Q&A about APA

A HANDBOOK FOR STUDENTS
IN THE
CRIMINAL JUSTICE DEGREE PROGRAM

Based on the *Publication Manual of the American Psychological Association* 6th edition

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Q&A ABOUT APA: 2018-19

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REFERENCES
1. **WHAT SHOULD BE INCLUDED ON THE TITLE PAGE?**
   - Page numbering should BEGIN on the title page; upper right corner
   - A Running head: TITLE IN CAPITALS should appear at the top left corner in a header, followed by
     
     CRJS 1001-003 – Introduction to Criminology
     Writing Assignment #1
     Student Jane Grey
     I.D. #: 123-456-789
     
     For Professor Xavier
     September 22, 2018

2. **WHAT’S A RUNNING HEAD AND DO I NEED ONE?**
   - The Running head is an abbreviation of your paper's title as a header, but the words Running head: are included only on the title page. All other pages have the abbreviated title in the header (left justified) along with the page number (right justified).
   - Maximum 50 characters including punctuation and spaces = ~12 words or less
     
     Running head: TITLE IN CAPITALS

3. **WHAT IS AN ABSTRACT AND DO I NEED TO INCLUDE ONE?**
   - An abstract is NOT an introduction but is a summary of the paper: the methodology used, the key points, and findings of a study; therefore, it should be the LAST thing you write.
   - An abstract should be between 150-200 words in length. Do NOT indent the Abstract.
   - Place the abstract AFTER your title page (it will be p. 2).
   - Include abstract as the label, centered at the top of the page but not in bold.
   - Consult your professor to find out whether an abstract is required for your assignment.

4. **DO I NEED TO INCLUDE A TABLE OF CONTENTS IN MY PAPER?**
   - Ask your professor if a table of contents is required for your assignment.
   - Use Word or Pages software table of contents creation feature to help you.

5. **DO I NEED TO NUMBER EVERY PAGE?**
   - Yes. Starting with the title page, ALL pages are to be numbered on the top right-hand corner (right justified) of every page.

6. **WHAT LINE SPACING SHOULD I USE?**
   - Double-space the entire document, including each citation on the References page.

7. **DO I INDENT PARAGRAPHS?**
   - Yes. Indent the first sentence of all paragraphs except the abstract.
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8. **How do I format various headings in my paper?**

<table>
<thead>
<tr>
<th>Heading Level</th>
<th>Format Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Uppercase and Lowercase. Your paragraph text begins indented one double-spaced line below.</td>
</tr>
<tr>
<td>2</td>
<td>Flush Left, Bold, Uppercase and Lowercase. Your paragraph text begins indented one double-spaced line below.</td>
</tr>
<tr>
<td>3</td>
<td>Indented, bold, lower case, ending with a period. Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, bold, italicized, lowercase, ending with a period. Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase, ending with a period. Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
</tbody>
</table>

9. **What is a References page?**

- The References page lists all of the sources you used and cited in your paper (not all of the things that you have read).
- The title References should be centered at the top of a new page and not in bold.
- All lines are double-spaced. All lines except the first line should be indented.
- List the sources in alphabetical order. Citations beginning with “The” are not to be alphabetized as T. Titles/Authors beginning with a number appear before the alphabetized list.
- Works by an author alone should precede works by that author in collaboration with others (organized alphabetically by second author onwards).
- Never rearrange the listing of authors to be alphabetical – how they appear on the book/article is the way they are to be kept.
- Rules for including hyperlinks has changed.

**Exception:** Personal communications AND classical works such as the Bible (see below). These are cited within your essay BUT ARE NOT put on the References page.

10. **How do I format an Appendix?**

- Each Appendix should start on its own page. Center the word Appendix A at the top of the page. On the next line, center the title of the appendix using upper and lowercase. Begin the text of the appendix flush left, followed by indented paragraphs.
- If your paper has only one appendix, label it Appendix; if your paper has more than one appendix, label each one with a capital letter (Appendix A) in the order in which it is mentioned in your paper.

11. **What does DOI stand for?**

- Digital Object Identifier is a permanent identification for an article or e-book.
- All DOI start with 10, followed by numbers or numbers and letters. For example, http://dx.doi.org/10.123456789

Commented [ST3]: Until now, we have removed hyperlinks from reference entries and included the rule that students should break URLs before a piece of punctuation (in order to fill the extra white space that gets created at the end of the line when the computer automatically moves the whole URL to the next line).

After considering the APA Blog’s April 21, 2015 post on the subject, we have decided to leave hyperlinks in and remove the reference to the rule about breaking URLs.

First, it is fine for links to be live in a paper, though not specifically required. Live hyperlinks are particularly helpful when a paper is being read in an online environment. In fact, the online versions of articles published in APA journals include live links in both the PDF and HTML versions. You can read the full post here: [http://blog.apastyle.org/apastyle/urls/]
12. **WHAT’S THE RECIPE FOR IN-TEXT CITATIONS?**

- No matter if you are citing a direct quote or citing a secondary source, most in-text citations must include (author’s surname, year, p. #). APA does not require a page number for paraphrases but does recommend the page number for a paraphrase if “it helps an interested reader locate the relevant passage” (p. 171).
- Always keep the author and year together but you may separate the page number:

  Jones (2010) discovered that when students have consumed Tim Horton’s coffee, their learning improves (p. 18).

  OR

  A researcher found that “students learn best after drinking Tim Horton’s coffee” (Jones, 2010, p. 18).

13. **IS A PAGE NUMBER REQUIRED FOR ALL CITATIONS?**

- Depends. APA does not require a page number for paraphrases -- just for quotations. However, APA does recommend the page number for a paraphrase if “it helps an interested reader locate the relevant passage” (American Psychological Association, 2010, p. 171).
- If it is a source from the web and has headings, use the heading and count the paragraph(s) (Author, 2000, “Three Word Heading” para. 8). See the table at the back of this handout for more detail.
- Always keep author and year together whenever possible.

14. **IS A DATE REQUIRED FOR ALL CITATIONS?**

- Yes. But when a date is not identified, use n.d. to signify no date (Author, n.d., p. 22).
- Always keep author and year together whenever possible.

15. **DO I USE THE AUTHOR’S FIRST AND LAST NAME WHEN CITING?**

- No. For in-text citations use surname name only: Jones (2010) indicated ……
- On the References page, use the author’s full surname and first name initial(s) only: Jones, B. L. (2010) …

**EXCEPTIONS** are with McGill Citation Style and for Statistics Canada documents and reports (consult those sections below).

16. **HOW DO I CITE A BOOK OR TEXTBOOK?**

- On the References Page:

- Within my essay:
  - Loughran (2011) stated, “Examining this crisis situation from a purely behavioural perspective does place emphasis on a particular aspect of crisis development (p. 75).
17. **How do I cite the city/country for book citations?**
   - On the References page:
     The city & country should be listed in the citation. If it is an American city, then only the city and state abbreviation is used: New York, NY: ... But if it is a city from anywhere else, then cite city and country: Toronto, Canada:
   - Within my essay:
     Neither appears within the in-text citation.

