

## APPENDIX

### A Guide to APA Referencing Style

#### What Is Referencing/Citation?

Whenever you use other people's words, ideas, information, or images in your own work, you need to identify the source accurately to

- 1) give credit to the original creators of the work and
- 2) provide your reader with a reliable path to the original source.

#### What Is Plagiarism?

Plagiarism is a form of academic misconduct that occurs when a student uses the work of others but fails to accurately cite it.

Inaccurate citations make it difficult or impossible for your reader to locate the original source.

Missing citations give the impression that you are trying to take credit for the work of others.

#### What Is APA?

APA style was created by the American Psychological Association (APA). There are many different style guides (e.g., MLA, Chicago, SAA, Harvard), and each one is basically a set of rules for referencing and formatting documents.

#### What Does APA Referencing Look Like?

There are two parts:

1. In-text citations (within the body of your paper): Each in-text citation gives just enough information on a particular source to "point" the reader to the corresponding, more detailed entry on the reference list.

Educators and parents are becoming increasingly concerned about the addictive properties of social media. A recent study of secondary school students in the UK found that Instagram addiction was linked to declining mental health (Taprobane & Boucher, 2018, p. 139). Previous studies found a connection between compulsive Facebook and Twitter use and anxiety (Kahale, 2016; Park, 2019). In addition to mental health concerns, social media use has been . . .

2. The reference list (on a separate page at the end of your paper): This is the list of sources you used and cited in your paper.

#### References

Kahale, D. (2016). *The Facebook dilemma*. Toronto, Canada: University of Toronto Press.

Park, J. (2019, May 29). Tweets, fake news, and anxiety. *The New York Times*. Retrieved from

<https://www.nytimes.com/>

Taprobane, K., & Boucher, M. L. (2018). Secondary school students and Instagram addiction. *Journal of Behavioral Health*, 9, 124-149. <https://doi.org/10.1350/2006.7.2018.18>

## In-Text Citations


### What Are the Three Elements of an In-Text Citation?

1. author's last name
2. year of publication
3. page number\*

\*For quotations, a page number is required. For paraphrases, the page number is optional but recommended.

### How Do I Format the Three Elements?






You have 2 choices:

	<b>Format 1</b> Put all 3 elements in parentheses at the end of the sentence. Use commas to separate the elements.	<b>Format 2</b> Use the author's name and year of publication in your sentence, and place the page number in parentheses at the end.
<b>Paraphrase</b>	One researcher emphasized the necessity of flexible thinking for coping with rapidly changing technology (Lee, 2007, p. 82).  Place the period <i>after</i> the citation!	Lee (2007) emphasized that flexible thinking is vital for coping with rapidly changing technology (p. 82).
<b>Short quotation</b> (up to 39 words)	One researcher stated that "the ability to think critically is needed in this revolutionary age of technological change" (Lee, 2007, p. 82).	Lee (2007) stated, "The ability to think critically is needed in this revolutionary age of technological change" (p. 82).


### NOTE:

A quotation should not stand alone as its own sentence. You must incorporate quotations into your sentences (as in the examples above).

### What If the Source Has More Than One Author?

	<b>Format 1</b>	<b>Format 2</b>
<b>2 authors</b>	----- (Smith & Jones, 2004, p. 93).  use & between names	Smith and Jones (2004) found that----- (p. 93).  use "and" between names
<b>3-5 authors</b>	<b>The first time</b> you cite the source in your paper: ----- (Simpson, Stahl, & Francis, 2004, p. 9).  notice the comma	<b>The first time</b> you cite the source in your paper: Simpson, Stahl, and Francis (2004) argued that----- (p. 9).  notice the comma
	<b>Every other time</b> you cite that same source: ----- (Simpson et al., 2004, p. 18).  notice the period and comma	<b>Every other time</b> you cite that same source: Simpson et al. (2004) argued that ----- (p. 18).
<b>6+ authors</b>	----- (Kallai et al., 2011, p. 121).	Kallai et al. (2011) noted that----- (p. 121).

### What If One of the Three Elements Is Missing?



Missing Element	What to Do	Format 1	Format 2
No page numbers, and the source has <b>NO</b> headings	Identify the paragraph where the information appears	----- (Enmax, 2017, para. 7).	According to figures reported by Enmax (2017), ----- (para. 7).
No page numbers, and the source has headings	Use the heading, and identify the paragraph <i>below the heading</i> where the information appears	----- (Lachs, 2019, Proposed Solution, para. 2).  notice the capital letters <b>NOTE:</b> Long headings should be shortened to a few words. If you shorten a heading, use quotation marks around it. ----- (Lachs, 2019, “Ways,” para. 2).	Lachs (2019) suggested that ----- (Proposed Solution, para. 2).  Lachs (2019) suggested that ---- (“Ways,” para. 2).
No author’s name	Use the title of the source	----- (“Plastic Bags,” 2019, para. 3).  <b>NOTE:</b> Use only the first few words of the title when following Format 1.	The article “Plastic Bags in Green Bins OK in Ottawa as of Today” (2019) noted that----- (para. 5). <b>NOTE:</b> Use quotation marks and capital letters for all major words.
No date	Use n.d.	----- (Liu, n.d., para. 3)	Liu (n.d.) emphasized ----- (para. 3).

