CRJS Citation Guide 2019-20

FOR STUDENTS
IN THE
CRIMINAL JUSTICE DEGREE PROGRAM
AT MOUNT ROYAL UNIVERSITY

Based on the
Canadian Guide to Uniform Legal Citation (the McGill Guide) 9th edition
American Psychological Association Style Guide to Electronic Sources
How to Cite Statistics Canada Resources

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Appendix A
Welcome to the new and improved CRJS Citation Guide for Criminal Justice students! This guide is intended to provide you with practical examples of citations you will encounter throughout the courses in your degree.

For examples that this guide does not address, please consult the Library’s Citation Guides. You can also get help at Student Learning Services and/or from our subject Librarian.

**WHY IS CITING SOURCES IMPORTANT?**

Citations strengthen your work as they show the effort you put into your research and add context to your argument. But plagiarism in an academic offense. **Plagiarism** is defined simply as copying someone else’s work, words, or ideas and representing them as your own without giving credit to the author. And even though plagiarism can occur accidentally, it can give the impression that you are trying to take credit for someone else’s work or ideas.

Under the Code of Student Conduct failure to cite properly is an **academic offense** and constitutes plagiarism. Consequences can include failure of a course or expulsion. In particular, students are expressly prohibited from submitting:

- The words, ideas, images, or data of any other person as a student’s own in any academic work which is a component of a course or program of study at the University;
- Any information or data which have been altered or contrived in any way that is intended to mislead; and
- Work which includes misleading references to material or references that do not accurately reflect the sources used by the student.

Additionally,

- **NEVER** copy or paraphrase information from any source without citing it.
- **NEVER** copy portions of someone else’s work without citing it.
- **NEVER** submit work that has been done collaboratively when the instructor requires individual work.
- **NEVER** purchase or copy papers authored by someone else.
- **NEVER** reuse your own academic work from a prior course without first getting permission from your current instructor to use it.
- **NEVER** attempt to mislead your reader by making up sources.
HOW TO FORMAT YOUR PAPER

1. **TITLE PAGE**
   - Page numbering should BEGIN on the title page; upper right corner.
   - A running head is an abbreviation of your paper’s title as a header. The words Running head with a colon (:) need to be included but only on the title page. All other pages have an abbreviated title in the header (left justified) along with the page number (right justified).
   - A Running head: TITLE IN CAPITALS is a maximum of 50 characters, including punctuation and spaces = ~12 words or less.
   - For a visual example click: [https://library.mtroyal.ca/id.php?content_id=34487459](https://library.mtroyal.ca/id.php?content_id=34487459)

<table>
<thead>
<tr>
<th>Running head: TITLE IN CAPITALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the Paper</td>
</tr>
<tr>
<td>Jean Grey</td>
</tr>
<tr>
<td>ID # 123-456-789</td>
</tr>
<tr>
<td>CRJS 1001-003 – Introduction to Criminology</td>
</tr>
<tr>
<td>Mount Royal University</td>
</tr>
<tr>
<td>Dr. Charles Xavier</td>
</tr>
<tr>
<td>September 22, 2018</td>
</tr>
</tbody>
</table>

2. **ABSTRACT**
   - Consult your professor to find out whether an abstract is required for your assignment.
   - An abstract is a summary of the paper that includes the methodology, key points, and findings of a study; therefore, it should be the last thing you write.
   - An abstract should be between 150-250 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.

3. **TABLE OF CONTENTS**
   - Consult your professor if a table of contents is required for your assignment.
   - Use the table of contents creation feature in **Word** or **Pages** to help you.
4. **Page Numbering**
   - The title page and **all** pages are numbered on the **top right-hand** corner (right justified).

5. **Paper Layout**
   - Double-space the entire document, including citations on the References page.
   - The preferred typeface is Times News Roman (or similar), with 12-point font size.
   - Margins should be 1 inch on all sides (2.54 cm).

6. **Indenting Paragraphs**
   - Indent the first sentence of all paragraphs **except** the abstract.

7. **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><strong>Indented, bold, lower case, ending with a period.</strong> Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Indented, bold, italicized, lowercase, ending with a period.</strong> Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Indented, italicized, lowercase, ending with a period.</strong> Your paragraph text begins two spaces after the period on the same line.</td>
</tr>
</tbody>
</table>

