APA Style Guide

This guide shows the most common scenarios for APA citing. For more examples, consult:

- Publication Manual of the American Psychological Association, 6th ed. (Call number BF76.7 P83 2010)
- UVic Libraries Citation help http://www.uvic.ca/library/research/citation/index.php

➤ TIP: Always consult with your instructor to determine which citation style and edition of the style you should follow.

Many citations used as examples in this guide are fictitious and created for illustration purposes.

General Rules: In-text Citations

APA Style Guide 6th (p. 170) requires you to cite your sources in the text of your paper using author-date. Include author, year, page(s). Provide the full citation in your reference list. Cite the source of all material you quote, paraphrase, or summarize.

ONE AUTHOR ➤ Cite the last name of the author and the publication year.
Example: According to one study of music students (Jones, 2000, p. 34) the song was heard...

Note: If you include the author’s name in the sentence, don’t cite it in parentheses.
Example: Wong (2003) discovered students ...

TWO AUTHORS ➤ Cite both names of the authors for every reference in the text.
Example: A previous study (Wong & Jones, 1997) uncovered several instances of ...

THREE TO FIVE AUTHORS ➤ Include all authors in the first citation. Subsequent citations should include only the first author’s surname, followed by et al. and the publication year.
Examples: First Citation (Smith, Jones, Brown, Stuart, & Anderson, 2006) Subsequent Citations (Smith et al., 2006)

SIX OR MORE AUTHORS ➤ Cite only the last name of the first author, followed by et al. and the publication year.
Example: (Smith et al., 2001)

SUBSEQUENT CITATIONS ➤ Omit the year for second and subsequent nonparenthetical citations within the same paragraph. Include the year for all parenthetical citations (APA Style Guide, 6th ed. p. 174).
Example: Wong also demonstrates...

DIRECT QUOTE ➤ If the citation is for a direct quote, paraphrase, or summary, include the page number(s). Abbreviate page as p. and pages as pp.
Examples: He exclaimed, “No new taxes” (Turnbull, 2000, p. 84) or (Turnbull, 2000, pp. 84-87).

MULTIPLE SOURCES ➤ Cited within the same parentheses: Place the citations in alphabetical order by author last name. Separate citations with a semicolon.
Example: (Anderson, 2005; Everson & Brown, 2002; Suzuki, 2004)

MULTIPLE SOURCES SAME AUTHOR ➤ Cite the author(s) once. List the dates chronologically, earliest first, and separate with commas.
Example: (Jones & Brown, 2003, 2004)

NO AUTHOR ➤ Use the first few words of the reference list entry (usually, part of the title).

SECONDARY SOURCES ➤ For a source cited in another source, refer to both sources in your in-text citation. In the reference list, only list the source you actually used.
Example: (Jones, 1998, as cited in Smith, 2006)
Note: In this example, Smith (2006) would appear in the reference list, but Jones (1998) would not.

WEBSITES ➤ When an entire website is cited, rather than a particular document on that website, the address of the site is sufficient in the text (APA Style Guide to Electronic References, 6th ed., p. 32).
Example: The UVic Library posts information on Twitter (https://www.twitter.com/UVicLib).

Need more help? Call the Research Help Desk at 250-721-8274 uvic.ca/library Last updated September 2015
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WEB PAGES ➤ ➤ For material on a web page without page numbers: cite the section heading and the paragraph number (count down from the heading).
➤ Example: (Smith, 2006, Introduction section, para. 2)

WEB PAGES WITH NO AUTHOR ➤ ➤ To cite a web page with no author, start your citation with the title of the web page.
➤ Example: (“Coastal Cleanup Efforts,” 2012)

ORGANIZATION IS AUTHOR ➤ ➤ For works with a group as the author e.g. (e.g. corporations, associations, government agencies / departments / ministries) are usually spelled out each time they appear in a citation unless the name is long and cumbersome and the abbreviation is familiar or readily understandable. If the name is short or the abbreviation not readily understandable, write out the name each time it occurs.
➤ Examples: Without abbreviation - Public Health Agency of Canada (2005)
With abbreviation - Canada, Department of Foreign Affairs and International Trade (DFAIT, 2003)

LEGAL SOURCES ➤ ➤ Court cases, statutes, and legislation are treated as works with no author (see above). In-text citations should include the first few words of the reference followed by the year of publication.

Bills and statutes should be cited with the official or popular title of the legislation, and the year it was passed.
➤ Examples: 1. Bill C-26 (2005) had numerous effects on...
2. Freedom of association is guaranteed under section 2(d) (Canadian Charter of Rights and Freedoms, 1982).

