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## APA Style (6<sup>th</sup>) Quick Guide

This guide provides examples for selected research sources based on the style recommended in the *Publication Manual of the American Psychological Association* (APA) (6th ed., 2010). In-text citations indicate the exact location for sources of information used in the text of the paper; the reference list describes the works from which the citations are taken.

**NOTE: APA requires double-spacing between ALL text lines, including references. In an attempt to save space, this document has been formatted in single spacing.**

### Formatting your paper

APA style requires that you use parenthetical citations to document quotations, paraphrases, summaries, and other material from a source used in your paper corresponding to the full bibliographic entries found in a list of references included at the end of your paper. To cite a source in the text of the paper, indicate in parentheses the last name of the author(s), or if there is no author, the first few words of the document title (in quotation marks), followed by the year of publication, and the page number. The following paragraphs show sample in-text citations. Please note that the footnotes in the example below are only used to provide explanations about the citations.

In his classic study, Gardner (2004) summarizes the scepticism of current researchers and observers about whether the messages presented in the Fourth Assessment Report were really about the end of the World as we know it. His conclusion is that “anthropogenic global warming is occurring” (p. 22)<sup>1</sup> and human activities are to blame. But four renowned researchers (Tannenbaum, Leung, Sudha, & White, 2005)<sup>2</sup> who re-analysed published data have rejected the likelihood of human influence on recent climate and concluded that:

The current climate change is natural. The close of the millennium was marked by a deep suspicion of the natural world and an increasing reliance upon the pronouncements of soothsayers and visionaries, who caused hysteria with their doom-laden forecasts of the end of humanity (p. 184).<sup>3</sup>

This has prompted some key influential organisations to hold non-committal positions on this issue. But in a recent publication Cooper et al. (2009) positively identified the “human fingerprints” associated with climate changes stating that “temperatures have risen compared to pre-1800 levels, and humans significantly influence the global temperature” (p. 19). This is echoed by Al Gore in his recent presentation at Dalhousie University when he concluded that “we’re in for a planetary emergency unless we change the way we live now” (personal communication, May 3, 2010).<sup>4</sup>

### References<sup>5</sup>

Cooper, M., Engelbart, D., Furuta, R., Hiltz, S. R., Noll, J., Preece, J., ... Van de Walle, B. (2009). Human finger-prints: a knowledge evolution. *Journal of Global Warming*, 18(4), 11-35. doi:10.1073/pnas.0706147104

Gardener, S. (2004). *Anthropogenic global warming: How the world is changing*. New York: Morrow.

Tannenbaum, R. V., Leung, K., Sudha, J. R., & White, M. A. (2005). A re-examination of the notion of global warming. *Journal of the Environment*, 20, 168-196.

<sup>1</sup> APA recommends including page numbers for quotations, not necessarily for paraphrases or summaries (N.B. ask your instructor when to include page numbers). If there are no page numbers, then include paragraph numbers, e.g., (Jones, 2007, para. 4).

<sup>2</sup> When a source that has 3 to 5 authors is cited, all authors are included the first time the source is cited. If that source is cited again, include the first author's surname and "et al.", e.g., (Tannenbaum et al., 2005). When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time), e.g., (Cooper et al., 2009).

<sup>3</sup> Place direct quotations longer than 40 words in a free-standing block and omit quotation marks.

<sup>4</sup> Personal communications, including an interview, email, or lecture is not included in the list of references.

<sup>5</sup> Start the reference list on a new page, after the body of the paper.

## In-text citations and references

**NOTE: See page 6 for author variations, e.g., how to cite a reference by more than one author, by a corporate author, or when no author is listed.**

### 1. JOURNAL ARTICLES

<b>In-text citations:</b>	(Ashe & McCutcheon, 2001, p. 101)
<b>REFERENCE LIST</b>	
<b>Electronic with DOI:</b>	Whitmeyer, J. M. (2000). Power through appointment. <i>Social Science Research</i> , 29(4), 535-555. doi:10.1006/_sre.2000.0680
<b>Electronic without DOI:<sup>1</sup></b>	Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. <i>Current Research in Social Psychology</i> , 6(9). Retrieved from <a href="http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm">http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm</a>
<b>Posted on an open-access or personal website:</b>	Cain, A., & Burris, M. (1999, April). <i>Investigation of the use of mobile phones while driving</i> . Retrieved from <a href="http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm">http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm</a>
<b>Print:</b>	Sawyer, J. (1966). Measurement and prediction, clinical and statistical. <i>Psychological Bulletin</i> , 66(3), 178-200.
<b>Notes:</b>	<sup>1</sup> Give the URL of the journal home page.