8. **Citations on the References Page**
   - Lists all sources you **used and cited** in your paper (**not** all of the things that you read).
   - The title References should be centered at the top of a new page and **not** in bold.
   - All lines are double-spaced. The second and subsequent lines of each citation are indented.
   - List them in alphabetical order. Citations beginning with “The” are **not** alphabetized as T.
   - Titles/Authors beginning with a number appear at the beginning of the alphabetized list.
   - Works by an author alone should precede works by that author in collaboration with others (organized alphabetically by second author onwards).
   - Personal communications **AND** classical works such as the Bible are cited within your essay but are **not** put on the References page.
   - Always include the **Digital Object Identifier** which is a permanent identification for the source. All DOI start with 10. followed by numbers or numbers and letters.
   - For an example click: [https://library.mtroyal.ca/id.php?content_id=34487459](https://library.mtroyal.ca/id.php?content_id=34487459)
9. **Citing Sources Within My Essay**
   - Never rearrange the listing of authors within a citation – the order in which they appear in the book/article is the way they are to be kept in all citations.
     - For example, ...... Family violence disproportionately effects women and children (Siegel, Hoffman, & Brown, 2013).
   - When there are multiple authors cited, you **can** arrange them alphabetically within the parentheses; not by year.
     - For example, .... Family violence has been found to increase during economic down-turns (Adams, 2014; Holmes, 2013; Jackson, 2009; Simpson, 2001).

10. **The Appendix**
    - Each appendix starts on its own page and are arranged alphabetically.
    - Refer to the appendix in your paper: ... The interviews used closed and open-ended questions (see Appendix B).
    - Use letters to distinguish multiple appendices (e.g., Appendix A, Appendix B). You do not need letters if there is only one Appendix.

<table>
<thead>
<tr>
<th>Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the Appendix</td>
</tr>
</tbody>
</table>

Content of the appendix
CITING DIFFERENT TYPES OF RESOURCES

11. THE RECIPE FOR IN-TEXT CITATIONS
  o For a direct quote, include: (author’s surname, year, p. #).
  o When paraphrasing, APA (2010) does not require a page number but does recommend the page number if “it helps an interested reader locate the relevant passage” (p. 171).
  o If any of those components are missing, see Appendix A for a flowchart.
  o Always keep the author and year together, but you may separate the page number.
    o ... Jones (2010) discovered that when students have consumed Tim Hortons coffee, their learning improves (p. 18).
    o ... A researcher found that “students learn best after drinking Tim Hortons coffee” (Jones, 2010, p. 18).

12. AUTHOR’S NAME
  o For in-text citations use surname name only: Jones (2010) indicated ......
  o The References page requires author’s surname and first name initial(s) only.
  o For example, Jones, B. L. (2010) ...
  o EXCEPTIONS are when citing Canadian case law using McGill Citation Style and for Statistics Canada documents and reports (consult those sections below).

13. FORMATTING TITLES OF SOURCES

<table>
<thead>
<tr>
<th></th>
<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>
<td>Canadian Journal of Criminology</td>
</tr>
<tr>
<td>Article title</td>
<td>“A Critique of Cannabis Legalization”</td>
<td>A critique of cannabis legalization</td>
</tr>
<tr>
<td>Book title</td>
<td>Victims of Crime</td>
<td>Victims of crime</td>
</tr>
<tr>
<td>Book Chapter</td>
<td>“Research Ethics”</td>
<td>Research ethics</td>
</tr>
<tr>
<td>Website title</td>
<td>Calgary Counselling Centre</td>
<td>Calgary Counselling Centre</td>
</tr>
<tr>
<td>Webpage title</td>
<td>“Programs and Services”</td>
<td>Programs and services</td>
</tr>
<tr>
<td>Magazine title</td>
<td>Maclean’s</td>
<td>Maclean’s</td>
</tr>
<tr>
<td>Encyclopedia</td>
<td>Dictionary of Biology</td>
<td>Dictionary of biology</td>
</tr>
<tr>
<td>Criminal Code</td>
<td>... ([Criminal Code, RSC 1985, c C-46, s 454]).</td>
<td>Criminal Code, RSC 1985, c C-46.</td>
</tr>
<tr>
<td>Canadian Bills</td>
<td>Bill C-26 states that... ([Bill C-26, An Act to Establish the Canadian Border Services Agency 1st Sess, 38th Parl., 2005 (assented to 3 November 2005) cl (5(1)(e)).]</td>
<td>Bill C-26, An Act to Establish the Canada Border Services Agency. Bill C-26, 1st Sess, 38th Parl., 2005 (assented to 3 November 2005).</td>
</tr>
</tbody>
</table>
14. **News Articles**
On the References page:

Within my essay:
One suspect in the cold case murder is interviewed by police (Joyce, 2005).

15. **Books and Textbooks in Print**
   - If the book is published in the US, the city and state abbreviation are used: New York, NY:
   - If it is published anywhere else, then cite city and country: Toronto, Canada:

On the References Page:

Within my essay:
Barnhorst and Barnhorst (2013) stated, “Examining the element of factual guilt ...” (p. 75).

or ... (Barnhorst & Barnhorst, 2013, p. 75).

16. **Journal Articles**
   - Punctuation matters.
   - *Italicize* the volume number; do **not** put the word vol. before the number.
   - Include the DOI number.

On the References page:

Within my essay:
Perrey (2017) reported that . . . (p. 2352).

or . . . (Perrey, 2017, p. 2352).
17. **.PDF Articles From a Website**
   
o  NO retrieval date is required for .pdf documents that are retrieved from an online source.

