Writing and Citing in APA Style

MacEwan University students should always check with their instructors for any preferences or requirements that may vary from the guidelines in this handout.


**Academic Integrity**

Plagiarism is presenting others’ words or thoughts without crediting the sources. Whether you are quoting directly or putting the ideas of an author into your own words (paraphrasing), you must formally cite the source of your material. Even though most plagiarism is unintentional, there are serious consequences for plagiarizing in writing assignments (see the Academic Integrity Policy C1000).

You must always cite quoted or paraphrased information with an in-text citation. Each source you use must be included on a references page.

**I. General Formatting**

- **Double space** all pages, including title page and references page.
- Use a **12-point serif font** (Times New Roman is preferred.).
- Use **one-inch** (2.5 cm) **margins** on all sides.
- Indent all paragraphs one tab (5-7 spaces).
- Leave one space after all punctuation marks, including periods.
- **Order pages** in an APA document as follows: title page, abstract (if required), text, references, and appendices (e.g., tables, charts, and illustrations).
- **Consecutively number** every page of the paper, including the title page and the references page, in the upper right-hand corner.
- Include a **running head** if required. (See page 2 for a sample title page.)
- Represent single digit numbers in word form (e.g., three, not 3).
- Use italics (NOT quotation marks) to add emphasis to key terms, if necessary.

Please check our APA Formatting Tutorial for Microsoft Word to get help with the formatting rules above: http://www.macewan.ca/wls

*Student Success Services, MacEwan University*

2018-2019
II. In-Text Citations

A. General Rules

In-text citations generally include three elements: the last name(s) of the author(s), the year of publication, and the page number (or paragraph for some electronic sources).

In-text citations for quotations always include all three elements.

According to the APA (2010), in-text citations for paraphrases require only the author and year; however, the APA encourages writers to include page numbers as well when it is expected that a reader will want to find the information within the source (p. 171).

Crediting Sources with More than One Author

When you use the authors’ names to introduce a quotation or paraphrase, use the word “and.” When you place the names in parentheses at the end of a sentence, use the ampersand (&).

<table>
<thead>
<tr>
<th>Number of authors</th>
<th>First citation</th>
<th>Subsequent citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 Authors</td>
<td>(Roberts, Sommerville, Hall, &amp; Champoux, 2011, p. 2).</td>
<td>(Roberts et al., 2011, p. 10).</td>
</tr>
<tr>
<td>6 or more Authors</td>
<td>(Gnauck et al., 2013, p. 308).</td>
<td>Gnauck et al. (2013) argued . . . (p. 308).</td>
</tr>
</tbody>
</table>

See page 6 for rules about citing multiple authors on a references page.
B. Quotations
The following are the **two ways** in which the three elements can be placed into the text of your paper:

**Short Quotations (fewer than 40 words)**
Use double quotation marks around the quoted words and incorporate them into the text of your paper. Note the **period is placed after the final parenthesis**. For example,

Turabian, Colomb, and Williams (2010) advised that if you include “too many quotations, [readers] may suspect that you have . . . no contribution of your own” (p. 92).

or

If you include “too many quotations, [readers] may suspect that you have . . . no contribution of your own” (Turabian, Colomb, & Williams, 2010, p. 92).

**Changes to Quotations**

- Use square brackets to **insert changes, additions, or explanations** into a quotation.
- Use ellipsis points (three periods with a space before and after each period) if you **omit part of the original text**.

For information about formatting **long quotations**, please see the APA LibGuide:
http://libguides.macewan.ca/WLS/APA/WLS/APA/long-quotations

C. Paraphrases
When you **summarize or rewrite an author’s idea**, you **must** use your own words and indicate your source.

**Avoid Patch Writing**
Paraphrasing improperly is a common reason students may be accused of plagiarism, so it is crucial to develop proper paraphrasing skills. Paraphrasing is more than simply replacing a few words or phrases with synonyms.

Here are some tips on **how to paraphrase properly**:

1. Read the passage until you understand the meaning.
2. Cover the original and write the main ideas in point form.
3. Draft your paraphrase.
4. Check it against the original passage to see if you have captured the idea without using the phrasing or structure of the original. (Note: key/technical terms may remain.)
5. Rephrase wherever appropriate.
6. Cite each sentence if your paraphrase is more than one sentence.

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Sample Paraphrases
APA style encourages writers to include the page (or paragraph) number for easy reference.

Stewart, Bullock, and Allen (2006) recognized the act of writing as an opportunity for learning more about a subject and for developing complex thinking (p. 3).

or

In addition, the act of writing fosters the development of clear communication skills (Stewart, Bullock, & Allen, 2006, p. 5).

