

# APA Citation Style

## Guide to References and Citations in Text

Most Instructors at Olds College require the use of the American Psychological Association (APA) style for citing references in student papers. It is important to remain consistent within the paper and to use the style recommended by your Instructor.

The purpose of documentation is to:

- Identify (**cite**) other people's ideas and information used **within your essay or paper**.
- Indicate the authors or sources of these in a **References** list at the end of your paper.

### General Guidelines for APA Citation Style

- ✓ All sources of information and data, whether quoted directly or paraphrased, are cited with parenthetical references in the text of your paper. Example: (Walker, 2004).
- ✓ To document your research throughout the text of your paper cite by author and date the works you consulted (3.94). If quoting directly from a source, include the page number on which that quote appears. Example: (Walker, 2003, p. 238).
- ✓ Double-space your entire paper, including the "References" list and any block quotes (5.03).
- ✓ List References entries with a hanging indent.  
Hardaker, J.B. (1997). *Coping with risk in agriculture*. Cambridge, MA : CABI Pub. 75-90.
- ✓ Arrange reference list entries in one alphabetical sequence by the surname of the first author or by title or first word if there is not an author. (4.04)
- ✓ Use only the initial(s) of the author's given name, not the full name.
- ✓ If the reference list includes two or more entries by the same author(s), list them in chronological order with the earliest first. (4.04)
- ✓ For information on works with multiple authors, see pages 208-209 of the *Publication Manual*.
- ✓ In titles and subtitles capitalize only the first letter of the first word and any proper nouns, except in parenthetical (in text) citations (3.97).
- ✓ Italicize book titles, journal titles and volume numbers. Do not italicize issue numbers.
- ✓ References cited in text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications (3.102), secondary sources (4.16.22), and general web sites that are cited in text only and not included in the reference list.
- ✓ When the reference list entry includes a URL that must be divided between two lines, break it after a slash or dash or another logical division point.
- ✓

## Citations In Text

### How to Cite Quotations (3.34 - 3.41)

- When you incorporate a direct quotation into a sentence, you must cite the source.
- Fit quotations within your sentences, making sure the sentences are grammatically correct.

Gibaldi (2003, p. 109) indicates that, "Quotations are effective in research papers when used selectively". Remember that "[q]uotations are effective in research papers when used selectively" (Gibaldi, 2003, p. 109). In 2003, Gibaldi wrote that, "Quotations are effective in research papers when used selectively" (p.109).

- If the quotation is 40 words or more, you must use
  - A block format in which the quotation is indented 1 inch from the left margin with **No** quotation marks

### **How to Cite Summaries or Paraphrases**

Even if you put information in your own words by summarizing or paraphrasing, you must cite the original author or researcher. For example, a paraphrase of Gibaldi's earlier quotation might be identified as follows:

“When writing the research paper, students should use quotations judiciously” (Gibaldi, 2003, p. 109).

### **How to Cite Information When You Have Not Seen the Original Source (4.16.22)**

Sometimes an author writes about research that someone else has done, but you are unable to track down the original research report. In this case, because you did not read the original report, you will include only the source you did consult in your References. The words ‘as cited in’ in the parenthetical reference also indicates you have not read the original research.

Fong's 1987 study (as cited in Bertram, 1996) found that older students' memory can be as good as that of young people, but this depends on how memory is tested.

[Do not include Fong (1987) in your References; do include Bertram (1996).]

### **How to Cite Information If No Page Numbers Are Available (3.39)**

If a resource contains no page numbers, as can be the case with electronic sources, then you cannot include a page number in the parentheses. However, if the source indicates paragraph numbers, use the symbol ¶ or abbreviation “para” and the relevant number following it.

As Myers (2000, ¶ 5) aptly phrased it...  
(Beutler, 2000, conclusion, para. I)

### **More Tips for APA Citation**

- If the author's name is unavailable, use the title of the article or book or Web source, including the appropriate capitalization and italics format. e.g. (“Asthma rates increasing” C4).
- Where you need to leave out part of a quotation to make it fit grammatically or because it contains irrelevant/unnecessary information, insert ellipses. (3.38)
- If you must add or slightly change words within a quotation for reasons of grammar or clarity, indicate the change with square brackets. (3.38)
- Do not include personal communications in your references. List them in text only. (3.102)

For more information access the APA website [www.apastyle.org/pubmanual.html](http://www.apastyle.org/pubmanual.html) and click on *Style Tips*. Or refer to the **Publication manual of the American Psychological Association (5<sup>th</sup> ed.)** in the library reference section, call number: **REF BF 76.7 P83**.

