APA Guide to Referencing (Winter 2020)

What Is Referencing/Citation?
Whenever you use other people’s words, ideas, information, or images in your own work, you need to identify the source accurately to 1) give credit to the original creators of the work and 2) provide your reader with a reliable path to the original source.

What Is Plagiarism?
Plagiarism is a form of academic misconduct that occurs when a student uses the work of others but fails to accurately cite it. Inaccurate citations make it difficult or impossible for your reader to locate the original source. Missing citations give the impression that you are trying to take credit for the work of others. Plagiarism commonly results in a 0% on the assignment; however, depending on the circumstances, the consequence could escalate to the student being required to leave MRU temporarily or permanently. To learn more about avoiding plagiarism, see the resources at www.mtroyal.ca/codeofstudentconduct.

What Is APA?
APA style was created by the American Psychological Association (APA). There are many different style guides (e.g., MLA, Chicago, SAA, Harvard), and each one is basically a set of standard rules for referencing and formatting documents. The Publication Manual of the American Psychological Association (7th ed.) is the main source of information for this handout.

What Does APA Referencing Look Like?
There are two parts:
1. In-text citations (within the body of your paper): Each in-text citation gives just enough information on a particular source to “point” the reader to the corresponding, more detailed entry on the reference list.

Educators and parents are becoming increasingly concerned about the addictive properties of social media. A recent study of secondary school students in the UK found that Instagram addiction was linked to declining mental health (Taprobane & Boucher, 2018). Previous studies found a connection between compulsive Facebook and Twitter use and anxiety (Kahale, 2016; Park, 2019). In addition to mental health concerns, social media use has been . . .

2. The reference list (on a separate page at the end of your paper): This is the list of sources you used and cited in your paper.

References


This guide was created by Mount Royal University’s Student Learning Services and Library.
# In-Text Citations

## What Are the Elements of an In-Text Citation?

**Always include:**

1. author (e.g., last name of person(s), organization’s name)
2. year of publication

**Sometimes include:**

3. locator* (e.g., page number, paragraph number, video time stamp)

*When to include a locator:

### Quotation

[APA, p. 270]

When taking something word for word from a source, a locator is **required**.

### Paraphrase

[APA, p. 269]

When writing about someone else’s work in your own words, a locator is **optional**. If you think a locator would be useful for your reader, include one.

**NOTE:** Some instructors don’t require locators and others do; be sure to ask and adhere to your instructor’s requirements!

## How Do I Format the Elements?

[APA pp. 262-263]

You have 2 choices:

<table>
<thead>
<tr>
<th>Parenthetical Citation (Format 1)</th>
<th>Narrative Citation (Format 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All elements in parentheses at the end of a sentence.</td>
<td>Author’s last name and year of publication in the sentence.</td>
</tr>
<tr>
<td><strong>Short quotation</strong> (up to 39 words)</td>
<td>Locator* (when applicable) in parentheses at the end.</td>
</tr>
<tr>
<td>One researcher stated that “the ability to think critically is needed in this revolutionary age of technological change” (Lee, 2007, p. 82).</td>
<td>Lee (2007) stated that “the ability to think critically is needed in this revolutionary age of technological change” (p. 82).</td>
</tr>
<tr>
<td><strong>Paraphrase</strong></td>
<td>Taprobane and Boucher (2018) found that for students in the UK, Instagram addiction was linked to declining mental health.</td>
</tr>
<tr>
<td>A recent study of students in the UK found that Instagram addiction was linked to declining mental health (Taprobane &amp; Boucher, 2018).</td>
<td></td>
</tr>
</tbody>
</table>

Both formats are equally acceptable!

**NOTE:** In APA style, paraphrasing is preferable to quoting; however, check with your instructors for guidance on this.

## Can an In-Text Citation Ever Be in the Middle of a Sentence?

Yes! This example shows a paraphrase + a student’s analysis. The citation must be attached to the information from the source.