### What If the Author Is an Organization, Not a Person?

	Format 1	Format 2
Organization without a commonly used abbreviation	----- (Calgary Meals on Wheels, n.d., para. 3).	Calgary Meals on Wheels (n.d.) provides ----- (para. 3).
Organization <b>WITH</b> a commonly used abbreviation	<b>The first time</b> you cite the source in your paper: ----- (World Health Organization [WHO], 2018, para. 4).	<b>The first time</b> you cite the source in your paper: World Health Organization (WHO, 2018) warned that----- (para. 4).
	<b>Every other time</b> you cite that same source: ----- (WHO, 2018, para. 4).	<b>Every other time</b> you cite that same source: WHO (2018) warned that ----- (para. 4).

### How Do I Cite a Source Found in Another Source?

Often an author cites someone else’s work. Wherever possible, it is best to track down the original source of the idea. If this is not possible, follow the format below, where Kamura is the source you read, and Patel is the original source. (Remember that the author of the source *you* read goes after the words “as cited in”). Include **only** Kamura’s article in your reference list.

Format 1	Format 2
Little empirical research on students’ critical thinking exists (Patel, as cited in Kamura, 2018, p. 83).  the source you read	A 2016 review by Patel found little empirical research on students’ critical thinking (as cited in Kamura, 2018, p. 83).  the source you read

### What Is Personal Communication?

When you use a source that is not retrievable by your reader (e.g., face-to-face conversation, guest speaker in class, notes you took during class, an email), cite the information as personal communication. Do not include the source on your reference list.


Format 1	Format 2
----- (P. Rand, personal communication, May 22, 2019).	P. Rand (personal communication, May 22, 2019) observed that ----- .

### How Do I Cite a Long Quotation (40 or more words)?

- Introduce the quotation with a complete sentence and a colon.
- Use a **block format** (indenting all lines approximately half an inch), and **do not** use quotation marks.
- Long quotations should be used sparingly.


Wang, Johnston, Juarez, and Marks (2010) described effective time management as an ongoing process:

Time management takes self-awareness, planning, execution, and reflection. The perception of time management is that the once a schedule is created, the work is done, but that is only the first step. Successful students are adaptable and able to make changes to a schedule because they can purposefully and proactively move tasks around to adjust to new situations. (p. 27)

For long quotations, the period goes *before* the parentheses! 

### If I Use the Same Source More Than Once in a Paragraph, Do I Have to Cite It Each Time?



Yes! Citation must be dealt with sentence by sentence. Within a single paragraph, when several sentences all contain information from the same source, don't make the mistake of citing only the first or last sentence. *You* know which ideas came from the source, but the only way your reader can know is through citations. There is one shortcut, but it only applies if you are using Format 2 (see p. 2). After the first citation, you can omit the year in subsequent sentences as long as it is clear you are referring to the same source (e.g., by repeating the author name or using cues like "the researchers" or "their study"). Remember that this only works *within a paragraph*.

When students begin to incorporate the use of specific strategies, self-monitoring, and self-reflection into their academic endeavours, they are more successful in reaching their goals. In their examination of students' acquisition of learning strategies, **Simpson, Stahl, and Francis (2004)** stressed that students will use a strategy if they understand how, why, and when to use it (p. 3). **The researchers** argued that students typically need multiple exposures to a new strategy before they decide to adopt it for themselves (p. 3). **They** also proposed that using the specific strategy taught in a course is often less important than using the metacognitive processes of "selecting, summarizing, organizing, elaborating, monitoring, self-testing, reflecting and evaluating" when working on course content (p. 4). Students need to carefully analyze their assignments in order to select the most appropriate processes to engage in (Simpson et al., 2004, p. 4).  If you switch to Format 1, use a complete citation.

### Are In-Text Citations Always Placed at the End of a Sentence?

No. Sometimes an in-text citation needs to be placed earlier in a sentence. In the following example, the student has paraphrased source information in the first part of the sentence but has continued the sentence with their own analysis:

Although persistence was identified as the most influential factor (Twoyoungmen, 2010, p. 96), the study lacked sufficient detail.

 information from the source  student's own idea

## Creating Your Reference List

The basic pattern for a reference list entry is

Author	Year of publication	Title of work*	Publication data
--------	---------------------	----------------	------------------

\*Tip: For titles of works, capitalize **only** the first word, the word after a colon or a dash, and proper nouns. Follow this APA rule even if the original source you consulted shows the title with capital letters on all major words.

Here are examples of four common types of sources:

<b>Book (with edition stated)</b>	<p>↓ author    ↓ year published    ↓ book edition    ↓ publisher</p> <p>McWhorter, K. (2010). <i>Academic reading</i> (7th ed.). Boston, MA: Longman.</p> <p>↑ book title    ↑ place published</p>
<b>Journal article</b>	<p>↓ author    ↓ year published    ↓ article title    ↓ journal name    ↓ volume</p> <p>Perrey, S. (2017). Do we perform better when we increase red blood cells? <i>The Lancet Haematology</i>, 17, 2352-3026.</p> <p><a href="https://doi.org/10.1016/S2352-3026(17)30123-0">https://doi.org/10.1016/S2352-3026(17)30123-0</a>    ↑ page range</p> <p>↑ DOI</p>
<b>Chapter in an edited book</b>	<p>↓ chapter authors    ↓ year published    ↓ chapter title    ↓ book editors    ↓ book title</p> <p>Smith, F. M., &amp; Jones, W. (2004). The college student. In C. Wood &amp; M. Meyer (Eds.), <i>Cross-cultural education</i> (pp. 75-105). London, Canada: MacMillan.</p> <p>↑ chapter page range    ↑ place published    ↑ publisher</p>
<b>Webpage on website</b>	<p>↓ author    ↓ year published    ↓ webpage title    ↓ date you viewed the webpage</p> <p>Sah, P. (2018). Study habits for success: Tips for students. Retrieved August 23, 2019, from</p> <p><a href="http://theconversation.com/study-habits-for-success-tips-for-students-89147">http://theconversation.com/study-habits-for-success-tips-for-students-89147</a></p> <p>↑ URL for the webpage</p>

### How to Create a Reference List Entry

1. Look at your source, and ask yourself, "What type of source is it?"  
Is it a book? An article? A webpage? A report? For online sources, this can be a tricky question to answer. If you are unsure, get help at the Library Service Desk or Student Learning Services.
2. Find the corresponding section in the Reference Examples pages of this guide (pp. 7-12).  
For example, if your source is a journal article, go to section C on page 8.
3. Find the example that most closely fits your source. You might need to combine two examples to get the best fit.  
For example, if your journal article has a DOI but has two authors, you will need to combine C2 and C3.
4. Follow the following formatting details in each example closely (e.g., italics, punctuation, capitalization).

**On the following page, you will see a sample reference list. Notice the important rules in the left-hand column!**

**RULES**

**Start your reference list on a new page**

**Include only sources cited in your paper\***

**Put entries in alphabetical order, according to the first letter of the entry**

**URL with a hyperlink or without; just be consistent**

**Start → each new entry at the left margin**

**Use a → ½-inch hanging indent for subsequent lines of an entry (Tip for PC users: Ctrl+t)**

**Use publisher name → only: MacMillan Publishers Ltd.**

**References**

- Alberta Social Services and Community Health. (2005). *Breaking the pattern: Understanding wife abuse*. Edmonton, Canada: Author.
- Ancient tool makers discovered fire treatment. (2009, August 13). *The Globe and Mail*. Retrieved from <https://www.theglobeandmail.com/>
- Arnold, A. (1985). *Afghanistan: The Soviet invasion in perspective* (Rev. ed.). Retrieved from <http://books.google.com/>
- Bohren, M. A., Hofmeyr, G. J., Sakala, C., Fukuzawa, R. K., & Cuthbert, A. (2017). Continuous support for women during childbirth. *Cochrane Database of Systematic Reviews*, 2017(7). <https://doi.org/10.1002/14651858.CD003766.pub6>
- Brandt, F. (Producer), & Messina, P. F. (Director). (1995). *Too smart for strangers* [Motion picture]. Burbank, CA: Walt Disney Home Video.
- Canadian Nurses Association. (2017). *Code of ethics for registered nurses*. Retrieved from <https://www.cna-aic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.html>
- Cell division. (2008). In E. Martin & R. Hine (Eds.), *Dictionary of biology*. Retrieved from <http://www.oxfordreference.com>
- Downing, L., Carter, J. C., & McManus, T. (2007). *Students in our midst*. Toronto, Canada: Doubleday.
- Family Counselling Centre. (2003). *Dealing with a delinquent student* [Brochure]. Calgary, Canada: Author.
- Fung, M. (2006, December 12). Asthma rates increasing. *Winnipeg Free Press*, pp. C4, C7–C8.
- Kallai, J., Makany, T., Csatho, A., Karadi, K., Horvath, D., Kovacs-Labadi, B., . . . Jacobs, J. W. (2007). Cognitive and affective aspects of thigmotaxis strategy in humans. *Behavioral Neuroscience*, 121, 21–30. <https://doi.org/10.1037/0735-7044.121.1.21>
- Klein, N. (2002). The new apartheid [Review of the book *We are the poor: Community struggles in post-apartheid South Africa*, by A. Desai]. *Nation*, 275, 25–28.
- Kushner, K. E., & Jackson, M. (2019). Health and wellness. In B. J. Astle et al. (Eds.), *Canadian fundamentals of nursing* (6th ed., pp. 1–17). Milton, Canada: Elsevier Canada.
- O'Brien-Pallas, L., Hiroz, J., Cook, A., & Mildon, B. (2005). *Nurse-physician relationships: Solutions and recommendations for change*. Retrieved from <http://deslibris.ca>
- Sah, P. (2018). Study habits for success: Tips for students. Retrieved August 23, 2018, from <https://theconversation.com/study-habits-for-success-tips-for-students-89147>
- Simpson, M. L., Stahl, N. A., & Francis, M. A. (2004). Reading and learning strategies: Recommendations for the 21<sup>st</sup> century. *Journal of Developmental Education*, 28(2), 2–15, 32.
- Smith, F. M., & Jones, W. (2004). The college student. In C. Wood & M. Meyer (Eds.), *Cross-cultural education* (pp. 75–105). London, Canada: MacMillan.
- Touhy, T. A., & Jett, K. (2018). *Ebersole and Hess' gerontological nursing and healthy aging* (5th ed.). St. Louis, MI: Elsevier.

