



# Getting Started with APA Style

## What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing. It is used in social sciences, including sociology and psychology.

APA style provides rules for formatting:

- Manual/Papers as a whole: margins, indenting, etc.
- References included in the body of your manual/paper (referred to as in-text citations)
- Reference list at the end of your manual or research paper.

*The Publication Manual of the American Psychological Association* (BF 76.7 P83 2001), available in our general and reference collection, gives examples for citing materials of virtually every type. *The APA Style Guide to Electronic References* (PN 171 F56 A63 2007) in the general collection is another useful resource. The sources below cover the most commonly cited materials.

To view sample papers or other websites documenting APA Style, or read about plagiarism, please visit our website at: [http://www.jibc.ca/Library/How\\_Do\\_I.htm](http://www.jibc.ca/Library/How_Do_I.htm)

This document has been divided into the following subsections, to facilitate its use.

- Print Material
  - Books
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- Electronic Resources
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  - Online government document
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- Database Subscription Service
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  - ERIC documents from reproduction service
  - ERIC digest
  - Dissertations from database
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  - Video/DVD
  - Television series
  - Radio broadcast
- Other
  - Personal communication (E-mail, Interview, Lecture)

## What kinds of sources do I document?

- Direct quotations from a book, article, film, letter, email, lecture, etc.
- Ideas you draw from a source but present entirely in your own words
- Paraphrases and summaries of books, journal articles, pamphlets
- Single words, short phrases, sentences and longer passages quoted from books or articles used
- Statistics

## How do I introduce sources in my essay?

In order to make your paper coherent and accurate, use the following tags and conventions to introduce other sources into your work:

- Boyd *argues, describes, explains, claims, asserts, refers to, cites*
- Santos *contends, compares, speculates, hypothesizes, concludes, recommends*

## In-text citations

In-text citations appear within the text of your paper. This is how you give credit to your sources (e.g. the books/articles/websites you have used). In-text citations may be either a “direct quote” or a paraphrase.

The main difference between a “direct quote” and a paraphrase is that, for a direct quote, you must include quotation marks and the page number(s) or other specific locator (e.g. paragraph number). If your direct quote is **more than 40 words**, indent the full quote 5-7 spaces, double-spaced, in the body of your paper, no quotation marks. Put the closing punctuation (e.g. period) **before** the page citation.

Here are a few examples:

### Direct quote:

Watson (2007) explained that, “it is very important to learn how to cite using the APA style” (p. 22).

OR

According to the librarian, “it is very important to learn how to cite using the APA style” (Watson, 2007, p. 22).

### Paraphrase:

According to Appleby and Peach (2006), fruits and vegetables are generally accepted as the healthiest food choices.

OR

Fruits and vegetables are generally accepted as the healthiest food choices (Appleby & Peach, 2006).

## General rules for creating a reference list:

- Begin your list of references on a new page at the end of the paper. Put the word **References** centered about one inch from the top of the page.
- **Double-space throughout.**  
(In the examples shown in this abbreviated guide, single spacing is used to save space.)
- Type the first line of an entry flush left, and **indent any additional lines one-half inch** (five spaces).
- For an annotated bibliography, add a brief abstract in block format after the citation. Start the abstract on a new line and indent it an additional 2 spaces.
- **Alphabetize** the reference list by the last names of the authors (or editors).
- Invert all authors' names and use **initials** instead of first names. With two or more authors, use an ampersand (&) before the **last** author's name. Separate the names with commas.
- For two or more works by the same author, arrange the entries by year, the earliest first.
- Arrange two or more works by the **same** author in the **same** year alphabetically by title.
  - Add the letters "a," "b," etc. after the year, e.g.: (2002a).
  - Do this also for articles in journals.
  - For articles in **magazines and newspapers**, use the **full date** in the reference list: (2001a, July 7).
- If a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.
- **Italicize** the titles and subtitles of books.
- Capitalize only the first word of the title and subtitle (and all proper nouns). Capitalize names of periodicals as you would capitalize them normally.
- Abbreviations for "page" and "pages" ("p." and "pp.") are used before page numbers of newspaper articles and articles in edited books but **not** before page numbers of articles appearing in magazines and scholarly journals.

We wish to acknowledge and thank Kwantlen University College for allowing us to use the contents found on the second page of their publication, American Psychological Association (APA) [Citation Style for Writing Research Papers](#).

