CRJS Citation Guide 2021

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

Based on the
Publication Manual of the American Psychological Association 7th edition
Canadian Guide to Uniform Legal Citation (the McGill Guide) 9th edition
and
How to Cite Statistics Canada Resources

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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 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 and credibility to your argument. Missing or inaccurate citations result in plagiarism. 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. 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, plagiarism is an academic offense. Consequences can include failure of a course or expulsion. In particular, the Code expressly prohibits students 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** 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.
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<td>22</td>
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</tbody>
</table>
HOW TO FORMAT YOUR PAPER

1. **TITLE PAGE**
   - Page numbering should BEGIN on the title page; upper right corner.
   - Double space all lines of text and add an extra space between the title of your paper and your name (the author).
   - A running head is no longer required!
   - For more info about formatting your paper click here.

<table>
<thead>
<tr>
<th>Title of the Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Grey</td>
</tr>
</tbody>
</table>

Mount Royal University

CRJS 1001: Introduction to Criminology

Dr. Charles Xavier

September 22, 2018

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 a maximum of 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 and bolded at the top of the page.

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.
   - APA recommends one of the following font options:
     - Calibri, 11-point
     - Arial, 11-point
     - Lucida Sans Unicode, 10-point
     - Modern, 10-point
     - Times New Roman, 12-point
     - Georgia, 11-point
     - Computer
   - Use the same font throughout the document, including the page number in the header!
   - 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>
</table>
| 1             | Centered, Bold, Title Case  
Your paragraph text begins indented one double-spaced line below. |
| 2             | Flush Left, Bold, Title Case  
Your paragraph text begins indented one double-spaced line below. |
| 3             | Flush Left, Bold Italic, Title Case  
Your paragraph text begins indented one double-spaced line below. |
| 4             | Indented, Bold, Title Case, Ending with a Period.  
Your paragraph text begins one space after the period on the same line. |
| 5             | Indented, Bold Italic, Title Case, Ending with a Period.  
Your paragraph text begins one space after the period on the same line. |

8. **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 disproportionally effects women and children (Siegel, Hoffman, & Brown, 2013).
   - When there are multiple authors cited within the parentheses, you can arrange them alphabetically; not by year. Separate the sources with semicolons.
   - For example, .... Family violence has been found to increase during economic downturns (Adams, 2014; Holmes, 2013; Jackson, 2009; Simpson, 2001).

9. **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 in **bold**.
All lines are double-spaced. The second and subsequent lines of each citation has a hanging indent.

Lists 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 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. APA no longer requires DOI be written before the numbers. New format is: https://doi.org/10.xxxxxxxxxxx

For an example click here

10. The Appendix

- Each appendix starts on its own page. Centered and in bold.
- 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
- For a direct quote, include: (author’s surname, year, p. #).
- When paraphrasing, APA (2020) does not require a page number but does recommend the page number if “it would help interested readers locate the relevant passage” (p. 270).
- If any of these components are missing, see Appendix A for assistance.
- Always keep the author and year together, but you may separate the page number.
  ... Jones (2010) found that “students enjoy drinking Tim Hortons coffee” (p. 18).

12. AUTHOR’S NAME
- For in-text citations use surname name only: Jones (2010) indicated ......
- The References page requires author’s surname and initial(s) only. For example, Jones, B. L. (2010) ...
- 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>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</td>
<td>“Research Ethics”</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>Dictionary of Biology</td>
</tr>
<tr>
<td>Criminal Code</td>
<td>... (Criminal Code, RSC 1985, c C-46, s 454).</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>
</tr>
</tbody>
</table>
14. **NEWS ARTICLES**
   - News articles should have the news outlet *italicized* and the retrieved date is no longer required.

   On the References page:

   - News video clips should have the title of the video *italicized*, not the source or news outlet. And its format should be added in square brackets.


   Within my essay:
   One suspect in the cold case murder is interviewed by police (Judd, 2018).

15. **BOOKS AND TEXTBOOKS IN PRINT**
   - APA no longer requires the citation to include a city and state or country.