18. **How do I cite a journal article?**
   - On the References page:
   - Within my essay:
     Simpson, Stahl, and Francis (2004) reported that reading every day increases comprehension speed (p. 4).

19. **How do I cite journal articles on the References page?**
   - **Italicize** the volume number after the periodical title; do not put the word vol. before the number:
     16(3)
   - When one is provided, the DOI number is also required for electronically obtained journals and e-books.
   - For all other citations (e.g., edited book, book, encyclopedia etc.), consult the MRU APA Guide at the back of this handout.

20. **How do I cite multiple authors within one citation?**
   - On the References page:
     Arrange authors alphabetically by last name. Do not rearrange them chronologically.
   - Within my essay:
     …. Family violence has been found to increase during economic down-turns (Adams, 2014; Holmes, 2013; Jackson, 2009; Simpson, 2001).

21. **How do I cite a .PDF article from a website?**
   - On the References page:
   - Within my essay:
     TransCanada (2006) reported a 2% increase in their quarterly earnings (p. 32).
22. How do I cite a webpage on a website?
   o On the References page:
   o Within my essay:
     Often thought to be inherently weak, the silk within webs can hold up to a 5kg chicken (Parker, n.d.).

23. What if the webpage has a title but no author?
   o On the References page, use the agency’s name as author:
   o Within my essay: (Calgary Communities against Sexual Abuse, n.d., para. 4)

24. What if the webpage is from an unidentifiable source?
   o On the References page, cite the title of the webpage instead of the author.
   o Within my essay: (“Understanding Addiction,” n.d., para. 2)

25. How are titles written in my paper vs on the References page?

<table>
<thead>
<tr>
<th>Within my paper</th>
<th>On the References page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal title</td>
<td>Canadian Journal of Criminology</td>
</tr>
<tr>
<td>Article title</td>
<td>“A Critique of Cannabis Legalization”</td>
</tr>
<tr>
<td>Book title</td>
<td>Victims of Crime</td>
</tr>
<tr>
<td>Book Chapter title</td>
<td>“Research Ethics”</td>
</tr>
<tr>
<td>Website title</td>
<td>Calgary Communities Against Sexual Abuse</td>
</tr>
<tr>
<td>Webpage title</td>
<td>“Programs and Services”</td>
</tr>
<tr>
<td>Magazine title</td>
<td>Maclean’s</td>
</tr>
<tr>
<td>Encyclopedia</td>
<td>Use editor(s)’ name</td>
</tr>
<tr>
<td>The Criminal Code</td>
<td>Criminal Code of Canada</td>
</tr>
<tr>
<td>The Charter</td>
<td>Canadian Charter of Rights and Freedoms</td>
</tr>
<tr>
<td>Bills</td>
<td>An Act to establish the Canada Border Services Agency or Bill C-26</td>
</tr>
</tbody>
</table>

Commented [11]: Most websites do not contain page numbers but the reference still requires it. Use the para.# if there are no headings. If the document has headings, you use the heading – consult the chart at the back of this handbook.

Commented [12]: Note that the citation still requires a date but if one is not listed on the website enter n.d.

Commented [13]: Use the para.# if there are no headings. If the document has headings, you use the Heading with Upper and Lower case, para.2 or “Shortened Heading,” para.2. Refer to the table on p. 20 of this document.

Commented [ST14]: Add the section number you are referring to in your paper.

Commented [ST15]: Add the section number you are referring to in your paper.

Commented [ST16]: Add the clause number and subsection.
26. **WHAT DO THESE ABBREVIATIONS MEAN?**
i.e., means: “that is”; “in other words”; “also known as”
e.g., means: “for example”; “including”
vs. means: “versus” and the period goes at the end only.
et al., means: “and others” must refer to at least three or more people.

27. **Can I use IBID?**
   o No. This is an abbreviation for *ibidem* (which means “in the same place”). It is used in citations to refer to the last source previously referenced.
   o It is not used in APA citation style. It is used in McGill Citation Style.

28. **DO I WRITE OUT NUMBERS OVER TEN?**
   o No. Only numbers under ten need to be spelled out: one, two, three, four, five, six, seven, eight, and nine.
   o Numbers 10 and above are written as numbers: 10, 100, 2013, 899.91, 10,556 etc.

29. **HOW DO I CITE THE BIBLE OR OTHER CLASSICAL WORKS?**
   o Parts of classical works are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source.
   o On the References page: It is omitted.
   o Within my essay: 1 Corinthians. 13:1 (Revised Standard Version) OR (Qur’an 5:3-4)

30. **DO I WRITE MY APA PAPER IN THE PAST OR PRESENT TENSE?**
    o All reporting expressions must be in past tense, but keep the quotation in its original tense: Smith (2011) stated, “The effects of eating donuts make people happy” (p. 7).

31. **WHAT DO I DO WITH A LONG URL?**
    o Until now, we have removed hyperlinks from reference entries in the guide and included the rule that students should break URLs before a piece of punctuation (in order to fill the extra white space that gets created at the end of the line when the computer automatically moves the whole URL to the next line).
    o We have decided to leave hyperlinks in and remove the reference to the rule about breaking URLs. It is fine for links to be live in a paper, though not specifically required. Live hyperlinks are particularly helpful when a paper is being read in an online environment.

Commented [17]: See the attached sheet of other Latin abbreviations at the end of this document.
Commented [18]: Always put a comma after this abbreviation
Commented [19]: Always put a comma after this abbreviation
Commented [ST20]: If there are 6 or more authors, you can use et al. the first time (and every subsequent time) you cite the work in text. Note the difference:
Smith et al. (2011) stated donuts are delicious … (Smith et al., 2011) …

Commented [21]: APA calls this entry phrase the ‘reporting expression’. All reporting expressions must be in past tense.
Commented [DT22]: No period after the url
Commented [ST23]: You can read the full post here: [http://blog.apastyle.org/apastyle/urls/](http://blog.apastyle.org/apastyle/urls/)
32. **How do I cite quotes that are less than 40 words?**
   - Include the author’s surname, the year, and the page number.
   - As Gorden (1987) suggested, “if all respondents said nothing, responded with truth, or said ‘I won’t tell you! the task of the interviewer would be much simpler” (p. 70).

33. **How do I cite long quotes of 40 words or more?**
   - Double space the quote with one inch indented on the left margin only.
   - Do not use quotation marks. Introduce the quote with one sentence ending in a colon ( : )
   - Jones (2010) studied the eating habits of post-secondary students.
     Most all post-secondary students enjoy eating on campus. Many prefer the high calorie foods that are quick and portable. Of particular preference have been Tim Horton’s donuts. Often, students will bring donuts to class in order to share with classmates (p. 33).

34. **How do I cite the Calgary Community Services Guide?**
   - On the References page, cite it as a brochure:
   - Within my essay the City of Calgary is considered the author:
     Calgary's Adult Addiction Services office with Alberta Health Services has four different programs for adults who want help to combat addiction (The City of Calgary, 2015, p. 29).

35. **How do I cite an ONLINE Calgary Community Services Guide?**
   - On the References page it is a .pdf document retrieved from a webpage.
   - Within my essay the City of Calgary is considered the author:
     One of many shelters in Calgary, the Drop-In Centre offers free meals to residents and drop-in visitors (City of Calgary, 2015, p. 37).

