

## APA Style

This resource is not exhaustive and does not replace the referencing instructions given in class. In case of any doubt, consult the professor before citing your sources as it is indicated here.

APA Style uses two types of references to specify the provenance of borrowed material and give proper credit to previous research. First, it provides brief parenthetical citations for each quotation, paraphrase, and summary in the text itself; second, it provides complete documentation for each source in the reference list.

**Common abbreviations include:** ed. (edition), Ed. (Editor), Eds. (Editors), et al. (and others), n.d. (no date), No. (Number), p. (page), para. (paragraph), pp. (pages), Pt. (Part), Trans. (Translator), Vol. (Volume).

### In-text citations

In-text citations include the author's surname or corporate name, the publication date, and the page number, separated by a comma (sections 6.03, 6.13).

"Fifty years later it's so easy, with hindsight, to understand what was happening but you were part of it then. History was no theme park. It was what you lived. You were affected, whether you liked it or not" (Grant, 2000, p. 3).

If the author's surname is provided in the text, there is no need to repeat it in the citation (section 6.11).

However, as Osberg (2005) explains, "if a longer period of paid employment is to represent an improvement in individual well-being, it must be due to choice, not necessity" (p. 413).

If source material is paraphrased rather than quoted, the page number is optional (APA Style Blog).

According to some, the relationship between art and society is reciprocal (Mueller, 1935, p. 374).

According to some, the relationship between art and society is reciprocal (Mueller, 1935).

If multiple sources are cited in the same in-text citation, they are arranged alphabetically and separated by a semicolon (section 6.16).

At a local scale, the notion of place is not only a space that we occupy; it is also a part of who we are. This relationship between location and identity can easily be observed through behaviours displayed both during national holiday celebrations and during all-out war (Crang, 2014; Gruffudd, 2014).

If there is **no author**, the citation indicates the title instead; if there is **no year of publication**, the citation indicates "n.d." for *no date*; if there are **no page numbers**, the citation indicates another location indicator (APA Style Blog).

### Bibliographic entries

Bibliographic entries include all the elements needed to locate a source, such as the source's author, year of publication, title, and publication information. They are arranged alphabetically according to the authors' surnames in a list called *References* (sections 6.22-6.32).

If there is **no author**, the bibliographic entry is arranged alphabetically according to the title (APA Style Blog).

To know more, see the *APA Style Blog* and the *Publication Manual of the American Psychological Association*, currently in its 6th edition (2010).

## Article in a scientific journal

Author. (year). Title of article. *Title of Periodical*, volume(issue), pages. DOI

Colton, M. (1989). Attitudes of special foster parents and residential staff towards children. *Children & Society*, 3(1), 3-18. doi:10.1111/j.1099-0860.1989.tb00565.x

Author. (year). Title of article. *Title of Periodical*, volume(issue), pages. Retrieved from <http://URL>

Osberg, L. (2005). Work and well-being in an aging society. *Canadian Public Policy*, 31(4), 413-420. Retrieved from <http://www.jstor.org/stable/3552360>

## Book

Author. (year). *Title of book* (edition). Location: Publisher.

Bell, J., & Waters, S. (2014). *Doing your research project: A guide for first-time researchers* (6th ed.). New York, NY: Open University Press.

Editor. (Ed.). (year). *Title of book* (edition). Location: Publisher.

American Psychiatric Association. (Ed.). (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). Retrieved from <http://books.google.ca/books>

## Chapter in an edited book

Author. (year). Title of chapter. In Editor (Ed.), *Title of book* (pages). Location: Publisher.

van Rensburg, W. (2011). The discourse of selfhood: Students negotiating their academic identities in a writing centre. In A. Archer & R. Richards (Eds.), *Changing spaces: Writing centres and access to higher education* (pp. 59-72). Stellenbosch, Africa: Sun Press.

## Report

Author. (year). *Title of report* (Report number). Location: Publisher.

Department of Finance Canada. (2014). *Debt management report 2013-2014* (Catalogue No. F1-33 /2014E-PDF). Retrieved from <http://www.fin.gc.ca/dtman/2013-2014/pdf/dmr-rgd14-eng.pdf>

## Web content

Author. (year). Title of web page. Retrieved from <http://URL>

United Nations Development Programme. (n.d.). Human development index (HDI). Retrieved from <http://hdr.undp.org/en/content/human-development-index-hdi>

Author. (Role). (year, Month day). *Title of podcast* [Format description]. Retrieved from <http://URL>

The Economist. (Producer). (2015, July 21). *Money talks: Minimum-wage mania* [Audio podcast]. Retrieved from <http://itunes.apple.com/>

Author. [Screen name]. (year, Month day). *Title of YouTube video* [Format description]. Retrieved from <http://URL>

Influence at work. [influenceatwork]. (2012, November 26). *Science Of Persuasion* [Video file]. Retrieved from <https://www.youtube.com/watch?v=cFdCzN7RYbw>

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## One work by multiple authors

If a source has **two authors**, the in-text citation includes both surnames, separated by an ampersand (section 6.12).

Critical thinking is the ability to react, or to ask oneself a series of questions in order to gain a better understanding of a piece of information (Browne & Keeley, 2011).

If a source has two authors, the bibliographic entry includes both names in the same order as on the title page. Each name is inverted and separated by a comma (section 6.27).

Browne, M. N., & Keeley, S. M. (2011). *Asking the right questions: A guide to critical thinking* (10th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.