Multi-Sentence Paraphrases
If you need to use more than one sentence to paraphrase or summarize another author’s work, you must make it very clear to your reader where your paraphrase begins and ends. You can do this by citing each sentence of the paraphrase:

Tsai, Friedmann, and Thomas (2010) found that the effect of lowered systolic blood pressure (SBP) in hospitalized children continued after their animal-assisted therapy sessions had ended (p. 255). However, despite a decrease during the alternate therapy of a puzzle session, the children’s SBP increased after the session was complete (Tsai et al., 2010, p. 255).

You can also do this by using strong signal phrases in your writing:

Tsai, Friedman, and Thomas (2010) found that the effect of lowered systolic blood pressure (SBP) in hospitalized children continued after their animal-assisted therapy sessions had ended. However, the authors also found that despite a similar decrease in SBP during the alternate therapy of a puzzle session, the children’s SBP returned to their original levels after the session was complete (p. 225).

Failure to make it abundantly clear to your reader when you are using others’ ideas and when you are expressing your own ideas is a serious academic integrity concern. Thus, if you are in doubt about your abilities to use appropriate writing techniques to make the distinction clear, it’s best to simply cite each sentence as was done in the first example.

D. Special Cases of Parenthetical Citation
Sources without Page Numbers
If your source does not have page numbers, you must instead provide sub-headings (if available) and paragraph numbers. If a sub-heading is too long, use a shortened form in quotation marks. Use the abbreviation “para.” in your in-text citations. For example,

Kleisath (2013) pointed out that methodological problems arise in intercultural research when white researchers note the race of non-white researchers and participants but fail “to acknowledge and discuss the profound impact that their [white researchers’] own racial and ethnic identities have on the collection and analysis of data” (Uneven Racialization, para. 3).
Indirect or Secondary Sources
If the information in your source is credited to another author, your source then becomes indirect or secondary. In your paper, first name the author of the original work (Hobbes in the example below), then cite the author of your source (Adler & Van Doren in the example below) and the date. However, if possible, find the original source and cite it directly.

Hobbes (as cited in Adler & Van Doren, 1972) remarked, “If I read as many books as most men do, I would be as dull-witted as they are” (p. 166).

or

Readers must learn to read well, not just prolifically: “If I read as many books as most men do, I would be as dull-witted as they are” (Hobbes, as cited in Adler & Van Doren, 1972, p. 166).

In your references list, give a complete reference entry only for your source (Adler & Van Doren), NOT the original source (Hobbes).

Crediting More than One Source
If more than one source discusses the idea you are referencing, cite all the sources in the same parentheses, listing them in alphabetical order by the authors’ surnames. Separate the sources with semicolons.

Several scholars have noted that the strongest evidence that Virginia Woolf suffered from what we now call manic depression or bipolar disorder comes from her letters and journals (Caramagno, 1995, p. 6; Dalsimer, 2004, p. 809; Iszáj & Demetrovics, 2011, pp. 27-28).

Personal Communications
Personal communications (e.g., interviews, telephone conversations, lectures, or e-mails) are cited only in the text of your paper and must have scholarly relevance. Give the initials and surname of the person followed by the words “personal communication” and the date the communication took place. Always check with your instructor if you are considering using personal communications in your paper.

There are simply not enough spaces in shelters to accommodate Edmontonians who are homeless (J.O. Reiss, personal communication, July 30, 2013).

For information about other special cases of in-text citations, please see Writing and Learning Services’ expanded APA handout: http://www.macewan.ca/wls
III. References Page General Format

- Use the single word References in plain font, centered as the title at the top of the page.
- Use a hanging indent (i.e., keep the first line of each entry at the left-hand margin and indent all following lines 1 tab. See sample references page below).
- Arrange entries alphabetically by author or by title if there is no author.

Sample References Page

<table>
<thead>
<tr>
<th>APA STYLE DOCUMENTATION</th>
<th>References</th>
</tr>
</thead>
</table>

III. Reference Entries: General Rules

Each reference entry has four basic elements that direct readers to the source you used:


Author(s). (date). Title(s). Publication or retrieval information.

Punctuation Rules

End each element with a period; however, for a reference entry ending in a DOI or a URL, do not include a final period.

Author Rules

<table>
<thead>
<tr>
<th>1-7 authors: Include all authors</th>
<th>8 or more authors: Include the first six authors, an ellipsis, and the last author</th>
</tr>
</thead>
</table>

Date Rules

If a source lists multiple publication dates, use the most recent date.
Capitalization and Italicization Rules

<table>
<thead>
<tr>
<th>Font</th>
<th>Capitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of a larger work (e.g., article, short story, chapter, blog post)</td>
<td>Plain</td>
</tr>
<tr>
<td>Complete work (e.g., book, film, TV series)</td>
<td>Italic</td>
</tr>
<tr>
<td>Periodical (e.g., journal, magazine, newspaper)</td>
<td>Italic</td>
</tr>
</tbody>
</table>

Place of Publication (Print Sources)

If the source was published within the United States, **include the city and state abbreviation**.

New York, NY

If the source was published outside of the United States, **include the city and country**.