   On the References page:

   Within my essay:
   TransCanada (2006) “reported a 2% increase in their quarterly earnings” (p. 32).
   or ... (TransCanada, 2006, p. 32).

18. **Webpage on a Website**
   
o  Most websites do not contain page numbers, but the in-text citation still requires a locator.
   
o  Use para. #. If the document has headings, use the heading – consult the chart at the back of this handbook.

   On the References page:

   Within my essay:
   According to Parker (n.d.), the silk within webs can hold up to a 5kg chicken.
   or ... (Parker, n.d.).

19. **Calgary Community Services Guide**
   
o  Cite it as a brochure.
   
o  Ignore “the” when alphabetizing your references on the References page.
   
o  Write the word Author because the publisher is also the author.

   On the References page:

   Within my essay:
   Calgary’s Adult Addiction Services has four programs for adults (The City of Calgary, 2015, p. 29).
20. **CALGARY COMMUNITY SERVICES GUIDE - ONLINE**
   - Cite it as a .pdf document retrieved from a webpage.
   - No retrieval date is required for .pdf documents retrieved from an online source.

   On the References page:

   Within my essay:
   One of many shelters in Calgary, the Drop-In Centre offers ... (City of Calgary, 2015, p. 37).

21. **REPORT HAS AN AGENCY AND/OR CORPORATE AUTHOR**
   - A date is required for webpage information that is retrieved from an online source.

   On the References page:

   Within my essay:
   The *2012 Annual Report of the Calgary Communities Against Sexual Abuse* ... (2013, p. 18).
   OR
   ... (Calgary Communities Against Sexual Abuse, 2013, p. 18).

22. **SOURCES FROM THE SAME YEAR BY THE SAME AUTHOR**
   - Add concurrent lower-case letters (e.g., a, b, c, d) behind the publication year.

   On the References page:

   Within my essay:
   According to Smith’s (2006b) annual report on addiction, persons afflicted with drug dependency can suffer several physiological and emotional effects (p. 55). Memory is one such effect (Smith, 2006a, p. 12).
23. **Article Found Within an Edited Book**
   - Note that the first name initials and last name are in reverse order for the editors.

   On the References page:

   Within my essay:
   ... (Paltrow, 2001, p. 171).

24. **Indirect Source (Source Cited in Another Source)**
   - Often an author (Author A) writes about research that someone else (Author B) has done. If you want to use Author B’s research, find the original source (Author B’s work).
   - If you are unable to track down the original source, include the author’s name.

   On the References page:

   Within my essay:
   The Calgary Homeless Foundation reported for 2005 that “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).
25. **The Diagnostic & Statistical Manual of Mental Disorders**

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).

26. **The Diagnostic & Statistical Manual of Mental Disorder - Online**

- Individual chapters and other parts of the DSM-5 have been assigned DOIs.

On the References page:

https://doi.org/10.1176/appi.books.9780890425596.dsm02

Within my essay:
Schizophrenia Spectrum Disorders section within the *Diagnostic and Statistical Manual of Mental Disorders* (5th ed.; *DSM*-5; American Psychiatric Association, 2013) lists the various forms and their corresponding diagnostic criteria.
**E-Books**

27. **Citing an E-Book**
   - Provide the home page of the online library (Google Books, ebrary, etc.,) **not** the full url.
   - If the e-book has a DOI, use it. For more information, please consult:

On the References page:

**Entire e-book:**

**Chapter in an edited e-book:**
Godfrey, K. (2006). The ‘developmental origins’ hypothesis: Epidemiology. In P. Gluckman & M. Hason (Eds.), *Developmental origins of health and disease* (pp. 6-32). [https://doi.org/10.1017/CBO9780511544699.003](https://doi.org/10.1017/CBO9780511544699.003)

**Within my essay:**
Egoism is a common issue within work conflicts (Godfrey, 2006, p. 22).
**CLASS NOTES AND INFORMATION**

28. **LECTURES, CLASS DISCUSSIONS, EMAILS, INTERVIEWS, AND TELEPHONE CONVERSATIONS**
   - These are considered **personal communication**; therefore, they are omitted from the References page.

**WRONG:** Crisis intervention requires compassion, empathy, and understanding of a person’s multi-dimensional layers (Tavcer, 2017).

**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).

**PLEASE NOTE:** MRU is developing citation options for oral information from Indigenous Elders and Knowledge Keepers. Speak with your instructor about how to cite such sources. Consult the Norquest College guide for an example.

29. **CLASS SLIDES OR NOTES POSTED ON BLACKBOARD**
   - These can be cited as personal communication (see above), or on the References page:
   
   Tavcer, D. S. (2017). *Deadly sins and ethical issues in research*. Retrieved from Mount Royal University CRJS 3005 Blackboard website: [https://courseware.mymru.ca/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&amp;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&amp;url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_168837_1%26url%3D)

   Within my essay:
   
   According to Tavcer (2017), research studies require adherence to ethical standards (slide 3).