\*Remember that sources for personal communication do not go on the reference list. Other sources that do not go on the reference list are religious works (e.g., the Bible, the Qur'an) and major classical works (e.g., Homer's *The Odyssey*).

## Reference Examples

### A. Books

REMEMBER: For book titles, capitalize only the first word, the first word after a colon, and proper nouns.

<b>A1 Book, 1 author, no edition</b>	Johnston, M. (2009). <i>Perspective, persistence, and learning</i> . Thousand Oaks, CA: Sage. <b>NOTE:</b> For U.S. publications, use the city followed by the two-letter abbreviation for the state.
<b>A2 Book, 2 authors, edition stated</b>	Touhy, T. A., & Jett, K. (2018). <i>Ebersole and Hess' gerontological nursing and healthy aging</i> (5th ed.). St. Louis, MI: Elsevier.
<b>A3 Book with 3 to 7 authors, not from U.S.</b>	Downing, L., Carter, J. C., & McManus, T. (2007). <i>Students in our midst</i> . Toronto, Canada: Doubleday. <b>NOTE:</b> For non-U.S. publications, use the city followed by the country.
<b>A4 E-book of print book retrieved from library subscription database</b>	O'Brien-Pallas, L., Hiroz, J., Cook, A., & Mildon, B. (2005). <i>Nurse-physician relationships: Solutions and recommendations for change</i> . Retrieved from <a href="http://deslibris.ca">http://deslibris.ca</a> <b>NOTE:</b> APA accepts the URL with or without a hyperlink. Check with <b>each</b> professor what you should do.
<b>A5 Translation: English translation of a non-English book</b>	Mancusa, S., & Viola, A. (2015). <i>Brilliant green: The surprising history and science of plant intelligence</i> (J. Benham, Trans.). Washington, DC: Island Press.

### B. Entries and Chapters in Edited Books (includes encyclopedia and dictionary entries)

NOTE: These entries should begin with the author(s) of the chapter/story/poem, but remember to give credit to the editor(s) as well.

<b>B1 Chapter with known author in an edited book</b>	Smith, F. M., & Jones, W. (2004). The college student. In C. Wood & M. Meyer (Eds.), <i>Cross-cultural education</i> (pp. 75-105). London, Canada: MacMillan.
<b>B2 Chapter with known author in an edited book with a large editorial board</b>	Kushner, K. E., & Jackson, M. (2019). Health and wellness. In B. J. Astle et al. (Eds.), <i>Canadian fundamentals of nursing</i> (6th ed., pp. 1-17). Milton, Canada: Elsevier Canada. <b>NOTE:</b> Normally all editors would be listed. As this book has a large editorial board, we only included the first editor listed on the title page (B. J. Astle) followed by et al. If the chapter has both an original and a Canadian author listed, include both in your reference.
<b>B3 Chapter with known author from an edited book, included in a course pack</b>	Jefferson, T. (2008). Masculinities and crimes. In D. E. King, & J. A. Winterdyk (Eds.), <i>Diversity issues and the criminal justice system: Course readings for Applied Justice Studies (AJUS) 2231</i> (pp. 325-347). Calgary, Canada: Mount Royal University. (Reprinted from <i>The Oxford handbook of criminology</i> (2nd ed.), pp. 535-557, by M. Maguire, R. Morgan, & R. Reiner, Eds., 1997, Oxford, England: Oxford University Press). <b>NOTE:</b> In-text citations should include the original publication date as well as the course pack publication date, e.g., (Jefferson, 1997/2008, p. 326). Use the course pack page numbering if available. If the course pack does not have its own page numbers, use the original page numbers of the chapter.
<b>B4 Entry/definition in print encyclopedia, author known</b>	Davidson, T. (2002). Common cold. In J. L. Longe (Ed.), <i>The Gale encyclopedia of medicine</i> (2nd ed., Vol. 2, pp. 869-872). Detroit, MI: Gale Group.
<b>B5 Entry/definition in a web encyclopedia, author unknown</b>	Cell division. (2008). In E. Martin & R. Hine (Eds.), <i>Dictionary of biology</i> . Retrieved from <a href="http://www.oxfordreference.com">http://www.oxfordreference.com</a>

## C. Articles: Journals and Periodicals (newspapers, magazines, newsletters)

NOTE: For the name of the journal (not the article, but the *journal* itself), capitalize all major words.

