



St. Lawrence
College

Reference and Citation Guide: APA Style

A quick guide to citing and referencing using APA style 6th edition.

Academic Support Centre

St. Lawrence College

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The Basics of Citing Sources

What?

While you are in college, you will be asked to write business correspondence and formal and informal reports. Your professor will likely tell you to avoid plagiarism and cite your sources. What does this mean exactly?

Citing your sources means writing down identifying information about the websites, books, articles or whatever resources you used to complete your assignment. Plagiarism is a serious academic charge that basically means stealing another person's ideas or words. If you tell your reader – in the form of a citation – that you have used someone else's idea, it is not considered stealing!



What is APA and why does SLC use it as a style manual?

APA stands for the American Psychological Association. Starting out as a journal article in 1929, “the *Publication Manual of the American Psychological Association* has been designed to advance scholarship by setting sound and rigorous standards for scientific communication” (American Psychological Association, 2010, p. xiii). These standards have been adopted by other disciplines such as nursing, business, social work, and education. Thus, St. Lawrence College, which offers many programs in these disciplines, has chosen APA style as its model for effective communication.

Why?

Top Ten Reasons to Cite

1. Part of the reason you are in school is to learn what experienced professionals in your field have said. Using previous knowledge is part of your job.
2. Citing is respectful and courteous. (Would you want someone stealing your ideas?)
3. In Western cultures, ideas are considered intellectual property and are “owned” by their creators. Citations acknowledge this.
4. It is a nice thing to do –it’s like telling the author “good job!”



5. Your professor told you to cite or else expect to be accused of plagiarism! (Indicating the sources of your information in academic writing is a fundamental trust. If you neglect to do this, it is considered academic dishonesty.)
6. Your reader might want to explore in more detail an idea in the paper, and thus he/she needs to be able to find it in your source.
7. According to the SLC Policy on *Academic Honesty*, your instructor might give you a zero on your paper, fail you in the course, or recommend expulsion if you do not cite others’ words, thoughts, ideas, photos, etc.
8. If you do not admit which of the ideas in your writing belong to someone else, how will your reader/professor recognize the brilliant ideas that belong to you?
9. Citations give your paper credibility and relevance by indicating that your information is from reliable, scholarly sources in the field.
10. You are entering a new professional culture and environment. Just as it is our custom to shake hands with our right hand, it is appropriate in academic and professional culture to indicate our sources.



When?

You must tell your reader whenever you use someone else's original work (idea, fact, statistic, photograph, drawing, data, thought, research finding, etc.).



It does not matter if you are using the original words or your own; you must acknowledge the source as the original location of the information.

In APA, you must always cite specific pieces of information from a source you include in your paper. If you read something but do not use any of the ideas from that article in your writing, you do not cite that source.

Where?

Most of the time, there are two places in your assignment that you cite your sources:

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

How?

In-text citations require two or three pieces of information. If you put the idea in your own words, you need to state the author's or authors' last name(s) and the date the source was published. If you quote the source (use the creator's exact words), you also must include the page number (for a magazine or book) or paragraph number (for an online source).

References are placed at the end of the assignment and include more information, such as the author's/authors' last name and initials, date of publication, title of article/web page, title of periodical/book/website, place of publication, and name of publisher or URL.

APA's many guidelines (rules!) ensure we all cite our sources exactly the same way. Once you learn and use "the system" correctly, your reader will understand your citations and references very easily, and you will be able to understand those of other people's.



How do I include ideas, facts and other ideas from my sources?

a) Direct quotations consist of the exact words of the author or source that you are using. Put quotation marks (“ ”) around whatever you are quoting. Remember that you must use the exact words that the author/source uses.

- Put direct quotations of 40 words or more into a separate *block*. Start a block quotation on a separate line, and indent it and all of the subsequent lines of that quotation.
- Do not put quotation marks around a block quotation. Using a signal phrase give credit to your source immediately before the block quote.
- Place a period after the last word in the block quote, not after the page reference.
- If you wish to change a word in or add a word to a direct quote to make it fit the sentence, put it in *square brackets* [] to show that you have made a change.
- If you wish to leave some words or a sentence out of your quotation, put in an *ellipsis* (...) to show that something has been omitted.

b) Paraphrases consist of the ideas of the author or source put into your own words. Even though the words are yours, the ideas are not; therefore, you must tell the reader where these ideas originated. Do not put quotation marks around a paraphrase, but still cite with the author's last name and the date of publication.

c) Summaries consist of the author's or source's ideas **condensed** and put in your own words. A summary is a shortened paraphrase usually mentioning the main points. Once again, because the ideas originated with someone else, you must cite the source.

