2020

# APA STYLE 7th Edition

Format, Reference, and Citation Guide
A Resource for Students

Academic Support Centre
ST. LAWRENCE COLLEGE

# Acknowledgements

This book has been created and edited by the staff of the Academic Support Centre, St. Lawrence College, Kingston with reference to the official guidelines contained in the 7th edition of the *APA Publication Manual* and other relevant sources. The Academic Support Centre would particularly like to recognize the major contributors who researched, wrote, edited, and otherwise developed this resource.

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# What's New in the 7th Edition?

The American Psychological Association (APA) has released the 7th edition of the *Publication Manual*, which differs in numerous significant ways from the 6th edition. Users familiar with the 6th edition will need to pay particular attention to the significant changes highlighted in this section and their associated page numbers, which correspond to the pagination in this *Format, Reference, and Citation Guide*.

## *Eliminated – What has Disappeared?*

| | |
|---|---|
| Running head | The running head is no longer a required element of student papers, and there is a simplified new page format (p. 5). |

## *Updated – What has Changed?*

| | |
|---|---|
| Citations/references | In the text, works with three or more authors are now cited using the et al. form (p. 16). In the references section, works with up to 20 authors are now listed verbatim (p. 30), DOIs and URLs have been reformatted (p. 23), geographical location has been eliminated as a citation element (p. 24), and new electronic media categories and formats have been introduced (p. 29). |
| Format | The elements of APA Style have changed, including the font, headings, and title page (pp. 5, 8, 9). |
| Participant quotations | Quotations from research participants is now a distinct category with specific applicable rules (p. 18). |
| Tables and figures | More detailed and consistent rules describe the use and citation of tables and figures (pp. 32–34). |

## *Additional Information*

Although this *Format, Reference, and Citation Guide* provides thorough guidance for students, it cannot incorporate all of the information shared in the 7th edition of the *APA Publication Manual*. Students interested in updates to the following topics should consult the *Manual*.

| | |
|---|---|
| Annotated bibliography | The APA suggests a format for annotated bibliographies. |
| Anthropomorphism | The APA provides suggestions to help authors avoid attributing human characteristics to non-humans in text. |
| Inclusive language | The APA requires the use of the "singular they" as a personal pronoun when preferred by the individual or if the gender of an individual is unknown or unimportant in the sentence. |
| Indigenous peoples | The APA developed better methods of citing traditional knowledge and oral histories. |
| Legal citation | The APA updated rules for legal citation. |
| Mechanics | The APA clarified rules regarding spacing, quotation marks, capitalization, abbreviations, numbers, and lists. |
| Paraphrasing | The APA provides guidance in properly paraphrasing work. |

# Resources Directory

There are multiple supports and resources available to students seeking help with APA style or other writing questions. Consult the resources listed below to receive further information and assistance in person, through hard copy, or online.

## In Person

Students looking for help improving their references, spelling, grammar, citations, formatting, and other writing skills can receive help from a tutor in the **Academic Support Centre**. This **free** service for current St. Lawrence College students allows them to receive one-on-one assistance from skilled writing tutors who will help them identify errors and improve their writing skills. For more information, visit the **Academic Support Centre** website. Book appointments through the **SLC Student Bookings** page OR by setting up the **SLC App.**

## Hard Copy Resources and Handouts

Official APA style information is provided by the *APA Publication Manual* **(7th edition)**. Additionally, *Cites & Sources: An APA Documentation Guide* **(5th edition)** is an unofficial guide that provides easy-to-follow exemplars and information regarding APA style, but it does not reflect changes in the most recent *Publication Manual*.

The **Academic Support Centre** at St. Lawrence College also provides students with free handouts on topics such as APA style, punctuation, troublesome words, annotated bibliographies, and bulleted lists.

## Online Resources

The **American Psychological Association** officially uses and endorses four relevant websites:
- **APA Style website** (https://apastyle.apa.org)
- **Journal Article Reporting Standards (JARS) website** (https://apastyle.apa.org/jars)
- **APA Style blog** (https://apastyle.apa.org/blog)
- **Academic Writer** (https://digitallearning.apa.org/academic-writer)

The **Academic Support Centre** provides several helpful online resources relating to APA style:
- **The Academic Support Centre page** (https://www.stlawrencecollege.ca/campuses-and-services/services-and-facilities/math-and-writing-centres/) provides a range of links to writing and APA style related resources as well as information about help hours.
- **The SLC Student Bookings page** (sl.mywconline.com) allows students to book appointments with writing tutors skilled in APA formatting and citation.

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |
|---|---|---|---|---|---|

# What is APA Style and When Do I Use It?

APA stands for the American Psychological Association, and APA style is a set of expectations set by this professional association regarding the content and formatting of papers. The Association has set professional standards for the format of writing (including page layout, font size, headings, etc.), the style and format for citations (what information needs to be included, when to italicize, etc.), and the quality and originality of scholarly or professional work. At St. Lawrence College, APA style is usually the expected writing style.

# Why Does St. Lawrence College Use APA Style?

APA style has become the standard in fields such as nursing, business, social work, and education. Since many courses at St. Lawrence College fall into these categories, students encounter this style most frequently. Familiarity with APA style allows students to understand what the expectations will be for their papers, and the use of this style also benefits instructors by creating a consistent and standardized structure for assignments.

# Will ALL My Instructors Expect APA Style?

APA style is the style most frequently used for courses in the College, but there are some exceptions. **Always follow the style the course instructor requests**. This might include variations that do not align with the rules written in this *Format, Reference, and Citation Guide*. For example, instructors may request students use footnotes with an APA style or tell students to provide additional information about sources. Some subjects also require students to use other citation styles, because the selected style is standard in that discipline.

Other styles students might encounter include Chicago, IEEE, Legal Citation, and MLA. Students who are asked to conform to these other standards should consult the style guides appropriate for their tasks and can seek help from course instructors or the Academic Support Centre.

# How Should I Use This Guide?

This *Format, Reference, and Citation Guide* provides students with an overview of APA formatting and some of the rules and exceptions they need to know to successfully write in APA style. Students should use the table of contents to navigate to the information most relevant to them and, for more information, consult the resources cited at the bottom of each section. The *Guide* is not an APA style essay, and its formatting varies from APA style to increase its readability and efficiency as an informative text. Therefore, the *Guide* should not be taken as an example of proper APA style unless it is labelled as such.

