Getting Started with APA Citation Style

What is APA Style?
American Psychological Association (APA) style is one of several styles for academic writing. This guide covers frequently used citation forms. The sixth edition of the *Publication Manual of the American Psychological Association* (BF 76.7 .P83 2010) is a comprehensive resource, available at most UBC Libraries.

General Rules

- **Formatting**: The preferred APA font is a serif typeface such as Times New Roman with 12-point size. Double-space between all lines of text, including the reference list. Have uniform margins of at least 1 in. (2.54 cm) on all sides.

- **Hanging indents** should be used for the reference list entries. This means that all lines after the first line of each entry should be indented one half inch from the left margin (in Word 2007 use Paragraph>Special>Hanging).

- Arrange reference list entries in **alphabetical order** by the surname of the first author or by title if there is no author. Use only the initial(s) of the author’s given name, not the full name, with a space between the initials.

- If the reference list includes **two or more entries by the same author(s)**, list them in chronological order (oldest first). Add a lower case letter (a, b, etc.) after the year, within the parentheses.

- **Capitalize** only the first letter of the first word in the article or book title. Proper nouns are also capitalized as well as the word following a colon (subtitle). Journal titles should have every major word capitalized.

- **Italicize** journal titles, volume numbers and even the comma following the journal title. Do not italicize issue numbers (i.e., the number which appears in parentheses after the volume number).

- References cited in the text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications and secondary sources, which are cited in the text only and are not included in the reference list.

Citations in Text

1. When using a direct quotation, include the page number of the quote.

   - Stereotypes have been defined as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (Lindgren, 2001, p. 1617).

2. When paraphrasing an idea, the citation will include author(s) and date.

   - Author’s name given in the body of your paper:
     - Lindgren (2001) reported…
   - Author’s name not given in the body of your paper:
     - A study of the comparison process (Lindgren, 2001)

3. For electronic sources without page numbers, use the abbreviation *para.* If the paragraph number is not apparent, cite the section heading and the paragraph number following it.

   - (Myers, 2000, para. 5)
   - (Butler, 2000, Conclusion, para. 1)

4. Order two or more works within the same parentheses as they would appear in the reference list.

   - Past research (Heschl, 2001, 2005; Noonan & Johnson, 2002a, 2002b; Wolchuk et al., 2000) has shown…

Direct quotation in text: (Rutherford, 2006, p. 56)

- If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number (p. 198).


Direct quotation in text (from a passage that spans two pages): **First citation**: (Rush, Waldrop, Mitchell, & Dyches, 2005, pp. 283-284) **Subsequent citation to a different passage from the same source**: (Rush et al., 2005, p. 291)


First and subsequent citations in text: (Robinson et al., 2009)

- When authors number eight or more, include the first six authors’ names in the reference, then insert three spaced dots (an ellipsis - p. 172), and add the last author’s name (p. 184).


First and subsequent citations in text: (Bottorff et al., 2009)


Citation in text: (Mathieson, Bailey, & Gurevich, 2002)

- Hint: Google journal title to locate URL.


Direct quotation in text: (Gabora, 2007, para. 5)

- The exact URL is used because the article is “informally published” (p. 200).


Citation in text: Diamattia and Kesner’s study (as cited in Kolb & Cioe, 1998) . . .

- “Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English” (p. 178).

continued . . .
BOOKS & BOOK SECTIONS

Book: 1-2 authors
(p. 203 #18)

Citation in text: (Mitchell, 2001)

Book: 3-5 authors
(p. 203 #18)

Citations in text: First Citation: (Murphy, Lai, & Sookraj, 1997) Subsequent: (Murphy et al., 1997)

Book: Group author:
Author as publisher: 6th edition
(p. 203 2nd bullet & p.177 table 6.1)


Edited book
(p. 202 sec. 7.02)

Citation in text: (Hare & Schalling, 1978)

Chapter in an edited book
book (p. 204 #25)

Citation in text: (Porter, Woodworth, & Doucette, 2007)

Chapter in an edited book:
English translation:
Reprinted from another source
(p. 204 #26)

Citation in text: (Piaget, 1970/1988)

Encyclopedia article
(p. 203 sec. 7.02 & p. 205 #29)

Citation in text: (Lindgren, 2001)

Book with no author or editor
(p. 205 #30)

Citation in text: (Merriam-Webster’s, 1993)

continued . . .
<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
<th>Citation in Text</th>
</tr>
</thead>
</table>

*Note: “Database names . . . may be given for material of limited circulation” (p. 202)*
WEB DOCUMENTS

Webpage (p. 212 #61)

Citation in text: (Mulhauser, 2009)

“Do not include retrieval dates unless the source material may change over time (e.g., Wikis)” (p. 192).

Webpage: Corporate author (p 205 #31)

Citation in text: (National Defense and the Canadian Forces, 2004)

Web report: Author different from the publisher (p. 205 sec. 7.03) so identify publisher as part of retrieval statement (p. 206 #33)

Citation in text: (Shields & Wilkins, 2006)

Web report: Author same as publisher (p. 205 #31)

Citation in text: (Statistics Canada, 2005)

Blog posting (p. 215 #76)

Citation in text: (Kiume, 2007)

LEGAL DOCUMENTS

Legislation: Revised Statutes of Canada: Retrieved from the internet (p. 220 #11)

Citation in text: (Criminal Code, 1985)

Legislation: Revised Statutes of British Columbia: Retrieved from a database (p. 220 #10)

Citation in text: (University Act, 1996)

Case law: Supreme Court of Canada Reports: Retrieved from the internet (p. 217 #1)

Citation in text: (R. v. Latimer, 2001)

MEDIA

Video clip, e.g. YouTube: Retrieved from the internet (p. 215 #77)

Citation in text: (Norton, 2006)
MEDIA (continued)

Audio clip [podcast]:
Retrieved from the internet
(p. 210 #50)


Citation in text: (Green, 2006)

Motion picture
(p. 209 section 7.07)


Citation in text: (Davidson, 1999)

Single episode from a television series
(p. 210 #51)


Citation in text: (MacIntyre, 2006)

NOTES, HANDOUTS & YOUR ESSAYS FROM LAST YEAR

Personal communication
(p. 179 section 6.20)

Includes letters, phone calls, email messages, and interviews. Because they include “unrecoverable data,” they are NOT included in the reference list.

Citation in text: M. Burton (personal communication, August 1, 2006)…

Class notes
(p. 179 section 6.20)

Cite information from your own personal notes from a lecture as a personal communication and refer to it only in the body of your essay.

Citation in text: In a lecture on November 16, 2008, to a PSYO 235 class, Professor Davies said…

Class handout:
Has title
(p. 211 #58)


Citation in text: (Woodworth, 2006)

Lecture notes posted to WebCT Vista
(p. 212 #61)


Citation in text: (Cioe, 2006)

PowerPoint presentation posted to WebCT Vista
(p. 212 # 61)


Citation in text: (Cioe, 2006)

Custom course materials:
Reprinted from another source
(p. 204 #26)


Citation in text: (Redfield, 1947/2007)

Essay: Self-citation
(template on p. 207 section 7.05)


Citation in text: (Janke, 1997)
Running head: GETTING STARTED WITH APA CITATION STYLE

Start your reference list on a new page and double-space all entries. Generally, your paper should be written in 12-pt Times New Roman with 1" margins (pp. 228-229).

References


If the name of the state, province, or country is included in the name of the university press do not repeat it in the publisher location (p. 230).

For journal articles, only include the issue number if the journal is paginated by issue, i.e. each issue begins on page 1 (p. 199).