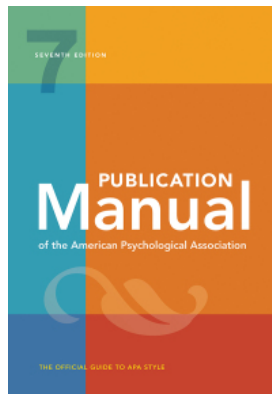


Thornlea Secondary School Library

APA Citation Guidelines (Updated Winter 2020)



Formatting the References list

| | |
|----------|--|
| A | List entries alphabetically by author's last name, followed by the initial(s) of the author's first name(s). If author's name is not available, alphabetize by the first letter of the first word of the title of the work. Alphabetize titles beginning with <i>A</i> , <i>An</i> , or <i>The</i> by the first letter of the second word of the title. Two or more entries by the same author are arranged by publication date, from the oldest title to the most current title, and the author's name is repeated in each entry. |
| B | Dates are placed in parentheses immediately after the author's name. There is a comma between the month and the day's date. Months are not abbreviated. |
| C | Italicize the title of each 'whole' work (resource). The first letter of the first word of the whole work is capitalized. For books, articles, and webpages, only the first letter of the first word, the first letter of each proper noun, and the first letter of the first word after a colon are capitalized. The title of an article |
| D | Give your list the centred, bolded title: References , (first letter capitalized). Word process the list on a clean, 8-1/2" X 11" page of paper (no other information or text should appear on the page). The References page should be placed <i>after</i> the last page of text of the essay/report. |
| E | Be sure to record all required information accurately in the correct order and format, with correct punctuation and with correct use of italics and spacing. Information requirements differ for each resource type, so be sure to choose the correct model (sample) citation for each resource you are citing, eg., 1a. For Book with a Single Author; 4c. Magazine or Journal Article from a Subscription Database; 6b. Webpage within a larger Website (Author Unknown). |
| F | Spacing: Insert one space after all punctuation, including punctuation that separates parts of a reference list. Leave 1 space between periods that separate initials in names. For example: J. R. Foti |
| G | For a citation longer than 1 line, create a 'hanging indent' of .5" for the 2nd, 3rd, etc. lines of the citation. To create a hanging indent in MS Word, highlight the citation and then go to: Format -> Paragraph -> Indents and Spacing -> Indentation -> from drop-down menu choose: Hanging |
| H | Double space the entire paper, including the reference list and block quotations. |
| I | Show retrieval dates (the date you found, read, printed, or used the information) for all online resources. |
| J | Do <i>not</i> number the citations. |
| K | Do <i>not</i> use subheadings (Books, Magazines, Webpages, etc.) in your reference list. |
| L | URLs (internet addresses) must be in the same font size, style, as the rest of the citation, but hyperlinks can be included. This makes it easier for the teacher to access the resource. |
| M | For in-text citation (also called embedded or parenthetical citation) within the body of an essay, report, or PPT/Slides, use as a guide the example shown in brackets for each sample citation. The general format for APA in-text citations is: (Author's Surname, year, page number) . E.g. (Black, 2020, p. 10) . Remember, both paraphrased and quoted material must be cited BOTH in the body of the paper (in-text) and in the reference list which appears after the last page of the essay, report, or PPT/Slide presentation. |

SAMPLE CITATIONS FOR DIFFERENT RESOURCE TYPES

1. BOOKS, eBooks, and ANTHOLOGY ITEMS (E.G., ESSAY IN A BOOK):

1a. **Book with ONE Author:***

in-text citation: (Author Surname, year, page) (Flake, 2004, p. 36)

Author's Surname, Initial(s) of Author's First Name(s). (Year of Publication). *Title of book*. Publishing Company.

Flake, S. G. (2004). *Begging for change*. Hyperion.

*Notice that the title of the book is *italicized* and that only the first letter of the title is capitalized. The author's name is Sharon G. Flake but, because we are citing in APA format, only the initials of her first names appear.