   On the References Page:

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

16. **CITING AN E-BOOK**
   - Provide the home page of the online library (Google Books, ebrary, etc.,) **not** the full url and include the publisher.
   - If the e-book has a DOI, use it. For more information, please consult:

   On the References page:
   o Entire e-book:
Chapter in an edited e-book:
https://doi.org/10.1017/CBO9780511544699.003

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

17. **JOURNAL ARTICLES**
- Punctuation matters.
- *Italicize* the volume number but not the issue number; do **not** put the word vol. before the number.
- Include the DOI number: https://doi.org/10.xxxxxxxxxxx

On the References page:

Within my essay:

18. **.PDF ARTICLES FROM A WEBSITE**
- 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).

19. **WEBPAGE ON A WEBSITE**
- The in-text citation does not require a page or paragraph number designation.
- Include a retrieval date only when there is no other date indicated on the website or webpage.
- But to mention a website in general, do not create a reference list or an in-text citation. Instead, include the name of the website in your text and add the URL in parentheses.

For example:
Researchers have criticized Parker’s recipe for webbing because it includes marshmallows (https://www.spiderman.com/webmakingmaterials).
- If you cite multiple webpages from a website, then create a reference for each.
On the References page:
Parker, P. (2017, December 1). *What is the best material for making webs?*
https://www.spiderman.com/webmakingmaterials

Example with no date:

Within my essay:
According to Parker (2017), the silk within webs can hold up to a 5kg chicken... OR ... (Parker, 2017).

20. **WEBSITE ON A WEBSITE WITH A GROUP OR CORPORATE AUTHOR**
On the References page:

Within my essay:
According to the World Health Organization (2019) ...

21. **CALGARY COMMUNITY SERVICES GUIDE**
o  Cite it as a brochure.
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).

22. **CALGARY COMMUNITY SERVICES GUIDE - ONLINE**
o  Cite it as a .pdf document retrieved from a webpage.
o  No retrieval date is required for .pdf documents retrieved from an online source.

On the References page:

Within my essay:
One of the many shelters in Calgary, the Drop-In Centre offers ... (City of Calgary, 2015, p. 37).
23. **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).

24. **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).

25. **ARTICLE OR CHAPTER FOUND WITHIN AN EDITED BOOK**
   - Note that the first name initials and last name are in reverse order for the editors.
   - Make sure that you include the page range

   On the References page:

   Within my essay:
   ... (Paltrow, 2001, p. 171).
26. **Article or Chapter Found Within an Edited Book Online**
   - Include the ebook platform or database in which you found the title. Eg: Ebook Central; SAGE; EBSCO etc.
   - Make sure that you include the page range and DOI or URL

   On the References page:
   https://doi.org/10.4135/978147390602017

   Within my essay:
   (Neubauer, 2014, p.267)

27. **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 cite Author A & B’s words, we urge you to find the original source (Author B’s work).
   - If you are unable to track down the original source, include that 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). 
   (Collins & Collins are Author A) and (The Homeless Foundation is Author B)
28. **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).

29. **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.
CLASS NOTES AND INFORMATION

30. **LECTURES, CLASS DISCUSSIONS, AND TELEPHONE CONVERSATIONS**
   - Are **not** included on the References page.

   Within my essay:
   ... various ethical issues exist when researching criminal justice issues... (S. Tavcer, personal communication, October 19, 2018) ...

31. **ORAL HISTORIES AND KNOWLEDGE KEEPERS**
   - APA 7th edition instructs that citing traditional stories, oral histories, and other oral traditions of Indigenous Peoples varies depending on whether and how the information has been recorded. If the recording is recoverable (e.g., video, audio, transcript etc.), then cite it as such on the References page.
   - Examine any such works to ensure the information about Indigenous Peoples is accurate, appropriate, and correctly mirrors and maintains the integrity of their perspective before citing the works.
   - MRU does not have a uniform citation for oral information from Indigenous Elders and Knowledge Keepers. Speak with your instructor about how to cite such sources or consult the [Norquest College guide](#) for an example.