36. **How do I cite an agency’s report that has no author?**
   - On the References page:
   - Within my essay:
     According to the 2012 Annual Report of the Calgary Communities Against Sexual Abuse, Aboriginals are more likely to be victimized in one’s home (p. 18).
     OR
     Aboriginal youth are victimized more often in a residence than on the street (2012 Annual Report of the Calgary Communities against Sexual Abuse, 2013, p. 18).
37. **What if an agency’s online journal also has an author?**

- On the References page:
  

- Within my essay:
  
  Tully (2003) supported the need for community reintegration programming (p. 20).

38. **What if a government report does NOT have an author?**

- On the References page:
  

- Within my essay:
  
  Aboriginal treatment programs within Canada’s federal prison system have undergone immense change over the last decade (Correctional Services of Canada, 2010, p. 33).

39. **How do I cite sources from the same year by the same author?**

- On the References page, put the references in alphabetical order by title THEN add a concurrent lower-case letter (e.g., a, b, c, d) behind each publication date:
  
  
  Smith, J. (2006b). *Strategies for detoxification from cocaine*. Edmonton, Canada: AADAC.
  

- Within my essay:
  
  According to Smith’s annual report on addiction (2006c), persons afflicted with drug dependency can suffer from several physiological and emotional effects (p. 55). Memory is one such effect (Smith, 2006b, p. 12). Smith (2006a) supports the use of memory exercises to produce “an improvement in key elements of long-term memory functioning” (p. 8).

40. **How do I cite an article found within an edited text?**

- On the References page include the individual chapter as well as the edited text:
  

- Within my essay cite the individual chapter: (Paltrow, 2001, p. 171).
41. **HOW DO I CITE A SECONDARY SOURCE?**

- On the References page:
  

- Within my essay:
  
  In 2005, The Calgary Homeless Foundation reported the following:
  
  Half of the people (53%) in Calgary who are classified as homeless, are suffering from some form of mental illness, and over 30% of the same group of people suffer from various types of addictions (as cited in Collins & Collins, 2006, p. 246).

Commented [36]: Only the source you read is cited on the References page.

Commented [37]: It’s best for long quotes or paraphrases to lead in with a sentence that includes the author of the secondary source author and the year BUT DO NOT put the year in parentheses.

Commented [38]: This means that I haven’t read the original Homeless Foundation report but found it within the Collins & Collins text.

That means the Collins & Collins text gets cited on the References page ONLY.

Commented [39]: This additional phrase is required.
Legal-based courses in the Criminal Justice Degree Program, such as CRJS 3311 - Criminal Law and CRJS 4413 – Evidence and Procedure, require the use of McGill Uniform Legal Citation within research papers and assignments. This citation style is found in the Canadian Guide to Uniform Legal Citation, 9th ed., (2014) commonly referred to as the “McGill Guide.”

McGill reflects the citation rules adopted by Canada’s legal community and established law journals for professional practice and research.

42. How do I use Footnotes in McGill?
- Rather than using in-text citations, as is common in APA & MLA, McGill uses footnotes. Footnotes are indicated by superscripted numbers and are placed at the end of the sentence after the punctuation. When using a quote, place the footnote number after “the quotation marks” and/or after “the punctuation”.
- Short quotes of four lines or less should be placed in quotation marks and left within your paragraph. Quotes of more than four lines are set below your paragraph. They should be indented from both margins and single-spaced. Do not use quotation marks.
- If your footnote will be referring to the same work that you referred to in the immediately preceding footnote, you can use Ibid as a short form rather than typing out the full citation again.
- If you will be referring to the same book, article, case, or legislation several times in your paper, you can make a short form footnote. Give the full citation in the first footnote, and at the end, in square brackets, place the short form (i.e., note 1) that you are giving to the work. In subsequent footnotes, give the short form only and add supra and the page number to which you are now referring.
- Within my Footnote: Van Ness, “New Wine”, [note 1]
- Second footnote (non-consecutive entry): supra note 1 at 222.
- Immediately following the original source: supra note 1 at 222.

43. What’s the Difference Between Footnote Reference & Works Cited?
- On the Works Cited page: Surname, First name. Title (location: publisher, year).
- Within my Footnote:

2 Michael Gove, Celsius 7/7 (London: Orion, 2006).
3 Ibid. at 59.
5 Van Ness, “New Wine”, supra note 1 at 222.
44. **What is a Works Cited page?**
- The Works Cited page lists the sources you used and cited in your paper (not all of the things that you read).
- The title Works Cited should be centered at the top of a new page and NOT in bold.
- All lines are single-spaced. All lines except the first line should be indented.
- List the sources in alphabetical order. Citations beginning with “The” are not to be ordered as “T”.
- Titles/Authors with a number appear before the alphabetized list.
- Works by an author alone should precede works by that author in collaboration with other authors.
- Works Cited page orders the citation into these headings on the page and in **bold** font.
  - Legislation
  - Jurisprudence
  - Secondary Material: Monographs
  - Secondary Material: Articles

45. **How do I cite legislation?**
- On the Works Cited page:
  - *Canada Evidence Act*, RSC 1985, c C5.
  - *Ontario Court of Justice Criminal Proceedings Rules*, SI/92-99

46. **How do I cite jurisprudence?**
- On the Works Cited page:

47. **How do I cite monographs?**
- On the Works Cited page:
- Within my Footnote:
- Second footnote (non-consecutive entry): Blais et al. “*Standards of Review*”, 60
- Immediately following original source: *Ibid* at 61.

Commented [47]: You will notice that the citations are NOT double-spaced as in APA but the second line is indented.
Commented [48]: McGill doesn’t require punctuation between acronym letters.
Commented [49]: Jurisprudence = legal decisions or court cases.
Commented [ST50]: A monograph is a book (not a reference work) on a single subject or on a single aspect of a subject, usually by a single author.
48. **How do I cite articles?**
- On the Works Cited page:
  - OR
- Within my Footnote:
- Second footnote (non-consecutive entry): Wall, S. “Digital Realism”, 310
- Immediately following the original source: *Ibid* at 311.

49. **How do I cite bills and debates?**

**Bills**
- On the Works Cited page: Bill Number, *Bill Name*, Session, Parliament, assented to full date it passed (if applicable).
  - Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 42nd Parliament, 1st session, (third reading 1 June, 2018).

- Within my Footnote:

**Debates**
- Within my Footnote:
50. **HOW DO I CITE CONSOLIDATED STATUTES?**
- The government will periodically consolidate all current laws (statutes) into one set of volumes. A consolidation is normally referred to as Revised Statutes. When legislation is amended or if new legislation is passed, they are issued in annual volumes.
- A citation with SA 2010 means that an amended act, or a new act was published in the 2010 annual volume.
- Federal statutes (the *Criminal Code*) were last consolidated in 1985.
- On the Works Cited page: Title, Revised Statutes Jurisdiction year, chapter, pinpoint.

