APA Style:
Formatting & Documentation

Based on the *Publication Manual of the American Psychological Association* (7th Edition)

APA Style was created by the American Psychological Association. It is a set of formatting and documentation rules for publications, including research papers. Papers submitted for publication in professional journals follow a slightly different set of rules than student papers do. The following information pertains to student papers.

We strongly recommend viewing the sample APA student papers available at **https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers** in addition to reading carefully through this handout.

GENERAL FORMATTING RULES

- Use the same font set at the same size throughout your paper. Acceptable fonts include 11-point Calibri, 10-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, or 11-point Georgia.
- Use 1-in. (2.54 cm) margins on all sides (top, bottom, left, and right) of each page.
- Insert page numbers in the top-right corner of your document's header, beginning on your title page.
- Double-space the entire paper, including the title page, text, headings, block quotations, table and figure notes, appendices, and reference list.
- Align the text of the paper to the left and leave the right margin uneven; do not use full justification.
- Indent the first line of every paragraph 0.5 in. (hit "Tab" on your keyboard).
- Format the title, headings, and any subheadings in **bold**.

DOCUMENTATION/CITATION RULES

In APA, you must document or *cite* any source that you have paraphrased, quoted, or otherwise used to write your research paper. Cite your sources in two places:

1. In the body of your paper where you add a brief **in-text citation** (sometimes called a *parenthetical reference*) for any ideas or data you've paraphrased (stated in your own words) or quoted directly using "quotation marks."
2. In the **References** list at the end of your paper where you give more complete information about the source.

APA in-text citations include the author(s) and year of publication. Include a page or paragraph number (p. # / para. #) only if you're citing a direct quotation.

> Children are happier when raised by sensitive parents (Watson, 2009).
> Children are happier when "nurtured by parents who listen carefully to them" (Watson, 2009, p. 23).

If the author's name *and* date are mentioned in your sentence, do not repeat this information in an in-text citation. If you mention the author's name in your sentence, give the date in parentheses immediately after the name.

> In a 2009 study, Watson found that children are happier when raised by sensitive parents.
> Watson (2009) found that children are happier when raised by sensitive parents.

APA SAMPLE IN-TEXT CITATIONS

Work by one author:

(Weiten, 2005)

Work by two authors:

(Fenton & McGlashan, 2007)

The ampersand (&) is used to connect authors' names in parenthetical references, but not when referring to authors in the text itself: Fenton and McGlashan (2017).

Work by three or more authors:

(Cuesta et al., 2014)

Cite the surname of the first listed author only, then use et al. (Latin for "and others").

Works by two or more authors with the same last name:

(Eysenck & Eysenck, 2009)

Two or more works by the same author in the same year:

(Seligman, 2015a)
(Seligman, 2015b)

Two or more works in one citation:

(Cuesta et al., 2014; Fenton & McGlashan, 2015; Good, 2016)

Arrange multiple citations alphabetically: "C" comes before "F," which comes before "G."

Work by a group, organization, or government agency:

Use the complete name of the group each time it is cited except when the organization's abbreviation is well known. In that case, use the complete name the first time, and the abbreviation for subsequent references:

(American Psychological Association [APA], 2009)   [first reference]

(APA, 2009)   [subsequent references]

Work with no known author:

("Brain Breakthrough," 2011)

Cite the title, or the first few words of a long title. Italicize a book or periodical title, and use quotation marks for article titles.

Republished or translated work:

(Freud, 1905/1979)

(*King James Bible*, 1769/2017)

If you cite a classic text or a translation, provide the date of original publication (if known), followed by the date of the edition you used. If no date is known, insert n.d. for "no date" after the comma where the date would normally appear.

The following two types of material are cited in the text but not included in the reference list at the end of the paper.

Indirect source, in which you are citing the words or ideas of one author as quoted or paraphrased by another:

According to Freud (as cited in Weiten, 2016)…

Identify the original source (Freud) in your text, but cite only the source you used (Weiten). List only the secondary source (Weiten) in your reference list at the end of the paper.