Toronto, Canada

If the source lists multiple places of publication, **use the first place listed**.

**IV. Examples of Common Reference Entries**

A. Books

**Book**

⇔ Use this example if the entire book is written by the same author(s).

<table>
<thead>
<tr>
<th>Template</th>
</tr>
</thead>
</table>


**Article or Chapter in an Edited Book**

⇔ Use this example if different authors write different parts of a book. The author(s) of the specific part is (are) listed first. Both the article title (regular font) and the book title (italics) are included. The editor(s) is (are) included immediately before the book title; add an ‘s’ to ‘Ed’ if there are multiple editors.

<table>
<thead>
<tr>
<th>Template</th>
</tr>
</thead>
</table>

**eBook from the Library**

If an e-book has been assigned a DOI number, use that number instead of a URL. If the book has not been assigned a DOI number, use the permalink to the book.


**eBook from an eReader Service (e.g. Kindle, Kobo)**

Write the eReader version used in square brackets after the title and include the home page of the eReader service.


**Article or Chapter in an Edited eBook**


**B. Periodicals (journals, magazines, newspapers, etc.)**

**Journal Article With a DOI Number**

If the article does not include a DOI, first use http://www.crossref.org/guestquery to see if one has been assigned to the article. If so, copy and paste the DOI (http://dx.doi.org/xxxxx). If not, see the next section, *Journal Article Without a DOI Number.*

<table>
<thead>
<tr>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author, A. (date). Article title: Article subtitle. <em>Journal Name, volume</em>(issue), pages. doi:digital object identifier number</td>
</tr>
</tbody>
</table>


**Journal Article Without a DOI Number**

Include the homepage of the journal, NOT the database name. Use a search engine (e.g., Google, Bing, Yahoo!, etc.) to locate the homepage URL of the journal. It is not necessary to locate the article on the journal’s website.


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[CC BY-NC]
C. Web pages and Other Online Materials

Credible sources should include an author and/or an organization responsible for the document and a date indicating when the document was created or updated.

Author, A. (date). Title of document [Description of form]. Retrieved from Website or Publisher name: http://www.websiteaddress.com

1. Start with the basic template above for web pages.
2. Identify the form (e.g., Web page, PDF, Table, Video file) of the material in square brackets after the title.
3. Italicize the titles of documents that stand alone (i.e., are separate from the website such as a PDF). Use plain font for the titles of documents that do not stand alone (i.e., are part of the website). If you’re not sure, use plain font.
4. If the website or publisher name is not named elsewhere in the entry, you must include the website or publisher name prior to the URL.


Variations

If any elements are missing from a website, use this chart to modify or reorganize the entry.

<table>
<thead>
<tr>
<th>What is missing?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Title [Description of form]. (date). Retrieved from . . .</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Author, A. (n.d.). Title [Description of form]. Retrieved from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Author, A. (date). [Description of form]. Retrieved from</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Course Packs

If the source is previously published, such as a journal article or chapter that has been included in a course pack, use the information included in the copyright/permissions statement to cite the source as you would if you were using the original document. (In other words, follow the normal rules for a reference entry for that type of source.)

If the source has not been previously published, treat it like a source in an edited book, listing your instructor as a compiler and your university as the publisher:

Author, A. (Date). Title of piece. In I. Instructor (Comp.), Title of coursepack (pp. #). Edmonton, Canada: MacEwan University.
V. Further Resources

A. The Writing Centre
MacEwan University’s Writing Centre is located in room 7-112, and tutors are available to help you learn how to improve your writing skills, including your APA citation skills. Writing Centre staff also create online resources and deliver in-person workshops on a variety of writing and learning topics, including how to use APA citation style.

For more information about in-person help, online resources, or workshops, visit MacEwanWorks.MacEwan.ca and select Student Success Services.

B. The Library
Students may visit the Library’s Reference Desk (located on the 2nd floor in Building 7) to ask research and citation questions. They may also use the Library’s chat system to ask research and citation questions online by going to the Library’s home page: Library.MacEwan.ca

C. The Course Instructor
It’s a good idea to consult with your course instructor if you’re unsure of whether your instructor has specific expectations that may differ from those presented in this guide, if you are citing from a course pack that doesn’t seem to fit well with the conventions outlined here, or if you have a very unique source that doesn’t appear to align well with any of the templates or examples you can find.

D. The Full APA Manual
The full Publication Manual of the American Psychological Association (6th ed.) is the ultimate authority on all things APA, and it has much more information than could be presented here in this quick reference guide. Consult the manual itself for more information and examples.

E. The APA Style Blog
The APA Style Blog (http://blog.apastyle.org/) is the official blog of the American Psychological Association, and it is a fabulous resource for those who have tricky-to-cite sources or questions that aren’t answered by the manual. The blog topics are browsable, but its search function is also quite good, so if you enter straightforward search terms like “Twitter” or “YouTube comment,” you’re likely to find helpful information.