51. **HOW DO I CITE ANNUAL STATUTES?**
- Each year, the government publishes the full, official versions of all laws (statutes) passed in that particular year. Use the format below when citing a law found in an annual statute publication (for example, the Revised Statutes of Ontario).
- On the Works Cited page:
  - *Peace Officer Act*, SA 2006, c P-3.5
  - *Youth Criminal Justice Act*, SC 2002, c1
  - *Controlled Drugs and Substances Act*, SC 1996, c19
  - *Canadian Victims Bill of Rights*, SC 2015, c13, s2
- Within my Footnote:
  - *Youth Criminal Justice Act*, SC 2002, c1, s32

52. **HOW DO I CITE MARTIN’S ANNOTATED CRIMINAL CODE?**
- Martin’s is an *annotated* version of the *Criminal Code*, which is an edited text with an author.
- On the Works Cited page:
- OR
  - *Criminal Code*, RSC 1985, cC-46, s745 (CanLII)
- Within my Footnote:
  - *Criminal Code*, RSC 1985, c C-46, s745 (CanLII)
  - *Criminal Code*, RSC 1985, c C-46, s271 (CanLII)
- Immediately following the original source: *Ibid* at 291.
Q&A ABOUT APA: 2018-19

53. **How do I cite decisions of administrative bodies or tribunals?**

On the Works Cited page: *Style of Cause* (year of decision) *Volume* (reporter series edition) *page number* *(Tribunal name).*

- Re *Victoria City Police Board and Policemen’s Union* (1980) 30 LAC (2d) 79 (BCLR).

- Within my Footnote:
  Re *Victoria City Police Board* (1980) 30 LAC (2d) 79 (BCLR) at para 16.

54. **How do I cite the Canadian Constitution?**

- On the Works Cited page:

- Within my Footnote:
  Constitution Act, 1982, s27, being Schedule B to the *Canada Act 1982* (UK), 1982, c11.

55. **How do I cite the Canadian Charter of Rights and Freedoms?**

- On the Works Cited page:

- Within my Footnote:

56. **How do I cite online version of the Charter of Rights & Freedoms?**

- On the Works Cited page:

- Within my Footnote:
57. **How do I cite regulations?**

   When a regulation is created, it is assigned a number and published by a government. The government will periodically consolidate all regulations into one set of volumes. Canada’s latest consolidation happened in 1985. Listing the title of the regulation is optional.

   **Federal Regulations** are “Statutory Orders and Regulations” (SOR) with the year they were filed and a number.

   - On the Works Cited page: *Competition Tribunal Rules*, SOR/87-373 or SOR 87/373.
   - Within my Footnote: SOR/87-373, s 5.

   **Consolidated Federal Regulations** are “Consolidated Regulations of Canada” (CRC) with a chapter number.

   - Within my Footnote: CRC/c 879.

   **Provincial Regulations in Alberta** is “Alberta Regulations” (Alta Reg or AR).


58. **How do I cite legal cases?**

   **Case Reporters** may be arranged in series or by year and volume (e.g., [1990] 3). Some decisions are published in more than one case reporter and some decisions are only published to an electronic source or to a website with a neutral citation.

   - On the Works Cited page: *Style of Cause*, [Year published in series], volume Reporter Name page.

   - OR
   - *Style of Cause*, (year of decision), Volume Reporter Name (series or edition) page.

   - Within my Footnote:
   - *Style of Cause* (Year of decision), [Year published] vol Reporter Abbreviation page.

   **Neutral Citations** are those created by the court that administered the actual decision. They are useful to identify a case that was never published in a traditional reporter. However, since they identify a case but do not tell a reader how to find it, you should always provide a traditional citation after the neutral citation if a traditional citation is available.

   - On the Works Cited page: *Style of cause*, year Court number, [case reporter citation of decisions] volume SERIES page.

   - Within my Footnote:
59. **How do I cite the Diagnostic & Statistical Manual?**

- **On the References page:**

- **Within my essay:**
  The *Diagnostic and Statistical Manual of Mental Disorders* (5th ed.; DSM-5; American Psychiatric Association 2013) identifies foot fetish as a sexual paraphilia in Section II (p. 1299).

60. **How do I cite an online version of the DSM?**

- **On the References page:**
  [http://dx.doi.org/10.1176/appi.books.9780890425596.dsm02](http://dx.doi.org/10.1176/appi.books.9780890425596.dsm02)

  If I am referencing more than one section of the DSM, each section must have its own citation on the References page:
  [http://dx.doi.org/10.1176/appi.books.9780890425596.dsm05](http://dx.doi.org/10.1176/appi.books.9780890425596.dsm05)

- **Within my essay:**
  In the chapter about schizophrenia spectrum disorders of the *Diagnostic and Statistical Manual of Mental Disorders* (5th ed.; DSM-5; American Psychiatric Association, 2013), the various forms of schizophrenia and their corresponding diagnostic criteria are now listed more elaborately.
61. **HOW DO I CITE AN ELECTRONIC VERSION OF A PRINT BOOK?**

   - **Entire e-book:**

   - **OR**

   - **Chapter in an edited e-book:**
     - Smith, A. (2012). Title of the chapter. In E. Editor (Ed.), *Title of book* (pp. 112–115). http://dx.doi.org/10.123456789

   - Within my essay:
     - The in-text citation includes the (author, year, p. #) as with any other APA Style citation.

62. **HOW DO I CITE AN ELECTRONIC-ONLY BOOK?**

   - **Entire e-book:**

   - **Chapter in an edited electronic-only e-book:**

   - **Book chapter in a volume in a series:**

   - Within my essay:
     - The in-text citation includes the (author, year, p. #) as with any other APA Style citation.
63. **How do I cite my professor’s lecture, ideas discussed in class, email messages, personal interviews, and telephone conversations?**

It is a **personal communication**; therefore, it is **OMITTED** from my References page.

**Wrong:** Crisis intervention requires compassion, empathy and understanding of a person’s multi-dimensional layers (Tavcer, 2015).

**Correct:** According to S. Tavcer, a professor at Mount Royal University, crisis intervention requires compassion, empathy and understanding a person’s multi-dimensional layers (personal communication, October 1, 2017).

64. **How do I cite class slides or notes posted on Blackboard?**

- It **CAN** be placed on the References page or cited as Personal Communication:
  
  
  [https://courseware.mymru.ca/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_168837_1%26url%3D](https://courseware.mymru.ca/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_168837_1%26url%3D)

- Within my essay:
  According to Taveer (2006), crisis intervention requires empathy and understanding a person’s multi-dimensional layers (slide 3).

65. **How do I cite an article from a custom course pack?**

- On the References page, cite both the individual article and the source:


- Within my essay cite the individual article only: (Jefferson, 1997, p. 328).
66. **HOW DO I CITE A BLOG POST, A TWEET OR A FACEBOOK POST?**

**A Tweet** on the References page:

**A Tweet** within my essay: (Obama, 2009) ……

**Facebook** on the References page:

**Blog post** on the References page:

**A Blog post** or a **Facebook** post within your essay:
According to LoungeKitten on Facebook (2010), the “fireworks celebration rocked.”

OR

One participant felt that the “fireworks celebration rocked” (LoungeKitten, 2010).

67. **HOW DO I CITE A PHOTOGRAPH?**

- On the References page:

- Within my essay:
The invisibility of homeless youth is amplified in Perou’s photography series (2011).