Is there anything I do not have to cite?

Common Knowledge

You do not need to cite *common knowledge* in general or in your particular field. If readers can find your information in **many** books or articles on the subject, there is no need to give them special instructions on how to find it. If, however, readers must go to **one** particular source, you must tell them this. Exactly what constitutes common knowledge in any field can be a difficult decision; you might want to ask your professor.



In-text Citations

Why do I include in-text citations if I have a reference page?



In-text citations are meant to direct your reader to the reference page (entitled **References** and on its own piece of paper at the end of your report), where he or she can get more complete information on your sources. An in-text citation must include an **author's name and the publication date**; however, other details to include depend on the type of source used. Websites, for example, often do not give an author's name, so the organization becomes the author.

Examples of Citing References in Text

The author and date may be presented as part of your sentence; for example, "Matthews (2002) suggested that...." Alternatively, the author and date are given in a parenthetical format, e.g., Blah, blah, blah (Matthews, 2002). Note that the period for the sentence follows the bracket.

A. One author, signal phrase (a phrase in which you mention the author in your actual text, i.e. in the wording of the sentence)

Northey (2008) suggested that endorphin levels are stimulated during exercise.



B. One author, no signal phrase (source information in parentheses)

Crisis intervention is necessary to begin the rehabilitation process (Hawk, 2002).

Three to five authors - first citation

As Haley, Gordon, Peacock, and Miles (2009) reported, *inception* is not possible. (1a)

Eating healthily can increase self esteem (Haig, Raikes, & Butler, 2008). (1b)

Subsequent citations

Haley et al. (2009) also found that some subjects could control their dreams. (2a)

Broccoli is one of the most nutritious vegetables (Haig et al., 2008). (2b)

Six or more authors

Exercising 30 minutes a day decreases the risk of colon cancer (Tuckwell et al., 2007).*

***This is the format for the first and all subsequent citations.**

Multiple citations by the same author(s) within the same paragraph:

When the name of an author is part of the narrative, as in

In 2008, Baker and Holt investigated the pros and cons...

you do not need to include the year in **subsequent non-parenthetical** references to the same study as long as the study cannot be confused with any other studies in your reference list. This However, you must include the year in all parenthetical citations:

In 2008, Baker and Holt investigated the pros and cons of prescription drugs with men between the ages of 16 and 45. Baker and Holt found a link between the depletion of white blood cells and the overuse of prescription drugs. The decrease of white blood cells caused the patients to be more susceptible to new strains of the flu (Baker & Holt, 2008).

Group or corporate authors (recognized groups, corporations, government agencies, associations, etc.) must be spelled out in the first citation (both in text and in parentheses) and may be abbreviated thereafter if the abbreviation can be easily identified by the reader.

First citation

(American Psychological Association [APA], 2001). (1a)

In 2009, the College of Nursing of Ontario (CNO) developed... (2a)

Subsequent citations

(APA, 2001). (1b)

The CNO (2009) also stated... (2b)

Work with no author: In the text, cite the first few words of the reference list entry (usually the title) and the publication date. Use quotation marks for the title of a journal article, a chapter, or a web page; italicize the title of a journal, book, website, brochure, or report.

The *Ontario College Guide* (2007) indicates that ...

The chapter entitled “Wasteful Ways” (2008)...

Direct quotation from a book or article: include the page number!

“Her mannerism was nerve-jangling” (Foster, 2005, p. 129).

Direct quotation from electronic material: include the paragraph number!

The patient showed “signs of queasiness” (Parker, 2003, para. 3).

Personal communications such as a letter, e-mail, message from a *non-archived* electronic bulletin board, personal interview, telephone conversation, or the notes you made during a class lecture are **cited in text but not included in your references list**.

“Blah, blah” (J. Leslie, personal communication, April 12, 2009).



Secondary sources are documents that refer to another author’s work that has been previously published. Secondary sources should be used sparingly as this information does not come from the original source.

For example, if Harper’s work is cited by Smith, and you have never read Harper’s work, you must use Smith’s work in your reference list but use the following format in your text.

