org/>

*This booklet is a small selection of examples. More examples are available in the library. Please ask the librarian for help if you have any questions.*



Working Document, 2009

**Librarian Council**

Halton Catholic District School Board



Type of Source	Reference Format	Citation Format
<b>GENERAL REFERENCE WORK ENTRIES:</b>		
<small>(APA section 4.16 B30)</small>		
<p><b>General Format of Reference Work Citations</b></p> <p><small>(APA section 4.16 B26, 30, 38)</small></p>	<p><b>Author Known:</b> Last name, First Initials. (Date). Title of section used. In <i>Title of reference work in italics</i>. (Abbreviated edition number if available, Volume number used, page number(s)). Location: Publisher.</p> <p><b>Author Unknown:</b> Title of section used. (Date). In <i>Title of reference work in italics</i>. (Abbreviated edition number if available, Volume number used, page number(s)). Location: Publisher.</p>	<p>(Last name, year, pp. #-#)</p> <p>(First few words in title of section in quotations, date, pp. #-#)</p>
<b>Dictionary</b>	<i>Canadian Oxford dictionary</i> (2 <sup>nd</sup> ed.). (2004). Toronto: Oxford University Press.	(Canadian Oxford Dictionary, 2004)
<b>Atlas</b>	Oceans. (2003). In <i>Firefly great world atlas</i> (pp. 12-13). Richmond Hill, ON: Firefly Books.	(Oceans, 2003, pp. 12-13 )
<b>Encyclopedia</b>	<p><b>Author Known:</b> Art, R.J. (2003). United Nations. In <i>World book</i> (Vol. 20, pp. 76-96). Chicago: World Book.</p> <p><b>Author Unknown:</b> China. (2005). In <i>The new encyclopaedia Britannica</i> (Vol. 3, pp. 221-230). Chicago: Encyclopaedia Britannica.</p>	<p>(Art, 2003, pp.78-79)</p> <p>(China, 2005)</p>
<b>GOVERNMENT and AGENCY DOCUMENTS:</b>		
<small>(APA section 4.16 C41-48)</small>		
<p><b>General Format of Government Documents</b></p>	<p><b>Government or Agency Document - Personal Author:</b> Last name, First Initials. (Date). <i>Title of report in italics</i> (report #, contract #, monograph # in brackets after title). Location: Government Publisher or publishing agency.</p> <p><b>Government or Agency Document – Department as Author:</b> Name of specific department, office, agency, or institute that produced the report. (Date). <i>Title of report in italics</i> (report #, contract #, monograph # in brackets after title). Location: Government Publisher or publishing agency.</p>	<p>(Last name, year, p. #)</p> <p>(Issuing Agency name, year)</p>
<b>Government Document - Author Known</b>	Williams, T. (2004, January 27). <i>The Kyoto Protocol: The basics of climate change</i> (PRB 02-20E). Ottawa: Research Branch of the Library of Parliament.	(Williams, 2004, p. 4)
<b>Governmental Department as Author</b>	Health Canada. (2007). <i>Eating well with Canada's food guide</i> (HC Pub.: 4651). Ottawa: Queen's Printer.	(Health Canada, 2007)
<b>Non-Governmental Agency as Publisher</b>	Skinner, B.J. & Rovere, M. (2007, February). <i>The misguided war against medicines: Are drug expenditures making public health insurance financially unsustainable?</i> Vancouver, BC: Fraser Institute.	(Skinner & Rovere, 2007, p. 1)