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|---|---|---|---|---|---|

# APA Format Section Guide

**For more information about other topics, see the other sections of this work**

APA Format

In-Text Citation

References

Special Rules

DOI

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# APA Format Overview

| The Basics | |
|---|---|
| Font and Font Size | The font chosen should be accessible, consistent, and legible. Options include Times New Roman (12pt); Georgia (11pt); Computer Modern (10pt); Calibri (11pt); Arial (11pt); and Lucida Sans Unicode (10pt). Figure images may use Calibri, Arial, or Lucida Sans Unicode (8–14pt). |
| Spacing | Double (Set to 2.0 spacing). |
| Margins | Set all margins to 2.54 cm (1 inch). |
| Paragraph Format | Text should be left-aligned (**never** justify the text), and indent the first line of each paragraph 1.27 cm (0.5 inches). Use the tab button to indent and do not add additional space after paragraphs. |
| Paper Title | Centre and bold the title on the title page **and** at the top of the first page of the paper's body. Capitalize the first letter of each significant word and words four or more letters long. |
| Header | All pages of a paper should have a page number inserted in the top right corner. Note that a running head is no longer required for student papers. |
| Reference Page | Centre and bold the word **References** at the top of the page and follow it with properly formatted reference list entries. The references section begins on a new page and uses hanging indents (the first line of each entry is aligned with the left margin and subsequent lines are indented). |

*Publication Manual, 7th edition: Font and font size (2.19, p. 44); Spacing (2.21, p. 45); Margins (2.22, p. 45); Paragraph format (2.23–2.24, p. 45); Paper title (p. 61); Header (2.18, p. 44); Reference list (2.12, pp. 39–40)*

## Order of Components

The lists below provide guidance regarding the placement of each section within the paper. Remember, each section should begin on a new page, pages should be single sided only, and page numbers should appear in the top right corner of all pages. Some components should be used only when requested by an instructor.

(1) Title Page
(2) Abstract (if applicable)
(3) Body of Paper
(4) References
(5) Footnotes (if applicable)
(6) Tables (if applicable)
(7) Figures (if applicable)
(8) Appendices (if applicable)

> **Note**
> Students should use the components they need and check with their instructors about expectations. Most student papers will only require three components:
> (1) Title Page
> (2) Body of Paper
> (3) References

*Publication Manual, 7th edition: Order of pages (2.17, p. 43)*

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# APA Components

## Title Page

Title pages for student papers include a title (bold, centred, and each important word capitalized) placed three or four lines beneath the top margin. Following the title, a blank line is inserted, which is followed by the author's name, author's affiliation (department and institution), course (course code and course name), instructor, and assignment due date (month, day, and year). Each of these elements is placed on a fresh line and centred. These elements are not bold, and important words, as well as words of more than four letters, are capitalized. Page numbers appear in the top right corner, and the title page is page one. See page 9 for an example.

*Publication Manual, 7th edition: Title page (2.3, pp. 30–31); Title (2.4, pp. 31–33); Author name (2.5, p. 33); Author affiliation (2.6, pp. 33–35)*

## Abstract

The abstract is a one-paragraph (usually 150–250 word) summary of the paper. The paragraph is not indented, and it is placed on a new page following the title page. The label "Abstract" is centred at the top of the page and in bold. The label "Keywords:" is written in italics one line below the abstract and indented 1.27 cm (0.5 inches). It is followed by a series of three to five words, in lowercase and separated by commas, that describe the paper. In student papers, the abstract and keywords are used only when requested by the instructor. See page 9 for an example.

*Publication Manual, 7th edition: Abstract (2.9, p. 38); Keywords (2.10, pp. 38–39)*

## Body of Paper

The body of the paper contains the main text of the work, separated into paragraphs and divided (where necessary) by section headings. The body begins on a new page, and the paper's title should appear (centred, bold, and important words and words of more than four letters capitalized) on the first line of the first page. Do not add any additional blank lines before or after headings or paragraphs. See page 10 for an example.

*Publication Manual, 7th edition: Text (body) (2.11, p. 39)*

## References

The references section begins on a new page and provides a complete list of reference entries, alphabetized by the first letter of each reference, for all of the works cited in the paper. The label "References" is placed at the top of the page, bold, and centred. References require hanging indents, placing the first line of each reference flush left and each following line indented 1.27 cm (0.5 inches). For an example, see page 10. See the section beginning on page 22 for more information on formatting references.

*Publication Manual, 7th edition: References (2.12, pp. 39–40)*

## Footnotes

APA style footnotes are rare in student papers and are used to provide additional information about content or copyright attribution for a lengthy quotation or reproduced items (not including tables or figures). Footnotes appear as a series of superscripted numbers in the text (e.g., [1]) that correspond to the relevant numbered note at the bottom of the page.

*Publication Manual, 7th edition: Footnotes (2.13, pp. 40–41)*

## Tables and Figures

Tables organize and present data through labelled columns and rows. Figures are non-textual images, including graphs, photographs, and other visual representations. There are two options for the placement of tables and figures. They may either appear within the text (each one placed after the paragraph containing the first in-text reference to it and separated from the text by a blank line above and below) or they may appear after the references section (all tables followed by all figures, each situated on a new page). Tables and figures are aligned to the left margin and include a number (e.g., Figure 3), a title (e.g., *Changes in Climate*), and a body (the data/image). They frequently also include a note containing explanatory information and the source's copyright and reference information if the data/image is replicated or adapted from another source. All tables and figures must be cited (by number) at least once in the text (e.g., Table 2 indicates…), and they must appear in the order they are cited. For examples, see pages 10 and 11. For more information, see pages 32–34.

*Publication Manual, 7th edition: Tables and figures (7.1–7.36, pp. 195–250)*

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## Appendices

Appendices present material that is useful for readers but would be distracting in the body of the paper. Appendices are not required, but they may provide items such as a chart of data, a list of materials, or a detailed description of a scenario. Begin each appendix on a new page. At the top of the page, centre the label ("Appendix" if there is only one and "Appendix A," "Appendix B," etc. if there are multiple appendices) and the appendix's title (the next line down from the label). Both label and title should be bold. All text is double–spaced, and paragraphs follow the normal APA paragraph format. If there are multiple tables or figures in one appendix, label them with the appendix letter and a sequential number (e.g., Table B2 is the second table in Appendix B). Each appendix must be cited at least once in the paper (e.g., See Appendix B) and appear in the order in which they are cited in the text. See page 11 for an example.

*Publication Manual, 7th edition: Appendices (2.14, pp. 41–42)*

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### Headings

Headings are used to separate the paper into sections and subsections. The styles below are used to communicate how these sections relate to each other, providing a sample of each level of heading and how the text interacts with them. Note that headings are not typically included in short papers (5 pages or less). A paper's introduction should not have a separate heading; it is preceded by the paper's title, which functions as a Level 1 heading.

#### First Level Heading

Text continues in a new paragraph on the next line following the Level 1 heading.

**Second Level Heading**

Text continues in a new paragraph on the next line following the Level 2 heading.

***Third Level Heading***

Text continues in a new paragraph on the next line following the Level 3 heading.