Personal communication:

Sources that cannot be retrieved by the reader, including interviews, unrecorded lectures or lecture notes, unpublished letters, e-mail, and some electronic discussion sources, are cited in your text as a "personal communication," but are *not* listed on the References page at the end of your paper.

Follow the same model for citation but add the words "personal communication" after the author's or speaker's surname and provide the exact date if available.

Ability to visualize has been found to be related to both creativity and emotions (J. Waters, personal communication, June 3, 2015).

According to Waters (personal communication, June 3, 2015), the ability to visualize has been found to be related to both creativity and emotions.

In a February 2, 2019 email, our instructor (A. Actis, personal communication) asked us to submit to eLearn one or two links to our favourite "mellow study music" (para. 2).

To cite Traditional Knowledge or Oral Traditions of Indigenous Peoples, provide the person's full name and the nation or specific Indigenous group to which they belong, as well as their location.

Elder David Fraser (Sto:lo Nation, lives in Langley, BC, personal communication, November 20, 2019) related some of his grandmother's stories about Fort Langley.

APA SAMPLE CITATIONS FOR REFERENCE LIST

Your complete list of references must include every source you've cited and will appear on a separate page at the end of your paper, titled **References**. List your references in **alphabetical order** by authors' last names, or by the first meaningful word of the title (ignore *A* or *The*) if no author or editor is known. Two or more works by the same author are ordered by year of publication.

The examples of sources below are divided into five categories:

> (1) Books
> (2) Periodical Articles (i.e., journal, magazine, and newspaper articles in print)
> (3) Online Sources
> (4) Other Non-Print Sources

Find the model that most nearly matches the book, article, or other source you are citing. If you cannot find a suitable model, consult the *Publication Manual of the American Psychological Association*, 7th edition (available in the Library or the Writing Centre) or the APA website at **www.apastyle.org**.

1. <u>BOOKS</u>

1.1 Book by one author, and book in an edition other than the first:

Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given* (edition if given and is not first edition). Publisher Name often shortened.

Meyer, R. G. (2013). *Practical clinical hypnosis: Techniques and applications.* Lexington Books.
Weiten, W. (2013). *Psychology: Themes and variations* (5th ed.). Wadsworth.

The **author's surname** and **initials** are given.

The **date of publication** appears immediately after the author's name.

The **title** is in italics. Capital letters are used only for the first word of the title and subtitle and for proper names within the title. Note, however, that major words of titles mentioned in the body of the paper would be capitalized.

The **publisher's name** is spelled out, including words like *Press* or *Books*, but not *Inc*., *Co*., or *Publishers*.

1.2 Book by two or more authors:

Greenberg, L. S., & Paivio, S. C. (2014). *Working with emotions in psychotherapy.* The Guilford Press.

All authors are listed, and all names are inverted.

1.3 Book by a group or organization:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.

If the same group wrote and published the book, "Author" is listed as the publisher.

1.4 Government publication—book:

B.C. Ministry of Education. (2015). *Annual report: July 1, 2014 to June 30, 2015.* Author.

Cite under the ministry or agency responsible. However, a government publication with an individual author may be cited under their name.

1.5 Government publication—serial:

Statistics Canada. (2014). *Quarterly financial statistics for enterprises, fourth quarter 2013.* Queen's Printer. (Catalogue 61-008)

If no publisher is given for a government document, list as publisher *Information Canada* for a Federal Government document, *Queen's Printer* for a provincial document, and *US Government Printing Office* for US government documents. At the end of the entry, provide the information (catalogue or item number) needed to retrieve the document.

1.6 Book with editor:

Slife, B. (Ed.). (2015). *Taking sides: Clashing views on controversial psychological issues* (11th ed.). Duskin/McGraw-Hill.

1.7 An article or chapter in an edited book:

Seligman, M. (2010). The effectiveness of psychotherapy: The *Consumer Reports* study. In B. Slife (Ed.), *Taking sides: Clashing views on controversial psychological issues* (11th ed., pp. 4–8). Duskin/McGraw-Hill.