Type of Source	Reference Format	Citation Format
<p><b>PERIODICALS:</b> (APA section 4.16 A1-23)</p>		
<p><b>General Format of Periodicals</b></p>	<p><b>Author Known:</b> Last name, First Initials. (Date). Title of article. <i>Title of journal or Magazine or Newsletter or Newspaper, volume# (issue number)</i>, page numbers.</p> <p><b>Author Unknown:</b> Title of article. (Date). <i>Title of journal or Magazine or Newspaper, volume# (issue number)</i>, page numbers.</p>	<p>(Last name, year, p. #)</p> <p>("The First Few Words in the Title", year, p.#)</p>
<p><b>Journal</b> (APA section 4.16 A1-5)</p>	<p>Latimer, J. &amp; Foss, L. C. (2005). The sentencing of aboriginal and non-aboriginal youth under the Young Offenders Act: A multivariate analysis. <i>Canadian Journal of Criminology and Criminal Justice, 47(3)</i>, 481-500.</p>	<p>(Latimer &amp; Foss, 2005, p. 485)</p>
<p><b>Magazine</b> (APA section 4.16 A6)</p>	<p>Petrou, M. (2006, January 23). The scariest man on earth. <i>Maclean's, 119</i>, 28-32.</p>	<p>(Petrou, 2006, p. 29)</p>
<p><b>Newspapers</b> (APA section 4.16 A9-11)</p>	<p><b>Author Known:</b> Calamai, P. (2006, February 17). Surging Greenland glaciers are sending us a signal. <i>Toronto Star</i>, p. A7.</p> <p><b>Author Unknown:</b> Two Canadian soldiers injured in Afghanistan road accident. (2006, February 17). <i>The Globe and Mail</i>, pp. A1, A14.</p>	<p>(Calamai, 2006, p. A7)</p> <p>("Two Canadian Soldiers," 2006, p. A14)</p>
<p><b>Newsletter</b> (APA section 4.16 A7-8)</p>	<p>Griswold, C. &amp; Livingston, D. (2004 Spring/Summer). Sharing information, sharing knowledge, working together. <i>Impressions: The production department newsletter of the New York Times</i>, 3.</p>	<p>(Griswold &amp; Livingston, 2004)</p>
<p><b>Pamphlet/ Brochure</b> (APA section 4.16 B33)</p>	<p><b>General format:</b> Last name, First initial(s) or Name of Organization. (Date). <i>Title of Pamphlet or brochure</i> [Brochure or Pamphlet]. Location: Publishing organization.</p> <p><b>Example:</b> Just Say No Foundation. (2002). <i>Saving our youth</i>. [Pamphlet]. Washington DC: Author.</p> <p>Note: If organization is author and publisher then publishing organization simply gets listed as Author in publication information area.</p>	<p>(Last name or organization name, date)</p> <p>(Just Say No, 2002)</p>

Type of Source	Reference Format	Citation Format
<b><u>NON-PRINT SOURCES</u></b>		
<b>AUDIOVISUAL MEDIA :</b>		
<p style="text-align: center;"><b>Motion Picture</b></p> <p>(APA section 4.16 H-65)</p>	<p><b>General form:</b> Last name, First initial(s). (Producer), &amp; Last name, First initial(s). (Director). (Date). <i>Title of motion picture in italics</i> [Motion picture]. Country: Production company.</p> <p><b>Example:</b> Grazer, B. (Producer), &amp; Howard, R. (Director). (2001). <i>A beautiful mind</i> [Motion picture]. United States: Universal Pictures.</p>	<p>(Last name, date)</p> <p>(Grazer, 2001)</p>
<p style="text-align: center;"><b>Television Program</b></p> <p>(APA section 4.16 H-66-68)</p>	<p><b>General form:</b> Last name, First initial(s). (Writer or Correspondent or Reporter), &amp; Last name, First initial(s). (Director). (Date). Title of television broadcast single episode [Television series episode]. In First initial Last name (Producer), <i>Title of series</i>. City: Network.</p> <p><b>Example:</b> Bjarnason, D. (Reporter). (2006, May 24). Illiteracy: Canada's shame [Television series episode]. In A. Shprintsen (Producer), <i>The National</i>. Toronto: Canadian Broadcast Corporation.</p>	<p>(Writer's last name, date)</p> <p>(Bjarnason, 2006)</p>
<p style="text-align: center;"><b>Music</b></p> <p>(APA section 4.16 H-69)</p>	<p><b>General form:</b> Last name, First initial(s) of song writer. (Date of copyright). Title of song [Recorded by artist if different from writer]. On <i>Title of album</i> [Medium of recording: CD, etc.]. Location: Label.</p> <p><b>Example:</b> Berryman, G., Buckland, J., Champion, W., &amp; Martin, C. (2005). Speed of sound [Recorded by Coldplay]. On <i>X&amp;Y</i> [CD]. London: EMI Music UK.</p>	<p>(Last name, date)</p> <p>(Berryman, Buckland, Champion, &amp; Martin, 2005, track 7)</p>
<p style="text-align: center;"><b>Images</b></p> <p>(APA section 3.73 &amp; 3.84)</p>	<p>Section 3.84 states that if a figure is reproduced or adapted from a copyrighted source, one must obtain written permission for print and electronic reuse from the copyright holder and give credit in the figure caption to the original author and copyright holder using the following note at the end of the caption:</p> <p><b>General form of accompanying image note:</b> <i>Note.</i> From <i>Title of Book</i> (page number), by first initials last name, date, Place of publication: Publisher. Copyright date by the Name of the Copyright Holder. Reprinted [<i>or</i> Adapted] with [<i>or</i> without] permission.</p>	
<b>PERSONAL COMMUNICATIONS :</b>		
<p style="text-align: center;"><b>Interviews, etc.</b></p>	<p>Section 3.102-Personal Communications include letters, memos, some electronic communications (e.g. e-mails or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, and telephone conversations. As they do not provide recoverable data, personal communications are not included in the reference list and are simply cited in text. Provide the name and as exact a date as possible.</p>	<p>D. W. Jones (personal communication, April 24, 2006)</p> <p style="text-align: center;"><i>or</i></p> <p>(J. Fey, personal communication, May 1, 2005)</p>