**PRINT MATERIAL – BOOKS:**

<b>1- 2 Authors</b>	
	<b>Citations should be double-spaced. They are single-spaced here to save space.</b>
Reference List (Bibliography)	Jacobs, E., & Spadaro, N. (2003). <i>Leading groups in corrections: Skills and techniques</i> . Lanham, MD: American Correctional Association.
Citations in Text (Direct Quote)	(Jacobs & Spadaro, 2003, p. 219)
Citation in Text (Paraphrase)	(Jacobs & Spadaro, 2003)

<b>3 – 6 Authors</b>	
Reference List (Bibliography)	Whitelaw, B., Parent, R. B., & Griffiths, C. T. (2004). <i>Community-based strategic policing in Canada</i> (2 <sup>nd</sup> ed.). Toronto, ON: Thomson Nelson.  Note this example also shows how to cite a work with a subsequent edition. If revised edition use (Rev. ed.).
Citations in Text (Direct Quote)	<b>First citation:</b> (Whitelaw, Parent, & Griffiths, 2004, p.110)  <b>Subsequent citations:</b> (Whitelaw et al., 2004, pp.234-235)
Citation in Text (Paraphrase)	<b>First citation:</b> (Whitelaw, Parent, & Griffiths, 2004)  <b>Subsequent citations:</b> (Whitelaw et al., 2004)

<b>More than 6 Authors</b>	
Reference List (Bibliography)	Miers, D., Maguire, M., Goldie, S., Sharpe, K., Hale, C., Netten, A., et al. (2001). <i>An exploratory evaluation of restorative justice schemes</i> . London: Home Office, Policing and Reducing Crime Unit, Research Development and Statistics Directorate.
Citations in Text (Direct Quote)	<b>First &amp; subsequent citations:</b> (Miers et al., 2001, p. 145)
Citation in Text (Paraphrase)	<b>First &amp; subsequent citations:</b> (Miers et al., 2001)

**PRINT MATERIAL – BOOKS continued:**

<b>Edited</b>	<b>Citations should be double-spaced. They are single-spaced here to save space.</b>
Reference List (Bibliography)	Fridell, L., & Wycoff, M. A. (Eds.). (2004). <i>Community policing: The past, present and future</i> . Washington, DC: Anne E. Casey Foundation and Police Executive Research Forum.
Citations in Text (Direct Quote)	(Fridell & Wycoff, 2004, p. 33)
Citation in Text (Paraphrase)	(Fridell & Wycoff, 2004)

<b>Chapter from Edited Book</b>	
Reference List (Bibliography)	Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), <i>Culture, ethnicity, and mental illness</i> (pp. 517-552). Washington, DC: American Psychiatric Press.
Citations in Text (Direct Quote)	(Baker & Lightfoot, 1993, p. 525)
Citation in Text (Paraphrase)	(Baker & Lightfoot, 1993)

<b>Group author / publisher</b>	
Reference List (Bibliography)	Statistics Canada. (2003). <i>Child and spousal support, maintenance enforcement survey statistics</i> . (Cat No. 85-228-XIE). Ottawa, ON: Author.
Citations in Text (Direct Quote)	(Statistics Canada, 2003, p. 2)
Citation in Text (Paraphrase)	(Statistics Canada, 2003)

<b>Group author/publisher with edition</b>	
Reference List (Bibliography)	American Psychological Association. (2001). <i>Publication manual of the American Psychological Association</i> (5th ed.). Washington, DC: Author.
Citations in Text (Direct Quote)	(American Psychological Association, 2001, p.165)
Citation in Text (Paraphrase)	(American Psychological Association, 2001)

**PRINT MATERIAL – BOOKS continued:**

<b>No Author or Editor</b>	<b>Citations should be double-spaced. They are single-spaced here to save space.</b>
Reference List (Bibliography)	<i>Merriam-Webster's collegiate dictionary</i> (10 <sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.
Citations in Text (Direct Quote)	( <i>Merriam-Webster's collegiate dictionary</i> , 1993, p. 24)
Citation in Text (Paraphrase)	( <i>Merriam-Webster's collegiate dictionary</i> , 1993)

<b>Multi-volume Work</b>	
Reference List (Bibliography)	Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York: McGraw-Hill.
Citations in Text (Direct Quote)	(Koch, 1959-1963, Vol. 1, p. 227)
Citation in Text (Paraphrase)	(Koch, 1959-1963)