... were the important parts of Harper’s memoirs (as cited in Smith, 2010).

To use this format, mention the author of the secondary source within the narrative.

To sum it all up...

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author

Writing a Reference Page



Why do I have to write a reference page?

Remember that you cite your sources in text so that your reader can find the information you used. However, in-text citations do not contain enough information to direct readers to the source. Rather than clutter the text, the additional (necessary) details are put into a list on a separate page at the end of the text. The title of this page is **References**.

Do I put all my sources on the reference page?

The *reference page* includes **only** those sources that you have quoted, paraphrased and/or summarized. You must put **every source** that you cite within your text – all quotations, all paraphrases, and all summaries – into your reference list.* **Do not include** articles, books and so on that you read but did not specifically mention in your text. Also, remember that personal communications, such as e-mail, do not appear on the reference page.

***Note:** The author's name used in an in-text citation must match the first word used in the corresponding entry in the reference page.

Example

In-text: The application of Pavlov's theory to everyday life has enabled many researchers to establish a connection between events and behaviour (Smith, 2008).

Reference: Smith, S. (2008). *Introductory psychology: *The basics of understanding the human mind*. New York, NY: McGraw.

*** In a reference entry, the first word after a colon is always capitalized.**



What should I include in an entry on my reference page?

To find a source, we need to know some basic pieces of information.*

- 1. Who wrote (or created) it?**
- 2. What is the copyright date or when was it published?**
- 3. What is the title?**
- 4. Where was it published?**
- 5. Who published it?**
- 6. From what volume, edition and/or page or paragraph did you get information?**

***Note:** Not all of these appear in every reference. The inclusion of this information varies depending on the type of source you are referencing.



Tips on Reference Entries

Author

- State author's surname first, followed by initial(s); do not use full given name(s).
- For more than one author, use an *ampersand* (&) before the name of the last author, i.e. not "and." Example: Leslie, J. E., Rapin, E., & MacEachern, M.
- If there are eight or more authors for any source, list the first six authors' names, insert three ellipses, then add the last author's name.

Note that this is different from the in-text citation.

- When the author is an organization/corporation, the publisher may be the same group. Give the publisher's name as "Author."

Example: American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders: DSM-IV-TR*. Washington, DC:
Author.

- If an author is not available or unknown, move the title to the author position.
- For hyphenated first names, keep the hyphen and insert a period after each initial.
Example: Stone, M.-J.
- Spell out the full name of a group author. Example: The Canadian Mental Health Association.
- Use commas to separate authors, to separate surnames and initials, and to separate initials and suffixes. Example: Garrison, L., III., & Troy, A., Jr.



Periodicals

- The volume number of a periodical and accompanying comma should be in italics.
Example: 36,
- If each issue of a journal begins on page 1, place the issue number in parentheses immediately after the volume number; issue number is not put in italics.
Example: 45(3), 1-4.
- Always include page numbers for periodicals.
- Page numbers for most **periodical** articles are not preceded by “p.” or “pp.” However, for **newspaper articles** or a **chapter** in an edited book, page numbers are preceded by “p.” or “pp.”
- For a journal or newspaper article on non-consecutive pages, give first page, followed by a comma, and the page(s) it continues on. Example: (newspaper) pp. A1, A14.



Titles

Book Titles

Capitalize the first word of the title and subtitle and any proper nouns. Italicize.

Examples:

Business communication: Building critical skills (1st Canadian ed.). New York, NY: Oxford University Press.

Note edition information is not italicized.

The Canadian law workbook: Developing skills for legal research and writing. Toronto, ON: Annick Press.

Periodical/Journal Titles

Write out in full with all major words capitalized. Italicize.

Example: Jacobs, D. (2006, August/September). Customs officer stands on guard for thee.
Blue Line, 18(7), 64-65.

Note that the title of a journal or magazine is different from the title of the article.

Article Titles

Capitalize the first word of the title (and subtitle), any proper nouns (e.g. Canada) and all initialisms (e.g. HR) and acronyms. Do not italicize the title or put it in quotation marks.

Held, V. N. (2006, August/September). Five stars of HR: Meet a few of Canada's HR innovators. *HR Professional*, 23(4), 18-24.