68. **HOW DO I CITE A QUOTE FROM AN APP?**

- You cite it as a **quote** on the References page:
  Rightsholder, A. A. (year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from [http://www.xxxxx.com](http://www.xxxxx.com)

- A quote within my essay:
  According to Ken Doherty, UCLA sports psychologist, "the five S's of sports training are: Stamina, speed, strength, skill and spirit; but the greatest of these is spirit" (as cited in Rightsholder, year, heading, para.# OR p. #).
69. **How do I cite a Stats Canada report WITHOUT an author?**
   - On the References page:
   - Within my essay: A majority of police officers do not have a university education (Statistics Canada, 2004, p. 2).

70. **How do I cite a Stats Canada report WITH an author?**
   - On the References page:
   - Within my essay: Roy (2004) found that a small percentage of women police officers achieve promotion to the top ranks in Canada (p. 22).

71. **How do I cite a Stats Canada report from the General Social Survey?**
   - On the References page:
   - Within my essay: Schellenberg (2004) reported that fewer Canadians are … (p. 18).

72. **How do I cite a report from the Canadian Centre for Justice Statistics profile series?**
   - On the References page:
   - Within my essay: Vaillancourt (2008) reported that more men are arrested than women… (p. 22).
73. **How do I cite a Stats Canada article from the Daily series?**
   
   On the References page:
   

   Within my essay:
   
   “Crime *Statistics*” (2004, p. 1) by Statistics Canada reports that Aboriginal males between 18 and 24 years of age have the highest rates of violent victimization.

74. **How do I cite a report from the Juristat series?**
   
   On the References page:
   

   Within my essay:
   
   Miladinovic & Mulligan (2014) reported that homicide rates remained steady for another year (p. 2).

75. **How do I cite a map from Stats Canada website?**
   
   On the References page:
   

   Within my essay use a leading phrase to introduce the map:
   
   Statistics Canada’s (2004) map illustrates the various types of smoke exposure in 2003 across Canada…

76. **How do I cite a data table extracted from the CANSIM database?**
   
   On the References page:
   
   CANSIM (database). Last updated August 18, 2005. 

   Within my essay use a leading phrase to introduce the data table:
   
   The *Consumer Price Index 2001* table below illustrates Canadians’ monthly usage and content of baskets (Statistics Canada, n.d.) …
77. **How do I cite primary web pages from Statistics Canada?**

- On the References page:

- Within my essay:
  Within Statistics Canada’s 2008 “Learning Resources” report, it is evident that educational institutions vary in their pedagogical approaches to learning disorders (para. 5).

78. **How do I cite secondary web pages from Statistics Canada?**

- On the References page:

- Within my essay:
  “Reports to Parliament” presented by Statistics Canada (n.d.) reveals the diversity of ideologies within a debate of one issue (para. #).
APPENDIX A
OTHER HELPFUL INFORMATION

APA Manual and Blog Online: www.apastyle.org

MRU Library Citation Support:
  - https://library.mtroyal.ca/researchsupport/citesources/citationguidesandresources

MRU Student Learning Services:
  - http://www.mtroyal.ca/AcademicSupport/ResourcesServices/StudentLearningServices/Cite_sources.htm
APPENDIX B
In-Text Citation TABLE

<table>
<thead>
<tr>
<th>1. AUTHOR</th>
<th>2. YEAR</th>
<th>3. PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

- Use surname or corporate name
- Use the title:
  - article
  - chapter
  - web page
  - journal
  - book
  - brochure
  - report
  - website

- Use it:
  - p. 3
  - para. 3
  - pp. 3-4

- Paragraphs numbered by publisher (i.e., visible in source)
- Headings?

- Practice:
  - author – not identified
  - book title – APA Mysteries
  - year – not identified
  - page number – n.d. (and paragraphs are not numbered)
  - heading present – Two or More Works in the Same Parentheses
  - third paragraph after the heading

- Count paragraphs and add para. *

- Use it: if 1 or 2 words = Full Heading, para. *
  - if 3+ words = “Shortened Heading,” para. *

- Answer: 
  - According to APA Mysteries (n.d.), ……………………. 
  - “Two or More,” para. 3.

Created by Student Learning Services, Mount Royal University
## APPENDIX C
List of Common Latin Abbreviations for APA

<table>
<thead>
<tr>
<th>Abbrev.</th>
<th>Meaning</th>
<th>Example use (used inside of parentheses)</th>
<th>Notes for APA Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>cf.</td>
<td>“compare” or “consult” (used to provide contrasting or opposing information)</td>
<td>Abbott (2010) found supportive results in her memory experiment, unlike those of previous work (cf. Zeller &amp; Williams, 2007). She expands on the working memory literature (see also Evans &amp; Potter, 2005).</td>
<td>Never put a comma after it. Do not put a period between the c and the f. Use “cf.” to contrast; to compare like things, use “see” or “see also.”</td>
</tr>
<tr>
<td>e.g.,</td>
<td>“for example,” (abbrev. for exempli gratia)</td>
<td>Some studies (e.g., Jenkins &amp; Morgan, 2010; Macmillan, 2009) have supported this conclusion. Others—for example, Chang (2004)—disagreed.</td>
<td>Always put a comma after it.</td>
</tr>
<tr>
<td>etc.</td>
<td>“and so on” or “and so forth” (abbreviation for et cetera)</td>
<td>Students ranked their school subjects (chemistry, math, etc.) in order of preference, first, second, third, and so on, until they had ranked the entire list. A majority ranked science-related subjects (biology etc.) as their second favorite.</td>
<td>Put a comma before if used to end a list of at least two other items, as shown in the example. Put a comma after it if the sentence continues.</td>
</tr>
<tr>
<td>i.e.,</td>
<td>“that is,” (abbrev. for id est, used to give specific clarification)</td>
<td>The experimenters manipulated the order of presentation (i.e., first, second, or third) of the three images as well their size, that is, whether they were small or large.</td>
<td>Always put a comma after it.</td>
</tr>
<tr>
<td>viz.,</td>
<td>“namely,”</td>
<td>We first replicated our earlier study (viz., Black &amp; Avery, 2008) and then extended it.</td>
<td>Always put a comma after it.</td>
</tr>
<tr>
<td>vs.</td>
<td>“versus”</td>
<td>The two (low vs. high) and the two (blue vs. green) analysis of variance revealed that the low versus high distinction was not significant.</td>
<td>Exception: With legal citations use v. instead (with italics; see also Appendix 7.1, section A7.03, Examples 1–8).</td>
</tr>
</tbody>
</table>

**Used inside and outside of parentheses**

| et al. | “and others” | Thomas, Greengrass, and Hopkirk (2010) made several excellent points about goal-seeking behavior. Thomas et al. (2010) began with how goals are selected. | Must refer to at least two people because it is a plural phrase. See section 6.12 (p. 175). | 

Commented [ST90]: Unless otherwise noted, none of these abbreviations should be italicized. Copyright © 2010 by the American Psychological Association.