<b>Published Conference Proceedings</b>	
Reference List (Bibliography)	Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), <i>Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation</i> (pp. 237-288). Lincoln: University of Nebraska Press.
Citations in Text (Direct Quote)	(Deci & Ryan, 1991, p. 240)
Citation in Text (Paraphrase)	(Deci & Ryan, 1991)

<b>Encyclopedia</b>	
Reference List (Bibliography)	Bergmann, P. G. (1993). Relativity. In <i>The new encyclopedia Britannica</i> (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.
Citations in Text (Direct Quote)	(Bergmann, 1993, p. 503)
Citation in Text (Paraphrase)	(Bergmann, 1993)

**PRINT MATERIAL – JOURNALS:**

<b>1- 2 Authors</b>	<b>Citations should be double-spaced. They are single-spaced here to save space.</b>
Reference List (Bibliography)	Buss, D. M., & Schmitt, D. P. (1993). Sexual strategies theory: An evolutionary perspective on human mating. <i>Psychological Review</i> , 100(2), 204-232.
Citations in Text (Direct Quote)	(Buss & Schmitt, 1993, p. 207)
Citation in Text (Paraphrase)	(Buss & Schmitt, 1993)

<b>3 – 6 Authors</b>	
Reference List (Bibliography)	Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. <i>American Psychologist</i> , 55(9), 1040-1049.
Citations in Text (Direct Quote)	<b>First citation:</b> (Saywitz, Mannarino, Berliner, & Cohen, 2000, p. 1045)  <b>Subsequent citations:</b> (Saywitz et al., 2000, p. 1048)
Citation in Text (Paraphrase)	<b>First citation:</b> (Saywitz, Mannarino, Berliner, & Cohen, 2000)  <b>Subsequent citations:</b> (Saywitz et al., 2000)

<b>More than 6 Authors</b>	
Reference List (Bibliography)	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i> , 68(5), 843-856.
Citations in Text (Direct Quote)	<b>First &amp; subsequent citations:</b> (Wolchik et al., 2000, p. 845)
Citation in Text (Paraphrase)	<b>First &amp; subsequent citations:</b> (Wolchik et al., 2000)

**PRINT MATERIAL – ARTICLES:**

<b>Newspaper article</b> (no author)	<b>Citations should be double-spaced. They are single-spaced here to save space.</b>
Reference List (Bibliography)	New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i> , p. A12.
Citations in Text (Direct Quote)	("New drug," 1993, p. A12)
Citation in Text (Paraphrase)	("New drug," 1993)

<b>Magazine article</b> (no author)	
Reference List (Bibliography)	Beyond the melting pot. (1990, April 9). <i>Time</i> 135(15), 28-31.
Citations in Text (Direct Quote)	("Beyond the melting," 1990, p. 29)
Citation in Text (Paraphrase)	("Beyond the melting," 1990)

## ELECTRONIC RESOURCES:

The examples below require URL's.

Note:

- If you are referring to an entire website, include the URL from where it is available
- A retrieval date is not required for content that is not likely to be changed or updated (see Database Subscription Service on page 12); a retrieval date IS required if content is undated or likely to be changed (e.g. an in-press or preprint journal article)
- "Make sure the automatic hyphenation feature of your word processor is turned off. Do not insert a hyphen if you need to break a URL across lines; instead, break the URL after a slash or before a period." (<http://www.apastyle.org/electmedia.html>)
- "Use 'Available from' instead of 'Retrieved from' when the URL leads to information on how to obtain the cited material rather than to the material itself." (<http://www.apastyle.org/electmedia.html>)

<b>Web page</b>	
Reference List (Bibliography)	United Nations Development Program. (2002). <i>Human development report</i> . Retrieved from <a href="http://hdr.undp.org/reports/global/2002/en/">http://hdr.undp.org/reports/global/2002/en/</a>
Citations in Text (Direct Quote)	(UNDP, 2002, p.54)
Citation in Text (Paraphrase)	(UNDP, 2002)

<b>Electronic book</b>	
Reference List (Bibliography)	Dasgupta, P. (2000). <i>Social capital: A multifaceted perspective</i> . Washington, D.C.: World Bank. Available from NetLibrary: <a href="http://www.netlibrary.com">http://www.netlibrary.com</a>
Citations in Text (Direct Quote)	(Dasgupta, 2000, p. 157)
Citation in Text (Paraphrase)	(Dasgupta, 2000)