1b. **Book with TWO Authors:**

in-text citation: (Author 1 Surname & Author 2 Surname, year, page)
(King & Straub, 2001, p. 72)

First Author's Surname, Initial(s) of Author's First Name(s), & Second Author's Surname, Initial(s) of Second Author's First Name(s). (Year of Publication). *Title of book*. Publishing Company.

King, S., & Straub, P. (2001). *The talisman*. Random House.

1c. **Book with THREE OR MORE Authors:**

in-text citation: (Author 1 Surname, et al., year, page)
(Lindland et al., 2015, p. 108)

First Author's Surname, Initial(s) of Author's First Name(s), & Second Author's Surname, Initial(s) of Second Author's First Name(s). (Year of Publication). *Title of book*. Publishing Company.

Lindland, E., Fond, M., Haydon, A., & Kendall-Taylor, N. (2015). Gauging aging: Mapping the gaps between expert and public understanding of aging in America. FrameWorks Institute.

1d. **Book with Editor (no author indicated):**

in-text citation: (Editor Surname, year, page)(Pridham, 2018, p. 6)

Editor's Surname, Initial(s) of Editor's First Name(s). (Ed.). (Year of Publication). *Title of book*. Publishing Company.

Pridham, K. F. (Ed.). (2018). *Guided participation in paediatric nursing practice: Relationship-based teaching and learning with parents, children and adolescents*. Springer Publishing Company.

1e. **Chapter, Essay, Short Story, or Poem in a Book (Collection, Anthology) with Author & Editor:**

in-text citation: (Author's Surname, year, page) (Lamb, 2003, p. 48)

Author's Surname, First Initial(s) of Author's First Name(s). Title of essay, chapter, story, or poem. In Name(s) of Editors in Normal Order (initials only for first name[s]) (Ed[s].), *Title of book* (pp. x - y). Publisher.

Lamb, J. S. (2003). The impact of pollution on Pilipino watersheds. In D. Bonner & R. T. Roberto (Eds.), *Watersheds, The blood of civilizations* (pp. 44-68). HarperCollins.

1f. **Book with an Institute, Association, Corporation, etc. as Author:**

1st in-text citation: (Company Name, year, page) (Canadian Pharmacists' Association, 2012, p. 36)

2nd in-text citation: (Initials for Company Name, year, pages) (CPA, 2012, p. 46)

Name of Organization. (Year of Publication). *Title of book*. Publishing Company.

Canadian Pharmacists' Association. (2012). *Guide to drugs in Canada*. Dorling Kindersley Canada.

1g. **eBook with a DOI or URL:**

in-text citation: (Author Surname, year) (Brown, 2018, p. 147) (Christian & Griffiths, 2016, ch. 3)

Author's Surname, Initial(s) of Author's First Name(s). (Year of Publication). *Title of eBook*. Publisher. URL or DOI

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.

<http://doi.org/10.1037/0000092-000>

*Christian, B., & Griffiths, T. (2016). *Algorithms to live by: The computer science of human decisions*.

Henry Holt and Co. <http://a.co/7qGBZAK>

**DeHuff, E. W. (1922). *Taytay's tales: Traditional Pueblo Indian tales*. Harcourt, Brace and Company.

<https://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

*For the second example (Christian): eReader. If the eBook is on a device on which pagination varies depending on the selected font size, citing the page number in the in-text citation will *not* be helpful to your reader. Instead, you will have to identify the text location using some other indicator, such as chapter number, heading, section title, etc. In the 2nd example above, the reader accessed the book via an eReader, so chose to indicate the chapter number in the in-text citation.

