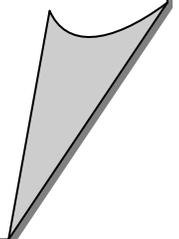




**AMERICAN
PSYCHOLOGICAL
ASSOCIATION
(APA)
STYLE OF REFERENCING**

Academic Support Centre
Student Success Centre
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Revised December 2012



NOTE

THIS IS MEANT TO BE A GENERAL GUIDE FOR THE
USE OF **APA FORMAT** IN RESEARCH PAPERS;
FOLLOW YOUR INSTRUCTOR'S SPECIFIC
GUIDELINES FOR PREPARING A FINAL DRAFT.

Please note: With the exception of page 24, all
information given in examples of citations and
referencing within this document is fictitious.

American Psychological Association (APA) Style of Referencing

APA FORMAT

- APA format is commonly used for papers in areas such as social sciences, nursing, biology, education, business and psychology.
- APA uses an author/date style, citing the author of the referenced material and the year of publication in the text, and a complete reference on the “References” page. Including the date helps the reader see how recent the research is.

SPACING

- One space should follow all punctuation:
 - After commas, colons, semicolons, and sentence-ending punctuation.
 - After periods that separate part of a reference citation.
 - After the periods of the initials in personal names (e.g., A. B. Chang).
 - DO NOT space after internal periods in abbreviations (i.e., a.m.) or after a colon in a ratio (i.e., 2:1).
- Double-space quotations less than 40 words and the reference list!
- Single space quotations 40+ words

APA PAGE FORMAT

- APA papers should be double spaced with at least 1” margins on all sides.
- All pages are numbered consecutively, beginning with the title page and including the references page.
- Identify the **title page** with the page number 1.
- The page number and header (see description “Running Head” on next page) should appear in the upper-right hand corner. Page numbers should be typed at least 1 inch from the right hand margin, about ½ inch from the top of the page, following the running head. The default settings in most word-processing programs are acceptable.
- Each line, including titles and subtitles, should be double spaced.
- Indent the first word of a paragraph 5 - 7 spaces or ½ inch from the left margin.

BODY OF THE PAPER

- Use a **12** point font.
- Text begins **1”** from the top of the page.
- Titles should appear in upper and lower-case letters.

HEADINGS

- The introduction is not labeled “Introduction” since the first part of a paper is expected to be the introduction.
- If you are using headings in your APA paper, follow the format below.

FORMAT FOR HEADINGS

Format for Five Levels of Headings in APA

<u>Level of heading</u>	<u>Format</u>
1	Centered Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented. Boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

- Headings are used for the following:

Short articles	Level 1
Essays/Articles in APA journal	Level 1
	Level 3
Multi-experiment studies/lengthy literature reviews	Level 1
	Level 2
	Level 3
	Level 4

In APA Style, the Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your paper. Regardless, always begin with level one headings and proceed to level two, etc.

RUNNING HEAD

- Type an abbreviated title or ***Running head*** at the top of every page, including the title page, about a half inch from the top edge and at least one inch from the right edge. Leave five spaces and type in the page number. This will ensure that if a page(s) is lost, the paper's author/subject can easily be identified.
- The only time a triple space is used is after the running head. As stated earlier, everything else is double-spaced.
- When selecting an appropriate abbreviated title (Running Head) for your paper:
 - Do not exceed 50 characters, counting letters, punctuation, and spaces between words.
 - It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages.
 - The title should summarize the main idea of the paper.
 - Do **not** include any abbreviations.
 - Do **not** underline or enclose the title in quotation marks.
 - Repeat this shortened title with the page number on every page.