**ELECTRONIC RESOURCES continued:**

Online article, from a journal on its own website (note URL)	
Reference List (Bibliography)	Koenigsberg, M.R., Bartlett, D., & Cramer, J.S. (2004). Facilitating treatment adherence with lifestyle changes in diabetes. <i>American Family Physician</i> , 69(2), 309-316. Retrieved from <a href="http://www.aafp.org/afp/20040115/309.pdf">http://www.aafp.org/afp/20040115/309.pdf</a>
Citations in Text (Direct Quote)	<p><b>First citation:</b> (Koenigsberg, Bartlett, &amp; Cramer, 2004, p. 309)</p> <p><b>Subsequent citations:</b> Subsequent entries: (Koenigsberg et al., 2004, p. 311)</p>
Citation in Text (Paraphrase)	<p><b>First citation:</b> (Koenigsberg, Bartlett, &amp; Cramer, 2004)</p> <p><b>Subsequent citations:</b> (Koenigsberg et al., 2004)</p>

Online article, no pagination	
Reference List (Bibliography)	Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. <i>Prevention &amp; Treatment</i> , 3(1), Article 0001a. Retrieved from <a href="http://journals.apa.org/prevention/volume3/toc-mar07-00.html">http://journals.apa.org/prevention/volume3/toc-mar07-00.html</a>
Citations in Text (Direct Quote)	(Fredrickson, 2000, ¶5) or (Fredrickson, 2000, Conclusion section, para 1)
Citation in Text (Paraphrase)	(Fredrickson, 2000 ) or (Fredrickson, 2000, Conclusion section)

**ELECTRONIC RESOURCES continued:**

<b>Online government document</b>	
Reference List (Bibliography)	Canada. Citizen and Immigration Canada. (2007, March 31). <i>Visiting Canada</i> . Retrieved from <a href="http://www.cic.gc.ca/english/visit/index.asp">http://www.cic.gc.ca/english/visit/index.asp</a>  <i>Please note that it is optional to add Canada before the Agency name, as the agency is well known. If the agency is not well known, the higher department, office, agency, or institute must be listed first.</i>
Citations in Text (Direct Quote)	(Canada. Citizen and Immigration Canada, 1997, para 20)  <i>Note: Use page number, paragraph number or heading to identify exact location of quote.</i>
Citation in Text (Paraphrase)	(Canada. Citizen and Immigration Canada, 1997)

<b>Listserv</b>	
Reference List (Bibliography)	Booker, M.E. (2007, May 7). Re: APA Citation. Message posted to the ALA – Information Literacy ILI-L electronic mailing list, archived at <a href="http://lists.ala.org/www/info/ili-l">http://lists.ala.org/www/info/ili-l</a>  <i>Note: Refer to as electronic mailing list. If you don't know where the list is archived, leave blank.</i>
Citations in Text (Direct Quote)	(Booker, 2007) or Booker (2007) ...
Citation in Text (Paraphrase)	(Booker, 2007) or Booker (2007) ...

<b>Video Weblog (e.g. Youtube)</b>	
Reference List (Bibliography)	libertygone. (2007, April 28). Lazy cat on a treadmill [Video file]. Video posted to <a href="http://www.youtube.com/watch?v=l5DSP7Cd_vg&amp;feature=related">http://www.youtube.com/watch?v=l5DSP7Cd_vg&amp;feature=related</a>
Citations in Text (Direct Quote)	(libertygone, 2007)
Citation in Text (Paraphrase)	(libertygone, 2007)

## DATABASE SUBSCRIPTION SERVICE:

The examples below are for articles, book chapters, conference papers and other types of materials accessed through library subscription services such as Academic Search Premier, CBCA Reference, ERIC, PsycINFO, etc. JIBC Library subscribes to these databases and provides access to them for JIBC students, faculty and staff, either in the library or via remote access (proxy server).

**Note:** No URL is required for citations to articles accessed through library subscription services.

Begin your entry as for the print version of an article, book chapter, etc. then add from where the document was retrieved. No retrieval date is necessary as the content that is unlikely to be changed or updated (as in the examples below).