1.8 Book with no author or editor:

The Times atlas of the world (10th ed.). (2013). Times Books.

1.9 Book with corporate author:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author.

1.10 Article in a reference book or encyclopedia (signed):

Holt, R. R. (2014). Freud, Sigmund. In D. L. Sills (Ed.), *International encyclopedia of the social sciences* (pp. 1–11). New York: Macmillan.

If the article is unsigned, give the title and then the date.

1.11 Sacred work:

King James Bible. (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769)
The Qur'an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University Press.
The Torah: The five books of Moses (3rd ed.). (2015). The Jewish Publication Society. (Original work published 1962)

2. PERIODICAL (JOURNAL/MAGAZINE/NEWSPAPER) ARTICLES IN PRINT

2.1 Article in a journal with continuous pagination throughout the volume:

Fenton, W. S., & McGlasham, T. H. (2015). Antecedents, symptom progression, and long-term outcomes of the deficit syndrome in schizophrenia. *American Journal of Psychiatry*, *151*(2), 351–356.

The volume number is in italics and is immediately followed, in parentheses, by the issue number if applicable (note that not all sources will include issue numbers). Use numerals only, without *vol.* or *p.* Provide the full page span of the source (including the first and the last page numbers).

2.2 Article by up to twenty authors:

MacMillan, H. L., Fleming, J. E., Trocme, N., Boyle, M. H., Wong, M., Racine, Y. A., Beardslee, W. R., & Offord, D. R. (2007). Prevalence of child physical and sexual abuse in the community: Results from the Ontario health supplement. *Journal of the American Medical Association*, *278*, 131–135.

Surnames and initials for up to twenty authors should be provided in the reference list. However, this article would be cited in the text as (MacMillan et al., 2007), since it has more than three authors.

For more than twenty authors, list the first nineteen names, add an ellipsis (…), then end with the final name.

2.3 Article in a journal with a corporate author:

American Psychological Association. (2010). Ethical principles of psychologists and code of conduct. *American Psychologist*, *47*, 1597–1611.

2.4 Article in a journal or magazine with each issue paged separately:

Ewing, K., & McGrady, L. (2010). Labour relations in colleges: A faculty view. *College Canada*, *9*(2), 3-7.

The issue number appears in parentheses immediately after the volume number. Periodical titles are capitalized. Note that APA style gives the volume number for a magazine.

2.5 Article in a weekly or monthly magazine without volume numbers (signed and unsigned):

Bailey, G. (2011, January/February). Victoria's Commonwealth Games: Greed sprint or community marathon? *New Directions*, 28–30.

Brain breakthrough. (2011, March). *Time,* 14.

2.6 Review of a book in a journal:

Baum, R. F. (2013). Exposing the low-fat diet myth [Review of the book *Our diet in the hand of interest groups*, by R. A. Wickart & M. Eagle]. *Contemporary Sociology*, *38*, 466–467.

2.7 Article in a newspaper (signed and unsigned):

Sylvester, C. (2014, July 22). Not much rocking at Hanoi's bloc party. *Globe and Mail*, A11.

Last desert elephant herd threatened by bacteria. (2012, July 31). *Vancouver Sun*, A16.

In your reference list, alphabetize an unsigned article by the first significant word of the title. In the text, cite by a shortened version of the title placed in quotation marks ("Last desert elephant").

3. <u>ONLINE ELECTRONIC SOURCES</u>

Electronic sources include articles from scholarly and popular periodicals; online books, magazines, papers or reports; webpages, online forums, or other web-based formats. Basic information about the source (which often matches the format for print references) is followed by either the DOI (digital object identifier) or the URL. (Note that a DOI is formatted the same as a URL.)

APA does not require the name of the database to be included in the reference.