Case law titles are italicized for in-text citations.
➤ Example: (R. v. Latimer, 2001)

PERSONAL COMMUNICATIONS ➤ ➤ Lectures, personal e-mail messages, or private interviews that you conducted with another person should be referred to in your in-text citations but NOT in your reference list.

Personal communications can include information taken from course management tools such as Blackboard or CourseSpaces.
➤ Provide the surname and initials of the person with whom you were communicating, and an exact date if possible.
➤ Example: J. Reiss indicated that “anthropologists are still debating the Neanderthals’ disappearance” (personal communication, May 3, 2000).

General Rules: Reference List
The reference list appears at the end of your paper and helps readers locate your sources. It includes all works cited in your paper. (See Ch. 6, pp. 169-192)

FORMAT ➤ ➤
➤ Begin the reference list on a new page and give it the heading References. Centre the heading.
➤ Double-space the entire reference list.
➤ For each reference, indent all lines other than the first line, one-half inch from the left margin.

LIST ORDER ➤ ➤
➤ Alphabetize the list by authors’ last names. If a reference has no author, use the first word of the title.
➤ If several references have the same author(s), list them in the order they were published, earliest first.

AUTHORS AND EDITORS ➤ ➤
➤ Place last name first and use initials for first and middle names.
➤ Two authors: separate names with commas; place & before the final name.
➤ Three to seven authors: invert all authors’ names; give last names and initials for only up to and including seven authors.
➤ Eight or more authors: name the first six authors, then insert three ellipsis points ( . . . ) followed by the final author’s name.
➤ Editor: add (Ed.) after the name. Multiple editors: add (Eds.) after the last-listed editor.
➤ Work by a group author: alphabetize in the reference list by the first significant word in the name.
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- No known author or editor: begin the reference with the title, followed by the date.

GROUP AUTHORS (INCLUDING GOVERNMENT)
- Alphabetize group authors (government agencies, departments, ministries) by the first significant word of the name.
- Spell out the full name of a group author (a period follows the group author).
Example: Public Health Agency of Canada.

DATE OF PUBLICATION
- If the date of publication is unknown, use n.d. in place of the date.

TITLES
- Articles, books, chapters, web pages: capitalize only the first word of the title, the first word of the subtitle, and any proper names.
- Journals, other published periodicals (newspapers, magazines, etc.), and websites: capitalize each significant word.
- Italicize the titles of books and periodicals, including the volume number of periodicals.

EDITION
- Include the edition after the title for editions other than the first
Example: Dictionary of the Spanish Language (22nd ed.).

PLACE OF PUBLICATION
- If multiple cities are listed, use the first or the location of the publisher’s home office.
- If the publisher is located within the United States, provide the city and state as the location. For publishers outside of the United States, use the city and country.

PUBLISHER’S NAME
- Omit terms such as Publishers, Co., and Inc., but retain Books and Press.

ELECTRONIC SOURCES
For detailed instructions on how to cite electronic resources, use the APA Style Guide to Electronic References, 6th ed. (2012).

- Give the date you retrieved the information if it is unclear when it was last updated (e.g., a web page or dictionary entry), or if the content may change over time (e.g., wikis) using this form: Retrieved April 15, 2009.

- Do not include the retrieval date if referencing the final or archival version of an article (most journals).

- Article with a DOI (Document Object Identifier, typically found on the first page of the article): cite the DOI and do not include the database or website name.

- Article without a DOI: for open access content, give the exact web page address for the cited material; for content accessible by subscription, give the database name or journal home page address.

- 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, such as with material from subscription or password-only sites.


- Do not put a period after the web page address.

- If you are retrieving an electronic book and know the software used to display it, include it in square brackets after the title, followed by a period. Ex: [DX Reader version]. or [Adobe Digital Editions version]. This appears before any web address or DOI information.

GOVERNMENT REPORTS & TECHNICAL & RESEARCH REPORTS
- APA style refers to “Technical and Research Reports” and includes government reports. These are treated as books.

- Electronic versions do not include publication information if the address is of the website of the publishing government agency / department ministry.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title. Include document numbers in parentheses.

- Government reports from Canada are published in Ottawa, ON unless otherwise indicated.

- Government Reports from British Columbia are published in Victoria, BC unless otherwise indicated.

- Government reports retrieved online do not need to indicate the publisher, unless the author is also the publisher.
Government reports retrieved online do not indicate the publisher when the publisher is as part of the “Retrieved from” statement of the web page.


Note: Debates and Hansard do not indicate a place of publication or a publisher.

You may need to include the name of the website or database before the web address, if it is not the same as the Publisher.

Example: Ebrary Canadian Public Policy Collection.

LEGAL SOURCES

APA style uses The Bluebook: A Uniform Style of Citation, 18th ed. as a guideline for creating legal citations.

Canadian sources may include additional information required to identify and locate the source.