Commented [ST91]: Does not require a comma unless within parentheses.
APPENDIX D

Plagiarism and How to Avoid it
Created by the Office of Student Conduct: www.mtroyal.ca/codeofstudentconduct

Plagiarism can often occur accidentally. If you submit work that is not cited, or incorrectly cited, it can give the impression to an instructor that you are trying to take credit for someone else’s work or ideas. Even when you change information into your own words (paraphrase), you still must give credit to the source where you found the information. These ideas are someone else’s.

PREPARING, RESEARCHING, AND WRITING ASSIGNMENTS

• NEVER copy or paraphrase information from books, articles, the web or any source without citing it.
• NEVER copy portions of someone else’s work and call the work yours.
• NEVER submit work that has been done collaboratively when the instructor requires individual work.
• NEVER purchase or copy papers authored by others.
• NEVER reuse your own academic work from prior courses without first getting permission from your current instructor.
• NEVER attempt to mislead your reader by making up sources.

CHECK YOUR WORK FOR PLAGIARISM

Before you submit your work for assessment and grading, review it one more time to make sure you:

• ALWAYS give credit to the source of your information – both in the body of your assignment and at the end of your assignment.
• ALWAYS ensure that all un-cited ideas are your own or are common knowledge.
• ALWAYS ensure that you are giving credit to the original source.
• ALWAYS ensure that your reader can locate the original source easily.
• ALWAYS cite images or graphics that are not your own.
• ALWAYS ask yourself, “How do I know this information?”

Remember, your instructor is looking for your original thoughts and ideas, do not string together others’ work/sentences to make up your own assignment. Communicate clearly what is yours and what is the material of others.

COMMON TERMINOLOGY

• CITATION: a short notation in the body of your assignment that points the reader to the corresponding reference in the list at the end of the assignment.
• QUOTE: to copy the exact words from a source. Remember to use quotation marks!
• PARAPHRASE: to use an idea from a source by changing it into your own words and into a new sentence pattern.
• DOCUMENTING: at the end of an assignment, recording information for each source used.
APPENDIX E
APA for Academic Writing (2018-2019)

The Purpose of Referencing/Documentation

A. to identify (cite) other people’s ideas and information used within your essay or term paper, and

B. to indicate the sources of these citations in the References list at the end of your paper.

APA Format

The American Psychological Association (APA) format is only one of many methods of documentation. Details are found in

● the Publication Manual of the American Psychological Association (6th ed.) (at MRU Bookstore and MRU Library)
● the APA Style Guide for Electronic References (6th ed.) (referred to in this handout as Electronic Guide)
● the APA website at http://apastyle.apa.org/ (including Frequently Asked Questions [FAQ]) and the APA Style Blog

NOTE: The APA manual is not designed specifically for students. These guidelines have been adapted by MRU to fit the needs of MRU students. Please consult with your professors if you have any questions about referencing guidelines for specific courses.

Avoiding Plagiarism – Citation Principles for Essays and Term Papers [APA pp. 169-170]

Within essays, term papers, and any other written assignments (as in all academic work), you must identify (i.e., reference, document, cite) all quotations, paraphrases, ideas, and images from someone else’s work. You must name the original author or source and surround quoted material with quotation marks or set it in a block format as described in this handout (pp. 1–2).

Copying any material and submitting it as your own (plagiarism) is an academic offence. Plagiarism may result in failure on the assignment and, in some cases, expulsion from MRU. For more information, see the Plagiarism and How to Avoid It document and other resources at www.mtroval.ca/codeofstudentconduct.

Referencing/Citing Sources Within Your Paper

Whenever you use a quotation from an author or summarize or paraphrase a person’s ideas or research, you must identify (reference/cite/document) the source. This in-text citation is formatted with parentheses and shows

● the last name(s) of the author(s) of the work, unless already stated [APA p. 174] or the first few words of the References list entry (usually the title) if the author is not known [APA p. 176]
● the year of publication or n.d. (no date) if the year is not known [APA p. 185]
● page number(s) if available (if not available, refer to p. 2 of this handout) [APA pp. 170-172]

Citing Short Quotations (fewer than 40 words) [APA pp. 92, 170-172]

When you incorporate a direct quotation into a sentence, you must cite its source.

| Author's name in your text | Lee (2007) stated, “The ability to think critically is needed in this revolutionary age of technological change” (p. 82). |
| Author's name in parentheses | One researcher emphasized that “the ability to think critically is needed in this revolutionary age of technological change” (Lee, 2007, p. 82). |

NOTE: A quotation should not stand alone as its own sentence. You must incorporate (blend) quotations into your sentences (as in the examples above).
Citing Long Quotations (40 or more words) [APA pp. 92, 170-172]

- Use a block format in which all lines of the quotation are indented approximately half an inch from the left margin.
- Do not use quotation marks.
- Introduce the quotation with a complete sentence and a colon.

Wang, Johnston, Juarez, and Marks (2010) described effective time management as an ongoing process:

Time management is not a skill that can be achieved at once; it takes self-awareness, planning, execution, and reflection. The perception about time management is that the work is done once a schedule is created. In reality, that is only the first step. Successful students are adaptable and flexible; they are able to make changes to a schedule because they can purposefully and proactively move tasks around to adjust to new situations. (p. 27)

*Citing Summaries or Paraphrases [APA pp. 171, 174]*

When you put information in your own words by summarizing or paraphrasing, you must cite the original author and year. APA (2010) also recommends you include a page or paragraph number to “help an interested reader locate the relevant passage” (p. 171).

One researcher emphasized the necessity of flexibly applied thinking to cope with rapidly changing technology (Lee, 2007, p. 82).

OR

Lee (2007) emphasized that flexibly applied thinking is vital to cope with rapidly changing technology (p. 82).

**Citing Information If No Page Numbers Are Available [APA pp. 171-172; FAQ]**

Electronic sources such as websites commonly have no page numbers, so you cannot put a page number in the in-text citation. PDFs, however, normally show original page numbers.

- If the source has no page numbers but explicitly numbers the paragraphs, you can include the paragraph number(s), preceded by the abbreviation “para.” in the citation parentheses.
- If the document has no page or paragraph numbers but does have headings, use the heading (with capitals and no quotation marks) of the section you are taking information from and then give the number of the paragraph under it that contains the information you are incorporating in your essay. The example below includes the complete heading:

  According to the World Health Organization (2010), “one of the greatest threats to international health security arises from outbreaks of emerging and epidemic-prone diseases” (Fostering Health Security, para. 1).

- If the heading is long, shorten it, keep capital letters, and put quotation marks around it. The heading What is the Burden of Alzheimer’s Disease in the United States? has been shortened to “What is the Burden?” in the example below.

  Centers for Disease Control and Prevention (2010) have pointed out that “Alzheimer’s disease is one of the top ten leading causes of death in the United States” (“What is the Burden?,” para. 1).

- If the source has no headings, count the paragraphs and include the paragraph number in parentheses, e.g., (para. 7). [FAQ]
Citing a Source Found/Cited in another Source (APA p. 178)

Often an author writes about research that someone else has done, but you are unable to track down the original research report. In the sample below, research done by Pithers is discussed in a journal article written by Lee, and you only read Lee. Include only Lee’s article in your References list.

A 2000 review by Pithers found little empirical research on students’ critical thinking (as cited in Lee, 2007, p. 83).

