APA Style | *Library Guide*

Adapted from the *Publication Manual of the American Psychological Association, 6th ed.* Call num. BF76.7.P83 2010

Sheridan | Library and Learning Services

Please Note: Your professor may have different citing expectations than the rules outlined below. Always check at the beginning of term and before starting assignments that the citing rules you are using are appropriate for your class.
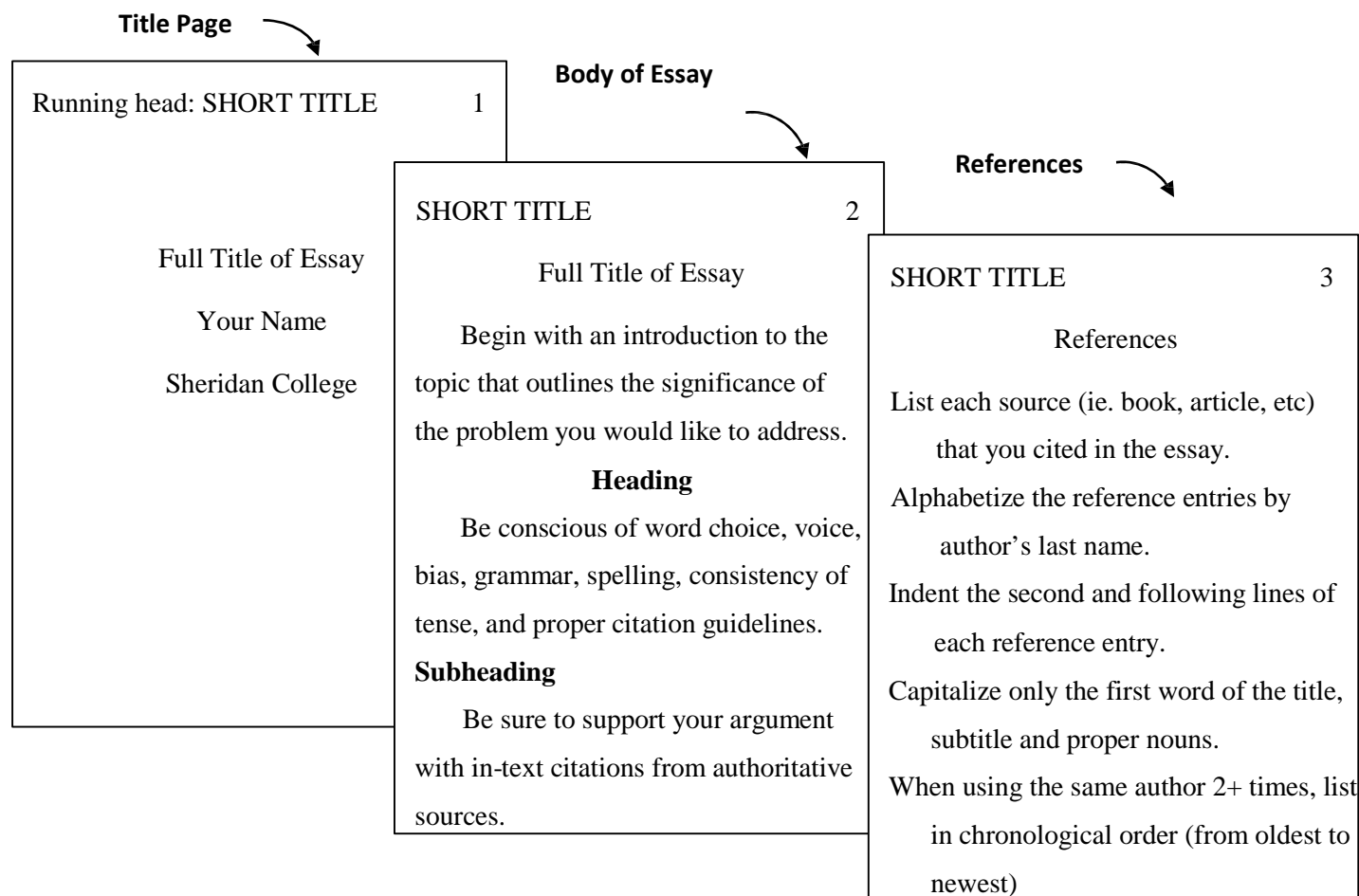
ESSENTIALS OF APA ESSAY STYLE

Formatting the Essay

- Double-spaced; 1" (2.54 cm) margins on all sides
- Indent the first line of each paragraph
- Times New Roman or similar font
- Font size 12 point

Components and Structure of the Essay

1) Title Page
2) Body of Essay (with in-text citations)
3) References (list of sources cited in essay)

Follow formatting guidelines as shown below

Title Page

Running head: SHORT TITLE   1

Full Title of Essay

Your Name

Sheridan College

Body of Essay

SHORT TITLE   2

Full Title of Essay

Begin with an introduction to the topic that outlines the significance of the problem you would like to address.

