

# APA Style Library Guide



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Adapted from the *Publication Manual of the American Psychological Association*, Sixth Edition, The University of Alberta's *APA Citation Style QuickGuide*, and *Clearly APA: The NorQuest Guide to APA Style*.

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## Formatting Requirements

### General Format

The general formatting requirements of an APA document must include:

- Font is set to size 12, Times New Roman
- Double-spacing of text
- Margins set to 1" (2.54cm)
- Left justify text
- A running head on all pages
- Paragraphs are indented ½" (1.27 cm, 5 spaces, or one tab)
- In the body of the paper, capitalize all major words in titles of books and articles
- In the reference lists, capitalize only the first word of the title and of the subtitle

### Document Format

A document in APA style is ordered in the following manner:

Title Page  
Abstract  
Introduction  
Body Paragraphs  
Conclusion  
Reference List  
Appendices

### Running Head

- The running head is a shortened version of the document's full title
- It cannot exceed 50 characters, including spaces and punctuation
- The title in the running head is presented in capital letters
- It is flush left, while the page numbers are flush right
- A running head on is placed on all pages, placed 1" (2.54 cm) from the left margin and ½" (1.27 cm) from the top of the header

- On the first page of the document, the running head will include the words “Running head:”
- On the second and subsequent pages of the document, repeat the running head title without “Running head:”

## Heading Levels

- Headings appear within the body of the document. The formatting and heading levels will depend on the information presented and the type of document.
- Levels 1 and 2 have all major words capitalized. The text appears on the next line.
- Levels 3-5 will end the heading with a period. The text will follow on the same line. Capitalize only the first word of the heading, excluding proper nouns.
- E.g.

**Level 1: The Heading is Centered and Bold.**

**Level 2: The Heading is Flush Left and Bold**

**Level 3: The heading is indented and bold**

***Level 4: The heading is indented, bold, italicized***

Level 5: The heading is indented and italicized

For more information, please consult pages 62 to 63 in the APA Manual.

## Seriation

- Series may be presented in sentences, numbered lists, or bulleted lists
- Numbered lists:
  - Separate sentences in a series by an Arabic numeral followed by a period
  - Capitalize the first word of each sentence or item in the series
- Sentences or paragraphs:
  - Present elements in a series with lowercase letter(s) in parentheses
  - Use commas to separate three or more elements within a sentence
  - If a sentence already has internal commas, instead separate using semicolons
- Bulleted lists:
  - Present items in a series using bullet points that should not be placed in any type of ordinal position
    - Capitalize and punctuate each item in the series appropriately. Finish each item in the series with a period.
  - Bullet points are also used when presenting within a sentence with three or more elements in a series
    - Capitalize and punctuate the list as if it were a complete sentence (place a period at the end of the final item in the series)

For more information, please consult pages 63 to 65 in the APA Manual.

## Figures and Tables

- Number all tables and figures in the order in which they are presented in text

- For every table provide a title which describes the contents of the table
- Do not provide titles for figures
- Use Arabic numerals for labelling (e.g. Table 5 or Figure 5)
- All figures and tables must be referred to in text
- Tables and figures cited in text must have a complete entry in the Reference List
- Notes describing the figure or table should be placed below the table or figure
- Italicize note (e.g. *Note*.)
- After the figure # the following information should be provided: Title of work, by author, date, retrieved from. Date of copyright by copyright holder.

For more information, please consult pages 125 to 167 in the APA Manual.

### Reference Format

The reference list must include the following formatting:

- Double space all references
- References cited in text must appear in the reference list. This only excludes personal communications and secondary sources
- All entries in the reference list are organized alphabetically, by author's last name or by title if there is no author
- If two or more entries are by the same author(s), list the entries in chronological order (oldest first)
- Each entry must be formatted with a hanging indent (0.5 inch or 1.27 cm).
  - To create a hanging indent in Microsoft Word: Right Click, select Paragraph from list, a box will open and select Hanging from the drop down menu labelled Special.
- There are two different DOI numbers, either is correct: doi:10.1037/rmh0000000 or http://dx.doi.org/10.1037/rmh0000000
- If no DOI is available, provide the homepage URL of the Journal
- If no publication date is available, use the abbreviation (n.d.)
- When citing books, capitalize only the first word of the title and subtitle as well as any proper nouns
- When citing periodicals, capitalize all major words of the name of the periodical

For more information, please consult pages 180 to 224 in the APA Manual.