30. **ARTICLES FROM A CUSTOM COURSE PACK**
   - On the References page:
   

   Within my essay:
   
SOCIAL MEDIA

31. **Tweets, Blog Posts, or a Facebook Post**

On the References page:

Blog Post:

Tweet:
- Use author’s real name followed by [screen name]. If no real name is available, use the screen name without square brackets.

Facebook Post:
- If the date is unknown, include a retrieval date.

Within your essay for a Blog Post, Tweet or Facebook Post:
According to LoungeKitten on Facebook (2010), the “fireworks celebration rocked.”

32. **A Photograph**

On the References page:

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

33. **A Quote From an App**

On the References page:

Within my essay:
The UCLA sports psychologist said, “the five S’s of sports training are: Stamina, speed, strength, skill and spirit” (as cited in Rightsholder, 1999, Sports Psychology, para. 2).
COMMON QUESTIONS

34. **WHAT DO THESE ABBREVIATIONS MEAN?**
i.e., = “that is”, “in other words”, or “also known as”
e.g., = “for example”, or “including”
vs. = “versus” and the period goes at the end only
et al. = “and others” must refer to at least three or more people. Note the difference:
o  Smith et al. (2011) stated donuts are delicious ...
o  It’s common for people to enjoy donuts ... (Smith et al., 2011) ...

35. **Can I Use IBID?**
o  It is not used in APA citation style. It is used in McGill Citation Style.
o  This is an abbreviation for *ibidem* (which means “in the same place”). It is used in citations to refer to the immediate last source referenced.

36. **HOW DO I WRITE NUMBERS?**
o  Numbers under ten are to be spelled out: one, two, three, four, five, six, seven, eight, nine.
o  Numbers 10 and above are written as numbers: 10, 100, 2019, 899.91, 10,556 etc.

37. **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.

On the References page:
They are omitted.

Within my essay:
1 Cor. 13:1 (Revised Standard Version)
OR (Qur’an 5:3-4)

38. **DO I WRITE MY APA PAPER IN THE PAST OR PRESENT TENSE?**
o  All reporting expressions must be in the past tense but keep the quote in its original tense.
39. **Do I Hyperlink URLs?**
   - Yes, with no period after the url.

On the References page:


40. **How Do I Cite Quotes of 40 Words or More?**
   - Double space the quote with one inch indented on the left margin only.
   - Punctuation matters. Note where the period is after the long quote.
   - 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)
**LEGAL DOCUMENTS**

Courses such as **CRJS 3011 - Criminal Law** and **CRJS 4013 – Evidence and Procedure** have emphasis on Canadian legal material and your instructor may require you to cite these sources in your writing assignments.

APA citation style has no direction on how to cite Canadian legal resources, therefore we use the *Canadian Guide to Uniform Legal Citation, 9th ed.*, (2018) (a.k.a., the McGill Guide).

- Although the standard for in-text citation in McGill style is footnotes, we have decided to apply the parenthetical in-text citation style that is consistent with APA.
- McGill uses the term Works Cited, but we will continue to use the term References page.
- Punctuation is no longer required between *R v Jones*
- If this guide does not address what you are looking contact the [CRJS Librarian](mailto:crjslibrarian@university.edu) or a copy of the *Canadian Guide to Uniform Legal Citation, 9th ed.*, (2018).

### 41. STATUTES

- Legislation is put in alphabetical order on the References page.
- When citing in-text, always include the section and subsection numbers.
- The government will periodically consolidate all current laws (statutes) into one set of volumes. A consolidation is referred to as **Revised Statutes** (e.g., RSA 2000; RSC 1985).
- When legislation is amended or if new legislation is passed, they are issued in annual volumes (e.g., SA 2019 or SC 2007). The last Alberta provincial consolidation happened in 2000 and the last federal consolidation was in 1985.
- If you are citing more than one section of the *Code* or any *Act*, use *ss* to signify multiple sections (e.g., *Canada Elections Act*, RSC 1985, c E-2. ss 5, 7-12). Or if you are citing many sections, you may choose to cite the *Code* in its entirety.

On the References page:

- **Criminal Code**, RSC 1985, c C-46
- **Canada Evidence Act**, RSC 1985, c C5
- **Immigration and Refugee Protection Act**, SC 2001, c 27
- **Mental Health Act**, RS of Alberta 2000, Chapter M-13 (current as of September 15, 2016)
- **Indian Act**, RSC, 1985, c.I-5
- **Cannabis Act** SC, 2018, c16

Within my essay:

... (*Canada Evidence Act*, RSC 1985, c C5 s 25(b)) ...
42. **Regulations**
   - Regulations are passed under the authority of a particular statute at either the federal or provincial level (therefore, they are commonly referred to subordinate legislation). They are published with a citation that indicates the year they were filed. Like statutes, regulations are also periodically consolidated.