**For the 3rd example (DeHuff), the date and publisher indicated are for the original 1922 publication, not for the

2. ENCYCLOPEDIA (REFERENCE) ARTICLES:

2a. Article from a Specialized Print Encyclopedia*:

in-text citation: (Author Surname, year, page) (Geddes, 2005, p. 418) (Gleave, 2007, p. 527) (Levy, 2001, p. 126)

Author's Surname, Initial(s) of Author's First Name(s). (Year of Publication). Title of article. In Editor's Name in Normal Order (Ed.), *Title of encyclopedia: Vol. Number. Title of Volume* (pp. x-y). Publisher.

Geddes, J. (2005). Viking art. In Lawrence Gowing (Ed.), *Facts On File encyclopedia of art: Vol. 3. Byzantine art - Ottonian art* (pp. 415-422). Facts On File, Inc.

Gleave, R. (2007). Festivals and ceremonies. In Clive Carpenter (Ed.), *World and its peoples: Middle East, western Asia, and northern Africa: Vol. 4. Iran* (pp. 526-529). Marshall Cavendish Reference.

******Levy, M. (2001). German right-wing extremism: Anti-foreigner violence in the country of the Holocaust. In Meghan Appel O'Meara (Ed.), *History behind the headlines: The origins of conflicts worldwide* (Vol. 1, pp. 124-133). Gale Group.

*****A specialized encyclopedia focuses on a specific area of study, unlike a general encyclopedia which contains information on all topics. Our Library no longer purchases general print encyclopedias (as we get them via subscription database), although we still have a few specialized print encyclopedias.

******In the last example, the volume is untitled, so the volume number is bracketed along with the pages of the article.

2b. Article from an Online Encyclopedia (Free Internet or Database):

Format for No Author Provided:

in-text citation: ("First word(s) of article," year, paragraph number[s])(“Canadian,” 2020, paras. 2-3)

Title of article. (Year of Publication). In Editor's Name in Normal Order (Ed.), *Title of Encyclopedia*.

Publisher. URL

Canadian literature, English. (2020). *The Columbia Encyclopedia, 6th ed.* Columbia University Press.

<https://www.encyclopedia.com/reference/encyclopedias-almanacs-transcripts-and-maps/canadian-literature-english>

Format for Author Provided:

in-text citation: (Author Surname, year, para.)(Freeman, 2020, para. 5) (Miller, 2017, para. 10) (Nienstedt, 2020, para. 6)

Author's Surname, Initial(s) of Author's First Name(s). (Year of Publication). Title of article. In Editor's Name in Normal Order (Ed.), *Title of encyclopedia*. Publisher. URL

Freeman, M. A. (2020). Inuit. In Bronwyn Graves (Ed.), *The Canadian Encyclopedia*. Historica Canada.

<https://www.thecanadianencyclopedia.ca/en/article/inuit>

Miller, F. (2017). Aristotle's political theory. In Edward N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*.

Stanford University. <https://plato.stanford.edu/entries/aristotle-politics/>

Nienstedt, A. (2020). Progressive muscle relaxation (pmr). In D. S. Hiam (Ed.), *The Gale encyclopedia of alternative medicine* (5th ed., Vol. 4, pp. 2179-2180). Gale. [https://link.gale.com/apps/doc/CX7947800713/HWRC?](https://link.gale.com/apps/doc/CX7947800713/HWRC?u=thor43213&sid=HWRC&xid=d1408b86)

[u=thor43213&sid=HWRC&xid=d1408b86](https://link.gale.com/apps/doc/CX7947800713/HWRC?u=thor43213&sid=HWRC&xid=d1408b86)

***APA, 7th Edition does NOT require you to provide the name of the database. The last example (Nienstedt) is from a Gale database).**

3. NEWSPAPER ARTICLES:

3a. Newspaper Article (Print):

Format for No Author: in-text citation: ("Shortened article title," year, p. section/page) ("WTO gives," 2020, A6)

Article title. (Year, Month, day). [Identify if the is editorial, letter to the editor]. *Newspaper Title*, section/page.

WTO gives sombre outlook for global trade, sees virus threat. (2020, February 14). *The Globe and Mail*, A6.