**Fourth Level Heading.** Text continues directly from the Level 4 heading.

***Fifth Level Heading.*** Text continues directly from the Level 5 heading.

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*Publication Manual, 7th edition: Heading levels (2.27, pp. 47–48)*

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# APA Format Samples

## Title Page

APA Format

1

**Learning to Use APA Style**

Janet Doe

School of Business, St. Lawrence College

COMM 101: Learning Citations in College

Professor Jonathan Doe

January 1, 2020

## Abstract

2

**Abstract**

The text of the abstract is entirely left-aligned and is not indented. It is a single paragraph that should conform to the word limit imposed by the assigning instructor, and in student papers the abstract should be included only if the instructor requests it. Abstracts are often required for longer or more professional works, and in a published work they provide readers with the opportunity to determine whether reading the entire paper is necessary. Abstracts should provide readers with an overview of the paper's purpose, methodology, arguments, evidence, and conclusions. There should be no surprises reserved for the body of the paper, since the goal of an abstract is to allow readers to determine what new ideas an author introduces and what conclusions the research supports. The abstract is placed near the beginning of the paper, but it is frequently easiest for authors to wait until they have completed the rest of their work before they attempt to condense the material into an abstract.

*Keywords:* college teaching, APA style, formatting, student learning, writing process

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## Body of Paper (First Page)

3

**Learning to Use APA Style**

Papers written in APA style should begin with an introduction, which will outline the paper's purpose and conclusions for the reader. This section should foreshadow the arguments or points that are central to the essay as well as the evidence and methodology that will be used to support those points. An introductory paragraph often concludes with a thesis statement that states the argument and central supporting points of the paper in a single sentence.

## References

5

**References**

Author Surname, First Initial. (Year). *Title of book*. Publisher.

Author Surname, First Initial. (Year). Title of work being cited. *Title of Journal, Volume number*(Issue number), Page range. DOI link

## Tables

6

**Table 1**

*Descriptive Table Title*

| | Column title | Column title |
|---|---|---|
| Row topic if necessary | 22 | 12 |
| Another row topic | 1 | 34 |

*Note.* The Note is an appropriate place for clarifications regarding the table or the methodology applied to the data. Adapted from "A Wonderful Table," by R. J. Smith, 2015, *The Journal of Tables, 15*(2), p. 20 (https://doi.org/10.4095/307758). Copyright 2015 by R. J. Smith.

APA Format

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|---|---|---|---|---|---|

**Figures**

7

**Figure 1**

*Descriptive Title for the Figure*
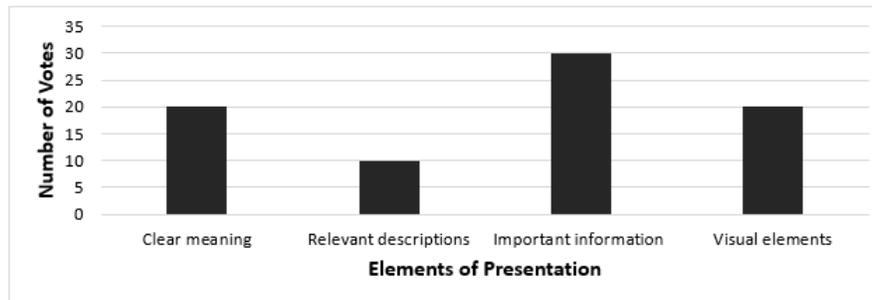


*Note.* The Note is an appropriate place for information necessary for the reader interpreting the figure. From "Presenting like a Pro," by R. J. Smith, 2019, *The Journal of Planning Figures, 18*(3), p. 6 (https://doi.org/10.4095/307758). Copyright 2019 by R. J. Smith.

**Appendix**

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**Appendix**

**A Description of the Steps to Creating a Strong Assignment**

Content displayed in the appendix/appendices should consist of valuable supplementary material that would be distracting if it was displayed in the main body of the work. Appendices might include the description of a process, a detailed scenario, or figures and tables. Each appendix must be directly referenced in the text at least once (e.g., see Appendix B).

Appendices are often unnecessary in student papers and should usually be used only when requested by a course instructor. The appendix provides readers with the materials they need to understand the text, such as the research or ideas that were the basis for the essay's conclusions. Students should verify the material they want to include is necessary before choosing to share it in an appendix.

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# What Does Citation Mean?

Most programs at St. Lawrence College have some writing requirements, and students need to use material from a variety of sources to complete their assignments. Students are frequently reminded of the importance of **academic honesty** and particularly the need to cite sources and avoid plagiarism. What does this mean exactly?

**Citing** means writing down identifying information about the resources (websites, books, articles, videos, etc.) used to complete an assignment. It allows the reader to know which ideas are the student's own and which ideas belong to other people. **Plagiarism** is a serious academic charge that essentially means stealing another person's ideas or words. If students inform readers—in the form of a citation—that they have used someone else's idea or information, it is not considered stealing! Finally, **academic honesty** is about more than avoiding plagiarism; it shows readers that the author is honest, well informed, and competent. Citing sources proves that students have read, understood, and can apply information learned from others!

Most of the time, citations are needed in two places in papers:

- Within the writing itself (a.k.a. **In-Text Citations**)
- At the end of the paper (a.k.a. **References**)

*Publication Manual, 7th edition: Plagiarism (8.2, pp. 254–256)*

# When are Citations Necessary?

All authors must tell their readers whenever they use **someone else's original work** (i.e. an idea, fact, statistic, photograph, drawing, data, thought, research finding, etc.).

It does not matter if students **quote** (use the exact words of the text) or **paraphrase** (rewrite the material in their own words) to communicate the idea; **they must acknowledge the original source of the information.** Quotations require the use of quotation marks and an in-text citation attributing the material and identifying its specific location in the original source. Paraphrased words or ideas, concepts, statistics, and other borrowed material also must be marked with an in-text citation every time they appear. Both types of citation must correspond to a **reference list entry**, which provides all the information needed to find the source. However, students **do not** need to cite a source if they read something but **do not use** any of its ideas in their writing or if the idea they use is **common knowledge**.

*Publication Manual, 7th edition: Appropriate level of citation (8.1, pp. 253–254)*

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# Direct Quotations and Paraphrasing

Using someone else's work in text usually takes two forms: using a direct quotation or paraphrasing from a source. The APA encourages paraphrasing over direct quotation. In-text citations and references are necessary everywhere that quotation or paraphrasing occurs.

## Paraphrasing

When students use ideas or information belonging to someone else but express them in their own words, the students are paraphrasing. Students are still required to cite the source of the information, but they do not need quotation marks and are not required to provide a page number (though page numbers are often helpful). Students must **rephrase** the material they use in order to successfully paraphrase, not just substitute words in the original work.

**Example:**

**Original:** Our ability to paraphrase shows we really understand the material.

**Plagiarism:** Baker (2000) shows paraphrasing really demonstrates we understand the material.

**Paraphrase:** Baker (2000) argues paraphrasing demonstrates comprehension.

*Publication Manual, 7<sup>th</sup> edition: Paraphrases (8.23–8.24, pp. 269–270)*

## Direct Quotations

Direct quotations use quotation marks and must repeat exactly what was said in the original source (although capitalization of the first word and the use of a comma/period at its end can be adjusted to fit the sentence). Quotations should be embedded in the student's own work and be only long enough to support the student's point. Words can be changed or added to a direct quote to fit it into the sentence/provide clarification, but place the new word(s) in *square brackets* [ ] to mark the change. When removing an unnecessary word or phrase from within a quote, use an *ellipsis* … to show something has been removed. Changes **must not alter the quotation's meaning**. See the *Punctuation Manual* for more information about square brackets and ellipses.