Type of Source	Reference Format	Citation Format
<b>ELECTRONIC MEDIA (INTERNET RESOURCES) :</b> (APA section 4.16 I71-95)		
<b>General Format of Internet or Web Sources</b>	<p><b>Author Known:</b>            Last name, First Initials. (Date in year, month day). Title of web page  <b>OR</b> article <b>OR</b> chapter. In <i>Title of online book OR journal OR complete Website</i>. Retrieved Month day, year, from URL</p> <p><b>Author Unknown:</b>            Title of web page <b>OR</b> article <b>OR</b> chapter. (Date in year, month day).            In <i>Title of online book OR journal OR complete Website</i>. Retrieved Month day, year, from URL</p> <p>Note: APA states that at a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and a URL. Whenever possible, identify the authors of a document as well.</p>	<p>(Last name, year)</p> <p>("The First Few Words in the Title", year)</p>
<b>Article online newspaper</b>  (APA section 4.16 I89)	Lawrence, F. (2005, September 30). Sweetener manufacturer disputes validity of new health research. <i>Guardian Unlimited</i> . Retrieved February 24, 2006, from <a href="http://www.guardian.co.uk/food/Story/0,1581639,00.html#article_continue">http://www.guardian.co.uk/food/Story/0,1581639,00.html#article_continue</a>	(Lawrence, 2005)
<b>Person as Website Author</b>  (APA section 4.16 I77)	Heller, U.R. (1999, November 9). The red swinging doors. In <i>Images of my war</i> . Retrieved February 21, 2007, from <a href="http://home.swbell.net /urheller/vnbktoc.html">http://home.swbell.net /urheller/vnbktoc.html</a>	(Heller, 1999)
<b>Organization as Website Author</b>  (APA section 4.16 I75)	Greenpeace. (2006, February 17). <i>Melting Greenland fuels sea level rise</i> . Retrieved February 21, 2006, from <a href="http://www.greenpeace.org/international/news/greenlandmelting170206">http:// www.greenpeace.org/international/news/greenlandmelting170206</a>	(Greenpeace, 2006)
<b>Online Encyclopedia</b>  (APA section 4.16 I78)	Crauford-Lewis, M. (2006). Nunavut. In <i>Canadian Encyclopedia Online</i> . Retrieved February 20, 2006, from <a href="http://www.canadianencyclopedia.ca">http://www.canadianencyclopedia.ca</a>	(Crauford-Lewis, 2006)
<b>Online Magazine or Journal</b>  (APA section 4.16 I7172)	Branch, A. (2005, Spring). Neither peace nor justice: political violence and the peasantry in northern Uganda, 1986-1998. <i>African Studies Quarterly</i> , 8. Retrieved March 6, 2006, from <a href="http://web.africa.ufl.edu/asq/v8/v8i2a1.htm">http://web.africa.ufl.edu/asq/v8/v8i2a1.htm</a>	(Branch, 2005)
<b>Government Website</b>  (APA section 4.16 I80, 91)	Ontario Ministry of the Environment. (n.d.). <i>Clean water act</i> . Retrieved February 27, 2006, from <a href="http://www.ene.gov.on.ca/envision /water/cwa.htm">http://www.ene.gov.on.ca/envision /water/cwa.htm</a>  Note: This example indicates a citation where an original creation or publication date was not available and an (n.d.) for "no date" is put into the date area.	(Ontario, n.d.)
<b>Online Periodical Databases (Ebscohost/ Thomson Gale)</b>  (APA section 4.16 I88)	<p><b>Scholarly Journal Article Example:</b>            Vande Kemp, H. (2005, Winter). Dreams &amp; recovery from trauma. <i>Journal of Psychology and Theology</i>, 33, 313-316.            Retrieved February 20, 2006, from Expanded Academic database.</p> <p><b>Popular Magazine Article Example:</b>            Petrou, M. (2006, January 23). The scariest man on earth. <i>Maclean's</i>, 119, 28-32. Retrieved May 21, 2006, from MasterFILE database.</p>	<p>(Vande Kemp, 2005)</p> <p>(Petrou, 2006)</p>