### In-text Citations

A citation describes the resource where you found the ideas that you present in your writing. When citing a specific part of a source, identify the point in text where the information was retrieved from. All in-text citation information must correlate to their reference entry which is found in the reference list at the end of a paper.

- When using quotations, always indicate the location in text where the quotation is found (e.g. Austen, 1813, p. 35)
- If a page number is not available, provide the paragraph or chapter.
- Page number and paragraph will be abbreviated (e.g. p. 218, pp. 218-220, or para. 6), whereas chapter is not (e.g. Chapter 10).

Whether paraphrasing or directing quoting ideas, there are two general manners in which the citations are presented: narrative or parenthetical.

- Presenting information about the source of the idea or quote in sentence is the process of writing a narrative or in the sentence citation
  - E.g. Author last name (s) (Publication year)
  - E.g. Corporate author (Publication date) “.....” (para. #)
- Presenting information about the source following the idea or quote is the process of presenting a parenthetical citation
  - E.g. (Editor last name(s), publication year)
  - E.g. “.....”(Author last name(s), publication year, p. #)

### Quotations and Paraphrasing

- Paraphrasing is rewording an author’s idea(s) into your own words. When citing a paraphrased idea, a page number is not required (e.g. Health Canada (2018) recently published studies that have found...).
- Direct Quotation is using the author’s exact words in your writing. To identify the author and location of quote, provide the last name(s) of the author(s), the publication date, as well as page, paragraph, chapter, etc. in text (e.g. Recent studies confirm that “...” (Health Canada, 2018, para. 2)).

### Block Quotations

- Use a block quotation if the quotation is more than 40 words.
- To format a block quotation begin the quotation on a new line and indent the text. Quotation marks are omitted.

For more information, please consult pages 169 to 183 in the APA Manual.

### Need more information about APA Style?

**APA Style Central:** Free access to the official APA online resource through the Keyano College Library. Resources include writing and research tutorials, APA style quick guides, templates for formatting papers and references, and sample papers.

<http://apastylecentral.apa.org.ezproxy.afmk.talonline.ca/>

**Purdue Online Writing Lab (OWL):** Useful online resource help understand citations and formatting your paper in APA style.

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/](https://owl.purdue.edu/owl/research_and_citation/apa_style/)

**APA Style Blog:** Helpful when needing further clarification to cite unusual sources.

<http://blog.apastyle.org/apastyle/>

**The Keyano College Library:** Stop by the Library for help with the Information Librarian.

<http://www.keyano.ca/Services/Library>

## Source: Print Books, eBooks, Book Chapter, Edited Book, and Related Items

### Reference Basic Format:

Author, A. A. (Publication year). *Title of print book: Subtitle of book* (nth ed.). City, State Abbreviation or Country of Publication: Publisher.

Author, A. A., & Author, B. B. (Publication year). Title of article/chapter. In C.C. Editor, & D.D. Editor (Eds.), *Title of book* (nth ed., pp. #-#). City, State Abbreviation or Country of Publication: Publisher.

Author, A. A. (Publication year). *Title of eBook: Subtitle of eBook* (nth ed.). Retrieved from URL of book

For more information see pp. 175-205 in APA Manual.