Heading

Be conscious of word choice, voice, bias, grammar, spelling, consistency of tense, and proper citation guidelines.

Subheading

Be sure to support your argument with in-text citations from authoritative sources.

References

SHORT TITLE   3

References

List each source (ie. book, article, etc) that you cited in the essay.

Alphabetize the reference entries by author's last name.

Indent the second and following lines of each reference entry.

Capitalize only the first word of the title, subtitle and proper nouns.

When using the same author 2+ times, list in chronological order (from oldest to newest)

IN-TEXT CITATION & REFERENCES

The Concise Rules of APA Style (2010) states that you must "provide documentation for all facts and figures that are not common knowledge" (p. 171). Each time you cite information from another source, **you must provide both**:

     (1) an in-text citation, and
     (2) a reference list entry.

ONLY an in-text citation (no reference list entry) is required for:

     (1) Personal communication (interviews, etc) - Example: (personal communication, April 18, 2001)
     (2) Major classical works (ancient Greek or Roman works, or religious works) - Example: (Qu'ran 5:3-4)

CREDITING SOURCES

NOTE: Punctuation, capitalization, and italicization must be completed exactly as written below.
For Online Publications: Complete reference as if for print material, with as much information as provided in the original document. Add "Retrieved from http://…" statement at end of reference (replace with DOI if provided).

Books

Variations	REFERENCES LIST	In-Text Citation
General Entry	Beatty, R. H. (2006). *The ultimate job search: Intelligent strategies to get the right job fast.* Indianapolis, IN: Jist Publishing.	(Beatty, 2006, p. 26)
	Author, A. A. (Year). *Title of book.* Location: Publisher.	(Author, Year, p. page)
E-Book	Author, A. A. (Year). *Title of book.* [E-book provider version]. Retrieved from e-book provider's URL	(Author, Year, p. page)
Editors, no authors	Editor, E. E., & Editor, F. F. (Eds.). (Year). *Title of work*. Location: Publisher.	(Editor & Editor, Year, p. page)
Chapter in Edited work	Author, A. A. (Year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. pages). Location: Publisher	(Author, Year, p. page)
Dictionary or Encyclopedia	Author, A. A. (Year). Entry. In E. E. Editor (Ed.), *Title of encyclopedia or dictionary*. Location: Publisher.	(Author, Year, p. page)
Online Dictionary or Encyclopedia; no author or editor	Entry. (n.d.). In *Title of dictionary or encyclopedia*. Retrieved from URL	(Entry, n.d.)

Journal Articles/Periodicals

Variations	REFERENCES LIST	In-Text Citation
General Entry	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(1)*,* 225-229. doi:10.1037/0278-6133.24.2.225	(Herbst-Damm & Kulik, 2005, p. 226)
	Author, A. A. (Year). Title of article. *Title of Journal, volume*(issue), pages. doi:numbers/letters	(Author, Year, p. page)
No DOI*, No issue**	Author, A. A. (Year). Title of article. *Title of Journal, volume*, pages. Retrieved from URL (persistent link provided by database)	(Author, Year, p. page)
More than Seven Authors	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., … Author, Z. Z. (Year). Title of article. *Title of Journal, volume*(issue), pages. doi:numbers/letters	(Author et al., Year, p. page) *See 6.12 of Manual if more than three authors.

***NOTE:** *DOI codes are usually found on the first page of the article. Also see the database record.*
****NOTE:** *Include the issue number only if the journal is paginated by issue (i.e. pages restart at "page 1" in each issue).*

Newspaper/Magazine Articles

Variations	REFERENCES LIST	In-Text Citation
Newspaper Article in Database	Benzie, R. (2015, October 3). Notley paints a greener oilpatch for Bay Street: Acting on climate change now 'price of admission' to new energy markets. *Toronto Star*, p. A11. Retrieved from Canadian Newsstand Major Dailies database *See 6.28 of Manual for rules	(Benzie, 2015, p. A11) *See 6.11 of Manual for rules
	Author, A. A. (Year, Month day). Headline title of article. *Title of Newspaper,* pp. pages. Retrieved from named database	(Author, Year, p. page)
Magazine Article in Database	Author, A. A. (Year, Month). Headline title of article. *Title of Magazine, volume*(issue), pages. Retrieved from named database	(Author, Year, p. page)
News source on the web	Benzie, R. (2015, October 4). Notley paints a greener oilpatch for Bay Street. *The Toronto Star.* Retrieved from http://www.thestar.com	(Benzie, 2015)