Although persistence was identified as the most influential factor (Twoyoungmen, 2010), the study lacked sufficient detail.
### Author Variations

#### Parenthetical | Narrative
---|---
1 author | ----- (Garcia, 2019). | Garcia (2019) argued that ----- .
2 authors | ----- (Smith & Jones, 2004). | Smith and Jones (2004) found that ----- .
   Include both authors’ last names in every citation | use & between names | use “and” between names
3+ authors | ----- (Simpson et al., 2004). | Simpson et al. (2004) found that ----- .
   Include the first author’s last name and replace all other authors’ names with “et al.” | notice the comma | use “et al.” in the sentence
Organization WITH common abbreviation | The first time you cite the source in your paper: ----- (World Health Organization [WHO], 2018). | The first time you cite the source in your paper: World Health Organization (WHO, 2018) warned that ----- .
   Every other time you cite that same source: | ----- (WHO, 2018). | Every other time you cite that same source: WHO (2018) warned that ----- .

### What if the Author or Date Is Missing?

#### APA pp. 264-265, 291

<table>
<thead>
<tr>
<th>Missing Element</th>
<th>What to Do</th>
<th>Parenthetical</th>
<th>Narrative</th>
</tr>
</thead>
</table>
| No author’s or organization’s name | Use the title of the source | ----- (“Plastic Bags,” 2019). | The article “Plastic Bags in Green Bins OK in Ottawa as of Today” (2019) noted that ----- .
   NOTE: If the title is long, use only the first few words when using a parenthetical citation. | |  |

### How Do I Cite a Source Found in Another Source?

[APA p. 258]

Often an author cites someone else’s work. Wherever possible, it is best to track down the original source of the idea. If this is not possible, follow the format below, where Kamura is the source you read, and Patel is the original source.

- The author of the source you read goes after the words “as cited in”
- Include only the source you read (Kamura’s article) in your reference list
- Include the original source’s year of publication if known, otherwise omit it

#### Parenthetical | Narrative
---|---
Little empirical research on students’ critical thinking exists (Patel, 2016, as cited in Kamura, 2018). | A 2016 review by Patel found little empirical research on students’ critical thinking (as cited in Kamura, 2018).
How to Format Locators

<table>
<thead>
<tr>
<th>Locators</th>
<th>Parenthetical</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Numbers</strong></td>
<td>“-----” (Wong, 2018, p. 28).</td>
<td>Wong (2018) proposed, “-----” (p. 28).</td>
</tr>
<tr>
<td></td>
<td>“-----” (Wong, 2018, pp. 5-6).</td>
<td>Wong (2018) proposed, “-----” (pp. 5-6).</td>
</tr>
<tr>
<td><strong>Paragraph Numbers</strong></td>
<td>“-----” (Enmax, n.d., para. 7).</td>
<td>Enmax (n.d.) reported, “-----” (para. 7).</td>
</tr>
<tr>
<td></td>
<td>“-----” (Enmax, n.d., paras. 3-4).</td>
<td>Enmax (n.d.) reported, “-----” (paras. 3-4).</td>
</tr>
<tr>
<td><strong>Headings or Section Names</strong></td>
<td>“-----” (Lachs, 2019, Proposed Solution section).</td>
<td>Lachs (2019) suggested that “-----” (Proposed Solution section).</td>
</tr>
<tr>
<td></td>
<td>notice the capital letters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Long headings should be shortened to a few words. If you shorten a heading, use quotation marks around it.</td>
<td></td>
</tr>
<tr>
<td><strong>Slides</strong></td>
<td>“-----” (Santos, 2015, Slide 5).</td>
<td>Santos (2015) claimed, “-----” (Slide 5).</td>
</tr>
<tr>
<td><strong>Time Stamps</strong></td>
<td>“-----” (Bozalek &amp; Ivala, 2016, 2:45).</td>
<td>Bozalek and Ivala (2016) noted that “-----” (2:45).</td>
</tr>
<tr>
<td></td>
<td>Time when quote begins</td>
<td></td>
</tr>
<tr>
<td><strong>Tables</strong></td>
<td>“-----” (Statistics Canada, 2018, Table 4).</td>
<td>Statistics Canada (2018) found that “-----” (Table 4).</td>
</tr>
</tbody>
</table>

**NOTE:** For a list of other locators (chapters, verses), visit APA Style’s website on “Citing Specific Parts of a Source.”