APA Manual	Source	References	In-Text Citation Parenthetical	In-Text Citation Narrative
pp. 174, 177, 202 and 203	<b>Book: 1 author</b>	Rubin, J. H. (2008). <i>Impressionism and the modern landscape: Productivity, technology, and urbanization from Manet to Van Gogh</i> . Berkeley, CA: University of California Press.	(Rubin, 2008, p. 59)	Rubin (2008, p. 59)
pp. 175, 177, and 203	<b>Book: 2 authors</b>	Egoff, S. & Saltman, J. (1990). <i>The new republic of childhood: A critical guide to Canadian children's literature in English</i> . Toronto, Canada: Oxford University Press.	(Egoff & Saltman, 1990, p. 123)	Egoff and Saltman (1990, p. 123)
pp. 177 and 202	<b>Book: 3 or more authors</b>	Connor, D. J., Loomis, R. S., & Cassman, K. (2011). <i>Crop ecology</i> . New York, NY: Cambridge University Press.	First Citation (Connor, Loomis, & Cassman, 2011, p. 58)  Subsequent Citations (Connor et al., 2011, p. 58)	First Citation Connor, Loomis, and Cassman (2011, p. 58)  Subsequent Citations Connor et al. (2011, p. 58)
pp. 177, 205, and 206	<b>Book: Organization or group as author</b>	American Psychological Association. (2009). <i>Publication manual of the American Psychological Association (6<sup>th</sup> ed.)</i> . Washington, DC: Author.	First Citation (American Psychological Association [APA], 2009, p. 174)  Subsequent Citations (APA, 2009, p. 177)	First Citation American Psychological Association (APA, 2009, p. 174)  Subsequent Citations (APA, 2009, p. 177)

pp. 176, 203, and 205	<b>Book: No author or editor</b>	<i>Merriam-Webster's collegiate dictionary</i> . (10 <sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.	( <i>Merriam-Webster's</i> , 1993, p. 234)	Merriam-Webster's (1993, p. 234)
pp. 202 and 203	<b>eBook: From a library database</b>	Steingold, F. S. (Ed.). (2016). <i>Legal guide for starting &amp; running a small business</i> (15 <sup>th</sup> ed.). Retrieved from <a href="http://search.ebscohost.com/login.aspx?authtype+ip,uid&amp;profile=ehost">http://search.ebscohost.com/login.aspx?authtype+ip,uid&amp;profile=ehost</a>	(Steingold, 2016, p. 71)	Steingold (2016, p. 71)
pp. 177 and 203	<b>eBook: Retrieved online</b>	Lees, L., Bang Shin, H., & Lopez-Morales, E. (2016). <i>Planetary Gentrification</i> . Retrieved from <a href="https://books.google.ca/books">https://books.google.ca/books</a>	First Citation (Lees, Bang Shin, & Lopez-Morales, 2016)  Subsequent Citations (Lees et al., 2016)	First Citation Lees, Bang Shin, and Lopez-Morales (2016)  Subsequent Citations Lees et al. (2016)
pp. 202 and 203	<b>eBook: With a DOI</b>	Ross, R. T. (Ed.). (2006). <i>How to examine the nervous system</i> (4 <sup>th</sup> ed.). doi:10.1007/978-1-59745-081-2	(Ross, 2006, p. 200)	Ross (2006, p. 200)
pp. 177 and 202	<b>Editor(s) as author(s)</b>	Gibbs, J. T., & Huang, L. N. (Eds.). (2001). <i>Children of color: Psychological interventions with culturally diverse youth</i> . San Francisco, CA: Jossey-Bass.	(Gibbs & Huang, 2001, p. 620)	Gibbs and Huang (2001, p. 620)
pp. 202 - 204	<b>Poem or short story</b> (in an edited collection)	Cuthand, Beth. (2001). For all the settlers who secretly sing. In J. C. Armstrong & L. Grauer (Eds.), <i>Native poetry in Canada: A contemporary anthology</i> (pp. 133-134). Peterborough, Canada: Broadview Press.	(Cuthand, 2001, p. 133)	Cuthand (2001, p. 133)
pp. 177, and 202 - 204	<b>Chapter, article or essay</b> (in an edited collection)	Monahan, M. C., & Keener, J. K. (2012). Fitness-for-duty evaluations. In C. H. Kennedy & E. A. Zillmer (Eds.), <i>Military psychology: Clinical and operational applications</i> (pp. 43-57). New York, NY: Guilford Press.	(Monahan & Keener, 2012, p. 152)	Monahan and Keener (2012, p. 152)
pp. 202, 203, and 205	<b>Reference work: Print entry</b> (with no author)	Humanism. (2014). In <i>Merriam-Webster's dictionary and thesaurus</i> (p. 407). Springfield, MA: Merriam-Webster.	("Humanism", 2014, p. 407)	"Humanism" (2014, p. 407)
pp. 202 and 203	<b>Reference work: Print entry</b> (with author)	Murray, A. V. (Ed.). (2006). Boudonitza. In <i>The crusades: An encyclopedia</i> (vol. 1, pp. 182-185). Santa Barbara, CA: ABC-CLIO, Inc.	(Murray, 2006, p. 182)	Murray (2006, p. 182)
p. 205	<b>Reference work: Online entry</b> (Library database)	Chafe, W. (2009). Linguistics and the study of consciousness. In P. Wilken, A. Cleeremans, & T. Bayne (Eds.), <i>The Oxford companion to consciousness</i> (pp. 409-411). Retrieved from <a href="http://www.ebscohost.com">http://www.ebscohost.com</a>	(Chafe, 2009, p. 411)	Chafe (2009, p. 411)