C1 Scholarly journal article, 1 author, print version, no DOI available	Lee, K. (2007). Online collaborative case study learning. <i>Journal of College Reading and Learning</i> , 37(2), 82-100.
C2 Scholarly journal article, 1 author, from a library database, with DOI	<p>Perrey, S. (2017). Do we perform better when we increase red blood cells? <i>The Lancet Haematology</i>, 17, 2352-3026. <a href="https://doi.org/10.1016/S2352-3026(17)30123-0">https://doi.org/10.1016/S2352-3026(17)30123-0</a></p> <p><b>NOTE:</b> A digital object identifier (DOI) should be included at the end of the reference. If there is a DOI, <b>keep</b> the volume number, but <b>omit</b> the article's issue number. APA will accept the following formats for the DOI:  <a href="https://doi.org/10.1016/S2352-3026(17)30123-0">https://doi.org/10.1016/S2352-3026(17)30123-0</a> <b>OR</b>  <a href="http://dx.doi.org/10.1016/S2352-3026(17)30123-0">http://dx.doi.org/10.1016/S2352-3026(17)30123-0</a> <b>OR</b>  doi:10.1016/S2352-3026(17)30123-0  APA recommends that you pick one format to use consistently in your paper.</p>
C3 Scholarly article, 2 authors, found through web search, not a library database	<p>Brown, C., &amp; Austin, D. (2009). Commentary: Fatty acids, breastfeeding and autism spectrum disorder. <i>E-journal of Applied Psychology</i>, 5(1), 49-52. Retrieved from <a href="https://researchbank.swinburne.edu.au/">https://researchbank.swinburne.edu.au/</a></p> <p><b>NOTE:</b> Provide the URL of the journal home page.</p>
C4 Scholarly journal article, up to 7 authors, from a library database, no DOI	<p>Simpson, M. L., Stahl, N. A., &amp; Francis, M. A. (2004). Reading and learning strategies: Recommendations for the 21<sup>st</sup> century. <i>Journal of Developmental Education</i>, 28(2), 2-15.</p> <p><b>NOTE:</b> Italicize the journal name and volume number <b>but not</b> the issue number. Some articles may not have an issue number; in that case, omit it.</p>
C5 Scholarly journal article, more than 7 authors, with DOI: list first 6, then use . . . and list last author	<p>Kallai, J., Makany, T., Csatho, A., Karadi, K., Horvath, D., Kovacs-Labadi, B., . . . Jacobs, J. W. (2007). Cognitive and affective aspects of thigmotaxis strategy in humans. <i>Behavioral Neuroscience</i>, 121, 21-30. <a href="https://doi.org/10.1037/0735-7044.121.1.21">https://doi.org/10.1037/0735-7044.121.1.21</a></p>
C6 Scholarly journal article, with article number	<p>Norouzi, N., Bhakta, H. C., &amp; Grover, W. H. (2017). Sorting cells by their density. <i>PLoS ONE</i>, 12, 1-16. <a href="https://doi.org/10.1371/journal.pone.0180520">https://doi.org/10.1371/journal.pone.0180520</a></p> <p><b>NOTE:</b> Some journals provide an article number (e.g., 0180520), but you do not include it in your reference. If an article does not have page numbers, continue to the next part of the reference list entry.</p>
C7 Scholarly journal article, in press, retrieved from the web	<p>Baum, D. (in press). The origin and early evolution of life in chemical composition space. <i>Journal of Theoretical Biology</i>. Retrieved from <a href="https://doi.org/10.1016/j.jtbi.2018.08.016">https://doi.org/10.1016/j.jtbi.2018.08.016</a></p>
C8 Cochrane Database of Systematic Reviews, from a library database	<p>Bohren, M. A., Hofmeyr, G. J., Sakala, C., Fukuzawa, R. K., &amp; Cuthbert, A. (2017). Continuous support for women during childbirth. <i>Cochrane Database of Systematic Reviews</i>, 2017(7). <a href="https://doi.org/10.1002/14651858.CD003766.pub6">https://doi.org/10.1002/14651858.CD003766.pub6</a></p>



<b>C9 Newspaper article, with author, on the web, not from a library database</b>	Harris, M. (2011, August 16). Grades improve if classes start later, studies find. <i>The Calgary Herald</i> . Retrieved from <a href="https://calgaryherald.com/">https://calgaryherald.com/</a>
<b>C10 Newspaper article, author unknown, on the web, not from a library database</b>	Ancient tool makers discovered fire treatment. (2009, August 13). <i>The Globe and Mail</i> . Retrieved from <a href="https://www.theglobeandmail.com/">https://www.theglobeandmail.com/</a>
<b>C11 News story on media website, author unknown (e.g., CBC, BBC, CNN)</b>	Raccoon in Banff eludes Parks Canada staff. (2017, October 28). Retrieved from <a href="http://www.cbc.ca/news/Canada/Calgary/Banff-national-park-raccoon-1.4377055">http://www.cbc.ca/news/Canada/Calgary/Banff-national-park-raccoon-1.4377055</a>
<b>C12 Magazine article with author, print version</b>	Singer, P. (2011, August). Visible man: Ethics in a world without secrets. <i>Harper's Magazine</i> , 323(1935), 31-36.
<b>C13 Magazine article, with author, web version</b>	Wells, P. (2009, July 28). Our universities can be smarter. <i>Maclean's</i> , 122(29/30). Retrieved from <a href="https://www.macleans.ca/">https://www.macleans.ca/</a>
<b>C14 Review of book, in a magazine, from a library database, no DOI</b>	Klein, N. (2002, December 16). The new apartheid [Review of the book <i>We are the poor: Community struggles in post-apartheid South Africa</i> , by A. Desai]. <i>Nation</i> , 275(21), 25-28.