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

On the References page:
*Competition Tribunal Rules, SOR/87-373 or SOR 87/373 (this regulation was the 373rd federal regulation published in 1987)*

Within my essay:
... *(Competition Tribunal Rules, SOR/87-373, s 8(2)) ...*

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

On the References page:
*Government Annuities Regulations, CRC, c 879 (this regulation is found in chapter 879 of the Consolidated Regulations of Canada)*

Within my essay:
... *(Government Annuities Regulations, CRC, c 879, s 12) ...*

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

On the References page:

Within my essay:
... *(Family Enhancement Regulation, Alta. Reg 160/2004, s 24) ...*
43. **Administrative Bodies or Tribunals**

On the References page:

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

*Style of Cause* (year of decision) Volume (reporter series edition) page number (Tribunal name).

Within my essay:

... *Re Victoria City Police Board* (1980) 30 LAC (2d) 79 (BCLRB) at para 16 ...

44. **Annual Statutes**

- Each year, the government publishes the full, official versions of all laws (statutes) passed in that particular year. This differs from the consolidated collection or Revised statutes (SC=statutes of Canada, RSC=Revised Statutes of Canada).
- SC or SA refers to the annual volume. Use the format below when citing a law found in an annual statute publication.

On the References page:

*Peace Officer Act*, SA 2006, c P-3.5

*Youth Criminal Justice Act*, SC 2002, c1

*Traffic Safety Act*, RSA 2000, cT-6

*Controlled Drugs and Substances Act*, SC 1996, c19

*Canadian Victims Bill of Rights*, SC 2015, c13, s2

Within my essay:

... *(Youth Criminal Justice Act, SC 2002, c1, s32)* ...

45. **Martin’s Annotated Criminal Code**

- Martin’s is an annotated version of the *Criminal Code*, which is an edited text with an author that contains valuable notes and comments. Martin’s Annotated Criminal Code is an edited book; it is NOT the *Criminal Code of Canada*.

On the References page:


Aurora, Canada: Carswell.

Within my essay:

... *(Greenspan, Rosenberg, & Henein, 2018, p.333)* ...
46. **Canadian Charter of Rights and Freedoms**

On the References page:


Within my essay:

... (*Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c11 s 7) ...

47. **Neutral Citations**

- Neutral citations are those created by the court that administered the actual decision and are separate from case reporter citations that are produced by a publisher. They contain a headnote (a proprietor summary of the case that comes before the reported decision).
- For the purposes of our Program, cite the neutral decision from CanLII, which takes their decisions, with the exception of the Supreme Court Reporter, directly from the courts.
- A neutral citation consists of THREE parts:  
  - year of the decision
  - abbreviation of the court
  - an ordinal number

For example, *R v Stephan* has a neutral citation of 2017 ABCA 380
  - 2017 = year of the decision
  - ABCA = Alberta Court of Appeal
  - 380 = ordinal number or the 380th case heard at the Alberta Court of Appeal

48. **Jurisprudence**

- Jurisprudence is another term for legal decisions or cases.
- Style of cause is another term for names of those who were parties to the litigation.
- Alphabetize criminal cases as “R” on your References page.
- For in-text citations, always include the paragraph number.
- For example, *Smith v Smith* and *R v Jones*. Only the last name is used, v is an abbreviation for versus.

On the References page:

*R v Myers*, 2019 BCSC 457

Within my essay:

... (*R v Myers*, 2019 BCSC 457 at para 35) ...
49. **Bills**

- You must include session number, parliament number, and ascension date within your References page citation.
- Note the phrasing “assented to” (provincial) and “as passed by the House of Commons” (federal).
- If you are referring to a Bill that has yet to be passed, include the reading number instead.
- Subdivisions of Bills are called clauses and in-text citations should include a clause number (cl).


Within my essay:

Statistics Canada Documents

- Statistics Canada recommends a specific format for citing its documents, tables, reports, and resources. This format is different from APA rules. Please use the Statistics Canada format for your CRJS course work: https://www150.statcan.gc.ca/n1/pub/12-591-x/2009001/ex-eng.htm
- Statistics Canada does not use the hanging indent, but please use a hanging indent for all of your citations on the References page.

50. A Report With An Author
On the References page:

Within my essay:
Roy (2004) found a small percentage of women police officers achieve promotion (p. 22).

51. A 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).

52. A Report From The General Social Survey
On the References page:

Within my essay:
Schellenberg (2004) reported that fewer Canadians are ... (p. 18).
53. **A Report from the Canadian Centre for Justice Statistics**
On the References page:

Within my essay:
Vaillancourt (2008) reported that more men are arrested than women... (p. 22).

54. **An Article from the Daily Series**
On the References page:

Within my essay:
“Crime Statistics” (2004, p. 1) by Statistics Canada reports ...