pp. 219 and 220	<b>Canadian statute</b>	<i>Canada Elections Act</i> , S.C. 2000, c. 9.	(Canada Elections Act, 2000)	Canada Elections Act (2000)
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## Source: Journal Articles, Magazine Articles, and Newspaper Articles

### Reference Basic Format:

Author, A. A. (Publication date). Title of article: Subtitle of article. *Title of Journal*, volume(issue), page numbers. doi:xxx

Author, A. A. (Publication date). Title of article: Subtitle of article. *Title of Journal*, volume(issue), page numbers. Retrieved from <http://>

For more information see pp. 175-205 in APA Manual.

APA Manual	Source	References	In-Text Citation Parenthetical	In-Text Citation Narrative
p. 198	<b>Journal article: DOI</b>	Hudson, C. G. (2012). Disparities in the geography of mental health: Implications for social work. <i>Social Work</i> , 57(2), 107-119. doi:10.1093/sw/sws001	(Hudson, 2012, p. 110)	Hudson (2012, p. 110)
pp. 177, 198, 199, and 201	<b>Journal article</b> (with eight or more authors or editors)	Jormfeldt, H., Doyle, L., Ellilä, H., Lahti, M., Higgins, A., Keogh, B., Meade, O., ...Kilkku, N. (2018). Master's level mental health nursing competencies, a prerequisite for equal health among service users in mental health care [Supplemental material]. <i>International Journal of Qualitative Studies on Health and Well-being</i> , 13, 1-9. doi:10.1080/17482631.2018.1502013	(Jormfeldt et al., 2018, p. 4)	Jormfeldt et al. (2018, p. 4)
pp. 191, 198, and 199	<b>Journal article: No DOI, retrieved online</b> (provide the URL of the journal's homepage)	Posadas, B. M. (2013). Transnationalism and higher education: Four Filipino Chicago case studies. <i>Journal of American Ethnic History</i> , 32(2), 7-37. Retrieved from <a href="http://www.press.uillinois.edu/journals/jaeh.html">http://www.press.uillinois.edu/journals/jaeh.html</a>	(Posadas, 2013, p. 22)	Posadas (2013, p. 22)
pp. 198 and 200	<b>Journal article</b> (print)	Rodrigues, A., Dentinho, T., Silva, C. & Azevedo, E. (2011). Cost benefit analysis to select clean energy solutions in dairy farm milk collection posts in Azores. <i>Journal of Energy and Power Engineering</i> , 5(2), 308-316.	First Citation (Rodrigues, Dentinho, Silva, & Azevedo, 2011, pp. 309-310)  Subsequent Citations (Rodrigues et al., 2011, pp. 309-310)	First Citation Rodrigues, Dentinho, Silva, and Azevedo (2011, pp. 309-310)  Subsequent Citations Rodrigues et al. (2011, pp. 309-310)