## D. Websites

<b>D1 Webpage on website, with author</b>	Sah, P. (2018). Study habits for success: Tips for students. Retrieved August 23, 2018, from <a href="http://theconversation.com/study-habits-for-success-tips-for-students-89147">http://theconversation.com/study-habits-for-success-tips-for-students-89147</a>  <b>NOTE:</b> A retrieval date is required because the content of a webpage can change over time.
<b>D2 Webpage on website, group or corporate author, no date</b>	World Health Organization. (n.d.). Electromagnetic fields (EMF): Research agenda. Retrieved July 17, 2018, from <a href="http://www.who.int/peh-emf/research/agenda/en/">http://www.who.int/peh-emf/research/agenda/en/</a> <b>NOTE:</b> For an organization with an acronym, write its name in full on the reference list, and do not include its acronym ( <i>APA Style Blog</i> , October 28, 2015).
<b>D3 Document on a website, group or corporate author</b>	Canadian Nurses Association. (2017). <i>Code of ethics for registered nurses</i> . Retrieved from <a href="https://www.cna-aic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.1.html">https://www.cna-aic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.1.html</a> <b>NOTE:</b> A retrieval date is not required because the content of documents (e.g., PDFs) posted to a website is not likely to change.
<b>D4 Multiple pages from a single website, same author, same year</b>	The Mustard Seed. (n.d.-a). About us. Retrieved May 30, 2019, from <a href="https://theseed.ca/about-us/">https://theseed.ca/about-us/</a>  The Mustard Seed. (n.d.-b). Services. Retrieved May 30, 2019, from <a href="https://theseed.ca/services/">https://theseed.ca/services/</a>  The Mustard Seed. (n.d.-c). Take action. Retrieved May 30, 2019, from <a href="https://theseed.ca/take-action/">https://theseed.ca/take-action/</a>  <b>NOTE:</b> You need a separate entry for each individual webpage on a website. Put the entries in alphabetical order by the title of the page (e.g., "About us"), and add a, b, c... to the year (e.g., 2017a). If the year is not known, then insert a hyphen after n.d. (i.e., n.d.-a). An example of an in-text citation for the first entry above would be (The Mustard Seed, n.d.-a, "30 Years," para. 3).

## E. Other Kinds of Information Sources

<b>E1 Government report, publisher is same as author, print version</b>	Alberta Social Services and Community Health. (2005). <i>Breaking the pattern: Understanding wife abuse</i> . Edmonton, Canada: Author.
<b>E2 Government report on a website, with author</b>	Sosiak, A. (1999). <i>Evaluation of recent trends in water quality in the Elbow River upstream from Glenmore Reservoir</i> . Retrieved from Alberta Environment and Sustainable Resource Development website: <a href="https://open.alberta.ca/publications/0778514714">https://open.alberta.ca/publications/0778514714</a>
<b>E3 Report (found on website) by organization that is part of a larger entity (larger entity listed 1<sup>st</sup>)</b>	U.S. Department of Health and Human Services, Office on Women's Health. (2017). <i>Final report: Opioid use, misuse, and overdose in women</i> . Retrieved from <a href="https://www.womenshealth.gov/files/documents/final-report-opioid-508.pdf">https://www.womenshealth.gov/files/documents/final-report-opioid-508.pdf</a>
<b>E4 Table on Statistics Canada website</b>	Statistics Canada. (2018). Canadian health characteristics, annual estimates [Table]. Retrieved from <a href="https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1310009601">https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1310009601</a>
<b>E5 Government data set, on a website</b>	Statistics Canada. (2017). <i>Mother tongue (10), age (27) and sex (3) for the population of Canada, provinces and territories, census divisions and census subdivisions, 2016 census</i> [Data set]. Retrieved from <a href="https://www12.statcan.gc.ca/census-recensement/index-eng.cfm">https://www12.statcan.gc.ca/census-recensement/index-eng.cfm</a>
<b>E6 Canadian legislation on a website</b>	<i>Criminal Code</i> , RSC 1985, c C-46 <b>NOTE:</b> The <i>Canadian Guide to Uniform Legal Citation 8th Edition</i> (2014) is available in the MRU Library.
<b>E7 ERIC document with Document Reproduction Service number identified</b>	Beswick, D. M., Chuprina, L., & Canipe, J. B. (2002). <i>Investigating self-directed learning in culture, learning styles and creativity</i> . Retrieved from ERIC database. (ED473804).
<b>E8 Report from Euromonitor in Passport GMID database</b>	Euromonitor. (2017). <i>Consumer lifestyles in Canada</i> . Retrieved from Passport GMID database.
<b>E9 Brochure, corporate author, publisher is same as author</b>	Family Counselling Centre. (2003). <i>Dealing with a delinquent student</i> [Brochure]. Calgary, Canada: Author.
<b>E10 Class handouts or slides (ppt) on course Blackboard site</b>	Samuels, M. (2010). <i>Midterm review points</i> . Retrieved from Mount Royal University PSYC1105 Blackboard website: <a href="http://courseware.mymrc.ca/courses/1/PSYC-2200-081_Psychology_200301/content/midterm_Review_Points.doc">http://courseware.mymrc.ca/courses/1/PSYC-2200-081_Psychology_200301/content/midterm_Review_Points.doc</a> <b>NOTE:</b> A handout/ppt posted on Blackboard may also be cited as <b>personal communication</b> , so check how your instructor wants it cited.
<b>E11 Lab manual, print version</b>	Department of Biology. (2015, Fall). <i>BIOL 1204 lab manual</i> . Calgary, Canada: Mount Royal University.
<b>E12 Lab manual, online, for a single lab, posted on course Blackboard site</b>	Department of Biology. (2017, Fall). Lab 1 – Phylogenetics. In <i>BIOL 1204 lab manual</i> . Retrieved from Mount Royal University BIOL1204 Blackboard website: <a href="https://courseware.mymru.ca/blackboard/execute/content/file?cmd=view&amp;content_id=3926888_1&amp;course_1">https://courseware.mymru.ca/blackboard/execute/content/file?cmd=view&amp;content_id=3926888_1&amp;course_1</a>