### 2. NEWSPAPER & MAGAZINE ARTICLES

<b>IN-TEXT CITATIONS</b>	
<b>With Author:</b>	(Gleick, 2000, p. 156)
<b>No Author:</b>	("Bahrain streets," 2011, para. 3)
<b>REFERENCE LIST</b>	
<b>Electronic from a database:<sup>1</sup></b>	Altman, L. K. (2001, January 18). Mysterious illnesses often turn out to be mass hysteria. <i>New York Times</i> . Retrieved from the Factiva database.
<b>Electronic from the website:</b>	Cary, B. (2001, June 18). Mentors of the mind. <i>Los Angeles Times</i> . Retrieved from <a href="http://www.latimes.com">http://www.latimes.com</a>
<b>Print:</b>	Monson, M. (1993, September 16). Urbana firm obstacle to office project. <i>The Champaign-Urbana News-Gazette</i> , pp. 1, 8.
<b>Review:</b>	Gleick, E. (2000, December 14). The burdens of genius [Review of the book <i>The last samurai</i> , by H. DeWitt]. <i>Time</i> , 156, p. 171.
<b>Editorial:<sup>2</sup></b>	Sovereignty in the human presence. [Editorial]. (2010, February 21). <i>The Globe and Mail</i> , p. A9.
<b>Article with no author:<sup>3</sup></b>	Bahrain streets calm but tense. (2011, February 21) <i>The Chronicle Herald</i> . Retrieved from <a href="http://thechronicleherald.ca/World/1229146.html">http://thechronicleherald.ca/World/1229146.html</a>
<b>Notes:</b>	<sup>1</sup> Give as full a date as possible. Use the full names of months, e.g., (2000, March 14). <sup>2</sup> Editorials must be acknowledged in your references. <sup>3</sup> Articles without authors are referenced by their titles.

### 3. INTERNET MATERIALS

<b>In-text citations<sup>1</sup>:</b>	(National Park Service, 2003, para. 1)
<b>REFERENCE LIST</b>	
<b>Personal homepage:</b>	Duncan, D. (1998, August 1). <i>Homepage</i> . Retrieved July 30, 2007 from <a href="http://www.geocities.com/SoHo/Coffeehouse/1652/">http://www.geocities.com/SoHo/Coffeehouse/1652/</a>
<b>Posting to an online discussion group or listserv:</b>	Marcy, B. (1999, April 3). Think they'll find any evidence of Mallory & Irvine [electronic mailing list message]. Retrieved from <a href="http://everest.mountainzone.com/99/forum">http://everest.mountainzone.com/99/forum</a>
<b>Social media, including blog posts, etc.:<sup>2</sup></b>	MiddleKid. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log message]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php">http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</a>
<b>Website of an organization or government:</b>	Wisconsin Department of Natural Resources. (2001). <i>Glacial habitat restoration areas</i> . Retrieved from <a href="http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm">http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm</a>  Midwest League. (n.d.). <i>Pitching, individual records</i> . Retrieved from <a href="http://www.midwestleague.com/indivpitching.html">http://www.midwestleague.com/indivpitching.html</a>
<b>An online video:</b>	Norton, R. (2006, November 4). <i>How to train a cat to operate a light switch</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=Vja83KLQXZs">http://www.youtube.com/watch?v=Vja83KLQXZs</a>
<b>A PowerPoint presentation:</b>	Geist, M. (2010). <i>The truth about ACTA</i> [Presentation slides]. Retrieved from <a href="http://www.slideshare.net/mgeist/the-truth-about-acta">http://www.slideshare.net/mgeist/the-truth-about-acta</a>
<b>Notes:</b>	<sup>1</sup> For in-text citations, a page or paragraph number should be included if available on the web site. <sup>2</sup> Only use screen names or pseudonyms when the author's real name is not known.

### 4. REPORTS

<b>In-text citations</b>	(Datamonitor, 2010)
<b>REFERENCE LIST</b>	
<b>Industry report from a database:</b>	Datamonitor. (2010, March 12). <i>Global Banks: Industry profile</i> . Retrieved from Datamonitor 360 database.
<b>Company report from a database:</b>	Global Data. (2010, October 25). <i>Nortel Networks Corporation (NRTLQ) - Financial and Strategic Analysis Review</i> . Retrieved from Investext database.
<b>From a company Website</b>	Microsoft Corp. (2006). <i>Annual report</i> . Retrieved from <a href="http://www.microsoft.com/msft/reports/ar06/">http://www.microsoft.com/msft/reports/ar06/</a>