55. **A Report from the Juristat Series**
On the References page:

Within my essay:
Miladinovic & Mulligam (2014) reported that homicide rates remained steady (p. 2).

56. **A Map**
On the References page:

Within my essay:
Statistics Canada’s (2004) map illustrates smoke exposure in 2003 across Canada...
57. **A DATA TABLE FROM THE CANSIM DATABASE**
On the References page:

Within my essay:
The *Consumer Price Index 2001* table below illustrates ... (Statistics Canada, n.d.) ...

58. **A PRIMARY WEB PAGE**
On the References page:

Within my essay:
Within Statistics Canada’s 2008 “Learning Resources” report, ... (para. 5).

59. **A SECONDARY WEB PAGE**
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

### In-Text Citation TABLE

<table>
<thead>
<tr>
<th>APA in-text citations: What if information is missing?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. AUTHOR</strong></td>
</tr>
<tr>
<td><strong>YES</strong> Use surname or corporate name</td>
</tr>
<tr>
<td><strong>NO</strong> Use the title:</td>
</tr>
<tr>
<td>article</td>
</tr>
<tr>
<td>chapter</td>
</tr>
<tr>
<td>webpage</td>
</tr>
<tr>
<td>journal</td>
</tr>
<tr>
<td>book</td>
</tr>
<tr>
<td>brochure</td>
</tr>
<tr>
<td>report</td>
</tr>
<tr>
<td>website</td>
</tr>
</tbody>
</table>

| **2. YEAR**                                           |
| **YES** use the most recent year                      |
| **NO** n.d.                                           |

| **3. PAGE NUMBER**                                    |
| **YES** p. 3                                         |
| **NO** pp. 3-4                                       |

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

If the heading is 1 or 2 words long, use the Full Heading, (with capital letters), and count paragraphs **below the heading**.

Example:
(Masimba, 2019, Federal Law, para. 2)

If the heading is 3+ words, use a “Shortened Heading,” (with capital letters and quotation marks), and count paragraphs **below the heading**.

Example:
(Rodrigues, 2018, “Restorative,” para. 5)

Created by Student Learning Services, Mount Royal University
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 rules for referencing and formatting documents. The Publication Manual of the American Psychological Association (6th ed.) is the main source of information for this handout, but we have also used the APA Style Guide for Electronic References (6th ed.) and the APA Style Blog (https://blog.apastyle.org/).

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, p. 139). 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


In-Text Citations

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

1. author’s last name [APA p. 174]
2. year of publication [APA p. 185]
3. page number* [APA pp. 170-172]

*For quotations, a page number is required. For paraphrases, the page number is optional but recommended.

How Do I Format the Three Elements? [APA pp. 92, 170-172]

You have 2 choices:

<table>
<thead>
<tr>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put all 3 elements in parentheses at the end of the sentence. Use commas to separate the elements.</td>
<td>Use the author’s name and year of publication in your sentence, and place the page number in parentheses at the end.</td>
</tr>
</tbody>
</table>

Paraphrase

One researcher emphasized the necessity of flexible thinking for coping with rapidly changing technology (Lee, 2007, p. 82).

Lee (2007) emphasized that flexible thinking is vital for coping with rapidly changing technology (p. 82).

Place the period after the citation!

Short quotation (up to 39 words)

One researcher stated that “the ability to think critically is needed in this revolutionary age of technological change” (Lee, 2007, p. 82).

Lee (2007) stated, “The ability to think critically is needed in this revolutionary age of technological change” (p. 82).

NOTE: A quotation should not stand alone as its own sentence. You must incorporate quotations into your sentences (as in the examples above). In many disciplines, paraphrasing is preferable to quoting; check with your instructors for guidance on this.

What If the Source Has More Than One Author? [APA p. 177]

<table>
<thead>
<tr>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 authors</td>
<td>Smith and Jones (2004) found that ----- (p. 93).</td>
</tr>
</tbody>
</table>

use & between names

| 3-5 authors | Simpson, Stahl, and Francis (2004) argued that ----- (p. 9). |

The first time you cite the source in your paper:

----- (Simpson, Stahl, & Francis, 2004, p. 9).

notice the comma

Every other time you cite that same source:

----- (Simpson et al., 2004, p. 18).

notice the period and comma

| 6+ authors | Kallai et al. (2011) noted that ----- (p. 121). |

----- (Kallai et al., 2011, p. 121).
### What If One of the Three Elements Is Missing?