In the following table, the first column lists the different formats of information. The second column gives examples of formats for citing your references at the end of your paper. The third column gives examples of citations to use within your paper when quoting someone.

**NOTE: The following table is NOT an example of a reference page layout.**

References		Citations In Text
<b>BOOKS</b> (4.16.B)	<b>General format</b> Author surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle.</i> Place of Publication: Publisher.	<b>General format</b> (Author surname, Year) (Author surname, Year, p. #) [direct quote]
<b>Book</b> One author	Harris, L.A. (2001). <i>Canadian copyright law</i> (3 <sup>rd</sup> ed.). Toronto: McGraw Hill Ryerson.	(Harris, 2001)
<b>Book</b> Group author Author as publisher (4.16.24)	American Psychological Association. (2001). <i>Publication manual of the American Psychological Association</i> (5 <sup>th</sup> ed.). DC: Author.	<b>First citation</b> (American Psychological Association [APA], 2001) <b>Subsequent citations</b> (APA, 2001)
<b>Edited book</b> (4.16.25)	Stephens, A. (Ed.). (1998). <i>Dictionary of agriculture</i> . Chicago: Fitzroy Dearborn Publishers.	(Stephens, 1998, p. 198)
<b>Article or chapter in an edited book</b> (4.16.34-37)	Bird, L.S. (1981). Pest management systems for cotton diseases. In D. Pimentel (Ed.), <i>CRC Handbook of pest management in agriculture</i> . Volume III. (pp. 203-213). Toronto: OMAFRA.	(Bird, 1981, p. 203)
<b>Article in a reference book</b> (4.16.38)	Richardson, S. D. (1999). Drinking water disinfection by-products. In <i>Encyclopedia of pollution and cleanup</i> . (Vol. 1, pp. 454-468). New York: Wiley.	(Richardson, 1999, p. 454)
<b>Electronic Book</b>	O'Keefe, E. (n.d.). <i>Egoism &amp; the crisis in Western values</i> . Retrieved March 24, 2009, Available from <a href="http://www.onlineoriginals.com/showitem.asp?itemID=135">http://www.onlineoriginals.com/showitem.asp?itemID=135</a>	
<b>Government report</b> (4.16.C)	Statistics Canada. (1999). <i>Market research handbook</i> (63-224-XPB). Ottawa: Statistics Canada.	(Statistics Canada, 1999, p. 123)
<b>JOURNAL ARTICLES</b> (4.16.A)	<b>General Format</b> Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. <i>Journal Title</i> . volume(issue), page range.	<b>General format</b> (Author surname, Year) (Author surname, Year, p. #) [direct quote]
<b>Journal article</b> Continuous pagination (4.16.1)	Iles, J.K., & Vold, A.M. (2003). Landscape tree cultivar preferences in Iowa, U.S. <i>Journal of Arboriculture</i> , 29(6), 331-336.	(Iles & Vold, 2003, p. 331)
<b>Journal article</b> Paginated by issue (4.16.2)	Boake, T.M. (2004). Green superbuildings: Innovative new designs and technologies are taking ecological building onward and upward. <i>Alternatives Journal</i> , 30(5), 19-23.	(Boake, 2004, p. 19)
<b>Journal article</b> 3-6 authors (4.16.3)	Doccola, J.J., Wild, P.M., Ramasamy, I., Castilo, P., & Taylor, C. (2003). Efficacy of arborjet viper microinjections in the management of hemlock woolly adelgid. <i>Journal of Arboriculture</i> , 29(6), 327-330.	<b>First citation</b> (Doccola, Wild, Ramasamy, Castilo & Taylor, 2003, p. 327) <b>Subsequent citations</b> (Doccola et al., 2003, p. 1048)
<b>Journal article</b> From periodical index/ database	Gutierrez, W. A. (2004). Damping-off fungi [Electronic version]. <i>Horticulture</i> , 101(1), 16. from Biological and Agricultural Index.	(Gutierrez, 2004)