32. **CLASS SLIDES OR NOTES POSTED ON BLACKBOARD**
   - On the References page:

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

   Increasingly, we are seeing more [Open Source courseware](#) available online. We recommend you treat these types of resources similarly as you would cite Blackboard.

   - On the Reference page:

   Within my essay:
   According to Open University, Scottish law, blah blah blah (Section1, Week 2, n.d).
33. **ARTICLES FROM A CUSTOM COURSE PACK**

On the References page:

Within my essay:
34. **TWEETS, BLOG POSTS, OR A FACEBOOK POST**


Tweet or Instagram Post:
- Use author’s real name followed by [@screen name]. If no real name is available, use the screen name without square brackets.
- Provide the first 20 words of the tweet as the title.

Obama, B. [@BarackObama]. (2019, December 19). *Because of Paul Volcker, our financial system is stronger and safer for the American people. I’ll remember Paul for his* [Tweet]. Twitter. https://www.twitter.com/BarackObama...

Facebook or LinkedIn Posts:
- If the date is unknown, include a retrieval date.
- Indicate whether it is a status update or a reference to an image or a link in [square brackets].
- Provide the first 20 words of the post as the title.

Loungekitten. (2019, June 21). *I will provide everyone with 20 reasons why citing is really boring and silly. My first reason is that I* [Status Update]. Facebook. https://www.facebook.com/loungekitten

Within my essay for a tweet, blog, Facebook, LinkedIn, or Instagram post:
According to LoungeKitten on Facebook (2019), the “citing is really boring and silly”.

35. **A PHOTOGRAPH**

On the References page:

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

36. **A QUOTE FROM AN APP**

On the References page:
Rightsholder, A. (1999). Title of Software or Program (Version number) [Mobile application software]. http://www.xxxxx.com

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

37. **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:
     - Smith et al. (2011) stated donuts are delicious …
     - It’s common for people to enjoy donuts … (Smith et al., 2011) …

38. **Can I Use IBID?**
   - It is **not** used in APA citation style. It is used in McGill Citation Style.

39. **How Do I Write Numbers?**
   - Numbers **under** ten are to be spelled out: one, two, three, four, five, six, seven, eight, nine.
   - Numbers 10 and **above** are written as numbers: 10, 100, 2019, 899.91, 10,556 etc.

40. **How Do I Cite The Bible Or Other Classical Works?**
   - Classical works are numbered across all editions, use these numbers **instead** of page numbers.
   - On the References page:
   - Within my essay:
     The person vowed to …… (*Qur’an*, 5:3-4).

41. **Do I Write My APA Paper In The Past Or Present Tense?**
   - All reporting expressions must be in the past tense but keep the quote in its original tense.

42. **Do I Hyperlink URLs?**
   - Yes, with no period after the url.

43. **How Do I Cite Quotes Of 40 Words Or More?**
   - Double space the quote with one inch indented on the left margin. Note the location of the period.
   - 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)
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](#) or a copy of the *Canadian Guide to Uniform Legal Citation, 9th ed.*, (2018).
- *Ibid* is an abbreviation for *ibidem* (which means “in the same place”). It is used in citations to refer to the immediate last source referenced.

### 44. 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)) ...
45. **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.

46. **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)) ...*

47. **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) ...*

48. **Provincial Regulations in Alberta**
   - “Alberta Regulations” can be abbreviated two different ways (Alta Reg or AR).
   - On the References page:

   Within my essay:
   ... *(Family Enhancement Regulation, Alta. Reg 160/2004, s 24) ...*

49. **Administrative Bodies or Tribunals**
   - On the References page:
     *Re Victoria City Police Board and Policemen’s Union (1980) 30 LAC (2d) 79 (BCLR)*
     *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 (BCLR) at para 16 ...*
50. **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) ...

51. **Martin’s Annotated Criminal Code**
- *Martin’s Annotated Criminal Code* is an edited book; it is **NOT** the *Criminal Code of Canada*.