**Example:**

**Original:** Joseph was happy. He never hated APA style like his sister did, and he liked grammar.

**Changed Meaning:** He knew "He…hated APA style like his sister did" (Scott, 2011, p. 3).

**Good Quote:** He knew "he never hated APA style…and he liked grammar" (Scott, 2011, p. 3).

**Changed Meaning:** He knew "[The class] never hated APA style" (Scott, 2011, p. 3).

**Good Quote:** He knew "[Joseph] never hated APA style" (Scott, 2011, p. 3).

*Publication Manual, 7<sup>th</sup> edition: Quotations (8.25–8.36, pp. 270–278)*

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# In-Text Citation Section Guide

**For more information about other topics, see the other sections of this work**

In-Text Citation

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# In-Text Citation Overview

Assignments require in-text citations and references to give credit for information originating in other sources. In-text citations direct readers to the author(s) who originally created the material and allow readers to find the complete reference in the reference list. For direct quotations, citations also provide the specific location (e.g., page or paragraph number) of the material.

| These citations can be correctly completed in two ways. ||
|---|---|
| 1. The necessary information (usually the author's last name and the date) is provided within the sentence as a signal phrase.<br><br>**Moss (2017) demonstrated that the measles virus is very dangerous.** | 2. The necessary information (usually the author's last name and the date) is provided in parentheses at the end of the sentence.<br><br>**The measles virus is very dangerous (Moss, 2017).** |

*Publication Manual, 7th edition: In-text citations (8.10–8.11, pp. 261–263)*

## Authors

The first element of a citation is the first part of the reference list entry, usually the credited creator of the work. Depending on the source, this element may be the
- surname of a sole author,
- surnames of two authors (in the order they are credited in the work),
- surname of the first author and the notation "et al." indicating further authors,
- surname of a director (for a movie),
- screen name of a content uploader (for YouTube),
- organization/corporation/group credited with creating the work,
- the surname of the artist/creator, or
- a shortened form of the work's title (if there is no author credited).

## Year

The second element of citation is the date the work was created/published. It will consist either of the year (do not include month or day, even if it is used in the reference entry) or, if the date is not available, the notation "n.d." (meaning no date). If a work is reprinted or republished, include both the original publication date and the more recent date separated by a slash (/).

*Publication Manual, 7th edition: In-text citations (8.10–8.15, pp. 261–265)*

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|---|---|---|---|---|---|

# In-Text Citation Common Examples

**One Author—Write the Author's Surname**

Vollebregt (n.d.) said SLC is known "for always putting students first" (para. 4).

SLC is known "for always putting students first" (Vollebregt, n.d., para. 4).

**Two Authors—Write the Authors' Surnames, Use "and" (in Text) or "&" (in Parentheses)**

Moghari and Marandi (2017) noted that it was "a major teaching triumph" (p. 369).

It is obvious this was "a major teaching triumph" (Moghari & Marandi, 2017, p. 369).

**Three or More Authors—Write the Lead Author's Surname and "et al."**

Babcock et al. (2014) argued vaccination helps protect the whole population.

Vaccination helps protect the whole population (Babcock et al., 2014).

*Publication Manual, 7th edition: Citations (8.17, p. 266)*

# Multiple Citations in One Sentence

When using more than one source in a sentence, include all citations within the same parentheses, alphabetized and separated by semicolons. To draw attention to some sources, list them alphabetically and then add the phrase "see also" before alphabetically listing the others.

**Examples:**

Many online sources can help improve your writing (Lee, 2010; McAdoo, 2010).

Some sources are very important (Smith, 2010; see also Lee, 2010; McAdoo, 2010).

*Publication Manual, 7th edition: Citing multiple works (8.12, p. 263)*

In-Text Citation

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# Paraphrasing and Direct Quotations

## Paraphrases

Usually the author and year are the only necessary citation elements for paraphrased work.

## Direct Quotations

Citations for direct quotations require the specific location of the material quoted. The location, usually consisting of a page number, paragraph number, or time stamp, appears in parentheses directly after the closing quotation marks. The author and year may precede the quotation in a signal phrase or share the parentheses following the quotation.

**Paginated Texts (Books, Journal Articles, Newspapers, Magazines, etc.): Citations Include the Page Number or Numbers (p. or pp.)**

Currarino (2012) noted the tendencies of the "historians of cultural economy" (pp. 570–571).

A missing comma "could cost a dairy company…$10 million" (Victor, 2017, p. A21).

**Non-Paginated Texts (Websites, E-Readers, etc.): Citations Include the Paragraph Number or Numbers (para. or paras.), Preceding Heading, or Both a Heading and Paragraph Number (Abbreviated Headings Appear in Quotation Marks)**

The evidence indicates "misspellings put off consumers" (Coughlan, 2011, para. 4).

National Park Foundation (n.d.) describes sailing stones "leaving perfect tracks…as long as

1,500 feet" (Scientific Explanations section, paras. 1–2).

**Audio-Visual Materials (Music, Film, Videos, etc.): Citations Include a Time Stamp**

In Reiner (1987), Vizzini finds the situation "inconceivable" (16:26).

Vizzini finds the situation "inconceivable" (Reiner, 1987, 16:26).

*Publication Manual, 7th edition: Principles of direct quotation (8.25, pp. 270–271); Direct quotation of material without page numbers (8.28, pp. 273–274)*

# Other Types of Citations

## Personal Communications

E-mail messages, in-class lectures, unrecorded presentations, and similar unpublished communications should be credited through in-text citations only, as they are sources that are usually not retrievable by anyone else (though class materials may be cited as retrievable sources if they are being submitted to an individual, like the instructor, who has access to the source). Note that students who conducted their own interviews should treat the results of these interviews as quotations from research participants rather than personal communications.

Citing personal communications requires the initial(s) and surname of the person being cited, the notation "personal communication," and the date.

**Examples:**

The work was completed on time (J. Mastin, personal communication, March 18, 2011).

K. –M. García (personal communication, January 7, 2020) noted the process was delayed.

*Publication Manual, 7th edition: Personal communications (8.9, p. 260)*

## Quotations From Research Participants

Quotations from individuals interviewed by the student writing the paper should not be mentioned in the reference list or treated as personal communications. These quotations should be identified in the text as quotations from research participants, and the speaker's name may be replaced with a pseudonym in keeping with the confidentiality agreement. The participant's assigned pseudonym should appear within quotation marks on first use.

**Examples:**

Participant "Greg" noted changes to the menu made it "too expensive for most of us."

*Publication Manual, 7th edition: Quotations from research participants (8.36, p. 278)*

In-Text Citation

# Secondary Sources

**Secondary Source Materials: Quoting a Quotation**

Secondary sources occur when authors cite material from a source that was itself quoting the material from a different source. This is not advisable in APA style. Whenever possible, the original source of the information/quotation should be consulted and cited directly.