3.1 Journal articles with a DOI:

Herbst-Damm, K. L., & Kulik, J. A. (2015). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, *24*(2), 225–229. https://doi.org/10.1037/0278-6133.24.2.225

3.2 Journal articles without a DOI:

Cuesta, M. J., Peralta, B., & DeLeon, J. (2014). Schizophrenic syndromes associated with treatment response. *Progress in Neurology, Psychopharmacology, and Biological Psychiatry*, *18*, 87–99. http://www.wileyjournals.com/progress.html

3.3 Online magazine article:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, *39*(6). http://www.apa.org/monitor/

3.4 Online newspaper article:

Bauslaugh, G. (2011, January 14). The time is ripe to reform. *The Vancouver Sun*. http://www. vancouversun.com

3.5 Abstract of an article without a DOI (in print or electronic format):

Ludwig, D. N. (2016). Preschool children's cognitive styles and their social orientations [Abstract]. *Perceptual Skills*, *70*, 915–921.

3.6 Abstract of a journal article with a DOI:

Herbst-Damm, K. L., & Kulik, J. A. (2015). Volunteer support, marital status, and the survival times of terminally ill patients [Abstract]. *Health Psychology*, *24*, 225–229. https://doi.org/10.1037/0278-6133.24.2.225

3.7 Informally published documents from a web site (including blog posts):

If an author is identified, begin with the author's name; if not, use the document's title. If no publication date is given, use n.d. (no date). Provide the name of the website (in title case) before the URL without italics or quotations marks, but omit this if the author and website name are the same.

A short biography of Jean Piaget. (2016). Jean Piaget Society. http://www.piaget.org/aboutPiaget.html

Shaver, P. R., & Fraley, R. C. (n.d.). *Self-report measures of adult attachment*. http://psychology.ucdavis.edu/Shaver/meas.html

Lindsey, U. (2016, June 16). The Bookseller of Algiers [Blog post]. http://www.lrb. co.uk/blog/2016/06/ursula-lindsey/the-bookseller-of-algiers/

3.8 Online discussion forum conducted on eLearn:

Atwood, J. (2016, January 5). *Waldorf School reading* [Online forum post]. eLearn. https://elearn.capu.ca/course/view.php?id=31007

3.9 Tweet:

Knight, N. [urbanNDNs]. (2020, 3 January). With all that's happening in the world (as ever) supporting local and grassroots efforts of all kinds is crucial [Tweet]. Twitter. https://twitter.com/urbanNDNs/status/1213139199173353477.

4. OTHER NON-PRINT SOURCES

4.1 Film, episode from a TV series, YouTube video, music recording, or podcast episode:

Begin citations of audiovisual sources with the name of the main creator(s), if known. Specify the medium in square brackets after the title. Use the title's original language and provide the translation in square brackets.

Godard, J. L. (Director). (2014). *Adieu au langage* [Goodbye to language] [Film]. Studio Canal.

Dunham, L. (Writer), & Shepherd, R. (Director). (2012, May 6). Hannah's diary (Season 3, Episode 12). [TV series episode]. In L. Dunham (Producer), *Girls*. HBO Entertainment.

Fields, J. (2012). *The power of being vulnerable* [Video]. YouTube. http://www.youtube.com/watch?v=Sd3DYvBGyF

Jurado, D. (1999). *Rehearsals for departure* [Album]. Sub Pop.

Beyoncé. (2016). Formation [Song]. On *Lemonade*. Parkwood; Columbia.

Glass, I. (Host). (2019, January 11). Before things went to hell (No. 665) [Audio podcast episode]. In *This American life*. WBEZ Chicago. https://www.thisamericanlife.org/665/before-things-went-to-hell

4.2 Lecture notes and PowerPoint slides:

The first example is used for lecture notes provided in person by an instructor. The second example is for slides that can be retrieved online.

Bankes, S. (2016, May 22). [Lecture notes on Postmodernism cities]. Department of Art History, Capilano University.

Greenberg, N. M. (2015). *Learning and behavior change* [PowerPoint slides]. eLearn@CapU. https://moodle.capilanou.ca