If a source has **three to five authors**, the first in-text citation includes each surname, separated by commas. Subsequent citations include the first surname only, followed by the abbreviation for *and others* (section 6.12).

Research is not a neatly-defined, linear process (Booth, Colomb, & Williams, 2008). On the contrary, doing research is "like zigzagging up and down a rocky hill through overgrown woods, sometimes in a fog, searching for something you won't recognize until you see it" (Booth et al., 2008, p. 32).

If a source has three to five authors, the bibliographic entry includes every author's name in the same order as on the title page. Each name is inverted and separated by a comma (section 6.27).

Booth, W. C., Colomb, G. G., & Williams, J. M. (2008). *The craft of research* (3rd ed.). Toronto, ON: Nelson Education.

If a source has **six or more authors**, the in-text citation includes the first surname only, followed by the abbreviation for *and others* (section 6.12).

Many details have changed since these recommendations were made almost one hundred years ago, but one important fact remains: "authors should always *proof-read* the final typed copy of the manuscript before sending it to the editor" (Bentley et al., 1929, p. 58).

If a source has six to seven authors, the bibliographic entry includes every author's name in the same order as on the title page. (If a source has eight or more authors, the bibliographic entry includes the first six authors' names, followed by an ellipsis and the last author's name.) Each name is inverted and separated by a comma (section 6.27).

Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F. (1929). Instructions in regard to preparation of manuscript. *Psychological Bulletin*, 26(2), 57-63. doi: 10.1037/h0071487

## Multiple works by the same author

If multiple sources share the same author and year of publication, the in-text citation includes the author's surname, followed by the years and letters *a*, *b*, *c*, and so on assigned alphabetically according to the titles (section 6.16).

In the reference list, two or more works written by the same author are arranged chronologically, starting with the earliest year of publication (section 6.25).

To know more, see the *APA Style Blog* and the *Publication Manual of the American Psychological Association*, currently in its 6th edition (2010).

## Block quotations

If a quotation has more than 40 words, it forms a block of text indented half an inch (or 1.27 cm) from the left margin. Contrary to other quotations, it is not within quotation marks (section 6.03).

There are three determinants to "asking others": motivation, capacity, and compatibility.

The first proposition builds on the straightforward idea that asking others to participate is sticking your neck out. By asking others, one publicly displays endorsement of a cause and comes out as a supporter of a movement. Not all targets of a recruiter may react positively: some may disagree with the cause, some may change their opinion about the recruiter accordingly, or some may even react in a hostile way. So, asking others comes with a cost, and not all potential participants are prepared to bear that cost. It depends on the *motivation* of the potential recruiter. (Walgrave & Wouters, 2014, p. 1677)

## Foreign-language quotations

If a quotation is translated for the benefit of the reader, your translation is considered a paraphrase. Contrary to other quotations, your translation is not within quotation marks (APA Style Blog).

The palliative approach is first and foremost a relational one (Hintermeyer, 2007).

In the reference list, your translation follows the original title in brackets (APA Style Blog).

Hintermeyer, P. (2007). Soins palliatifs [Palliative care]. In M. Marzano (Ed.), *Dictionnaire du corps* [Dictionary of the body] (pp. 880-884). Paris, France: Presses universitaires de France.

## Modified quotations

If alterations or clarifications are made to a quotation, they are added in brackets within the quotation (sections 6.07, 6.08).

"It [yoga] is neither a religion, nor a creed; it is a need of *life* [emphasis added], as the breath we breathe" (Krishnananda, 2000, p. 80).

If words or sentences are omitted from a quotation, they are replaced by an ellipsis (section 6.08).

"Yoga is a . . . need that will be felt by every individual. . . . Yoga is the science of existence" (Krishnananda, 2000, 80).

## Second-hand quotations

If one work is cited in another, it is best to locate the original source. However, if it cannot be found, the original work is provided in the text, and the indirect source is cited in parentheses after the precision *as cited in* (section 6.17).

In an interesting variation to the conception of literature as a reflection of the significant beliefs, values and norms of a society, Wolfenstein and Leites argue that "the common day-dreams of a culture are in part the sources, in part the products of its popular myths, stories, plays and films" (as cited in Albrecht, 1954, p. 426).

To know more, see the *APA Style Blog* and the *Publication Manual of the American Psychological Association*, currently in its 6th edition (2010).

In the reference list, only the indirect source is included (section 6.17).

Albrecht, M. C. (1954). The relationship of literature and society. *American Journal of Sociology*, 59(5), 425-436. Retrieved from <http://www.jstor.org/stable/2772244>

### Source material taken from class notes

Generally speaking, you should avoid citing class notes. However, if you decide to quote, paraphrase or summarize class notes in a paper, you must reference them accordingly (APA Style Blog, sections 6.20, 7.09).

Since class notes taken during a lecture and printed handouts provided by the professor cannot be retrieved by the reader, they are referenced like a personal communication, i.e. in an in-text citation only—there is no need to include them in the reference list.

(Initials. Name of Professor, personal communication, Month day, year)

Since class notes available online can be retrieved by the reader, they are referenced like website content.

Professor. (year). Title of document [ABC1234 course website]. Retrieved from <http://URL>

### Source material taken from course packs

Previously published articles found in a course pack are cited like the original work—there is no need to mention the course pack. Unpublished articles found in a course pack are cited like works in an anthology compiled by the professor (APA Style Blog).

To know more, see the *APA Style Blog* and the *Publication Manual of the American Psychological Association*, currently in its 6th edition (2010).

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