TITLE PAGE

- APA style papers frequently have a separate title page.
- Use the numeral 1 for this first page. Page numbers are placed at least 1" from the right margin and about ½ inch from the top of the page, 5 spaces after the running head.
- Centre the complete title in upper half of page and horizontally on the page.
- If the title is long, use two or more double-spaced lines.
- Use uppercase and lowercase letters.
- Each line of information should be centred and double-spaced.
- Do **not** underline or enclose the title in quotation marks.
- The **title page** should include:
 - the title of the paper.
 - the running head.
 - the author of the paper (centred and double-spaced below the title).
 - instructor's name, and due date listed double-spaced, in order, under the student's name.
- Include the title on the first page of the text.

APA Style Title Page

<p><i>left margin</i> ← 1" →</p> <p><i>Running head:</i> → AFFIRMATIVE ACTION</p>	<p>↑ 1/2" ↓</p>	<p style="text-align: right;"><i>right margin</i> ← 1" →</p> <p style="text-align: right;">1 ↖ page #</p>
<p><i>centre title in middle of page</i> ↘</p> <p>Affirmative Action: Help or Hindrance?</p> <p style="margin-left: 100px;">Name of Student</p> <p style="margin-left: 100px;">Student Number</p> <p style="margin-left: 100px;">Instructor's Name</p> <p style="margin-left: 100px;">Course Number</p> <p style="margin-left: 100px;">Due Date</p>		

APA Style First Page

<p><i>left margin</i> ← 1" →</p>	<p>↑ 1/2" ↓</p>	<p style="text-align: right;"><i>right margin</i> ← 1" →</p> <p style="text-align: right;">4 ↖ page #</p>
<p>AFFIRMATIVE ACTION</p>		
<p><i>NOTE: the only time a triple space is used is between the Running Head & Title</i></p>		
<p><i>centre title</i> ↘</p> <p>Affirmative Action: Help or Hindrance?</p>		
<p><i>1st line tab indent</i> (5-7 spaces) →</p>	<p>At a recent "Day of Conversations" about diversity on my</p>	
<p><i>Double space</i> → <i>text</i></p>	<p>campus, I found myself disagreeing with both faculty and other students on whether affirmative action in university...</p>	
<p><i>Double space</i> ← <i>all other lines in paragraph are flush to left margin</i></p>		

ABSTRACT

Check with your instructor to find out if an abstract is required for your paper.

- Abstracts in APA style are no longer than 120 words and appear after the title page.
- The title “**Abstract**” should appear at the top of the page.
- The abstract text should be double-spaced in a **single block** with **no indenting**. The abstract begins at the left hand margin.
- An abstract is a short summary of the paper’s contents. Summarizing means to take ideas from a large passage of a source, in this case your essay, and condense them in your own words.

- An abstract should include:
 - statements about what problem or question the paper examines and what approach it follows.
 - the thesis of the paper and significant findings.

AVOID GENDERED PRONOUNS

APA does not recommend replacing "he" with "he or she," "she or he," "he/she," "(s)he," "s/he," or alternating between "he" and "she" because these substitutions are awkward and can distract the reader from the point you are trying to make. The pronouns "he" or "she" inevitably cause the reader to think of only that gender, which may not be what you intend.

To avoid the bias of using gendered pronouns:

- Rephrase the sentence
- Use plural nouns or plural pronouns - this way you can use "they" or "their"
- Replace the pronoun with an article - instead of "his," use "the"
- Drop the pronoun - many sentences sound fine if you just omit the troublesome "his" from the sentence
- Replace the pronoun with a noun such as "person," "individual," "child," "researcher," etc.

TABLE OF CONTENTS

- Include a table of contents only if your instructor specifies to include one.

APA Style Table of Contents

	Affirmative Action	3
Table of Contents		
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Subheading 2		9
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IN-TEXT CITATIONS

PAGE REFERENCES FOR QUOTATIONS

If you include a quotation in your paper, you must use a page reference for it. Abbreviate **page** as **p.**, and **pages** as **pp.** You must also include the author's name and date of publication (see "Parenthetical Citation" below).

PARAPHRASING

Paraphrasing means you are using the ideas from another source but changing the phrasing into your own words.

When paraphrasing in-text citations:

- Do not use quotation marks around the text.
- Indicate the author, year of publication, and, although optional, it is suggested to indicate the page number(s) with "p." or "pp."