<b>E13 Nursing Practice Reference Guide</b>	School of Nursing & Midwifery. (2018). <i>Bachelor of Nursing reference guide</i> . Calgary, Canada: Mount Royal University.
<b>E14 Image on a website, with photographer, date and title</b>	<p>Mylayne, J.-L. (2017). <i>Together</i> [Photograph]. Retrieved from <a href="https://www.moma.org/collection/works/273229?locale=en&amp;page=1&amp;with_images=true">https://www.moma.org/collection/works/273229?locale=en&amp;page=1&amp;with_images=true</a></p> <p><b>NOTE:</b> Use the same format for a painting but change to [Painting]. Check if your instructor wants a parenthetical citation or a figure note under the image (see Chapter 5.21 of the <i>APA Manual</i>). Also, use images for which the creator has given permission. Consult the MRU Copyright guide for more information: <a href="http://libguides.mtroyal.ca/copyright">http://libguides.mtroyal.ca/copyright</a></p>
<b>E15 Image on a website, no photographer, no title, no date</b>	<p>[Photo of Mount Royal University personal trainer with client]. (n.d.). Retrieved July 2, 2019, from <a href="https://www.mtroyal.ca/CampusServices/Recreation/PersonalTraining/index.htm">https://www.mtroyal.ca/CampusServices/Recreation/PersonalTraining/index.htm</a></p> <p><b>NOTE:</b> If the image does not have a title, begin the citation with a description in brackets [ ] of the image.</p>
<b>E16 Image from an online article</b>	Frare, T. (1990). <i>David Kirby on his deathbed, Ohio, 1990</i> [Photograph]. Retrieved from <a href="http://time.com/3503000/behind-the-picture-the-photo-that-changed-the-face-of-aids/">http://time.com/3503000/behind-the-picture-the-photo-that-changed-the-face-of-aids/</a>
<b>E17 Audio or video podcast</b>	<p>Luksic, N., &amp; Howell, T. (Producers). (2017, July 10). <i>The open mind: Are 'unconscious' patients more conscious than we think?</i> [Audio podcast]. Retrieved from <a href="http://www.cbc.ca/radio/ideas/the-open-mind-are-unconscious-patients-more-conscious-than-we-think-1.3564615">http://www.cbc.ca/radio/ideas/the-open-mind-are-unconscious-patients-more-conscious-than-we-think-1.3564615</a></p>
<b>E18 Blog post</b>	<p>Webber, S. (2007, July 11). Survey of plagiarism penalties [Blog post]. Retrieved from <a href="http://information-literacy.blogspot.com/2007/07/this-was-published-last-month-tennant-p.html">http://information-literacy.blogspot.com/2007/07/this-was-published-last-month-tennant-p.html</a></p>
<b>E19 Twitter, tweet, or Twitter moment</b>  (also use for other social media)	<p>Angelou, M. [DrMayaAngelou]. (2013, June 9). You can only become truly accomplished at something you love [Tweet]. Retrieved from <a href="https://twitter.com/DrMayaAngelou/status/343844424767389696/">https://twitter.com/DrMayaAngelou/status/343844424767389696/</a></p> <p><b>NOTE:</b> Include both the author's real name and [screen name]. If no real name is available, use the screen name without [ ]. Also, put the type of source in [ ] after the title, e.g., [Twitter moment], [Blog comment], [Facebook status update], [Infographic], etc.</p>
<b>E20 YouTube or video weblog, author unknown</b>	<p>Real Grumpy Cat. (2012, September 25). <i>The original Grumpy Cat!</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=INscMGmhmX4">http://www.youtube.com/watch?v=INscMGmhmX4</a></p> <p><b>NOTE:</b> Include both the real name and [screen name] of the person who posted the video as the author. If no real name is available, use the screen name without [ ].</p>
<b>E21 TED Talk, author known</b>	<p>Anholt, S. (2014, June 23). <i>Which country does the most good for the world?</i> Retrieved from <a href="http://www.ted.com/talks/simon_anholt_which_country_does_the_most_good_for_the_world">www.ted.com/talks/simon_anholt_which_country_does_the_most_good_for_the_world</a></p> <p><b>NOTE:</b> The author is the person(s) giving the TED talk. For the in-text citation when you are quoting the speech, include the timestamp in place of a page number, e.g., The policy advisor stated that "these governments are cultural psychopaths" (Anholt, 2014, 5:15).</p>
<b>E22 Motion picture with producer and director identified</b>	<p>Brandt, F. (Producer), &amp; Messina, P. F. (Director). (1995). <i>Too smart for strangers</i> [Motion picture]. Burbank, CA: Walt Disney Home Video.</p>


## F. Images, Figures and Tables

In this guide the word figure refers to all images including, Photographs, Paintings, Drawings, Charts, Diagrams, Graphs, Tables, etc. Any image used in your assignment requires a caption. If the image is not your own work it also requires an intext citation to the original source.