If it is necessary to use a secondary source, the original and intermediary sources must both be clearly communicated. State the individual/organization that **originally** wrote the material being quoted (including the publication year if it is available) either within the sentence or in the parentheses. In parentheses, provide the note "as cited in" and then the citation information of the secondary source (the source consulted). In the reference list, provide a complete reference list entry for the secondary source. See pages 16 and 35 for more information about multiple and group/organization authors.

**Example (Paraphrase):**

Literacy is important for nurses; Nigliazzo (2015) firmly associates nursing with writing (as cited in Long & Beck, 2017).

Literacy is important for nurses; nursing is associated with writing (Nigliazzo, 2015, as cited in Long & Beck, 2017).

**Example (Quotation):**

Literacy skills are clearly important, as Nigliazzo (2015) believes "writing and nursing are inseparable" (as cited in Long & Beck, 2017, p. 1).

Literacy skills are clearly an important part of the profession as "writing and nursing are inseparable" (Nigliazzo, 2015, as cited in Long & Beck, 2017, p. 1).

*Publication Manual, 7th edition: Secondary sources (8.6, p. 258)*

In-Text Citation

# Multiple Citations by the Same Author in the Same Paragraph

Usually a citation, consisting of the surname(s) of the author(s) and the year, is required for every sentence paraphrasing material from another source. There are two exceptions to this rule.

**1. The year of a source may be omitted *if***
- the author(s) and year are previously stated in the text of **that** paragraph,
- the source cannot be confused with any other works, and
- the citations occur in text (they are not parenthetical).

**Example:**

In 1987, Reiner reached a wide variety of audiences using a genre defying narrative. Reiner created a movie that could engage interest on many levels; it provided the audience with witty and humorous dialogue, romance, dramatic action scenes, engaging characters, and fantasy landscapes. The character arcs associated with Inigo and Fezzik, as they move from villains to heroes, are particularly compelling (Reiner, 1987).

*Publication Manual, 7th edition: Omitting the year (8.16, pp. 265–266)*

**2. The citation may be given in the first sentence and omitted in the rest of the paragraph *if***
- the sentences are a multi-sentence paraphrase of a single work,
- the following sentences are clearly a continuation of the same topic, and
- no other sources are used in the paraphrased section.

**Example:**

Reiner (1987) is a story influenced by numerous fantasy–based settings. Cliffs, oceans, forests, castles, and dungeons all provide atmosphere to the plot and influence its progression. The forest, where the main characters attempt to escape pursuit, is particularly important as it sets the tone for the dark scenes that follow.

*Publication Manual, 7th edition: Long paraphrases (8.24, pp. 269–270)*

In-Text Citation

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Quotations Longer Than 40 Words

When using a quotation of more than 40 words, arrange the quotation into a separate block on the page. There are several important rules regarding block quotations:

- Start a block quotation on a separate line and indent it and all subsequent lines by 1.27 cm (0.5 inches). For multi-paragraph quotes, indent the first line of each subsequent paragraph an additional 1.27 cm (0.5 inches).
- Do not use quotation marks. Use a signal phrase **before** the quote and include the page/paragraph number after the quote's closing punctuation, **or** include the author, year, and page/paragraph number in parentheses **after** the quote's closing punctuation.

**Example:**

Smith (2010) described the use of long quotations:

> Long quotations can serve an important role. They can permit an author to share relevant ideas and provide context that may be helpful for the reader. However, long quotes are also frequently overused and should only be included when they are needed. (para. 3)

*Publication Manual, 7th edition: Block quotations (8.27, pp. 272–273)*

# Citing a List

When citing a list, place the citation after the final item in the list.

**Example (Paraphrase):**

For successful editing, students must pay attention to

- grammar,

- spelling, and

- punctuation (Marley, 1991).

*Publication Manual, 7th edition: Lists (6.49–6.52, pp. 189–191)*

# References Section Guide

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |
|---|---|---|---|---|---|

# References Overview

The references page provides a record of all the sources quoted or paraphrased in the paper (including works used in tables, figures, and appendices) and organizes these sources in an alphabetized list with hanging indents. These entries include the source's DOI (if one is available) or URL (if there is no DOI and the source was accessed online). These links may be displayed in a blue, underlined format (the default for many word processors) or in plain text (often preferred by instructors), but they should be displayed as active links if the paper can be accessed electronically. References provide all the information a reader would need to find the source.

Note that the correct method of referencing individual sources varies by source type. Use the guide below to navigate the references section, which contains relevant rules and exceptions.

| |
|---|
| References in the reference list contain detailed information such as **who wrote (or created) the work, its publish date, its title, who published it, the volume, edition, and/or chapter of its source, and the DOI or URL necessary for retrieval.** |
| Example:<br><br>Moss, W. J. (2017). Measles. *The Lancet, 390*(10111), 2490–2502.<br><br>    https://doi.org/10.1016/s0140-6736(17)31463-0 |

*Publication Manual, 7ᵗʰ edition: Four elements of a reference (9.4, p. 283); References (2.12, pp. 39–40); Format of DOIs and URLs (9.35, pp. 299–300)*

References

# Book References

Author Surname, First initial. (Year). *Title in italics with first letter capitalized*. Publisher. DOI if

available (URL if there is no DOI and the book is electronic and not from a database).

## Examples

**A. Hard Copy (One Author, No DOI, Print Version)**

Benjafield, J. G. (2012). *Psychology: A concise history*. Oxford University Press.

**B. Hard Copy (One Editor, Edition Number, No DOI)**

Bushman, B. (Ed.). (2017). *Complete guide to fitness & health: Updated activity and nutrition*

*guidelines for every age* (2nd ed.). Human Kinetics.

**C. Chapter in an Edited Book (One Author, Two Editors, DOI)**

Watts, H. (2015). Burglary investigations. In J. A. Eterno & C. Robertson (Eds.), *The detective's*

*handbook* (pp. 87–97). CRC Press. https://doi.org/10.1201/b18517

**D. Entry in an Encyclopedia/Dictionary (Hyphenated Author, No DOI, Print Edition)**

Hwang, E. -G. (2002). North Korea: Economic system. In D. Levinson & K. Christenson (Eds.),

*Encyclopedia of modern Asia* (Vol. 4, pp. 350–353). Oxford University

Press.

**E. Electronic Book (One Author, No DOI, Republished Edition)**

Rowling, J. K. (2015). *Harry Potter and the prisoner of Azkaban*. Pottermore Publishing.

https://amzn.to/2E5NnxO (Original work published 1999)

*Publication Manual, 7th edition: Books and reference works (10.2–10.3, pp. 321–329)*

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Class Handouts and Course Materials References

All class resources that are not published independently are considered personal communications when a paper is meant for broader consumption. However, PowerPoint presentations, lectures, documents available on Blackboard, and class handouts that are available to the intended audience can be referenced. In all cases, in-text citations consist of the author's name and year.

## Examples

### A. PowerPoint Slides

Name of creator. (Year). *Title* [Type of Material]. Name of site. URL

Smith, R. (2019). *Learning APA style* [PowerPoint slides]. Blackboard.