PARENTHETICAL CITATION

- The author-date method of citation is used in APA style.

The author's last name and the year of publication for the source should appear in the text of your paper, with a complete reference list at the end of your paper.

Examples of in-text citations of paraphrases from a book by one author:

Johnson (2012) compared elevation levels ...[Name cited in text, date cited in parentheses.]

In a recent study of elevation levels (Johnson, 2012), ...[Name and date cited in parentheses.]

In 2012, Johnson compared elevation levels ...[Parenthetical reference is not necessary as both the name of the author and the date are used in the text.]

Examples of citations of quotations:

A recent study of research techniques of college students indicated “the internet is the primary information source for 87 percent of students” (Thompson, 2012, p. 201), a dramatic increase from the previous year’s study. [Name, date, and page reference in parentheses immediately following the quotation.]

Thompson indicated a dramatic increase in college student research techniques citing, “The internet is the primary information source for 87 percent of students” (2012, p. 201). [Name incorporated into the text introducing the quotation; date and page number in parentheses immediately following the quotation.]

NOTE: *In a **parenthetical reference**, a comma and a space separate a name from a year, and a year from a page reference.*

CITING SOURCES

- Cite **all** quotations, summaries and paraphrases. Quoting means to repeat another source **word for word**, using quotation marks.
- Cite any facts or ideas that are **not** common knowledge.
- Use either past tense [e.g., Johnson and Smith (2012), researched...], or present perfect tense [e.g., Johnson and Smith (2012) have researched...] for in-text citations.
- Copy direct quotations exactly from the source. If there are errors of spelling, punctuation, or grammar in the original source which might confuse readers, insert the word ***sic*** in italics and in brackets (*sic*) immediately after the error in the quotation.
- If you are **omitting material**, use three spaced ellipsis points (. . .) within a sentence to indicate that material has been omitted from the original source. If material is being omitted between two sentences, use four ellipsis points. Avoid using ellipsis points at the beginning or end of a quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in mid-sentence.

SHORT QUOTATIONS

- In APA style, any quotation with **fewer than 40 words** is considered a **short quotation**.
- In the text of your paper, enclose short quotations in **double quotation marks**.
- The author's last name, year of publication and specific page citation should appear in the body of your text and a complete reference should follow on the "References" page at the end of your paper.
- Any punctuation marks (periods, commas and semicolons) should appear **after** the parenthetical citation.
- Question marks and exclamation points should appear in the quotation marks if they are part of the quotation but **after** the parenthetical citation if they are part of your text.

Example of short quotation (this would be double-spaced in your essay):

He stated, "Students who study frequently for short periods of time are more successful on tests" (Jarvis, 2011, p. 123), but he did not specify how often or for what length of time students studied.

LONG QUOTATIONS

- In APA style, any quotation **over 40 words** is considered a **long quotation**.
- Long quotations should be formatted in a free-standing block with **NO quotation marks**.
- Single space throughout the long quotation.
- Begin the quotation on a new line and **indent five to seven spaces** or a **½ inch** from the left margin.
- If there are subsequent paragraphs within the quotation, indent five spaces from the new margin.

Example of long quotation (this would be double-spaced in your essay):

Jarvis (2011) discovered the following:

Students who took notes while studying the textbook material were able to retain the information longer than students who had not taken notes while reading. Furthermore, students who reviewed the class notes daily were able to retain more information than those who crammed the night before (p. 124).

EXAMPLES OF IN-TEXT CITATIONS

(Please note that some examples may not be double-spaced to save space in this publication.)

REFERENCES TO THE SAME TEXT

- If you are referring to the same text more than once in one paragraph, cite the author's name, publication date, and the page number **only the first time you cite the source**. After the first time, indicate the author's name and page number **ONLY IF THE PAGE NUMBER IS DIFFERENT FROM THE PRIOR PAGE NUMBER**.
- If you are referring to the same text in two **different paragraphs**, you need to include full reference information in both paragraphs, e.g., author's name, publication date, and page number if using.