Citing References Within Your Paper

The following examples demonstrate APA formatting for either quotations or paraphrased information taken from a source.

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>1st time citing a source, using parentheses format at the end of your sentence</th>
<th>2nd+ citation of a source, using parentheses format at the end of your sentence</th>
<th>1st time citing a source when authors are named in your sentence</th>
<th>2nd+ citation of the source in another paragraph with authors named in your sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>-------- (Lee, 2007, p. 82). same format as 1st time</td>
<td>Lee (2007) stated, “--------” (p. 82). same format as 1st time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two authors</td>
<td>------- (Smith &amp; Jones, 2004, p. 93). same format as 1st time</td>
<td>Smith and Jones (2004) found that “------” (p. 93). same format as 1st time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>authors</td>
<td>-------- (Kallai et al., 2011, p. 121). same format as 1st time</td>
<td>Kallai et al. (2011) noted that “--------” (p. 121). same format as 1st time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Six or more</td>
<td>-------- (TransCanada, 2006, p. 11). same format as 1st time</td>
<td>TransCanada (2006) reported that “------” (p. 11). same format as 1st time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>authors</td>
<td>-------- (World Health Organization [WHO], 2010, Fostering Health Security, para. 1). (Name of group author and its acronym are written)</td>
<td>World Health Organization (WHO, 2010) found that “--------” (Fostering Health Security, para. 1). (Name of group author and its acronym are written)</td>
<td>WHO (2010) reported on the problem, saying that “--------” (Fostering Health Security, para. 8). (World Health Organization is written as an acronym in subsequent citations)</td>
<td></td>
</tr>
<tr>
<td>Group author, no page numbers</td>
<td>-------- (World Health Organization [WHO], 2010, Fostering Health Security, para. 1). (Name of group author and its acronym are written)</td>
<td>World Health Organization (WHO, 2010) found that “--------” (Fostering Health Security, para. 1). (Name of group author and its acronym are written)</td>
<td>WHO (2010) reported on the problem, saying that “--------” (Fostering Health Security, para. 8). (World Health Organization is written as an acronym in subsequent citations)</td>
<td></td>
</tr>
<tr>
<td>No author - article (use title of article in quotation marks in place of author’s last name)</td>
<td>-------- (“Ancient Tool Makers Discovered Fire Treatment,” 2009, p. 6). same format as 1st time</td>
<td>The article “Ancient Tool Makers Discovered Fire Treatment” (2009) summarized “------” (p. 6).</td>
<td>As well, “Ancient Tool Makers Discovered Fire Treatment” (2009) included discussion of “------” (p. 8).</td>
<td></td>
</tr>
<tr>
<td>No date available (use n.d.)</td>
<td>------------------------ (Buzan, n.d., p. 23). same format as 1st time</td>
<td>Buzan (n.d.) explained that “--------” (p. 23). same format as 1st time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When students learn more about the process of learning and begin to incorporate the use of specific strategies, self-monitoring, and self-reflection into their academic endeavours, they are more successful in reaching their goals. In their examination of students' acquisition of learning strategies, Simpson, Stahl, and Francis (2004) stressed that students will use a strategy if they understand how, why, and when to use it (p. 3). The researchers explained that learning this “procedural knowledge would help them understand the steps . . . and how to modify those steps” (p. 3). Simpson et al. argued that using the specific strategy taught in a course is often not as important as using the process the students learn of “selecting, summarizing, organizing, elaborating, monitoring, self-testing, reflecting and evaluating” when working on course content (p. 4). The researchers recommended that faculty teach students “how to decipher their own academic tasks” (p. 6). In addition, Lee (2007) argued that once students have acquired a repertoire of study strategies, they should be taught critical thinking skills to evaluate and modify their use of specific strategies (pp. 82-83). Acquisition of strategic learning is, as Hadwin et al. in 2001 explained, “enacted over time through a series of events” (as cited in Simpson et al., 2004, p. 3). P. Foley, a professor at North London University, observed that motivation is strongly linked to student use of learning strategies (personal communication, May 16, 2007). Motivation, in turn, can be influenced by students’ beliefs about learning. Simpson et al. (2004) commented on such beliefs:

![Table of cited sources and citation examples](https://example.com/citation-table.png)

**NOTE:** When authors are named in your sentence, and you use the reference again in the same paragraph, list authors, date, and page number the first time. List only the page number for the subsequent citations if it is clear to the reader that you are still citing the same source. If you write the authors’ names again as part of the sentence, omit the date. This does not apply if the names are in parentheses at the end of the sentence. However, when you use that source in a later paragraph, include again the authors (with et al. if applicable), date, and page number.

**Integrating Research into Your Writing**

<table>
<thead>
<tr>
<th>Citing a quotation and then continuing with a paraphrase from the same source later in the sentence</th>
<th>The professor’s study explained that “students who use active listening techniques to stay engaged in a class lecture demonstrated better marks on exams” (Velasquez, 2011, p. 72); her report described the various strategies that successful students use to mentally participate in the learning process (p. 81). OR Velasquez (2011) explained that “students who use active listening techniques to stay engaged in a class lecture demonstrated better marks on exams” (p. 72); her report described the various strategies that successful students use to mentally participate in the learning process (p. 81).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citing a quotation used at the start of a sentence, and then continuing with your own words/ideas/comments</td>
<td>He found that the “results demonstrated that the first variable (persistence) had the most effect on the outcome of an exam” (Twoyoungmen, 2010, p. 96), but the study lacked sufficient detail. OR Twoyoungmen (2010) found that the “results demonstrated that the first variable (persistence) had the most effect on the outcome of an exam” (p. 96), but the study lacked sufficient detail.</td>
</tr>
</tbody>
</table>
Creating Your Reference List (See the Sample References Page on page 6 of this handout.)

- Start the reference list on a separate page at the end of your paper. [APA p. 37]
- Include only those sources you have cited in your paper. [APA p. 180]

  **Exceptions** are personal communications, classical religious works such as the Bible or the Qur’an, and classical works. These do not appear in the reference list. [APA pp. 174, 178-179]

- **Double-space** the entire reference list. Do not add an extra blank line after the title. [APA p. 180]
- Position the first line of each entry flush left, with subsequent lines wrapping with a ½-inch (hanging) indent. [APA p. 180]
- Organize the list in **alphabetical order** according to the first letter beginning each entry. Usually, the author’s last name is the first piece of information in each entry. Use initials for the author’s first/middle names. [APA pp. 181-183]
- Use the APA Style Blog (http://blog.apastyle.org/) to search for additional APA answers.

### Explanation of References List Entries: Pieces of the Puzzle

- **Accuracy is important!** It helps the reader quickly find or get to a particular source of information.
- For references, determine the **combination of formatting** from one or more examples on pages 7-11 that are the best fit.
  
  For example, you might need to combine the “two authors edition stated” example (A2) with “book with 3 to 7 authors” (A3).
- **Work left to right through the sample reference(s)** to reproduce formatting details.