Statute citations should be constructed as follows: Name of Act, Volume Source § section number (year).

Note: Canadian statutes should include jurisdiction immediately after the Volume. Session or supplement, chapter, and pinpoint locations should be substituted for the section symbol ($) and section number.

Bill citations should be constructed as follows: Bill/Resolution Number, Legislative Session, Volume Source page (year) (enacted).

Note: Canadian bills have official titles which should be included at the start of the citation, followed by a comma. The pinpoint location is substituted for volume, source and page number.

Case Law citations should be constructed: Name v. Name, Volume Source Page (Court Date).

Note: In Canadian cases, the Court and Date may be located in the neutral citation. The reporter should be considered the Source. If the year of the reporter needs to be included, place it in square brackets before the volume.
### Reference List Examples

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book: group as author (agency, organization, company, etc.) (pp. 176, 184)</strong></td>
<td>Canadian Mental Health Association. (2007). <em>Mental health indicators for adolescents</em>. Ottawa, Canada: Canadian Mental Health Association. <strong>First in-text citation</strong>: (Canadian Mental Health Association [CMHA], 2003) <strong>Subsequent citations</strong>: (CMHA, 2003)</td>
</tr>
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</table>

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<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
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<tbody>
<tr>
<td>Image: (see Figures, pp. 159-160)</td>
<td>In the text, number the images consecutively, and refer to an image by its number (ex. Figure 1, Table 2). Captions and notes are placed immediately below the image, centered on the page. In-text citation: It is very likely that Barnard’s <em>Mission Ridge Scene of Sherman’s Attack</em> (Figure 1) was one of several photographs taken after Sherman’s active campaign in Tennessee. Caption (image taken from print source): <em>Figure 1. Mission Ridge Scene of Sherman’s Attack</em> by G. N. Barnard, 1864 or 1866. <em>Note:</em> From <em>George N. Barnard: Photographer of Sherman’s campaign</em>, by K. F. Davis, 1990, Kansas City, Missouri: Hallmark Cards, p. 120. Copyright 1990 by Hallmark Cards. Reprinted with permission. Caption (online image): Kohl, Allan T. (Photographer) (n.d.). <em>Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.</em> [Online image]. Retrieved from Art Images for College Teaching, <a href="http://www.arthist.umn.edu/aict/html/non_west/NA/NA064.html">http://www.arthist.umn.edu/aict/html/non_west/NA/NA064.html</a> Reference Citation (online image): Kohl, Allan T. (n.d.) [Ceremonial axe with effigy handle in form of a caiman/jaguar, from La Venta, ca. 1200-400 B.C.E.]. Retrieved from <a href="http://www.arthist.umn.edu/aict/html/non_west/">http://www.arthist.umn.edu/aict/html/non_west/</a> NA/NA064.html Note: For an image taken from a published source (i.e. a print or electronic book, journal, etc.), cite in your reference list as you would for a text quotation: cite the source, NOT the individual image. Note: Copyright information (if any) must appear in the caption. If the image is under copyright and you will be displaying or publishing the project, you MUST contact the copyright holder for permission to use the image. Images from open access sites (such as Creative Commons) often have usage restrictions (e.g. educational only) or requirements (e.g. inclusion of the URL); make sure you comply.</td>
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</table>
| Personal communication, lecture notes (includes course slides or notes posted to Blackboard or CourseSpaces) | Do not include personal communications (such as e-mails, letters, and interviews) or class lecture notes in the reference list, as they cannot be accessed or recovered by others. Cite them only in the text. | **In-text citation:** (C. Ross, personal communication, April 1, 2006)  
**Or:** In a lecture to an ANTH 250 class on March 6, 2009, Professor Collins stated...  
**Or:** In a January 5, 2009 ADMN 507 class Powerpoint lecture, one slide illustrated... |
| Facebook, Twitter, or other social media sites | For discussion of an entire feed from an individual or group, provide the site URL in parentheses in the text. You do not need to include these in your reference list. | **In-text citation:** The PostSecret phenomenon has expanded its web presence through use of Facebook (https://www.facebook.com/pages/postsecret), and Twitter (https://twitter.com/postsecret)...  
If your readers are unable to access the content (due to privacy settings, etc.) use the rules for a Personal Communication citation.  
To discuss single posts, both in-text citations and reference list entries are required. Titles should be taken verbatim from the post content, including punctuation and URLs. Long titles may be truncated.  
**Reference list:**  
Government Report by Group Author (department, ministry) (electronic)

Government Report by individual author(s) (electronic) (departmental /ministry website)

Government Report by individual author(s) (print)

Non-governmental Organization Authored Report

Debates / Hansard

Legal Bill / Act


Case Law

Statistics Canada