p. 200	<b>Magazine article: Print</b>	Snyder, J. (2012, April). Water worries. <i>Alberta Oil</i> , 31-35.	(Snyder, 2012, p. 32)	Snyder (2012, p. 32)
p. 200	<b>Magazine article: Retrieved online</b> (including databases)	Gosh, C. (2013, January 14). A royal headache: New British laws will allow a female heir to take the throne. There's just one problem: The colonies. <i>Maclean's</i> , 126(1). Retrieved from <a href="http://www2.macleans.ca/">http://www2.macleans.ca/</a>	(Gosh, 2013)	Gosh (2013)
pp. 177 and 200	<b>Newspaper article: Print</b>	Cooper, M., & Baker, A. (2016, October 31). Fan's last wish led to scare at Met Opera. <i>The New York Times</i> , p. C1.	(Cooper & Baker, 2016, p. C1)	Cooper and Baker (2016, p. C1)
pp. 200 and 201	<b>Newspaper article: Retrieved online</b> (including databases)	French, J. (2016, May 13). Fort McMurray wildfire: A small fire turns into the Beast. <i>Edmonton Journal</i> . Retrieved from <a href="http://www.edmontonjournal.com/news/local-news/fort-mcmurray-wildfire-a-small-fire-turns-into-the-beast">http://www.edmontonjournal.com/news/local-news/fort-mcmurray-wildfire-a-small-fire-turns-into-the-beast</a> .	(French, 2016)	French (2016)

## Source: Webpages and other media

### Reference Basic Format:

Author, A. A. (Publication date). *Title of website*. Retrieved from <http://>

For more information see pp. 175-215 in APA Manual.

APA Manual	Source	References	In-Text Citation Parenthetical	In-Text Citation Narrative
pp. 88 and 177	<b>Webpage</b> (individual author(s))	Engle, M. (2012, September 19). <i>Evaluating web sites: Criteria and tools</i> . Retrieved from <a href="http://olinuris.library.cornell.edu/ref/research/webeval.html">http://olinuris.library.cornell.edu/ref/research/webeval.html</a>	(Engle, 2012, para. 5)	Engle (2012, para. 5)
pp. 88, 176, and 177	<b>Webpage</b> (corporate/ group author)	Alberta Health Services. (2018). <i>Indigenous health</i> . Retrieved from <a href="https://www.albertahealthservices.ca/info/Page11949.aspx">https://www.albertahealthservices.ca/info/Page11949.aspx</a>	First Citation: (Alberta Health Services [AHS], 2018)  Subsequent Citations: (AHS, 2018)	First Citation: Alberta Health Services (AHS, 2018)  Subsequent Citations: AHS (2018)
pp. 88, 176, and 177	<b>Webpage</b> (unknown author, no date)	Stress: A social issue. (n.d.). Retrieved from <a href="https://www.brunet.ca/en/health/goals/dealing-with-stress/stress-and-your-health/stress-a-social-issue.html">https://www.brunet.ca/en/health/goals/dealing-with-stress/stress-and-your-health/stress-a-social-issue.html</a>	("Stress: A social issue", n.d., para. 2)	"Stress: A social issue" (n.d., para. 2)
pp. 88, 177, 201,	<b>Webpage</b> (document or	Canadian Nurses Association. (2014). <i>Aboriginal health nursing and Aboriginal health: Charting policy direction</i>	First Citation: (Canadian Nurses	First Citation: Canadian Nurses