A caption should include:

- The word Figure (with a capital letter and in italics)
- A number (from 1, in numerical order)
- A title for the figure or brief description of the work
- An intext citation for the reference of the source (if not your own work), which includes the Author(s), date and page number for the source, i.e. (Smith, 2010, p.13)

<p><b>F1 Own/Personal image</b></p>	<p>If the image is your own (e.g. your own photo), you just need a caption. No intext citation or reference is required.</p> <p>Figure 1. Turtle sanctuary.</p> <p>OR</p> <p>Figure 1. Turtle sanctuary (own photo).</p>
<p><b>F2 Someone else's image</b></p>	<p>If you got the image from</p> <ul style="list-style-type: none"> <li>• <b>A BOOK</b>, reference it as you would a quotation from a book</li> <li>• <b>A JOURNAL</b>, reference as you would a quotation from a journal</li> <li>• <b>A WEB PAGE</b>, reference it as you would a quotation from a web page</li> </ul> <p><b>Image etc. taken from a book source</b></p>  <p>Figure 1. Social distances of animals (Fowler, 2008, p. 13)</p> <p><b>Reference</b></p> <p>Fowler, M. (2008). <i>Restraint and handling of wild and domestic animals</i> (3<sup>rd</sup> ed.). Ames, IA: Wiley Blackwell.</p>
<p><b>F3 Image taken from a journal</b></p>	 <p>Figure 2. Male holotype of <i>Hypsiboas gladiator</i> (Kholer et al., 2010, p. 584).</p>

	<p><b>Reference</b></p> <p>Kohler, J., Koscinski, D., Padial, J. M., Chaparro, J. C., Handford, P., Loughheed, S. C., &amp; Riva, I. (2010). Systematics of Andean gladiator frogs of the <i>Hypsiboas pulchellus</i> species group (Annuar, Hylidae). <i>Zoologica Scripta</i>, 39(6), 572-590. doi:10.1111/j.1463-6409.2010.00448.x</p>
F4 Image taken from the internet	 <p>Figure 3. Fantail bird (Sobek, 2016).</p> <p><b>Reference</b></p> <p>Sobek, T. (2016). Fantail bird. Retrieved from <a href="https://flic.kr/p/R9xLkC">https://flic.kr/p/R9xLkC</a></p>

## G. Audiovisual Media

The term "audiovisual media" refers to media that contain both audio components, visual components, or a combination of both. In general, the citation style for audiovisual media varies depending on whether the piece stands alone or is part of a larger work. The following examples provide sample references for some of the most common audiovisual sources.

<b>G1 Film or Video</b>	<p>Director, D. D. (Director). (Date of publication). Title of motion picture [Film]. Production company.</p> <p>Loyd, P. (Director). (2008). Mamma mia! [Film]. Universal Pictures.</p>
<b>G2 Film or Video in Another Language</b>	<p>Director, D. D. (Director). (Date of publication). Title of motion picture in original language [Translated title] [Film]. Production company.</p> <p>Del Toro, G. (Director). (2006). El laberinto del fauno [Pan's labyrinth] [Film]. Warner Bros. Pictures.</p>
<b>G3 TV Series</b>	<p>Executive Producer, P. P. (Executive Producer). (Date range of release). Title of series [TV series]. Production company(s).</p> <p>Sherman-Palladino, A., Palladino, D. (Executive Producers). (2017-present). The marvelous Mrs. Maisel [TV series]. Dorothy Parker Drank Here Productions; Picrow, Amazon Studios.</p>
<b>G4 TV Series Episode</b>	<p>Writer, W. W. (Writer), &amp; Director, D. D. (Director). (Original air date). Title of episode (Season number, Episode number) [Tv series episode]. In P. Executive Producer (Executive Producer), Series title. Production company(s).</p> <p>Korsh, A. (Writer &amp; Director). (2019, September 25). One last con (Season 9, Episode 10) [TV series episode]. In D. Liman &amp; D. Bartis (Executive Producers), Suits. Untitled Korsh Company; Universal Content Productions; Open 4 Business Productions.</p>
<b>G5 YouTube Video</b>	<p>Person or group who uploaded video. (Date of publication). Title of video [Video]. Website host. URL</p> <p>Tasty. (2018, March 7). 7 recipes you can make in 5 minutes [Video]. Youtube. <a href="https://www.youtube.com/watch?v=9_5wHw6l11o">https://www.youtube.com/watch?v=9_5wHw6l11o</a></p>

**G6 Podcast**

Executive Producer, E. P. (Executive Producer). (Range of publication). Title of podcast [Audio podcast]. Production company. URL

Bae, P. (Executive Producer). (2017-present). The big loop [Audio podcast]. QRX.  
<https://www.thebiglooppodcast.com/>

**NOTE:** in place of the executive producer, you can also list the host of the podcast.

**NOTE:** if you did not access the podcast via an online source (e.g., if, you used a podcast app), omit the URL.

The Publication Manual of the American Psychological Association (6th ed.) is the main source of information for this handout, but we have also used the APA Style Guide for Electronic References (6th ed.) and the APA Style Blog (<https://blog.apastyle.org/>).