Format for Author Provided: in-text citation: (Author's Surname, year, p. section/page) (Hess, 2019, C1)

Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month, day). Article title. *Newspaper Title*, section/page.

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.

3b. Newspaper Article (Online: Free Internet or Database):

Format for No Author: in-text citation: ("Shortened article title," year, para. number) ("Blue Jays," 2020, para. 3)

Article title. (Year, Month, day). [Identify if the is editorial, letter to the editor]. *News Publication Title*. URL

Blue Jays legend Tony Fernandez dies at 57. (2020, Feb. 16). *Toronto Sun*.

<https://torontosun.com/sports/baseball/toronto-blue-jays/blue-jays-legend-tony-fernandez-passes-away>

Format for Author Provided: in-text citation: (Author's Surname, year, paragraph number) (Martin, 2020, para. 4)

Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month, day). Article title.

***Newspaper Title*. URL**

Martin, T. (2020, Feb. 18). Ontario investigates licence plate defect weeks after new decals were released.

The Globe and Mail. <https://www.theglobeandmail.com/canada/article-ontario-investigating-licence-plate-defect-weeks-after-new-decals-were/>

Rabin, R. C. (2020, Feb. 13). One-day spike shows tenacity of an outbreak. *New York Times*.

<https://link.gale.com/apps/doc/A613781548/CIC?u=thor43213&sid=CIC&xid=d8d6cda3>

***APA, 7th Edition does NOT require you to provide the name of the database. The last example (Rabin) is from a Gale database).**

4. MAGAZINE ARTICLES:

4a. Magazine Article (Print):

Format for Author Provided: in-text citation: (Author's Surname, year, p. section/page) (Hanley-Dafoe, 2019, 28)

Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month). Article title. *Publication Title*, volume(issue), page(s).

Hanley-Dafoe, R. (2019, Fall). Change is on the horizon: How to ready your resilient self. *Education Forum*, 46(1), 27-31.

4b. Magazine or Journal Article (Online: Free Internet or Database):

Format for NO Author Provided: in-text citation: ("First words of article," year, para. #)("UN rules," 2019, para. 3)

Title of article. (Year, Month, day). *Publication Title*, volume(issue), page(s). URL.

UN rules that Canada's Indian Act discriminates against women. (2019, March-April). *Indian Life*, 39(5), 6.
<https://link.gale.com/apps/doc/A585353199?CIC?u=thor43213&sid=CIC&xid=3ef6e5f1>

Format for Author Provided: in-text citation: (Author's Surname, year, para. number) (Fulford, 2020, para. 4)

Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month, day). Article title. *Publication Title*, volume(issue), page(s). URL.

Fulford, S. (2020, January 22). Why are cops, teachers, and nurses giving up on Toronto? Tracking a middle class exodus. *Toronto Life*. <https://torontolife.com/city/why-are-cops-teachers-and-nurses-giving-up-on-toronto/>

Sioufi, R., & Bourhis, R. Y. (2017). Francophone intergroup attitudes and readiness for interprovincial migration in Canada. *Canadian Ethnic Studies Journal*, 49(1), 43+.
<https://link.gale.com/apps/doc/A498198010/CIC?u=thor43213&sid=CIC&xid=128690e1>

***APA, 7th Edition does NOT require you to provide the name of the database. The first example (UN rules) and the last example (Sioufi & Bourhis) are from a Gale database.**

5. WEBPAGE/WEBSITE:

5a. Webpage on a website with individual author(s):

in-text citation: (Author's Surname, year, paragraph number) (Martin Lillie, 2016, para. 2)

Webpage Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month, day of website creation or update [update preferred]). Title of webpage. Title of Website. URL

Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self compassion can improve your resiliency.*

Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

*Include a retrieval date on sites where content is designed to change over time and the page itself is not archived.