Websites

Variations	REFERENCES LIST	In-Text Citation
General Entry	Mitchell, S. D. (2000). *The import of uncertainty*. Retrieved from http://philsci-archive.pitt.edu/archive/00000162/	(Mitchell, 2000, para. 4)
	Author, A. A. (Year). *Title of document*. Retrieved from URL	(Author, Year, para. paragraph)
Groups Author (corporations or institutions)	Corporate or website name. (Year). *Title of document*. Retrieved from URL	(Corporate name, Year, para. paragraph)
No Author, no Date (n.d.)	*Title of document*. (n.d.). Retrieved from URL	(*Shortened title of document*, n.d., para. paragraph) *See 6.15 of Manual for rules

***Note:** "Last Updated" date may be used if no other date is available.

Other Media Formats

Variations	REFERENCES LIST	In-Text Citation
Online Video	Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs	(Norton, 2006)
Online Images/Maps	Lewis County Geographic Information Services (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-pop-dens_2000.pdf	(Lewis County Geographic Information Service, 2002)
Music Recording	Lang, K.D. (2008). Shadow and the frame. On *Watershed* [CD]. New York, NY: Nonesuch Records.	(Lang, 2008, track 14)
Lecture Notes	Teacher, A. A. (Year). Title of lecture [Lecture Notes]. Location: School.	(Teacher, Year)

IN-TEXT CITATION STYLES

In-text citations include the:
   a. author's last name, or organization/group name (if none, provide the first few words of the title in italics)
   b. year of publication, copyright, or last updated date
   c. If referring to text from a specific location in the document, include the page number (p. page). Use the paragraph (para. paragraph), or title of the section heading if no page number is available. [See 6.5 of the Manual]

In-text citation formats:
   1. <u>Direct citation</u>:   **Author (Year)** showed that "quote" **(p. page)**.
   2. <u>Parenthetical citation</u>: One study showed that "quote" **(Author, Year, p. page)**.

Table of Citation Format Variations

Types of Citation	Direct citation	Parenthetical format
One author	Walker (2007) … (p. page).	(Walker, 2007, p. page)
Two authors	Walker and Allen (2004) … (p. page).	(Walker & Allen, 2004, p. page)
Three (+) authors	Bradley, Ramirez, and Soo (1999) … (p. page).	(Bradley, Ramirez, & Soo, 1999, p. page)
Six (+) authors	Smith et al. (2005) … (p. page).	(Smith et al., 2005, p. page)
Group authors	University of Pittsburgh (2005) … (p. page).	(University of Pittsburgh, 2005, p. page)
Group authors with recognizable abbreviation	National Institute of Mental Health (NIMH, 2003) … (p. page).	(National Institute of Mental Health [NIMH], 2003, p. page)
Figure 1. Table of citation format variations. Adapted from "Publication Manual of the American Psychological Association," by the American Psychological Association, 2010, p. 177. Copyright 2010 by the American Psychological Association. **[Follow this format for *graphs, tables, & figures*]**		

Note: When there are two or more authors with the same surname, include first initial after surname.

VARIATIONS:
Short Quotations: Using *less than* 40 words of the author's own words.

Incorporate the quote into the sentence. *Example:* Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; non-medical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

Long Quotations: Using *more than* 40 words of the author's own words.

Display the quote in a freestanding block of text:

> Begin on a new line; indent the entire quote ½ an inch from the left margin. Omit quotation marks. Double-space quote. Cite the quoted source (if not already directly cited) and include the page or paragraph number in parentheses <u>after</u> the final punctuation mark. (Author, Year, p. page)

Making Changes from the Source Document:

(1) To omit words/sentences, use . . .   (2) To insert words, use [ ]   (3) To add emphasis, put words in italics and add [emphasis added]   (4) If there are mistakes in source, insert [*sic*] in italics and square brackets

Citing Indirect Sources: Using a source that was cited in another source.

Example: Walker argued that risk, surveillance and behaviour change were the key focus (as cited in Smith, 2010, p. 12).

In other words: While reading Smith, I learned about Walker. Smith is the entry in my References List.