On the References page:

Within my essay: ... (Greenspan, Rosenberg, & Henein, 2018, p.333) ...

52. **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) ...

53. **Jurisprudence**
- Jurisprudence is another term for legal decisions or cases and style of cause is another term for names of those who were parties to the litigation.
- For in-text citations, always include the paragraph number.

On the References page: *R v Myers*, 2019 BCSC 457

Within my essay: ... (*R v Myers*, 2019 BCSC 457 at para 35) ...
54. **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 **R v Stephan 2017 ABCA 380** consists of THREE parts:
  - year of the decision (2017)
  - abbreviation of the court (ABCA)
  - an ordinal number (380 = ordinal number or the 380th case heard at the Alberta Court of Appeal)

55. **Bills**
- Include session number, parliament number & 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).

On the References page:
**Bill C-36, An Act to amend the Criminal Code in response to the Supreme Court of Canada decision in Attorney General of Canada v. Bedford and to Make Consequential Amendments to other Acts, 2nd Session, 41st Parliament, (as passed by the House of Commons 6 November 2014).**

**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).**

**Bill 29, An Act to Reduce Cannabis and Alcohol Impaired Driving, 29th Legislature of Alberta, 3rd session, (assented 15 December 2017).**

Within my essay:
... **Bill C-36, An Act to amend the Criminal Code in response to the Supreme Court of Canada decision in Attorney General of Canada v Bedford and to Make Consequential Amendments to other Acts, 2nd Session, 41st Parl, 2014, cl 7 (as passed by the House of Commons 6 November 2014).**
56. **DEBATES/PARLIAMENTARY DOCUMENTS**

- Parliamentary documents are published by a legislative body. Examples include Debates, Journals, Sessional Papers, and the Minutes of the Proceedings of Committees of Parliament and the Provincial Legislatures.
- They usually adhere to the following format: Jurisdiction. Legislature or Issuing Body. *Title*, Session, Volume, Number, (Date). (Speaker).
- Debates are commonly referred to as Hansard and should include the speaker within the citation.
- Unlike Bills, debates and parliamentary documents use hyphenated numbers for legislature and session.

On the References Page:

Within my essay:
... (Canada. Parliament. *House of Commons Debates*, 35-2, vol 134, No 151, (8 April 1997) at 4175 (Hon Elinor Caplan) ...
Statistics Canada recommends a specific format for citing its documents, tables, reports, and resources. This format is different from APA rules.

Consult your professor to find out whether or not to use this formatting.

Statistics Canada does not use the hanging indent, but please use a hanging indent for all of your citations on the References page.

57. 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).

58. 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).

59. A REPORT FROM THE GENERAL SOCIAL SURVEY
On the References page:

Within my essay:
Schellenberg (2004) reported that fewer Canadians are ... (p. 18).
60. **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).

61. **AN ARTICLE FROM THE DAILY SERIES**
On the References page:

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

62. **A REPORT FROM THE JURISTAT SERIES**
On the References page:

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

63. **A MAP**
On the References page:

Within my essay:
64. **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.) ...

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

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

66. **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: What if information is missing?

| APA In-Text Citations: What If Information Is Missing? |
|---|---|---|---|
| AUTHOR | YEAR |
| YES | YES | Use the most recent year | n.d. |
| NO | NO | Use the title | (Rea, n.d.) |
| Use surname or corporate name | Use the title | (Adami, 2019) | For an article: (“CEO Resigns,” 2018) |
| (Microsoft, 2020) | For a book: (Sharing Economies, 2019) | |

When you are quoting directly from the original source, you must provide a locator.
When you are paraphrasing, a locator is not required. However, if it would be useful for your reader (e.g., because the original source is long or complex), you may include one.

<table>
<thead>
<tr>
<th>PAGE NUMBER</th>
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<tr>
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</tr>
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<tr>
<td>pp. 3–4</td>
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</table>

Note: For more information on locators (e.g., time stamps, slide numbers), see p. 4 of the MRU APA Guide.

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