5b. Webpage on a website with a group author:

in-text citation: (Group Name, year, para. number) (Centers for Disease Control and Prevention, 2018, para. 3)

Group Name. (Year, Month, day of website creation or update [update preferred]). Title of webpage. Title of Website*. URL

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of developing flu-related complications.* https://www.cdc.gov/flu/about/disease/high_risk.htm

*When the author and the site name are the same, omit the author from the source element.

5c. Webpage on a news website (vs. articles from online newspapers/magazines):

in-text citation: (Author's Surname, year, paragraph number) (Avramova, 2019, para. 6)

Webpage Author's Surname, First Initial(s) of Author's First Name(s). (Year, Month, day of website creation or update [update preferred]). Title of webpage. Title of News Website. URL

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN.

<https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Bologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?* HuffPost.

https://www.huffingtonpost.com/entry/what-happens-mind-body-homesick-us_5b201ebde4b90d7a3d77eee1

5d. **Webpage on a website with no date:**

in-text citation: (Author's Surname, n.d., para. #) (Boddy, et al., n.d., para. 3) (National Nurses United, n.d., para. 2)

Webpage Author's Surname, First Initial(s) of Author's First Name(s) OR Group Name. (n.d.). *Title of webpage.*

Title of Website.* URL

Boddy, J., Neumann, T., Jennings, S. Morrow, V., Alderson, P. Rees, R. & Gibson, W. (n.d.). *Ethics principles*. The Research Ethics Guidebook: A Resource for Social Scientists. <http://www.ethicsguidebook.ac.uk/EthicsPrinciples>

*National Nurses United (n.d.). *What employers should do to protect nurses from Zika*.

<https://www.nationalnurseunited.org/pages/what-empolyers-should-do-to-protect-nurses-from-zika>

*When the author and the site name are the same, omit the site name from the source element (as in the National Nurses example above).

5e. **Webpage on a website with a retrieval date:**

in-text citation:

(Webpage Author's Surname, First Initial(s) of Author's First Name(s) OR Group Name, n.d., para. number)

(U. S. Census Bureau, n.d., para. 4)

Webpage Author's Surname, First Initial(s) of Author's First Name(s) OR Group Name. (Year, Month, day of publication/update). *Title of webpage.* Title of Website. URL**

*U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclock/>

*Include a retrieval date when the contents of the page are designed to change over time and the page itself is not archived. Check for archived webpages at <https://web.archive.org>

**When the author and the site name are the same, omit the site name from the source element.

6. AUDIOVISUAL WORKS:

6a. Film or video:

in-text citation: (Director* Surname, year) (Forman, 1975) (Fosha & Levenson, 2017) (Jackson, 2001)

Director's* Surname, First Initial(s) of Director's First Name(s). (Date of release). *Title of film* [Film].

Production Company.

Forman, M. (Director). (1975). *One flew over the cuckoo's nest* [Film]. United Artists.

Fosha, D. (Guest Expert), & Levenson, H. (Host). (2017). *Accelerated experiential dynamic psychotherapy (AEDP) Supervision* [Film; educational DVD]. American Psychological Association. <https://www.apa.org/pubs/videos/4310958.aspx>

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company

*The director should be credited as the author of the film. However, if the director is unknown (as with the Fosha & Levenson example) someone in a similar role can be credited instead to aid readers in retrieving the work; the description of role in this case matches what is on the work and is flexible.

**It is not necessary to specify how you watched a film (e.g. in a theatre, on DVD, streaming online). However, the format or other descriptive information may be included—within the square brackets, following the word “Film” and a semi-colon—when you need to specify the version used (e.g. when the film’s DVD release includes a commentary or special feature that you used, or when the film is a limited-release educational video or DVD).

6b. TED Talk:

in-text citation when video from TED's website: (Speaker Surname, year) (Giertz, 2018)

in-text citation when video from YouTube: (Name of YouTube account owner, year) (TED, 2012)

Speaker Surname, First Initial(s) Speaker's First Name(s). (Year, Month, day). *Title of video* [Video]. Publisher. URL

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things

TED. (2012, March 16). *Brené Brown: Listening to shame* [Video]. YouTube.