# Formatting a Paper using APA Guidelines

## Title Page

Page Header 1

Title of Paper  
Your Name  
Course Title  
Date

## Page Numbering

Page numbering should be in the upper right hand corner of each page (use a header to create automatic page numbering). The Header should include the first two or three words of the essay title and the page number:

Sample Essay 3  
Aaa bbbb cccc dddd eeee ffff gggg

## Margins, Typeface & Line Spacing

**Font** -- 12-point Times Roman or 12-point Courier fonts

**Margins** -- 1 inch uniform on all four sides

**Line Spacing** -- double-spaced

**Page numbering** -- Upper right corner, ½ inch from the top of page

## Acceptable

n.d = no date

ed. = edition

Rev. ed. = revised edition

p. = page

pp. = pages

Ed. = Editor

Eds = Editors

## Changes from the 2001 update

- The titles of sources (both print and non-print) are no longer underlined, they are italicized.
- For websites, [Online] & Available: are no longer used, you must use **Retrieved** before the date you last looked at the website and **from** before the URL or database name.
- Additional examples have been included e.g. books – three to seven authors, dictionary, atlas, pamphlet, motion picture, television program, music, interviews, and online image.

# Placing Cited Work in an APA Style Essay

The following excerpts from an essay entitled *Victorian morality in nineteenth century Canada*, provides five different examples of how to place citations into the body of a research essay.

1. In text credit using authors' names
2. Two brief, direct quotes
3. Long direct quote (40 or more words)
4. In text credit using the title of the book
5. Paraphrase

Victorian Morality 2

1. According to authors like Michael Bliss, Angus McLaren, Emily Nett, Edward Shorter and Peter Ward, sex was a subject that seemed to plague the Victorian Canadian. This is not to say that sex was a totally repulsive act, for it was not when it was being used in its proper context, the context being an act performed by a married couple for the purpose of producing offspring. Anything outside of this definition was deemed to be an “evil to be shunned” with “consequences to be dreaded” (Bliss, 2004, p. 328). The best starting point...  
  
...back to courtship and its transformation to capitalism. Courtship was once an institution that was dictated by the community. It was highly supervised and regulated:
3. In nineteenth century Canada, the community would act like a moral policeman defining and enforcing a code of conduct which denied the unmarried privacy and forbade any physical intimacy until they were virtually engaged. Greater mobility brought freedom from parental and community supervision especially in larger cities. (Ward, 2004, pp. 100-101)  
  
Thus, until industrial capitalism as a social system arose, courtship was a highly censored community-sponsored operation. With capitalism, came the shift to courtship becoming a private and intimate bond to be shared by two people alone in the privacy of their own spaces...
4. In the book *Courtship, Love, and Marriage in Nineteenth English Canada*, four stages of courtship are defined. In the first two, a couple generally spent a great deal of time around others...
5. ...In French Canada, the role of the Church helped to maintain an extremely low rate of out-of-wedlock births, while encouraging high marital birth rates (Nett, 2002, p. 111).

# References List Sample Page

Victorian Morality 10

## References

- Bliss, M. (2004). Pure books on avoided subjects: Pre-Freudian sexual ideals in Canada. In M. Horn & R. Sabourin (Eds.), *Studies in Canadian social history* (pp. 306-340). Toronto: McClelland and Stewart.
- Briggs, J. (Producer), & Wargon, A. (Director). (2003). *Courtship*. [Documentary]. Toronto: National Film Board.
- Mclaren, A., (2000, September). Birth control and abortion in Canada, 1870-1920. *Canadian historical review*, 312-335.
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- Reiss, I. (1996). Premarital sexuality: Past and present. In C. Carroll, D. Nash, & J. C. Nash (Eds.), *Health* (pp. 200-250). Dubuque: William. C. Brown Company.
- Shorter, E. (2005). *The making of the modern family*. New York: Basic Books.
- Swenson, D. (2000). Dating and courtship: The genesis of the family. *Welcome to Sociology via Don Swenson*. Retrieved July 18, 2006, from [http://www2.mtroyal.ab.ca/~dswenson/court\\_fam/tsld027.htm](http://www2.mtroyal.ab.ca/~dswenson/court_fam/tsld027.htm)
- Ward, P. (2004). *Courtship, love and marriage in nineteenth century English Canada*. Montreal: McGill-Queen's University Press.
- Ward, P. (2006). Marriage and divorce. In *Canadian encyclopedia online*. Retrieved January 10, 2007 from <http://www.canadianencyclopedia.ca>