> https://blackboard.sl.on.ca/webapps/bb-auth-provider-shibboleth

### B. Lecture Notes

Name of lecturer. (Date of lecture). [Descriptive title of notes]. Department, Institution. URL

Jones, J. (2020, January 5). [Lecture notes on building a business]. School of Business, St.

> Lawrence College. https://blackboard.sl.on.ca/webapps/aa-auth-provider-shibboleth

### C. Coursepack (Reprinted From Another Source)

Coursepacks are not explicitly addressed in the *Publication Manual*. However, since this issue arises regularly, it may be logical to treat these sources as chapters reprinted in an edited book.

Original author. (Year). Title. In Instructor's name (Ed.), *Title of edited work* (page range).

> Institution. (Reprinted from "Original title," Year, *Journal, Volume*[Issue], page range,

> DOI)

James, J. (2012). A guide to building. In K. Bronwyn (Ed.), *COMM110 coursepack* (pp. 9–11).

> St. Lawrence College. (Reprinted from "A guide to building," 1999, *Building Journal,*

> *2*[3], 22–24, http://doi.org/devs12)

*Publication Manual, 7th edition: Classroom or intranet sources (8.8, p. 259); PowerPoint slides or lecture notes (10.14, 102, p. 347); Chapter in an edited book, reprinted from a journal article (10.3, 43, p. 327)*

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Journal Article References

Author Surname, First Initial. (Year). Title of article being cited. *Title of Journal, Volume*

*Number italicized*(Issue number), Page range of the article. DOI

## Examples

### A. Article Retrieved in Hard Copy (Include the DOI if it is Available)

Sivaraman, M. (2017). Using multiple exemplar training to teach empathy skills to children with

autism. *Behavior Analysis in Practice, 10*(4), 337–346. https://doi.org/10.1007/s40617-

017-0183-y

### B. Article Retrieved Online (Two Authors, DOI Available)

Moghari, M. H., & Marandi, S. S. (2017). Triumph through texting: Restoring learners' interest

in grammar. *ReCALL, 29*(3), 357–372. https://doi.org/10.1017/s0958344017000167

### C. Article Retrieved Online (DOI is Not Available, Retrieved From a Database)

Rogers, J. W., Jr. (2000). Entrepreneurship and executive compensation: Turning managers into

owners. *American International College Journal of Business. 2000*(Spring)*, 51–63.

**Note that in Example C, the Journal in question uses years (rather than volumes) and seasons (rather than issues) to differentiate its printings. Since the *Publication Manual* offers no guidance on addressing this issue, this sample places the relevant year in place of the volume number (as suggested in the *APA Style Blog*) and the season in the place of an issue number (Stefanie, 2012). This sample may be updated at a later time when authoritative guidance is available.**

*Publication Manual, 7ᵗʰ edition: Journal articles (10.1, p. 317); Stefanie. (2012, January 1). Got*

*Volume? APA Style Blog. https://blog.apastyle.org/apastyle/2012/01/got-volume.html*

References

APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides

# Newspaper Article References

Author Surname, First initial. (Year, Month Day). Title with the first letter capitalized. *Title of*

*Newspaper,* Page(s) on which the article occurs separated by commas (if hard copy).

URL (if online source)

## Examples

### A. Article in a Hard Copy Newspaper

Brown, L. (2005, May 12). Struggling students get $6.2 billion boost. *The Toronto Star*, A1.

### B. Article That Occurs on Multiple Pages in a Hard Copy Newspaper

Ryval, M. (2005, September 26). Industrial strength problem solving: When business has a

question, colleges figure out the answer. *The Globe and Mail*, E1, E2.

### C. Article in an Electronic Newspaper

Coughlan, S. (2011, July 14). Spelling mistakes 'cost millions' in lost online sales. *BBC*.

http://www.bbc.com/news/education-14130854

Victor, D. (2017, March 16). Lack of Oxford comma could cost Maine company millions in

overtime dispute. *The New York Times*. https://www.nytimes.com/2017/03/16/us/oxford-

comma-lawsuit.html

*Publication Manual, 7ᵗʰ edition: Newspaper articles (10.1, 16, p. 320)*

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Video References

Video reference entries vary depending on the source. The director is treated as the author of a film (though in the absence of a director, another major contributor like a producer or writer may be used). Television episode references require the writers and director. Video clips found online use the name on the posting account, whether screen name or full name, even though that individual may not have contributed to the video. Note that in example C, "Neil Diamond" is treated as the screen name. References use the surname and first initials of authors' names.

## Examples

### A. Film

Director's last name, First initial. (Director). (Year). *Title* [Type of video]. Studio.

Reiner, R. (Director). (1987). *The princess bride* [Film]. Metro Goldwyn Mayer.

### B. Single Episode From a Television Series (Treated Like a Chapter in a Book)

Writers' and Director's names, First initial. (Role). (Year, Month Day). Title (Season number,

Episode number) [Type of video]. In Executive producers' names (Executive Producers),

*Television Series*. Studio.

Connelly, J. (Writer), Mosher, B. (Writer), & Tokar, N. (Director). (1957, October 11). Captain

Jack (Season 1, Episode 2) [TV series episode]. In H. Ackerman (Executive Producer),

*Leave it to Beaver*. Gomalco Productions.

### C. Video Clip Retrieved Online

Author Surname, First Initial or Screen Name. (Year, Month Day). *Title* [Type of video].

Platform. URL

Neil Diamond. (2014, October 10). *Neil Diamond – sweet Caroline* [Video]. YouTube.

https://www.youtube.com/watch?v=4RqQMcVFhBQ

*Publication Manual, 7ᵗʰ edition: Film or video (10.12, 84, p. 342); TV series episode (10.12, 87, p. 343); YouTube video or other streaming video (10.12, 90, p. 344); Format of the author element (9.8, p. 287)*

# Website/Online Source References

Omit the website's name if it is identical to the author, and insert a retrieval date only if the website's content is subject to change.

## Examples

### A. Document/Page From a Website (One Author, Date Available)

Author Surname, First Initial. (Year, Month Day). *Title of work*. Website Name. URL

Burrell, S. (2019, March 19). *Dingo*. Australian Museum.

     https://australianmuseum.net.au/learn/animals/mammals/dingo/

### B. Document/Page From a Website (Corporate Author Same as Website, No Date)

Author Surname, First Initial. (Year, Month Day). *Title of work*. Website Name. URL

Canadian Nuclear Laboratories. (n.d.). *Laboratories and project sites.*

     http://www.cnl.ca/en/home/about/locations/default.aspx

### C. Blog Post or Comment in an Online Forum (Author Full Name Available)

Author Surname, First Initial. (Year, Month Day). Title of post. *Title of Blog in Italics*. URL

Lee, C. (2010, November 18). How to cite something you found on a website in APA style. *APA*

     *Style Blog*. http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-

     on-a-website-in-apa-style.html

### D. Wikipedia (Please Note That This is Not a Reliable Source for Academic Papers)

Topic. (Version Year, Month Day). In *Wikipedia*. URL of archived version in "view history"

St. Lawrence College, Ontario. (2019, November 12). In *Wikipedia*.

     https://en.wikipedia.org/w/index.php?title=St._Lawrence_College,_Ontario&oldid=9257

     51559

*Publication Manual, 7ᵗʰ edition: Webpages and websites (10.16, pp. 350–352); Blog post (10.1, 17, p. 320); Wikipedia entry (10.2, 49, p. 329)*

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Sources With More Than One Author

If there are multiple authors, use a comma following each author's name (listed in the order they appear in the work) and an *ampersand* (&) before the name of the last author.