TWO OR MORE WORKS WRITTEN BY DIFFERENT AUTHORS WITH DIFFERENT DATES TO ILLUSTRATE ONE POINT

- Paraphrase the information followed by an alphabetical listing of the authors' last names separating the sources with semicolons.
- Put all information in one set of parentheses.

Example:

(Author A, 1999; Author B, 2011; Authors C & D, 2012)

SPECIFIC PART OF A SOURCE

Example:

(Johanison, 2012, chap. 2)

For any work by TWO OR MORE AUTHORS

- In a parenthetical citation, use an ***ampersand (&)*** between the (last) two names. IF you work the information into your own text, use the word “***and***”. See the next example.

A work by TWO AUTHORS

- Give both names in each citation.

Examples:

One report described 1,234 incidents (Pender & Grast, 2011).

The results Pender and Grast (2011) reported do not coincide with the conclusions Alton and Davis drew in their latest study (2010).

A work by THREE, FOUR or FIVE AUTHORS

- Use all of the authors' last names in the first reference; in all subsequent references, use only the first author's last name followed by ***et al.*** (*meaning “and others”*).

Examples:

FIRST REFERENCE

In the latest study, 95 percent of the students had attended a postsecondary institution (Crane, Ross, Turk, & Malard, 2011).

SUBSEQUENT REFERENCE

Crane et al. (2011) included five percent of the students who have attended a postsecondary institution part-time.

MORE THAN SIX AUTHORS

If there are **more than six authors**, mention only the first author's surname and use “et al.” for the others in the first and all subsequent references.

Example:

The study concluded that previous data had been invalid (Anderson et al., 2010).

ASSOCIATION, ORGANIZATION, AGENCY, GROUP

- Spell out the group's full name for the first reference and indicate the abbreviation in square brackets [abbreviation] after the full name.
- Use the abbreviation alone for all later references.

NO AUTHOR

- If no author is named, use an abbreviated version of the title or chapter in double quotation marks to substitute for the author's name.
- Use double quotation marks around the title of an article or chapter and *italics for the title of a book, brochure or report*.

Examples:

("Title of Article or Chapter," 2011, p. 21).

(*Title of Book, Brochure or Report*, 2012, p. 34).

NO AUTHOR, NO DATE, NO PAGE NUMBER(S)

In this case, use the first few words from the title in quotation marks and the abbreviation **n.d.** (for "no date"). Use paragraph numbers if available.

Example:

A later study of students and their research techniques found that students preferred the internet ("Research and the Internet," n.d.).

PERSONAL LETTERS, MEMOS, CONVERSATIONS, ORAL INTERVIEWS, TELEPHONE CALLS

- This information is cited **ONLY** in the text of your paper, not in "References", because the source is not available for others to examine.
- Include the **author's first and middle initials and last name**, type of communication, and date of communication.

Example:

Allan Jenkins (telephone conversation, October 21, 2011) verified the findings...

PERSONAL COMMUNICATIONS (E-MAILS, DISCUSSIONS ON BULLETIN BOARDS OR OTHER ELECTRONIC CORRESPONDENCES)

- Give the initials, surname of the author and the date. Personal communications are **NOT** listed in "References".

Example:

A.J. Jones (personal communication, October 23, 2011) stated...

Or

(A. Jones, personal communication, October 23, 2011)

PERSONAL COMMUNICATION

Example:

Interviewee, personal communication, Month Day, Year).

TWO OR MORE WORKS BY THE SAME AUTHOR

- List in order of the date of publication.

Example:

(Author's name, 2010, 2011)

WORKS BY THE SAME AUTHOR WITH THE SAME PUBLICATION YEAR

- Differentiate works by adding an identifying letter to each date.

Example:

(Author's name, 2011a, 2011b)

AUTHOR IS "ANONYMOUS"

Example:

(Anonymous, 2012)

TWO OR MORE AUTHORS WITH THE SAME LAST NAME

- Use the first and middle name initials and repeat the surname for each author.