Publication Information

- If no publication date is available, write (n.d.). ending with a period as shown.
- Locations: Provide the city and province/state, using the official postal two-letter abbreviations for province/state, e.g. ON, BC, MD, NY.
- Provide the country for a publisher outside of North America.
- If possible, significantly shorten names of commercial publishers, e.g. Random House, Inc. shortens to Random.
- If more than one publication location is given, provide the location listed first or use the publisher's home office.



Reminders

Only reference sources cited in your paper. **Do not include in your list of references a source you read but did not incorporate into your paper as an in-text citation.**

Personal communications, such as personal interviews, letters or e-mail are not included in your reference list. However, you must cite them in your text.

Digital Object Identifier (DOI)

(Electronic Sources and the Reference List)

The most recent APA edition suggests using the DOI if one is given. DOI is an acronym for digital object identifier, an alphanumeric string given by an international agency to identify content on the Web **and permit a permanent link to it on the Internet.**

The format used is as follows: **doi:xxxxxxx**

Example: doi:10.1097/00006416-200409000-0006 (no period at the end)

If you have a DOI in your reference entry, no other retrieval information is required. Also, it is important to remember that you can only obtain a DOI for **books and journals retrieved online.**

- Some articles in the library's electronic database have **not** been assigned a DOI.
- To locate the DOI for an article, check the citation link for the article.
- The CrossRef website allows you to find the DOI for an article and vice versa. It can be found at www.crossref.org/help/CrossRef_Help.htm. However, the APA manual does **not** suggest that you have to find it elsewhere.

What to do if no DOI is Present?

If no DOI is present, provide the home page URL of the journal/book/report publisher. If you are accessing the article from a private database, you may need to do a quick web search to locate this URL.

Johnston, K. (1987). Contemporary liberty of women. *Journal of Societal Evolution*. 12 (2), 123-127. doi:10.1018/567807-876555-0009

You do not need to include the name of the database. **It is also no longer necessary to include your retrieval date,** unless you have a particular reason for thinking the content will change over time.

Examples of Reference List Entries

General Format

Author's last name, Author's initials. (Publication date). *Title of work*. Place of Publication (including city, two-letter abbreviation for province/state): Name of Publisher.

*Note that each line in your References should be double-spaced; here we are just saving paper.

The entries must also be placed in alphabetical order according to the first word of the entry.

Directory of Reference Examples

General author guidelines

1. Single author
2. Two to seven authors
3. Eight or more authors
4. Organization as author
5. Unknown author
6. Same author, same year

Articles in periodicals (print)

7. Article in a journal
8. Article in a magazine
9. Article in a newspaper

Books (print)

10. Book
11. Book with an editor
12. Chapter in an edited book
13. Book with a title within the title
14. Encyclopedia or dictionary

Online resources

15. Article in an online journal
16. Article in an online magazine
17. Article from a database (DOI)
18. Article from a database (no DOI)
- 19a. Document from a website (with date)
- 19b. Document from a website (no date)

Other types of references

20. Personal communication
21. Class handout
22. Custom course materials
23. Movie
24. University/government agency document
25. Online newspaper article
- 26a. Online encyclopedia (with author)
- 26b. Online encyclopedia (no author)
27. Video clip from Internet
28. Electronic book
29. Wikipedia

General guidelines for listing authors

1. Single author

Upton, J. (2008). *A thousand lives: A closer look at the mining industry*. New York, NY: Bronson & Bronson.

2. Two to seven authors

Scott, P., Field, A., Nance, H., & Huron, K. (2007). *The ups and downs of psychiatric treatment*. Orlando, FL: Oxford Press.

3. Eight or more authors

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ... Griffin, W. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

4. Organization as author

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

5. Unknown author: Begin the entry with the work's title

New concise world atlas. (2007). New York, NY: Oxford University Press.

6. Two or more works by the same author in the same year

Smith, J. (2008a). *The eye of the tiger*. Retrieved from <http://www.theeyeofthetiger.com/>

Smith, J. (2008b). *The nose of the tiger*. New York, NY: Penguin.

Articles in periodicals (print)

7. Article in a journal

Zimmer, T. (2008). Practical experiences: A look into the daily life of a nurse. *Canadian Journal of Nursing Research*, 84, 42-51.

8. Article in a magazine

Issued monthly

McKibben, B. (2007, October). Carbon's new math. *National Geographic*, 212(4), 32-37.