**How Do I Cite a Long Quotation (40 words or more)?**

- Introduce the quotation with a complete sentence and a colon.
- Use a block format (indenting all lines approximately half an inch), and do not use quotation marks.
- Long quotations should be used sparingly.

Wang et al. (2010) described effective time management as an ongoing process:

> Time management takes self-awareness, planning, execution, and reflection. The perception of time management is that once a schedule is created, the work is done, but that is only the first step. Successful students are adaptable and able to make changes to a schedule because they can purposefully and proactively move tasks around to adjust to new situations. (p. 27)

For long quotations, the period goes before the parentheses!

**What Is Personal Communication?**

When you use a source that is not retrievable by your reader (e.g., face-to-face conversation, guest speaker in class, notes you took during class, an email), cite the information as personal communication. If you are citing an Indigenous Elder or Knowledge Keeper, include their nation or community and location in your in-text citation (visit APA’s webpage on “Personal Communication” for more).

- Do not include the source on your reference list

<table>
<thead>
<tr>
<th>Locators</th>
<th>Parenthetical</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“-----” (P. Rand, personal communication, May 22, 2019).</td>
<td>P. Rand (personal communication, May 22, 2019) observed that ----.</td>
</tr>
</tbody>
</table>
Appropriate Level of Citation

APA has guidelines about undercitation and overcitation. Undercitation (not citing when you should) can risk academic misconduct (plagiarism!). Overcitation (too many citations) can be distracting for the reader. When in doubt, include a full citation.

Citing the Same Source Multiple Times in a Paragraph

When a paraphrase spans a few sentences, include a full citation the first time the source is used. After that, you do not have to cite subsequent sentences as long as it is clear that each one refers to the same source (e.g., by repeating the author’s name or using “cues” like “the researchers” or “their study”). See writing samples below.

Remember that this only applies within a paragraph; if you start a new paragraph, use a full citation again.

✔ A Plagiarism-Free Paragraph

In this paragraph, the writer has used “cue” words that make it clear to the reader when they are still paraphrasing the authors’ work:

When students 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 et al. (2004) stressed that students will use a strategy if they understand how, why, and when to use it. The researchers argued that students typically need multiple exposures to a new strategy before they decide to adopt it for themselves. Simpson et al. also proposed that using the specific strategy taught in a course is often less important than using the metacognitive processes of “selecting, summarizing, organizing, elaborating, monitoring, self-testing, reflecting and evaluating” when working on course content (p. 4). Students need to carefully analyze their assignments in order to select the most appropriate processes to engage in (Simpson et al., 2004). These findings underscore the importance of students’ use of learning strategies in improving their academic achievement.

✘ NOT a Plagiarism-Free Paragraph:

Here, there is no way for the reader to know which sentences use information from the source and which are the student’s own ideas:

When students 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 et al. (2004) stressed that students will use a strategy if they understand how, why, and when to use it. Students typically need multiple exposures to a new strategy before they decide to adopt it for themselves. Using the specific strategy taught in a course is often less important than using metacognitive processes when working on course content. Students need to carefully analyze their assignments in order to select the most appropriate processes to engage in. These findings underscore the importance of students’ use of learning strategies in improving their academic achievement.
Creating Your Reference List

The basic pattern for a reference list entry is:

<table>
<thead>
<tr>
<th>Author</th>
<th>Date of publication</th>
<th>Title of work*</th>
<th>Retrieval information</th>
</tr>
</thead>
</table>

*Tip: For titles of works, capitalize only the first word, the word after a colon or a dash, and proper nouns. Follow this APA rule even if the original source you consulted shows the title with capital letters on all major words.