**Example:** Leslie, J. E., Rapin, E., & MacEachern, M.

**Two Authors**

Long, T. L., & Beck, C. T. (2017). *Writing in nursing: A brief guide*. Oxford University Press.

**Three to Twenty Authors**

Skeem, J. L., Monahan, J., & Mulvey, E. P. (2002). Psychopathy, treatment involvement, and

subsequent violence among civil psychiatric patients. *Law and Human Behavior, 26*(6),

577–603. https://doi.org/10.1023/a:1020993916404

**Twenty-One or More Authors**
(List the first nineteen authors' names, insert an ellipsis, and then add the last author's name)

Leung, W., Shaffer, C. D., Reed, L. K., Smith, S. T., Barshop, W., Dirkes, W., Dothager, M.,

Lee, P., Wong, J., Xiong, D., Yuan, H., Bedard, J. E. J., Machone, J. F., Patterson, S. D.,

Price, A. L., Turner, B. A. Robic, S., Luippold, E. K., McCartha, S. R. … Elgin, S. C. R.

(2015). *Drosophila* muller f elements maintain a distinct set of genomic properties over

40 million years of evolution. *G3 (Bethesda, Md.), 5*(5), 719–740.

https://doi.org/10.1534/g3.114.015966

*Publication Manual, 7ᵗʰ edition: References (10.1, p. 317; 10.2, p. 321); Format of the author element (9.8, p. 286)*

References

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

## Special Rules Section Guide

**For more information about other topics, see the other sections of this work**

Special Rules

APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides

# Special Rules

## Images: Figures and Tables

Images in APA style are divisible into two categories: **figures** (a visual element such as a photo or graph) and **tables** (data organized into columns and rows). Figures and tables are arranged and treated with substantially similar methods, though the distinction between the two must be noted in their labels and they must be placed in separate, sequential sections if they are included at the end of a paper (rather than dispersed within the text).

Tables and figures may be replicated or cited, in whole or in part, throughout the paper. Models are provided below for **reprinting** (exactly replicating the original), **adapting** (altering the original), **citing** (referring to the original in text), and **referencing** (creating reference list entries) tables and figures. Note that original figures and tables are displayed using the same method but do not require citations or references.

## Reprinting and Adapting Figures and Tables

Reprinted or adapted tables and figures require a number (e.g., Table 3), title (descriptive of the image), body (the replicated/adapted image), and note (providing explanation and citation).

### A. Reprinting a Figure or Table from a Journal Article

Figure 1

*Diagram of a Proton*
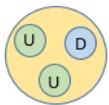


*Note*. From "Quarks and Other Particles," by R. Smith, 2008, *Blackberry Journal, 4*(1), p. 223

(https://doi.org/10.1037/phy001022). Copyright 2008 by Neptune Research Ltd.

*Publication Manual, 7ᵗʰ edition: Reprinted figure (Figure 7.3, p. 235)*

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

### B. Adapting a Figure or Table from a Journal Article

Table 1

*Results from an Ice Cream Preferences Survey in Three Classes*

| Flavour Options | Class 1 | Class 2 | Class 3 |
|---|---|---|---|
| Chocolate | 17 | 10 | 2 |
| Vanilla | 6 | 5 | 0 |
| Strawberry | 3 | 9 | 10 |
| Other | 4 | 6 | 15 |
| None | 1 | 0 | 3 |

*Note.* All classes contained 30 students, and there was universal participation in the survey.

Adapted from "Marketing ice cream," by R. Smith, H. McMaster, and J. Bruce, 2011, *Journal of Ice Cream Studies, 12*(10), p. 203 (https://doi.org/10.1037/ice000022). Copyright 2011 by the Ice Cream Appreciation Association.

### C. Reprinting a Figure in the Public Domain from a Website

Figure 2

*Box Template*
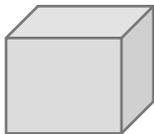


*Note.* Adapted from *A Series of Shapes*," by Shape Designing Institute, 2011 (www.funcubedrawings.com). In the public domain.

*Publication Manual, 7th edition: Adapted table (Table 7.14, p. 218); Reprinted figure (Figure 7.3, p. 235); Figure in the public domain (Figure 7.14, p. 244)*

Special Rules

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |
|---|---|---|---|---|---|

# In-Text Citations and References for Figures and Tables

**Discussing a Figure or Table Replicated in the Text:**
If the image appears in the text, mention the figure/table number assigned to the image.

> **Example:**
> The third group was homogenous (Figure 2).

**Describing/Using Information from an Image/Figure/Table NOT Appearing in the Text:**
Cite the relevant source, whether the creator of the visual information or the source where the information was found, using the author and year.

> **Examples:**
>
> **A. Signal Phrase (The Author is Mentioned in the Text)**
>
> Queen's University Marketing (n.d.) provided a sharply contrasted image.
>
> **B. Parenthetical Citation (Source Information in Parentheses)**
>
> The nest can be identified by its entrance (Hanson, 2017).

*Publication Manual, 7$^{th}$ edition: Visual works (10.14, pp. 346–347)*

**References**
Regardless of whether an image is replicated in the text or if it is cited in the text but does not appear, it requires a reference list entry that will lead readers to the original source.

Artist/creator. (Date). *Title* [Type of image]. Source.

> **Example: Photograph (From a Website)**
>
> Queen's University Marketing. (n.d.). *Dunning Hall, 1988* [Photograph].
>
> http://www.queensu.ca/encyclopedia/d/dunning-hall

*Publication Manual, 7$^{th}$ edition: Photograph (10.14, 101, p. 347)*

Special Rules

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |
|---|---|---|---|---|---|

# Groups as Authors and Author as Publisher

The names of group or corporate authors (recognized groups, corporations, government agencies, associations, etc.) must be written fully in the first citation. They may be abbreviated thereafter, with the abbreviated form provided in the first citation, if the abbreviation can be easily identified by the reader and the author is cited at least three times in the text.

**First Citation**

…(American Psychological Association [APA], 2019).                    (1a)

The College of Nurses of Ontario (CNO, 2018) developed…              (2a)

**Subsequent Citations**

**…**(APA, 2019).                                                    (1b)

The CNO (2018) also stated…                                         (2b)

Use the **round** parentheses when the abbreviation appears in the text. The **square** brackets are used for abbreviations that occur **inside** round parentheses.
**Never** create back-to-back parentheses, for example, College of Nurses (CNO) (2018), or nesting parentheses, for example, (College of Nurses (2018)), in the text.