Example:

(P.E. Jones, 2011; M.T. Jones, 2012)

SECONDARY SOURCES

- If you are referencing a source which refers to another source (which you have not read), cite the source you HAVE read on the "References" page and both sources in the text. Your in-text citation should appear as follows:

Example:

(Johnson, 2011, as cited in Brown, 2012). ← You have NOT read Johnson; you have read Brown.

ELECTRONIC SOURCE

- If you are citing an entire website and NOT a specific part of the site, reference the website in the text only, and not on the "References" page.

Example:

American Psychological Association (<http://www.apastyle.org>) is a well-organized site for locating proper referencing.

ELECTRONIC SOURCE WITH NO PAGE NUMBER

- Use paragraph numbers if available.
- Use either **para.** or ¶ as an abbreviation for paragraph.

Example:

(Johnson, 2011, para. 8)

- If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading. Note that in some electronic sources, like Web pages, people can use the Find function in their browser to locate any passages you cite.

According to Johnson (2012), ... (Mind over Matter section, para. 6).

Note: Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination.

WEB SITE WITH NO AUTHOR, NO YEAR, NO PAGE NUMBER(S)

- If page or paragraph numbers are not available, include the first couple of words from the title in quotations and **n.d.** (for “no date”).

Example:

(“Natural Resources,” n.d.)

REFERENCES

- On a fresh page, centre the word “References” about one inch down from the top margin of the page.
- Double space everything in “References”.
- List **all** sources cited (except personal communications) in the body of your paper alphabetically by author’s last name, or if no author is known, by the title’s first significant word (not *A*, *An*, or *The*).
- For each reference, type the first line flush with the left margin. Indent the second and subsequent lines as ***hanging indents***.
*Note: if you are using word-processing software such as Microsoft Word or Corel WordPerfect, you can use a “**hanging indent**” under ‘**Format Paragraph**’.
- Start each entry on a new line.
- *Italicize* all book titles.
- Use **one space** after a colon, comma, semicolon or period. Use one space after any sentence-ending punctuation.
- Do not drop *A*, *An*, or *The* from the titles of magazines, journals, or newspapers. Capitalize first letter only of title of non-periodicals.
- Your reference list will give all information necessary to retrieve your cited sources.

APA Style Reference Page

Running Head: Affirmative Action 15
↖ *page #*

centre title ↘
References *italics*

Double space → Author, A., & Author, B. (Year). *Title of book*. Place of Publication:
← *Double space all entries*

indent 2nd line → Publisher.

Author, A., & Author, B. (Year). Title of journal article. *Journal* ← *italics*
Name, Volume Number, (issue number), Page(s) number(s).

EXAMPLES OF REFERENCE CITATIONS

NO DATE

- When there is no date for your source, write **n.d.** in parenthesis.

SINGLE AUTHOR BOOK

- For book and article titles, capitalize the first word, the first word after a colon, and any proper nouns.
- Following each period there should be **one space**.

Example:

Last name, First Name Initial, Middle Initial (if any). (Year). *Title of book*. Place of Publication: Publisher.

BOOK REVISED EDITION

Example:

Last name, First Name Initial. (Year). *Title of book* (Rev. ed.). Place of Publication: Publisher.

ARTICLE OR CHAPTER IN AN EDITED BOOK

Example:

Last name, First Name Initial. (Year). Title of article or chapter. In author's First Initial. Middle initial. Last Name (Ed.), *Title of book* (pp.). Place of Publication: Publisher.

BOOK WITH MORE THAN ONE AUTHOR

- When there is more than one author, use the ampersand (&) symbol before the last author's name.

Example:

Author A., & Author B. (Year). *Title of book*. Place of Publication: Publisher.

BOOK WITH SIX OR MORE AUTHORS

Example:

Author A., Author B., Author C., Author D., Author E., & Author F. (Year). *Title of book*. Place of Publication: Publisher.