<table>
<thead>
<tr>
<th>Missing Element</th>
<th>What to Do</th>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No page numbers, and the source has NO headings</td>
<td>Identify the paragraph where the information appears</td>
<td>----- (Enmax, 2017, para. 7).</td>
<td>According to figures reported by Enmax (2017), ----- (para. 7).</td>
</tr>
<tr>
<td>No page numbers, and the source has headings</td>
<td>Use the heading, and identify the paragraph <em>below the heading</em> where the information appears</td>
<td>----- (Lachs, 2019, Proposed Solution, para. 2). notice the capital letters</td>
<td>Lachs (2019) suggested that ----- (Proposed Solution, para. 2).</td>
</tr>
<tr>
<td>No author’s name</td>
<td>Use the title of the source</td>
<td>----- (“Plastic Bags,” 2019, para. 3).</td>
<td>The article “Plastic Bags in Green Bins OK in Ottawa as of Today” (2019) noted that ----- (para. 5).</td>
</tr>
<tr>
<td>No date</td>
<td>Use n.d.</td>
<td>----- (Liu, n.d., para. 3)</td>
<td>Liu (n.d.) emphasized ----- (para. 3).</td>
</tr>
</tbody>
</table>

### What If the Author Is an Organization, Not a Person?

<table>
<thead>
<tr>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization without a commonly used abbreviation</td>
<td>----- (Calgary Meals on Wheels, n.d., para. 3). Calgary Meals on Wheels (n.d.) provides ----- (para. 3).</td>
</tr>
<tr>
<td>Organization WITH a commonly used abbreviation</td>
<td><strong>The first time</strong> you cite the source in your paper: ----- (World Health Organization [WHO], 2018, para. 4). <strong>The first time</strong> you cite the source in your paper: World Health Organization (WHO, 2018) warned that ----- (para. 4).</td>
</tr>
<tr>
<td>Every other time you cite that same source:</td>
<td>----- (WHO, 2018, para. 4). Every other time you cite that same source: WHO (2018) warned that ----- (para. 4).</td>
</tr>
</tbody>
</table>

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

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. (Remember that the author of the source *you* read goes after the words “as cited in”). Include only Kamura’s article in your reference list.

<table>
<thead>
<tr>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little empirical research on students’ critical thinking exists (Patel, as cited in Kamura, 2018, p. 83).</td>
<td>A 2016 review by Patel found little empirical research on students’ critical thinking (as cited in Kamura, 2018, p. 83).</td>
</tr>
</tbody>
</table>
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. Do not include the source on your reference list.

<table>
<thead>
<tr>
<th>Format 1</th>
<th>Format 2</th>
</tr>
</thead>
</table>

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

- 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, Johnston, Juarez, and Marks (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!

If I Use the Same Source More Than Once in a Paragraph, Do I Have to Cite It Each Time?

Yes! Citation must be dealt with sentence by sentence. Within a single paragraph, when several sentences all contain information from the same source, don’t make the mistake of citing only the first or last sentence. You know which ideas came from the source, but the only way your reader can know is through citations. There is one shortcut, but it only applies if you are using Format 2 (see p. 2).

After the first citation, you can omit the year in subsequent sentences as long as it is clear you are referring to the same source (e.g., by repeating the author name or using cues like “the researchers” or “their study”). Remember that this only works within a paragraph.

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, 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 argued that students typically need multiple exposures to a new strategy before they decide to adopt it for themselves (p. 3). They 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, p. 4). If you switch to Format 1, use a complete citation.

Are In-Text Citations Always Placed at the End of a Sentence?

No. Sometimes an in-text citation needs to be placed earlier in a sentence. In the following example, the student has paraphrased source information in the first part of the sentence but has continued the sentence with their own analysis:

Although persistence was identified as the most influential factor (Twoyoungmen, 2010, p. 96), the study lacked sufficient detail.
Creating Your Reference List

The basic pattern for a reference list entry is

<table>
<thead>
<tr>
<th>Author</th>
<th>Year of publication</th>
<th>Title of work*</th>
<th>Publication data</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:

| Book (with edition stated)                                                                 |
|---------------------------------------------|---------------------------------------------|------------------|------------------|
| ↓ author                                   | ↓ year published                            | ↓ book edition   | ↓ publisher      |
| ↑ book title                               | ↑ place published                           |                  |                  |

| Journal article                           |
|--------------------------------------------|--------------------------------------------|------------------|------------------|
| ↓ author                                   | ↓ year published                            | ↓ article title  | ↓ journal name   |
| https://doi.org/10.1016/S2352-3026(17)30123-0 |
| ↑ DOI                                      | ↑ page range                                |                  |                  |

| Chapter in an edited book                  |
|--------------------------------------------|--------------------------------------------|------------------|------------------|
| ↓ chapter authors                          | ↓ year published                            | ↓ chapter title  | ↓ book editors   |
| ↑ chapter page range                       | ↑ place published                           | ↑ publisher      |                  |

| Webpage on website                         |
|--------------------------------------------|--------------------------------------------|------------------|------------------|
| ↓ author                                   | ↓ year published                            | ↓ webpage title  | ↓ date you viewed the webpage |
| ↑ URL for the webpage                      |                                           |                  |                  |

How to Create a Reference List Entry

1. Look at your source, and ask yourself, “What type of source is it?”
   - 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. 7-12).
   - For example, if your source is a journal article, go to section C 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 C2 and C3.