Here are examples of four common types of sources:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpage on website</td>
<td>↓ author ↓ full date published ↓ webpage title ↓ site name</td>
<td>Myles, R. (2019, November 27). MRU grads serve up sociology. Mount Royal University. <a href="https://www.mtroyal.ca/AboutMountRoyal/">https://www.mtroyal.ca/AboutMountRoyal/</a> MediaRoom/ Stories/mru-grads-serve-up-sociology.htm ↓ URL for the webpage</td>
</tr>
</tbody>
</table>

How to Create a Reference List Entry

1. Identify the type of source you are using.
   Is it a book? An article? A webpage? A report? For online sources, this can be a tricky question to answer. If you are unsure, get help at the Library Service Desk or Student Learning Services.

2. Find the corresponding section in the Reference Examples pages of this guide (pp. 8-12).
   For example, if your source is a journal article, go to section A on page 8.

3. Find the example that most closely fits your source. You might need to combine two examples to get the best fit.
   For example, if your journal article has a DOI but has two authors, you will need to combine A1 and A3.

4. Follow the formatting details in each example closely (e.g., italics, punctuation, capitalization).

On the following page, you will see a sample reference list. Notice the important formatting rules in the left margin!


https://books.google.com/


https://doi.org/10.1002/14651858.CD003766.pub6


https://theconversation.com/study-habits-for-success-tips-for-students-89147


*Remember that sources for personal communication do not go in the reference list.*
## Reference Examples

### A. Articles: Journals and Periodicals (newspapers, magazines, newsletters) [APA pp. 316-321]

**NOTE:** For the name of the journal (not the article, but the journal itself), capitalize all major words.

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
</table>
| A1 Scholarly journal article, 1 author, with DOI | Perrey, S. (2017). Do we perform better when we increase red blood cells? *The Lancet Haematology*, 4(8), 344-345. [https://doi.org/10.1016/S2352-3026(17)30123-0](https://doi.org/10.1016/S2352-3026(17)30123-0)  
**NOTE:** Always include a digital object identifier (DOI) at the end of the reference entry if one is available. If the doi does not appear as a link, reformat it so that it starts with [https://doi.org/](https://doi.org/)  
For example, an older doi might appear like this: doi:10.1016/S2352-3026(17)30123-0  
Reformatted, it should look like this: [https://doi.org/10.1016/S2352-3026(17)30123-0](https://doi.org/10.1016/S2352-3026(17)30123-0) |
**NOTE:** Italicize the journal name and volume number but not the issue number. Some articles may not have an issue number; in that case, omit it. |
| A5 Scholarly journal article, with article number or eLocator | Norouzi, N., Bhakta, H. C., & Grover, W. H. (2017). Sorting cells by their density. *PLOS ONE*, 12(7), Article e0180520. [https://doi.org/10.1371/journal.pone.0180520](https://doi.org/10.1371/journal.pone.0180520)  
**NOTE:** Include the article number or eLocator instead of the page range. |
**NOTE:** If an article does not have page numbers, continue to the next part of the reference list entry. |
**A9 Newspaper or magazine article, with author, web version**


**A10 Newspaper or magazine article, author unknown, web version**


**A11 Magazine article, with author, volume and issue known, print version**


**A12 Magazine article, with author, volume and issue unknown, web version**


**A13 Book review, in a magazine, no DOI**


**A14 Blog post**


### B. Books

*[APA pp. 321-325]*

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

**B1 Book, 1 author, print version or online version, no DOI**


**NOTE:** All examples, except B4, can also apply to formatting ebooks accessed through the Library.

**B2 Book, 1 author, with DOI**


**B3 Book, 2 authors, edition stated**


**B4 Ebook, not from a library database**


**NOTE:** OpenStax is the book’s publisher.

**B5 Book translated into English**


**NOTE:** The in-text citation should include both publication dates: (Mancusa & Viola, 2013/2015).

**B6 Ancient Greek or Roman work**


**NOTE:** The in-text citation should include both publication dates: (Plato, ca. 380 B. C. E./2015).
C. Entries and Chapters in Edited Books (encyclopedia and dictionary entries)

NOTE: These entries should begin with the author(s) of the chapter/story/poem, but remember to give credit to the editor(s) as well.

|---|---|

NOTE: If the page does not specify when it was published or last updated, include the URL and a retrieval date.