<p>*NOTE: The abbreviation <i>et al.</i> is NOT used in the Reference List regardless of the number of authors. List ALL authors in the Reference List.</p>

TWO OR MORE WORKS BY THE SAME AUTHOR(S)

- Show all entries with the author's last name. Order of entries is determined by year of publication in chronological order.
- If there are entries published in the same year, list them alphabetically by title.
- Use the ampersand (&) between the second-to-last and last authors' names.
- A **comma** should be placed between the first author's last name and first initial, and after each complete author's name **except the last**. Use a **period after the last name**.

BOOK WITH NO AUTHOR

- Begin your reference citation with the title of the book.

Example:

Title of book (edition number when available.). (Year). Place of Publication:
Publisher.

EDITED BOOK

Example:

Author A., & Author B. (Eds.). (Year). *Title of book*. Place of Publication:
Publisher.

CHAPTER IN AN EDITED BOOK

Example:

Author A. A., & Author B. B., (Year of publication). Title of chapter. In A. Editor & B. Editor (eds.), *Title of Book* (pp. pages of chapter). Location: Publisher.

MAGAZINE ARTICLE

- Capitalize only proper nouns and the first word of the title and the first word after a colon.
- Do not abbreviate publication months; write out the month in full.

Example:

Author's Last Name, First Name Initial. (Year, Month Day). Title of magazine article. *Magazine Name*, issue number, page number(s).

JOURNAL ARTICLE

Example:

Author A., & Author B. (Year). Title of journal article. *Journal Name*, volume number (issue number), page(s).

- NOTE: If a periodical includes a volume number, italicize it, and DO NOT include the letters "p./pp." before the page number(s). If there are no volume numbers, include "pp." before the page numbers or "p." if the source is one page.

JOURNAL ARTICLE, MORE THAN SIX AUTHORS

Example:

Author A., Author B., Author C., Author D., Author E., Author F., et al. (Year).
Title of journal article. *Journal Name*, volume number, page(s).

NEWSPAPER ARTICLE KNOWN AUTHOR

- Use the abbreviation p. or pp. before **newspaper** page numbers **only**.
- List ALL page numbers used, even if they are not continuous (i.e., pp. 2, 5-6).

Example:

Last Name, First Name Initial (Year, Month Day). Title of article. *Newspaper*,
issue number, p./pp.

*NOTE: Indicate the p. (page) or pp. (pages) by section, such as “p. B2”.

NEWSPAPER ARTICLE NO AUTHOR

Example:

Title of article. (Year, Month Day). *Newspaper*, *Issue number*, p./pp.

ENCYCLOPEDIA OR DICTIONARY

Example:

Author A. (Ed.). (Year). *Name of dictionary* (edition number, volume number,
p./pp.). Place of Publication: Publisher.

*NOTE: If there is no author, begin your reference with the name of the dictionary.

BROCHURE

Example:

Source of Brochure. (Year). *Title of brochure* (4th ed.) [Brochure]. Place of
Publication: Publisher.

Electronic Sources

- A reference of an internet source should provide, at a minimum, the following information:
 - document title or description.
 - date of publication or retrieval.
 - internet address.
 - author when available.

INTERNET ARTICLES BASED ON PRINT SOURCE

Most articles retrieved from online publications in psychology and behavioural sciences are exactly the same as the print versions. Use the same basic primary journal reference, but if you viewed the article only in electronic form, put in brackets after the article title [Electronic version].

Example:

Author, A. A., & Author, B. B. (Date of Publication). Title of article [Electronic version]. *Journal Name, issue number* if available, page numbers.

If you have reason to believe the online version differs from the print source, in your reference, after the page numbers, add the date retrieved and the URL.