Issued weekly

Johnson, P. (2009, December 21). The top sellers this Christmas. *Consumer Weekly*, 356, 14.

9. Article in a newspaper

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

Books (print)

10. Book

King, M. (2000). *Wrestling with the angel: A life of Janet Frame*. Auckland, New Zealand: Viking.

11. Book with an editor (and an edition)

Aronson, J., & Aronson, E. (Eds.). (2008). Readings about the social animal (10th ed.). New York, NY: Worth.

12. Chapter in an edited book

Kay, B. D., & Angers, D. A. (2000). Soil structure. In M. E. Sumner (Ed.), *Handbook of soil science* (pp. A229-A264). Boca Raton, FL: CRC Press.

13. Book with a title within the title

Marcus, L (Ed.). (1999). *Sigmund Freud's The interpretation of dreams: New interdisciplinary essays*. Manchester, England: Manchester University Press.

14. Encyclopedia or dictionary

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

Encyclopedia of modern Asia (Vol. 4, pp. 350-353). New York, NY: Oxford University Press.

Leong, F. T. L. (Ed.). (2008). *Encyclopedia of counselling* (vols. 1-4). Thousand Oaks, CA:

Sage.

Online sources

***Always use the DOI (digital object identifier) in place of a URL, if one is available.**

15. Article in an online journal (with DOI)

Whitmeyer, J. M. (2000). Power through appointment. *Social Science Research*, 29, 535-555.

doi:10.1006/ssre.2000.0680

16. Article in an online magazine (without DOI)

Shelburne, E. C. (2008, September). The great disruption. *The Atlantic*, 302(2). Retrieved from

<http://www.theatlantic.com/>

17. Article from a database (with DOI)

Eskritt, M., & McLeod, K. (2008). Children's note taking as a mnemonic tool. *Journal of*

Experimental Child Psychology, 101, 52-74. doi:10.1016/j.jcep.2008.05.007

18. Article from a database (without DOI)

Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness for change.

The Journal of School Nursing, 23, 73-79. Retrieved from <http://www.jsn.sagepub/>

19a. Document from a website (with date)

Hinder, P. (2008. May). *How the vacuum was invented*. Retrieved from
<http://www.inthemoney.com/>

19b. Document from a website (without date)

Hook, K. (n.d.). *Nine yards*. Retrieved from <http://www.harkbark.com/>

Other types of references**20. Personal communications**

E-mail messages, letters, personal interviews, memos, and similar unpublished communications should be cited in text only, as they are sources that are usually not retrievable.

In-text

(J. Mastin, personal communication, January 18, 2011)

21. Class handout

Nalon, J. (2008). *Functional Assessment* [Class handout]. Kingston, ON: Laurentian University/St. Lawrence College, LUSL 1006.

22. Custom course materials (reprinted from another source)

College of Nurses of Ontario. (2008). *Standards of practice: Compendium II*. Kingston, ON: St. Lawrence College (Reprinted from College of Nurses of Ontario website: <http://www.cno.org/pubs/compendium.html>).

23. Movie

David, L., Bender, L., & Burns, S. Z. (Producers), & Guggenheim, D. (Director). (2006). *An inconvenient truth* [Motion picture]. United States: Lawrence Bender Productions.

24. University/college or government agency website document

Ontario Ministry of the Environment. (2008, May). *Preventing the spread of West Nile virus* (Publication No. 5610e). Retrieved from <http://www.ene.gov.on.ca/en/publications/water/index.php#7>



25. Online newspaper article

Wente, M. (2008, November 8). Any kid can learn math. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com>

26a. Online dictionary/encyclopedia (with author)

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism>

26b. Online dictionary/encyclopedia (with no author or editor)

Osteoporosis. (2009). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/osteoporosis/>

27. Video clip retrieved from the Internet

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>

28. Electronic Book

O'Connell, J. (2009). Back-to-back loan. In C. L. Cooper & C. Argyris (Eds.), *The Blackwell encyclopedic dictionary of international management*. Retrieved from <http://www.netlibrary.com>

29. Wikipedia (Please note that this is not a reliable source for academic papers)

Ivan Pavlov. (2010, February 23). In Wikipedia: The free encyclopedia. Retrieved February 23, 2012, from http://en.wikipedia.org/wiki/Ivan_Pavlov

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