## 5. BOOKS

IN-TEXT CITATIONS	
<b>Standard:</b>	(Avgerou, 2003, p. 42)
<b>With no date:</b>	(Smith, n.d.)
<b>A translation:</b>	(Freud, 1940/1970)
REFERENCE LIST	
<b>Electronic with DOI:</b>	Avgerou, C. (2003). <i>Information systems and global diversity</i> . doi:10.1093/acprof:oso/9780199263424.001.0001
<b>Electronic without DOI:</b>	Glosser, S. L. (2003). <i>Chinese visions of family and state, 1915-1953</i> . Retrieved from <a href="http://hdl.handle.net/2027/heb.04248.0001.001">http://hdl.handle.net/2027/heb.04248.0001.001</a>
<b>Print:</b>	Gardner, H. (1993). <i>Frames of mind: The theory of multiple intelligences</i> . New York: Basic Books.
<b>Print, with an editor:</b> <sup>1</sup>	Updike, J. (Ed.). (1999). <i>The best American short stories of the century</i> . Boston: Houghton Mifflin.
<b>Print, when citing a chapter:</b>	Rubenstein, J. P. (1967). The effect of television violence on small children. In B. F. Kane (Ed.), <i>Television and juvenile psychological development</i> (pp. 112-134). New York: American Psychological Society.
<b>Print, a translation:</b>	Freud, S. (1970). An outline of psycho-analysis (J. Strachey, Trans.). New York: Norton. (Original work published 1940).
<b>No publication date:</b> <sup>2</sup>	Smith, J. (n.d.). <i>Morality in masquerade</i> . London: Churchill.
<b>Notes:</b>	<sup>1</sup> Use (Eds.) instead of (Ed.) when there is more than one editor. <sup>2</sup> Use (n.d.) in place of a year when your work has no known date of publication.

## 6. DISSERTATIONS AND THESES

<b>In-text citations:</b>	(Makani, 1998)
REFERENCE LIST	
<b>Electronic from a database:</b>	Mancall, J. C. (1979). <i>Resources used by high school students in preparing independent study projects: A bibliometric approach</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses database. (UMI No. AAT 7905069)
<b>Print obtained from a university:</b> <sup>1</sup>	Carlson, W. R. (1977). <i>Dialectic and rhetoric in Pierre Bayle</i> . (Unpublished doctoral dissertation). Yale University, USA.
<b>Print abstract from DAI:</b>	Delgado, V. (1997). An interview study of Native American philosophical foundations in education. <i>Dissertation Abstracts International: Section A. Humanities and Social Sciences</i> , 58(9), 3395.
<b>Notes:</b>	<sup>1</sup> Dissertations and theses which haven't been indexed in a database are "unpublished."

## 7. ENCYCLOPEDIAS AND REFERENCE MATERIALS

<b>In-text citations:</b>	(MacKintosh, 2010, p. 856)
<b>REFERENCE LIST</b>	
<b>Electronic with DOI:</b> <sup>1</sup>	Levi, D. M. (2010.) Amblyopia. In D. A. Dartt, et al. (Eds.), <i>Encyclopaedia of the eye</i> (2010 ed., pp. 63-66). doi:10.1016/B978-0-12-374203-2.00243-8
<b>Electronic without DOI:</b> <sup>1</sup>	Tolan, J. (2011.) Petrus Alfonsi. In P. Bearman, et al. (Eds.), <i>Encyclopaedia of Islam</i> (New ed.). Retrieved from <a href="http://www.brill.nl/default.aspx?partid=227&amp;pid=7560">http://www.brill.nl/default.aspx?partid=227&amp;pid=7560</a>
<b>Print:</b> <sup>2</sup>	MacKintosh, N. J. (2010). Animal learning. In D.H. Hoiberg (Ed.), <i>Encyclopaedia Britannica</i> (15 <sup>th</sup> ed., Vol. 22, pp. 854-869). Chicago: Encyclopaedia Britannica, Inc.
<b>Notes:</b>	<sup>1</sup> Provide volume and page information when provided. <sup>2</sup> Find the editor's name in the first volume of the series. If the author of the entry is identified only by initials, then look for a list of author names in the encyclopaedia index. If neither a name nor initials appear in the entry, then cite the entry according to its title (