<table>
<thead>
<tr>
<th>The Parts of a Reference (see more reference examples on pages 7-10)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book, edition is stated</strong></td>
</tr>
<tr>
<td>Book, edition is stated</td>
</tr>
<tr>
<td><em>Book title</em></td>
</tr>
<tr>
<td><em>Place published</em></td>
</tr>
<tr>
<td><em>Publisher</em></td>
</tr>
<tr>
<td><em>Book edition</em></td>
</tr>
<tr>
<td><em>Author</em></td>
</tr>
</tbody>
</table>

| **Journal article**                                           |
| Journal article                                              |
| Perrey, S. (2017). Do we perform better when we increase red blood cells? *The Lancet Haematology, 17*, 2352-3026. [https://doi.org/10.1016/S2352-3026(17)30123-0](https://doi.org/10.1016/S2352-3026(17)30123-0) |
| *Author*                                                     |
| *Year published*                                             |
| *Volume*                                                     |
| *Title*                                                      |
| *Journal name*                                               |
| *Page range*                                                 |
| *DOI*                                                        |

| **Chapter in an edited book**                                 |
| Chapter in an edited book                                    |
| *Chapter title*                                              |
| *Book title*                                                 |
| *Chapter page range*                                         |
| *Publisher*                                                  |
| *Book editors*                                               |

| **Webpage on website**                                        |
| Webpage on website                                           |
| *Website title*                                              |
| *Date viewed*                                                |
| *URL for the webpage*                                        |
| *Author*                                                     |
| *Year published*                                             |
| *Publisher*                                                  |
| *Webpage title*                                              |
| *Place published*                                            |
| *URL for the webpage*                                        |
Start your reference list on a new page [APA p. 37]

Include only sources cited in your paper [APA pp. 177-180]

Put entries in alphabetical order, according to the first letter of the entry [APA pp. 181-183]

Start \( \rightarrow \) each new entry at the left margin [APA p. 180]

Use a \( \rightarrow \) ½-inch hanging indent for subsequent lines of an entry

URL with a hyperlink or without; just be consistent [APA Style Blog, April 21, 2015]

Use publisher name only: MacMillan Publishers Ltd [APA p. 187]

---

References


Reference Examples

A. Books

NOTE: For book titles, capitalize only the first word, the first word after a colon, and proper nouns.

<table>
<thead>
<tr>
<th>Example</th>
<th>APA Style</th>
</tr>
</thead>
</table>

B. Entries and Chapters in Edited Books (includes encyclopedia and dictionary entries)

NOTE: These entries should begin with the author(s) of the chapter, story, poem, or other entry you are using, but remember to give credit to the editor(s) as well.

<table>
<thead>
<tr>
<th>Example</th>
<th>APA Style</th>
</tr>
</thead>
</table>
C. Articles: Journals and Periodicals (newspapers, magazines, newsletters)

NOTE: In article titles, capitalize only the first word, the first word after a colon, and proper nouns. In journal names, capitalize all major words.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C6 Scholarly journal article, with article number</td>
<td>Norouzi, N., Bhakta, H. C., &amp; Grover, W. H. (2017). Sorting cells by their density. <em>PLoS ONE, 12</em>, 1-16. <a href="https://doi.org/10.1371/journal.pone.0180520">https://doi.org/10.1371/journal.pone.0180520</a> NOTE: Some journals provide an article number (e.g., 0180520), but you do not include it in your reference. If an article does not have page numbers, continue to the next part of the citation.</td>
</tr>
</tbody>
</table>
### D. Websites (for articles found online, see examples in C.)

NOTE: A website is a collection of one or more webpages. Use regular font for titles of webpages but use italics for titles of web documents.


**NOTE:** For an organization with an acronym, write its name in full in the References, and do not include its acronym (*APA Style Blog*, October 28, 2015). |


**NOTE:** A retrieval date is not required because documents (e.g., PDFs) posted to a website are not likely to change.
### Q&A ABOUT APA: 2018-19

**D4 Multiple pages from a single website, same author, same year [APA Style Blog, Oct. 20, 2011]**


**NOTE:** You need a separate entry for each individual webpage on a website. Put the entries in alphabetical order by the title of the page (i.e., “About us”), and add a, b, c… to the year (e.g., 2017a). If the year is not known, then insert a hyphen after n.d. (i.e., n.d.-a). An example of an in-text citation for the first entry above would be (The Mustard Seed, n.d.-a, “30 Years,” para. 3).

### E. Other Kinds of Information Sources

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E6 Canadian legislation on a website [not covered in APA; refer to NOTE]</td>
<td>Criminal Code, RSC 1985, c C-46, s 318(1). <strong>NOTE:</strong> The <em>Canadian Guide to Uniform Legal Citation 8th Edition</em> (2014) is available in the MRU Library.</td>
</tr>
</tbody>
</table>
*NOTE*: A handout/ppt posted on Blackboard may also be cited as personal communication, so check how your instructor wants it cited. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E12 Lab manual, online, for a single lab, posted on course Blackboard site [APA pp. 204, 211-212]</td>
<td>Department of Biology. (2017, Fall). Lab 1 – Phylogenetics. In <em>BIOL 1204 lab manual</em>. Retrieved from Mount Royal University BIOL1204 Blackboard website: <a href="https://courseware.mymru.ca/blackboard/execute/content/file?cmd=view&amp;content_id=_3926888_1&amp;course_1">https://courseware.mymru.ca/blackboard/execute/content/file?cmd=view&amp;content_id=_3926888_1&amp;course_1</a></td>
</tr>
</tbody>
</table>
*NOTE*: Use the same format for a painting but change to [Painting]. Check if your prof wants a parenthetical citation or a figure note under the image (see Chapter 5.21 of the *APA Manual*). Also, use images for which the creator has given permission. Consult the MRU Copyright guide for more information: [http://libguides.mtroyal.ca/copyright](http://libguides.mtroyal.ca/copyright) |
*NOTE*: If the image does not have a title, begin the citation with a description in brackets [ ] of the image, e.g., [Illustration of the human body’s internal organs]. |
| E19 Twitter, tweet, or Twitter moment (also use for other social media) [APA p. 215; Electronic Guide p. 33] | Angelou, M. [DrMayaAngelou]. (2013, June 9). You can only become truly accomplished at something you love [Tweet]. Retrieved from [https://twitter.com/DrMayaAngelou/status/343844424767309696](https://twitter.com/DrMayaAngelou/status/343844424767309696)  
*NOTE*: Include both the author’s real name and [screen name]. Use the screen name without [ ] if no real name is available. Also put the type of source in [ ] after the title, e.g., [Twitter moment], [blog comment], [Facebook status update], [Google+ post], [infographic], etc. |


NOTE: Include both the real name and [screen name] of the person who posted the video as the author. If no real name is available, use the screen name without [ ] if no real name is available. |
NOTE: The author is the person(s) giving the TED talk. For the in-text citation when you are quoting the speech, include the timestamp in place of a page number, e.g., The policy advisor stated that “these governments are cultural psychopaths” (Anholt, 2014, 5:15). |

MRU’s Student Learning Services and Library revised this handout for 2018-2019. Additional APA resources available online at the MRU Library Subject Guides and at www.mtroyal.ca/AcademicSupport/ResourcesServices/StudentLearningServices/Cite_sources