E-BOOK

Author, A. (Year). *Title*. Retrieved from <http://www.websiteaddress.com>

ARTICLE IN AN INTERNET-ONLY JOURNAL

Since online materials can potentially change URL's, APA recommends providing a **Digital Object Identifier** (DOI), when it is available, as opposed to the URL. DOI's are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

Note that some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendors name like "CrossRef" or "PubMed." This button will usually lead the user to the full article which will include the DOI. Find DOI's from print publications or ones that go to dead links with CrossRef.org's "DOI Resolver," which is displayed in a central location on their home page.

Article From an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*. doi:0000000/000000000000

Article From an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require a URL.

Example:

Author, A. A. (Year, Month Day). Title of article. *Journal Name, issue number*. Article number if available. Retrieved Month Day, Year, from <http://www.someaddress.com/full/url/>

ARTICLE IN AN INTERNET-ONLY JOURNAL continued...**Article From an Online Periodical with no DOI Assigned** continued

If the article appears as a printed version as well, the URL is not required. Use "Electronic version" in brackets after the article's title.

Johnson, J. H. (2012). Learning Skills Strategies [Electronic version]. *Study Skills Research*, 29, 535-555.

WEB DOCUMENT

Example:

Author. (Date). *Title of web document*. Retrieved from www.webpageaddress.com

WEB DOCUMENT, NO AUTHOR OR DATE

Example:

Title. (n.d.). Retrieved from www.websiteaddress.com

WEB SITE WITH NO AUTHOR, NO YEAR, NO PAGE NUMBER(S)

Example:

Title. (n.d.). Retrieved Month Day, Year, from <http://www...>

NEWSPAPER ARTICLE

Example:

Author, A (Year, Month Day). *Title of article*. *Title of Newspaper*. Retrieved from <http://www.websiteaddress.com>

BLOG ENTRY

Example:

Author A. (Year, Month Day). *Title* [Web log comment]. Retrieved from <http://www.websiteaddress.com>

VIDEO – LIBRARY ONLINE / YOUTUBE

Example:

Creator, A (Year, Month Day). *Title* [Video file]. Retrieved from <http://www.websiteaddress.com>

NEWSPAPER ARTICLE

Example:

Author, A. A. (Year, Month Day). *Title of article*. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

ONLINE ENCYCLOPEDIAS and DICTIONARIES

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry. When listing the URL, give only the home or index root as opposed to the URL for the entry.

Example:

Feminism. (n.d.) In Encyclopædia Britannica online. Retrieved from <http://www.britannica.com>

ONLINE LECTURE NOTES AND PRESENTATION SLIDES

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Johnson, J. Note taking in the college classroom [PDF document]. Retrieved from Lecture Notes Online Web site: http://www.learn.onprov.edu/classes/study_skills28/Johnson/index.html

Johnson, J. H. (2012). Note taking for the college student [PowerPoint slides]. Retrieved from <http://siri.coc.edu/ppt/40jjss/index.html>

TABLES

- This section, when used, is placed after the “References”.
- Tables should be double spaced.
- Table numbers should appear at the top of the page, flush left.
- Number tables “Table 1”, “Table 2”, etc., according to the order they are mentioned in the paper.
- Each table should include a brief but clear and explanatory title.
- Begin each table on a separate page.

FIGURES

- Figures (e.g. illustrations, graphs, charts, photographs and drawings) should all be numbered consecutively.
- Captions can be included but should be typed in order on a separate page labeled “Figure Caption(s)”.
- The “Figure Captions” page should be placed after the “Tables” and before the “Figures” pages in the paper.

APPENDIX/APPENDICES

- The appendix is the very **last** page(s) of your paper.
- **Each** appendix item should be listed on a separate page and be labeled with the title “Appendix” followed by “A,” “B,” and so on consecutively.
- Double space, centre and use uppercase and lowercase letters for the appendix title.
- Indent the first line 5-7 spaces.

WHERE DO I FIND APA FORMAT?

- On-Line: www.apastyle.org
- Book Reference: *Publication Manual of the American Psychological Association, 6th ed.*
<http://www.confederationc.on.ca/academicsupportcentre/learningskills/LearningSkillsResources>

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