<b>Online article, chapter, paper, etc. from an article index database</b>	
Reference List (Bibliography)	Carothers, D. E., & Taylor, R. (2003). The use of portfolios for students with autism. <i>Focus on Autism and Other Developmental Disabilities, 18</i> (2), 125-128. Retrieved from Academic Search Premier database.
Citations in Text (Direct Quote)	(Carothers & Taylor, 2003, p. 122)
Citation in Text (Paraphrase)	(Carothers & Taylor, 2003 )

<b>Chapter in an Electronic book</b>	
Reference List (Bibliography)	Shah, P. K., & Chyu, K-Y. (2003). Unstable angina. In M. H. Crawford (Ed.), <i>Current diagnosis &amp; treatment</i> (2 <sup>nd</sup> ed., Chapter 4). New York: McGraw-Hill. Retrieved from STAT!Ref database.
Citations in Text (Direct Quote)	(Shah & Chyu, 2003, General Considerations section, para C)
Citation in Text (Paraphrase)	(Shah & Chyu, 2003)

## DATABASE SUBSCRIPTION SERVICE continued:

### ERIC DOCUMENTS

Citations to ERIC documents use the following style, whether the documents are online or in the ERIC microfiche collection. Documents from the ERIC database that the library subscribes to should be handled the same as those in Database subscription service above.

<b>Documents from reproduction service</b>	
Reference List (Bibliography)	Peterson, L. (1999). <i>Transforming the daily life of the classroom: The district six laptop project</i> . Montreal, PQ: Annual Meeting of the American Educational Research Association. (ERIC Document Reproduction Service No. ED437028)
Citations in Text (Direct Quote)	(Peterson, 1999, p. 23)
Citation in Text (Paraphrase)	(Peterson, 1999)

<b>ERIC Digest</b>	
Reference List (Bibliography)	Isaacson, L. (1998). <i>Student dress policy</i> . (ERIC Digest No. 117). Eugene, OR: ERIC Clearinghouse on Educational Management. (ERIC Document Reproduction Service No. ED415570)
Citations in Text (Direct Quote)	(Isaacson, 1998, p. 27)
Citation in Text (Paraphrase)	(Isaacson, 1998)

<b>Dissertation from database</b>	
Reference List (Bibliography)	Wear, T. D. (1997). <i>Is EEG biofeedback efficacious as a treatment for children with attention-deficit/ hyperactivity disorder? A review of the literature</i> . Unpublished doctoral dissertation, Biola University, California. (ERIC Document Reproduction Service No. ED415618)
Citations in Text (Direct Quote)	(Wear, 1997, p. 51)
Citation in Text (Paraphrase)	(Wear, 1997)

## MEDIA

<b>CD-ROM</b>	
Reference List (Bibliography)	Eckert, C., & Gray, D. (Eds.). (2000). <i>Nunavut Territory, Canada</i> [CD-ROM]. Gjoa Haven, Nunavut: Central Arctic Services
Citations in Text (Direct Quote)	(Eckert & Gray, 2000)
Citation in Text (Paraphrase)	(Eckert & Gray, 2000)

<b>Video/DVD</b>	
Reference List (Bibliography)	Gandy, D. (Producer). (2003). <i>Cardiac emergencies</i> [Videotape]. Carrollton, TX: FETN.
Citations in Text (Direct Quote)	(Gandy, 2003)
Citation in Text (Paraphrase)	(Gandy, 2003)

<b>Television series</b>	
Reference List (Bibliography)	Miller, R. (Producer). (1989). <i>The mind</i> [Television Series]. New York: WNET.
Citations in Text (Direct Quote)	(Miller, 1989)
Citation in Text (Paraphrase)	(Miller, 1989)

<b>Radio broadcast</b>	
Reference List (Bibliography)	Camper, R. V. (2007, July 14). [Radio broadcast]. Vancouver, BC: CBC.
Citations in Text (Direct Quote)	Camper (2007) "...” or "...” (Camper, 2007)
Citation in Text (Paraphrase)	Camper (2007)... or ... (Camper, 2007)

## OTHER

### Personal Communication (E-mail, Interview, Lecture)

Interview	
Reference List (Bibliography)	<i>Note: Only include as an "in-text" citation, not in your Reference List.</i>
Citations in Text (Direct Quote)	He stated that, " ... " (R.V. Camper, personal communication, July 19, 2007)  OR  R. V. Camper (personal communication, July 19, 2007) stated that " ... "
Citation in Text (Paraphrase)	... (R.V. Camper, personal communication, July 19, 2007)  OR  R. V. Camper (personal communication, July 19, 2007) stated that ...