What is APA Style?
American Psychological Association (APA) style is one of several styles for academic writing. This Getting Started library handout covers frequently used citation forms and refers to the Manual (Publication Manual of the American Psychological Association - BF 76.7 .P83 2010) and the Guide (APA Style Guide to Electronic References, May, 2012). Unless otherwise stated below, section and page numbers referred to are from the Manual.

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). If entries are by the same author with the same year, put them in alphabetical order by first letter of the title. 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 original works cited in 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** (sec. 6.03 p. 170).
   - 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 (sec. 6.05 p. 171).
   - (Myers, 2000, para. 5)
   - (Butler, 2000, Conclusion, para. 1)

4. **Order multiple works within the same parentheses as they would appear in the reference list** (sec. 6.16 p.177).
   - Past research (Heschl, 2001, 2005; Noonan & Johnson, 2002a, 2002b) has shown...

5. **For citations to original works taken from secondary sources, which you should use sparingly** (sec. 6.17 p. 178), list the work you have read (secondary source) in the reference list and in-text add the words "as cited in" to the parenthetical citation.
   - Berringer's study found … (as cited in Gattrell, 2012).

6. **Within a paragraph, when the name of the author is part of the narrative**, there is no need to include the year in subsequent non-parenthetical references (sec. 6.11 p. 174).
   - Kurtz (2013) reported that cultural safety…. Kurtz also found…. 
### JOURNAL ARTICLES

**Journal article:** Retrieved online with digital object identifier (DOI)  
(Example on p. 198 #1 of the Manual)


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

**Journal article:** Retrieved online with DOI: Three to five authors  
(p. 198 #1 & p. 177 table 6.1)


Direct quotation in text (from a passage that spans two pages p.171 of the *Manual*):  
**First citation:** (Rush, Adamack, Gordon, & Janke, 2013, pp. 346-347) **Subsequent citation to a different passage from the same source:** (Rush et al., 2013, p. 354) Example on p. 177 table 6.1 of the *Manual*

**Journal article:** Retrieved online with DOI: Six or seven authors  
(p. 198 #1)


First and subsequent citations in text: (Robinson et al., 2009) Example on p. 177 table 6.1 of the *Manual*

**Journal article:** Retrieved online with DOI: Eight or more authors: Advance online publication  
(p. 198 #2 & p. 199 #5)


First and subsequent citations in text: (Bottorff 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).

**Journal article:** Retrieved online with no DOI: Give URL of the journal home page (even if retrieved from a database)  
(p. 199 #3)


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

- Hint: Google journal title to locate URL.

Direct quotation in text: (Gabora, 2007, para. 5) Example p. 171 sec. 6.05

- 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. Example p. 178 sec. 6.17


Citation in text: (Wells, 2009)


Citations in text: (Cernetig, 2009)

- “Give the URL of the home page when the online version of the article is available by search to avoid non working URLs” (p. 201).


Citation in text: (Mitchell, 2001) Example on p. 177, table 6.1, of the *Manual*


Citations in text: First Citation: (Murphy, Lai, & Sookraj, 1997) Subsequent: (Murphy et al., 1997) Example on p. 177, table 6.1, of the *Manual*


Citation in text: (Hare & Schalling, 1978)
Chapter in an edited 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)

Published conference proceedings: No DOI (p. 207 #39)


Citation in text: (Deci & Ryan, 1991)

- “If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location” (p. 187).

Multi-volume work (p. 204 #23)


Citation in text: (Koch, 1959-1963)

Entry in an online reference work: No author: No DOI (p. 205 #29 & #30)


Citation in text: (“Globalization,” 2005) Example p. 176 sec. 6.15

Entry in an online reference work: With author: With DOI (Guide, p. 18 #22)


Citations in text: (American Psychiatric Association, 2013)

Citation in text: (Mishra & Mishra, 2012)

- “Provide the home page of the online library (ebrary, EBL, Google Books, etc.) rather than the full URL. Books are easily available by search and some sites require log-in credentials” (*Guide*, p. 17).


Citation in text: (Johnson, 2008)

- Database information (i.e. name) may be given for books (monographs) of limited circulation (*Guide*, p. 17).


Citation in text: (Rasmussen, 2006)

- Database name is provided because the content is proprietary (i.e., this record is only available in Mental Measurements) (*Guide*, p. 30 #66).


Citation in text: (Peterson, 1999)


Citation in text: (Aguiar, 2001)


Citation in text: (Gibson, 2007)


Citation in text: (UBC Okanagan, Faculty of Management, n.d.)
### WEB DOCUMENTS

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### LEGAL DOCUMENTS

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MEDIA

Streaming video (e.g. YouTube)  
( Guide, p. 26)  


Citation in text: (NewsBeFunny, 2012)

❖ If the person who posted the video’s real name is available provide it in the format Author, A. A. followed by the username inside square brackets. When only the username is available give it without the brackets ( Guide, p. 26).

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)

Painting or photograph retrieved from the internet  
( Guide p. 27 #51 & #52)  


Citation in text: (Colville, 1987)

❖ Use [Photograph] if you are referring to a photograph instead of a painting.

NOTES & HANDOUTS

According to the APA Style Guide to Electronic References ( p. 31) you should treat lecture notes and class handouts that are only available via course management software (such as Connect), or from someone who attended the lecture, as personal communication.

Personal communication  
( p. 179 sec. 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, 2009) . . .

Class notes, handouts & PowerPoint slides on Connect  
( p. 179 sec. 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 PSY 252 class, Professor Davies said . . .

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


Citation in text: (Redfield, 1947/2007)
References


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).