*Publication Manual, 7ᵗʰ edition: Abbreviating group authors (8.21, p. 268)*

**Do not** abbreviate in the **reference list**. The reference list entry should use the full name of the organization, which is the same name that appears in the first citation. If the group/corporate author **is also its publisher**, do not repeat its name twice in its reference. Instead, remove the publisher from the reference list entry.

**References:**

College of Nurses of Ontario. (2018). *Entry-to-practice competencies for nurse practitioners*.

http://www.cno.org/globalassets/docs/reg/47010-np-etp-competencies.pdf

*Publication Manual, 7ᵗʰ edition: Abbreviating group authors (8.21, p. 268); Example of author as publisher (10.2, 32, p. 324); Publisher sources (9.29, p. 296)*

# Missing Information (No Author, Date, or Title)

## Missing Author

The in-text citation uses the first few words of the reference list entry in place of the author. Use quotation marks for journal articles, chapters, and web pages. Italicize journals, books, websites, brochures, and reports. If the work is credited to Anonymous, use that as the author's name.

**In-Text:**      "Cat" (2019) indicates that domestic cats are popular pets.

Low self-esteem can have an enormous impact (Anonymous, 2006).

**Reference:**    Anonymous. (2006). *Diary of an oxygen thief.* V Publishing.

Cat. (2019, December 1). In *Wikipedia*.

https://en.wikipedia.org/w/index.php?title=Cat&oldid=928752970

## Missing Date

If a source has no date, use the notation "n.d."

**In-Text:**      Vollebregt (n.d.) describes…

**Reference:**    Vollebregt, G. (n.d.). *President's message*. St. Lawrence College.

https://www.stlawrencecollege.ca/about/college-administration/office-of-

the-president/president-message-and-twitter/

## Missing Title

Use a short description of the work in square brackets to replace the title. This will impact in-text citations **only if the author is also missing**. (Note that back-to-back brackets are acceptable only in the reference list.)

**Reference:**    Smith, R. (2019). [*An APA presentation*] [PowerPoint slides]. Blackboard.

https://blackboard.sl.on.ca/webapps/bb-auth-provider-shibboleth

*Publication Manual, 7th edition: Information missing (Table 9.1, p. 284); No author (9.12, p. 289); Unknown or anonymous author (8.14, pp. 264–265); Wikipedia entry (10.2, 49, p. 329); Bracketed descriptions (9.21, p. 292)*

Special Rules

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |
|---|---|---|---|---|---|

# Authors With the Same Surname

When two or more sources were written by different first authors with the same last name but different initials, include these authors' initials in all relevant in-text citations.

**Example:**

(A. Smith, 2001; H. Smith, 2012)

*Publication Manual, 7th edition: Authors with the same surname (8.20, p. 267)*

# Multiple Sources by the Same Author

When two or more works share the same author(s) in the same year, resolve the confusion by adding sequential letters to these references. Include these letters with the year in citations throughout the assignment (not only when they occur in the same sentence).

**In-Text Citations:**

Both mystery novels rely on an unexpected twist (Christie, 1934a; Christie, 1934b).

**References:**

Christie, A. (1934a). *Murder on the orient express*. William Collins & Sons.

Christie, A. (1934b). *Why didn't they ask Evans?* William Collins & Sons.

*Publication Manual, 7th edition: Works with the same author and year (8.19, p. 267)*

Special Rules

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# Digital Object Identifier (DOI)
## (Electronic Sources and the Reference List)

APA style **requires** using a DOI if one is available. DOI is an acronym for Digital Object Identifier, an alphanumeric string providing a permanent online link to the material.

### How to Find the DOI
DOIs are often included on the source (in journal articles, it often appears alongside information on the work's volume and issue). If the DOI is not evident in the source, it can be found in the **Crossref website** (https://www.crossref.org/) by searching metadata for the relevant source.

### How to Use the DOI
DOIs are presented as active links at the end of the reference; students may use the default hyperlink style **or** change the format to the same black, non-underlined format as the rest of the text. The correct, recognized format for the DOI is https://doi.org/xxxx

Barrs, M. (2019). Teaching bad writing. *English in Education, 53*(1), 18–31.

https://doi.org/10.1080/04250494.2018.1557858

### What to do When There is No DOI
Some sources, particularly those created before 2000, have no assigned DOI. If a Crossref search does not identify a DOI, students should follow the system below.

**Print sources**: If the source consulted was a hard copy, take no further action. The reference will not contain a DOI element. Example:

Benjafield, J. G. (2012). *Psychology: A concise history*. Oxford University Press.

**Online sources with working URLs:** If the source was retrieved online, replace the DOI with the name of the database/site and the source's URL (the direct web link). Example:

Burrell, S. (2019, March 19). *Dingo*. Australian Museum.

https://australianmuseum.net.au/learn/animals/mammals/dingo/

**Online sources with non-accessible URLs:** If the work is from an academic research database and is password protected (and a direct URL will not work), eliminate that part of the entry and treat the source as if it was retrieved in print. Example:

Rogers, J. W., Jr. (2000). Entrepreneurship and executive compensation: Turning managers into

owners. *American International College Journal of Business,* 51–63.

*Publication Manual, 7ᵗʰ edition: DOIs and URLs (9.34–9.36, pp. 298–300)*

DOI

| APA Format | In-Text Citation | References | Special Rules | DOI | Quick Guides |

# In-Text Citation Quick Guide

| Type of citation | Signal phrase | Parenthetical |
|---|---|---|
| One author | Hanson (2017) | (Hanson, 2017) |
| Two authors | Moghari and Marandi (2017) | (Moghari & Marandi, 2017) |
| Three or more authors | Wolchik et al. (2000) | (Wolchik et al., 2000) |
| Group/institution author | Queen's University (2010) | (Queen's University, 2010) |
| Group/institution author, abbreviation. First citation<br><br>Subsequent citations: | College of Nurses of Ontario (CNO, 2018)<br><br>CNO (2018) | (College of Nurses of Ontario [CNO], 2018)<br><br>(CNO, 2018) |
| Multiple works | Brown (2017) and Lee (2011) | (Brown, 2017; Lee, 2011) |
| No date | Ellis (n.d.) | (Ellis, n.d.) |
| No author (use title) | *Winter Weather* (2016) | (*Winter Weather*, 2016) |
| Personal communication | J. Lee (personal communication, May 1, 2011) | (J. Lee, personal communication, May 1, 2011) |

*Publication Manual, 7th edition: In-text citation (8.10–8.21, pp. 261–268)*

# Referencing Quick Guide

Different types of references require different information, but they generally follow this model. The references section specifies formatting styles for different types of sources.

**Author(s). (Date of Publication). Title. Publisher. Or *Journal Title*, Volume(Issue). Page**

**Range (for Chapters or Journal Articles). Retrieval Information (DOI or URL).**

Remember: Google is a search engine, not a source. Consult more than an abstract or an image from a web search. Examine the original source and determine its credibility before using it.

*Publication Manual, 7th edition: Four elements of a reference (9.4, p. 283)*

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