When the TED Talk comes from TED's website (as with the Giertz example), use the name of the speaker as the author. When the TED Talk is on YouTube, list the owner of the YouTube account (here, TED) as the author to aid in retrieval. When the speaker is not listed as the author, integrate their name into the narrative if desired: “Brown discussed shame as a human experience (TED, 2012).”

6c. **YouTube video or other streaming video:**

in-text citation when video from TED's website: (Speaker Surname, year) (Giertz, 2018)

in-text citation when video from YouTube: (Name of YouTube account owner, year) (TED, 2012)

Surname of Person (Group) who uploaded the video, First Initial(s) Person who uploaded video. (Year, Month, day). *Title of video* [Video]. Publisher. URL

Cutts, S. (2017, November 24). Happiness [Video]. Vimeo. <https://vimeo.com/244405542>

Forgarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video.] YouTube. <https://youtu.be/deiEY5Yq1ql>

University of Oxford. (2018, December 6). *How do geckos walk on water?* [Video]. YouTube. <https://www.youtube.com/watch?v=qm1xGfOZJc8>

The person or group who uploaded the video is credited as the author for retrievability, even if they did not create the work. Note the contributions of others who appear in the video in the text narrative if desired.

7. **AUDIO WORKS:**

7a. **Podcast episode:**

in-text citation: (Surname of podcast host*, year) (Glass, 2011)

Surname of Host, First Initial's of Host's First Name(s). (Year, Month day of episode). *Title of episode* (No. Episode number) [Audio podcast episode]. In *Title of podcast*. Publisher. URL (if available)

Glass, I. (Host). (2011, August 12). Amusement park (no. 443) [Audio podcast episode]. In *This American life*. WEBZ Chicago. <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

*List the podcast host as the author and included their role in parentheses.

*Provide the episode number after the title in parentheses. If the podcast does not number the episodes, omit the number from the reference.

*Specify the type of podcast (audio or video) in square brackets.

*If the URL of the podcast is unknown (e.g., if accessed via an app), omit the URL.

Sample APA Essay Title Page:

1

Guided Imagery and Progressive Muscle Relaxation in Group Psychotherapy

Hannah R. Black

Thornlea Secondary School

HSP3U1: Introduction to Anthropology

Mr. Izumi

March 3, 2020

Sample APA Reference Page:

10

References

book reference

journal article reference

webpage with group author reference (pdf)

YouTube video reference

edited book chapter reference

Online encyclopedia article (from at database) reference

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation In cancer patients. *General Hospital Psychiatry*, 16(5), 340-347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)

Center for Clinical Interventions. (n.d.). *Progressive muscle relaxation*. Government of Western Australia. <https://www.cci.health.wa.gov.au/~media/CCI/Mental%20Health%20Professionals/Panic/Panic%20-%20Information%20Sheets/Panic%20Information%20Sheet%20-%202005%20-%20Progressive%20Muscle%20Relaxation.pdf>

Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video]. YouTube. https://www.youtube.com/watch?v=fDZI-4udE_o

McGuigan, F. J., & Lehrer, P. M. (2007). Progressive relaxation: Origins, principles, and clinical applications. In P. M. Lehrer, R. O. Woolfolk, & W. E. Sime (Eds.), *Principles and practice of stress management* (3rd ed., pp. 57-87). Guilford Press.

Nienstedt, A. (2020). Progressive muscle relaxation (pmr). In D. S. Hiam (Ed.), *The Gale encyclopedia of alternative medicine* (5th ed., Vol. 4, pp. 2179-2180). Gale. <https://link.gale.com/apps/doc/CX7947800713/HWRC?u=thor43213&sid=HWRC&xid=d1408b86>