D. Reports & Grey Literature

*Grey literature* refers to documents produced by organizations like government agencies, professional associations, and non-profits in the course of their business. They typically do not undergo formal peer review.

|---|---|

NOTE: If the publisher is also the author, omit the publisher from the retrieval information [APA p. 329]. |

NOTE: Use the most specific agency as the author. |

E. Online Media (webpages, social media)

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: For an organization with an acronym, write its name in full on the reference list, and do not include its acronym.</td>
</tr>
</tbody>
</table>
| E2 Webpage on website, with author | Myles, R. (2019, November 27). *MRU grads serve up sociology*. Mount Royal University. [https://www.mtroyal.ca/AboutMountRoyal/MediaRoom/Stories/mru-grads-serve-up-sociology.htm](https://www.mtroyal.ca/AboutMountRoyal/MediaRoom/Stories/mru-grads-serve-up-sociology.htm)  

**NOTE:** In this example, MRU is the publisher (site name) and Myles is the author. If the author is the same as the publisher, omit the publisher from the retrieval information (see E1). |
|---|---|

**NOTE:** Include a separate entry for each individual webpage on a website. Order the title of each page alphabetically (e.g., “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 in-text citation for the first entry above: (The Mustard Seed, n.d.-a).  

A retrieval date is required because the content of this webpage can change over time. Write the words “Retrieved month day, year, from” before pasting the URL. Do not use the copyright date. |
| E5 Social media post (Tweet, Instagram photo) | Angelou, M. [@DrMayaAngelou]. (2013, June 9). *You can only become truly accomplished at something you love* [Tweet]. Twitter. [https://twitter.com/DrMayaAngelou/status/34384442476738696/](https://twitter.com/DrMayaAngelou/status/34384442476738696/)  

**NOTE:** Include both the author’s real name and [screen name]. If no real name is available, use the screen name without [ ]. Also, put the type of source in [ ] after the title, e.g., [Status update], [Facebook page], etc. |

**F. Audiovisual Sources (images, videos, podcasts)**  

**[APA pp. 341-347]**  


**NOTE:** Use the same format for a painting but change to [Painting]. Check if your instructor wants a parenthetical citation or a figure note under the image (see Section 7.28 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) |
| F2 Image on a website, no photographer, no title, no date | [Photograph of Mount Royal University personal trainer with client]. (n.d.). Mount Royal University. Retrieved July 2, 2019, from [https://www.mtroyal.ca/CampusServices/Recreation/PersonalTraining/index.htm](https://www.mtroyal.ca/CampusServices/Recreation/PersonalTraining/index.htm)  

**NOTE:** If the image does not have a title, begin the citation with a description in square brackets [ ] of the image. |
<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
<th>Author/Creator</th>
<th>Date/Year</th>
<th>URL/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>F5 YouTube or other streaming video</td>
<td>Real Grumpy Cat. (2012, September 25). The original Grumpy Cat! [Video]. YouTube.</td>
<td><a href="http://www.youtube.com/watch?v=INscMGmhmX4">http://www.youtube.com/watch?v=INscMGmhmX4</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F6 TED Talk</td>
<td>Anholt, S. (2014, June 23). Which country does the most good for the world? [Video]. TED Conferences.</td>
<td><a href="https://www.ted.com/talks/simon_anholt_which_country_does_the_most_good_for_the_world">https://www.ted.com/talks/simon_anholt_which_country_does_the_most_good_for_the_world</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**G. Other Kinds of Sources**

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Description</th>
<th>Author/Creator</th>
<th>Date/Year</th>
<th>URL/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>G7 Brochure, corporate author, publisher is same as author, print</td>
<td>Family Counselling Centre. (2003). Dealing with a delinquent student [Brochure].</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>