References (list at end of paper)		Citations In Text
<b>Journal article</b> From online periodical [Internet only] (4.16.72)	Van den Bosch, F., & Gilligen, C. A. (2008). Models of Fungicide Resistance Dynamics. <i>Annual Review of Phytopathology</i> , 46, 123-147. Retrieved March 24, 2009, from <a href="http://arjournals.annualreviews.org/doi/full/10.1146/annurev.phyto.011108.135838">http://arjournals.annualreviews.org/doi/full/10.1146/annurev.phyto.011108.135838</a>	(Van den Bosch, 2008)
<b>Magazine article</b> (4.16.6)	Singer, E. (2004, December 4). Life force. <i>New Scientist</i> , 46-49.	(Singer, 2004, p. 46)
<b>Magazine article</b> From periodical index/database	Hospital, A. (2004, October 12). Wake up, there's money to be made. <i>Australasian Business Intelligence</i> , pNA. Retrieved December 22, 2004, from Expanded Academic database.	(Hospital, 2004)
<b>Newspaper article</b> Discontinuous pages (4.16.10)	Perseverance pays off for detective. (2004, December 17). <i>The Calgary Herald</i> , p. A1, A4.	("Perseverance pays", 2004)
<b>AUDIOVISUAL MEDIA</b> (4.16.H)	<b>General format</b> Writer, A., Producer, or Director. (Date of copyright). <i>Title</i> [Medium: Motion picture, CD, cassette, etc.]. Location: Label.	(Writer, Producer, or Director, Date of copyright)
<b>Motion Picture (Video Recording)</b> (4.16.65)	Davidson, F. (Producer), & Davidson, J. (Director). (1999). <i>B.F. Skinner: a fresh appraisal</i> [Motion picture]. United States: Davidson Films.	(Davidson & Davidson, 1999)
<b>Music Recording</b> (4.16.69)	Kander, J. & Ebb, F. (1972). Money, money [Recorded by Liza Minelli]. On <i>Cabaret: Original soundtrack</i> [CD]. Canada: MCA Records.	(Kander & Ebb, 1972, track 7)
<b>WEB SITES</b> (4.16.1)	<b>General Format (include available elements)</b> Author or Corporate Body. (Last update or copyright date; if not know, put n.d.). <i>Title of specific document</i> . Place of Publication: Name of Corporate Body or Publisher. (Do not repeat Corporate Body name if listed above) Retrieved date you accessed site, from URL of specific document	<b>General Format</b> (Author surname OR Title, Year) (Author surname OR Title, Year, page or para. #) [direct quote]
<b>Web page</b> General	Rice, D., & Longfellow, D. (n.d.). <i>Common dog diseases and health problems</i> . Retrieved March 24, 2009, from <a href="http://www.ces.purdue.edu/extmedia/4H/4H-852-W.pdf">http://www.ces.purdue.edu/extmedia/4H/4H-852-W.pdf</a>	(Rice, 2003)
<b>Web page</b> No author, no date (4.16.77)	<i>Canine viral diseases</i> . (n.d.). Retrieved December 22, 2004, from <a href="http://www.ccc.govt.nz/animals/CanineViral%20diseases.asp">http://www.ccc.govt.nz/animals/CanineViral diseases.asp</a>	( <i>Canine viral diseases</i> , n.d.)
<b>Web page</b> University site (4.16.78)	Hunt, T., Witkowski, J., Wright, R., & Jarvie, K. (2004). <i>The bean leaf beetle in soybeans</i> . Retrieved December 5, 2004, from The University of Nebraska Lincoln Web site: <a href="http://ianrpubs.unl.edu/insects/g974.htm">http://ianrpubs.unl.edu/insects/g974.htm</a>	(Hunt, Witkowski, Wright & Jarvie, 2004)
<b>PERSONAL COMMUNICATIONS</b> (3.102)	(personal communications are not included in the reference list)	T.K. Lutes (personal communication, April 18, 2006)