## 8. CONFERENCE PROCEEDINGS

<b>In-text citations:</b>	(Miller, 2000, p. 65)
<b>REFERENCE LIST</b>	
<b>Electronic with DOI:</b> <sup>1</sup>	Heerikhuisen, J., Pogorelov, N., & Zank, G. (2010). IBEX ribbon from outer heliosheath pick-up Ions. <i>AIP Conference Proceedings, USA, 1302</i> (1), 98-103. doi:10.1063/1.3529997
<b>Electronic without DOI:</b>	Miller, S. (2000). Introduction to manufacturing simulation. <i>Proceedings of the 2000 Winter Simulation Conference, USA, 33</i> , 63-66. Retrieved from <a href="http://www.informs-sim.org/wsc00papers/011.PDF">http://www.informs-sim.org/wsc00papers/011.PDF</a>
<b>Print:</b>	Etoroma, E.E. (1997). Black community building in Hamilton: Problems and aspects. In J. Cohnstaedt & Y. Frenette (Eds.), <i>Canadian cultures and globalization: Selected proceedings of the 23<sup>rd</sup> annual conference of the Association for Canadian Studies</i> . Montreal: Association for Canadian Studies.
<b>Notes:</b>	<sup>1</sup> Annual conference proceedings should list location and volume information when available. Proceedings published in book format are cited like a book chapter.

## 9. FILM AND TELEVISION

<b>In-text citations:</b>	(Wallace & Curtiz, 1942)
<b>REFERENCE LIST</b>	
<b>Film:</b>	Wallace, H. B. (Producer), & Curtiz, M. (Director). (1942). <i>Casablanca</i> [Motion Picture]. United States: Warner Bros.
<b>Television broadcast:</b>	Sorkin, A. (Writer), & Buckland, M. (Director). (1999). A proportional response [Television series episode]. In A. Sorkin (Producer), <i>The west wing</i> . Los Angeles: Warner Bros. Television.

## 10. PATENTS

<b>In-text citations:</b> <sup>1</sup>	(U.S. Patent No. 4,285,338, 1981)
<b>REFERENCE LIST</b>	
<b>Electronic:</b>	Lemelson, J.H. (1981). <i>U.S. Patent No. 4,285,338</i> . Retrieved from <a href="http://patft.uspto.gov/">http:// http://patft.uspto.gov/</a>
<b>Print:</b>	Lemelson, J.H. (1981). <i>U.S. Patent No. 4,285,338</i> . Washington, DC: U.S. Patent and Trademark Office.
<b>Notes:</b>	<sup>1</sup> Patents are cited according to their numbers as opposed to their inventors.

## 11. AUTHOR VARIATIONS

<b>In-Text Citations</b>	First citation with <b>2 authors:</b>	(Smith & Jones, 2003)
	Subsequent citations with <b>2 authors:</b>	(Smith & Jones, 2003)
	First citation with <b>3 to 5 authors:</b>	(Harper, McKay & Kenney, 2006)
	Subsequent citations with <b>3 to 5 authors:</b>	(Harper et al., 2006)
	First citation with <b>6 or more authors:</b>	(Ignatieff et al., 2009)
	Subsequent citations with <b>6 or more authors:</b>	(Ignatieff et al., 2009)
	<b>Organization</b> as author:	(U.S. Census Bureau, 2000)
	No author ( <b>books, brochures, and reports</b> ): <sup>1</sup>	( <i>Experimental Psychology</i> , 1938)
	No author ( <b>chapters, articles, or web pages</b> ): <sup>2</sup>	("Study Finds", 2007)
	An <b>anonymous author:</b>	(Anonymous, 1933)
	A <b>text cited by another source:</b>	(Bandura, 1982, as cited in Feist, 1998)
<b>Reference List</b>	<b>2 to 7 authors:</b>	Kosslyn, S. M., Thompson, W. L., & Ganis, G. (2010). <i>The case for mental imagery</i> . doi:10.1093/acprof:oso/9780195179088.001.0001
	<b>8 or more authors:</b>	Bieber, M., Engelbart, D., Furuta, R., Hiltz, S. R., Noll, J., Preece, J., . . . Van de Walle, B. (2002). Toward virtual community knowledge evolution. <i>Journal of Management Information Systems</i> , 18(4), 11-35.
	<b>Organization</b> as author:	U.S. Census Bureau. (2000). <i>Statistical abstract of the United States</i> . Washington, DC: U.S. Government Printing Office.
	No author ( <b>books, brochures, and reports</b> ):	<i>Experimental Psychology</i> . (1938). New York: Holt.
	No author ( <b>chapters, articles, or web pages</b> ):	Senate passes bill to stop shark finning in U.S. (2011, January). <i>Sea Technology</i> , 52(1), 51.
	An <b>anonymous author:</b>	Anonymous. (1933). <i>The Spanish republic; a survey of two years of progress</i> . London: Eyre and Spottiswoode.
<b>Notes</b>	<sup>1</sup> Use the name of the book, brochure, or report in your in-text citation when it has no identifiable author or editor. <sup>2</sup> Use the first few words of the title for chapters, articles, or web pages that have no identifiable author or editor.	