205, and 206	report retrieved online)	<i>for nursing in Canada</i> . Retrieved from <a href="https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/aboriginal-health-nursing-and-aboriginal-health_charting-policy-direction-for-nursing-in-canada.pdf?la=en&amp;hash=59F4641D59EBDE29D9CC573CAF19FA8706647625">https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/aboriginal-health-nursing-and-aboriginal-health_charting-policy-direction-for-nursing-in-canada.pdf?la=en&amp;hash=59F4641D59EBDE29D9CC573CAF19FA8706647625</a>	Association [CNA], 2014)	Association (CNA, 2014)
p. 215	<b>Blog post</b>	Rendina, D. (2018, July 9). How to build creativity (and more) through making [Blog post]. Retrieved from <a href="http://renovatedlearning.com/2018/07/09/build-creativity-making/">http://renovatedlearning.com/2018/07/09/build-creativity-making/</a>	(Rendina, 2018)	Rendina (2018)
p. 215	<b>Social media post</b>	Gladwell, M. [Gladwell]. (2015, August 20). Creating a sense of entitlement costs way more than you'd think. [Tweet]. Retrieved from <a href="https://twitter.com/Gladwell/status/63437151065776128">https://twitter.com/Gladwell/status/63437151065776128</a>	(Gladwell, 2015)	Gladwell (2015)
p. 179	<b>Personal communication</b>	Personal Communications should be cited only in text. A reference entry is not required. If available, provide month and day in addition to the year of the communication.	(S. Schmidt, personal communication, July 20, 2018)	S. Schmidt (personal communication, July 20, 2018)
pp. 214 and 215	<b>Power point Presentation</b>	Raymond, L. (2011). Sample lesson for education students [PowerPoint slides]. Retrieved from <a href="http://ilearn.keyano.ca/mod/resource/view.php?">http://ilearn.keyano.ca/mod/resource/view.php?</a>	(Raymond, 2011)	Raymond (2011)
pp. 214 and 215	<b>Lecture Notes</b>	Raymond, L. (2011). Setting up your Moodle profile [PDF document]. Retrieved from <a href="http://ilearn.keyano.ca/file.php/4082/Setting_Up_Your_Moodle_Profile.pdf">http://ilearn.keyano.ca/file.php/4082/Setting_Up_Your_Moodle_Profile.pdf</a>	(Raymond, 2011)	Raymond (2011)
pp. 209 and 210	<b>Video: DVD format</b>	Sun-Higginson, S. (Producer and Director). (2015). <i>GTFO</i> [DVD]. New York, NY: Kino Lorber.	(Sun-Higginson, 2015)	Sun-Higginson (2015)
p. 209	<b>Video: Online</b>	Shellenberger, M. (2016, June). <i>How fear of nuclear power is hurting the environment</i> [Video file]. <i>TED</i> , TEDSummit, Retrieved from <a href="http://www.ted.com/talks/michael_shellenberger_how_fear_of_nuclear_power_is_hurting_the_environment?utm_source=tedcomshare&amp;utm_medium=referral&amp;utm_campaign=tedspread">http://www.ted.com/talks/michael_shellenberger_how_fear_of_nuclear_power_is_hurting_the_environment?utm_source=tedcomshare&amp;utm_medium=referral&amp;utm_campaign=tedspread</a> .	(Shellenberger, 2016)	Shellenberger (2016)
p. 210	<b>Podcast</b>	Dubner, S. (Producer). (2013, April 8). How much does your name matter? <i>Freakonomics Radio</i> [Audio podcast]. Retrieved from <a href="http://www.freakonomics.com/podcast/how-much-does-your-name-matter-a-new-freakonomics-radio-podcast/">http://www.freakonomics.com/podcast/how-much-does-your-name-matter-a-new-freakonomics-radio-podcast/</a>	(Dubner, 2013)	Dubner (2013)

## HOW TO CREATE A REFERENCE LIST IN APA STYLE

### References

- Canadian Nurses Association. (2014). Aboriginal health nursing and Aboriginal health: Charting policy direction for nursing in Canada. Retrieved from [https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/aboriginal-health-nursing-and-aboriginal-health\\_charting-policy-direction-for-nursing-in-canada.pdf?la=en&hash=59F4641D59EBDE29D9CC573CAF19FA8706647625](https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/aboriginal-health-nursing-and-aboriginal-health_charting-policy-direction-for-nursing-in-canada.pdf?la=en&hash=59F4641D59EBDE29D9CC573CAF19FA8706647625)
- Dubner, S. (Producer). (2013, April 8). How much does your name matter? *Freakonomics Radio* [Audio podcast]. Retrieved from <http://www.freakonomics.com/podcast/how-much-does-your-name-matter-a-new-freakonomics-radio-podcast/>
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- Monahan, M. C., & Keener, J. K. (2012). Fitness-for-duty evaluations. In C. H. Kennedy & E. A. Zillmer (Eds.), *Military psychology: Clinical and operational applications* (pp. 43-57). New York, NY: Guilford Press.
- Posadas, B. M. (2013). Transnationalism and higher education: Four Filipino Chicago case studies. *Journal of American Ethnic History, 32*(2), 7-37. Retrieved from <http://www.press.uillinois.edu/journals/jaeh.html>