4. Follow the following 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 rules in the left-hand column!
References


*Remember that sources for personal communication do not go on the reference list. Other sources that do not go on the reference list are religious works (e.g., the Bible, the Qur’an) and major classical works (e.g., Homer’s *The Odyssey*). [APA pp. 174, 178-180]
# A. Books

**A1 Book, 1 author, no edition**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTE:** For U.S. publications, use the city followed by the two-letter abbreviation for the state.

**A2 Book, 2 authors, edition stated**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**A3 Book with 3 to 7 authors, not from U.S.**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTE:** For non-U.S. publications, use the city followed by the country.

**A4 E-book of print book retrieved from library subscription database**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTE:** APA accepts the URL with or without a hyperlink. Check with each professor what you should do.

**A5 Translation: English translation of a non-English book**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</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, but remember to give credit to the editor(s) as well.

**B1 Chapter with known author in an edited book**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**B2 Chapter with known author in an edited book with a large editorial board**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTE:** Normally all editors would be listed. As this book has a large editorial board, we only included the first editor listed on the title page (B. J. Astle) followed by et al. If the chapter has both an original and a Canadian author listed, include both in your reference.

**B3 Chapter with known author from an edited book, included in a course pack**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**NOTE:** In-text citations should include the original publication date as well as the course pack publication date, e.g., (Jefferson, 1997/2008, p. 326). Use the course pack page numbering if available. If the course pack does not have its own page numbers, use the original page numbers of the chapter.

**B4 Entry/definition in print encyclopedia, author known**

<table>
<thead>
<tr>
<th>Reference Example</th>
<th>Description</th>
</tr>
</thead>
</table>

**B5 Entry/definition in a web encyclopedia, author unknown**

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

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

| NOTE: A digital object identifier (DOI) should be included at the end of the reference. If there is a DOI, keep the volume number, but omit the article’s issue number. APA will accept the following formats for the DOI: https://doi.org/10.1016/S2352-3026(17)30123-0 OR http://dx.doi.org/10.1016/S2352-3026(17)30123-0 OR doi:10.1016/S2352-3026(17)30123-0 APA recommends that you pick one format to use consistently in your paper. |
| NOTE: Provide the URL of the journal home page. |
| C6 Scholarly journal article, with article number | Norouzi, N., Bhakta, H. C., & Grover, W. H. (2017). Sorting cells by their density. *PLoS ONE*, 12, 1-16. [https://doi.org/10.1371/journal.pone.0180520] 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 reference list entry. |
### C9 Newspaper article, with author, on the web, not from a library database


### C10 Newspaper article, author unknown, on the web, not from a library database


### C11 News story on media website, author unknown (e.g., CBC, BBC, CNN)


### C12 Magazine article with author, print version


### C13 Magazine article, with author, web version


### C14 Review of book, in a magazine, from a library database, no DOI


## D. Websites

### D1 Webpage on website, with author


**NOTE:** A retrieval date is required because the content of a webpage can change over time.

### D2 Webpage on website, group or corporate author, no date


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

### D3 Document on a website, group or corporate author


**NOTE:** A retrieval date is not required because the content of documents (e.g., PDFs) posted to a website is not likely to change.

### D4 Multiple pages from a single website, same author, same year


**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 (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 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>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>E6 Canadian legislation on a website</td>
<td><em>Criminal Code</em>, RSC 1985, c C-46</td>
</tr>
<tr>
<td>NOTE: The Canadian Guide to Uniform Legal Citation 8th Edition (2014) is available in the MRU Library.</td>
<td></td>
</tr>
<tr>
<td>E10 Class handouts or slides (ppt) on course Blackboard site</td>
<td>Samuels, M. (2010). <em>Midterm review points</em>. Retrieved from Mount Royal University PSYC1105 Blackboard website: <a href="http://courseware.mymrc.ca/courses/1/PSYC-2200-081_Psychology_200301/content/midterm_review_points.doc">http://courseware.mymrc.ca/courses/1/PSYC-2200-081_Psychology_200301/content/midterm_review_points.doc</a></td>
</tr>
<tr>
<td>NOTE: A handout/ppt posted on Blackboard may also be cited as personal communication, so check how your instructor wants it cited.</td>
<td></td>
</tr>
<tr>
<td>E12 Lab manual, online, for a single lab, posted on course Blackboard site</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>
<tr>
<td>Reference Type</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>E14 Image on a website, with photographer, date and title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E15 Image on a website, no photographer, no title, no date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E19 Twitter, tweet, or Twitter moment (also use for other social media)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E20 YouTube or video weblog, author unknown</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E21 TED Talk, author known</strong></td>
<td></td>
</tr>
</tbody>
</table>

MRU’s Student Learning Services and Library revised this handout for Fall 2019. Additional APA resources are available at https://library.mtroyal.ca/researchsupport/citesources/cituationguidesandresources