

Citations give credit to other people's words and ideas, works that have directly influenced your work. Citations are used only for works that you have personally read. The only information you should **not** cite is **common knowledge** held by people in your field (colleagues). For example, we all know that Brian Mulroneu was the Prime Minister who gave us the Free Trade Agreement with the U.S.A. Your audience will determine what common knowledge is.

Citations are also the first impression your teacher gets of your paper. She may look at your reference list even **before** reading the first sentence you have written in order to get an understanding of how current your research is, how reputable your sources are, and if you have focused on a specific author too much (bias). Please do NOT pad your reference page with citations that you did not read. It is dishonest.

- The APA citation format is used in psychology, education, engineering, business, and social sciences.
- APA emphasizes the year of publication (immediately after the author's name).
- APA uses a "**Reference List**" and not a Works Cited or a Bibliography at the end of a paper/essay.
- When writing titles, capitalize **ONLY** the **FIRST** word in the title (like a sentence) and the first word after a colon in the title.
- Entries are arranged alphabetically according to author's last name.
- Multiple entries for the same author are arranged according to the publication date (2003 before 2004)
- Single author entries come before multiple author entries (**Smith, B.** before **Smith, B., and Jones, P.**)
- Invert **ALL** author's names and provide up to and including seven authors' names. If more than seven, write the first **six** only, then put in three dots (ellipses) and then add the last author's name.
- Author's first name always appears as an initial (Steve = S.)
- The First line of each entry is NOT indented, but all subsequent lines are.
- For in text citation, include the author's name and date of publication (Luvisa, 2009). If the author's name was incorporated into the sentence, only provide the year of publication. For example, "Luvisa (2009) explains that citations are important".

In text citations

One author: (Jacobs, 2005)

Two authors: (Fret & Pattris, 1984)

Three to five authors:

First citation: (Kennedy, Smith, Brown, & Hunter, 2010)

Subsequent citations: (Kennedy et al., 2010)

Six or more authors: (Trimble et al., 2006)

EXAMPLES

Book by one author:

Author's last name, First initial. (Year of publication). *Title of book in italics*. Place of publication:
Publishing Company. (note: for an e-book version, end the citation with Retrieved from www.whatever.com.)

Book by several authors:

Author's last name, First initial. & Author's last name, First initial. (year of publication). *Title of book in italics*. Place of publication: Publishing company.

** remember, up to and including seven authors. More than that, go with first six and then three ellipses and the last author.

Book by Editor(s):

Editor's last name, First initial, Editor's last name, First initial, & Editor's last name, First initial. (Eds.)
(year of publication). *Title of book in italics*. Place of publication: Publishing company.

Encyclopaedia (online)

NOTE: provide web address only up to article #

Title of article. (year of publication). *Title of encyclopaedia italicised* [online]. Retrieved from web address

Example:

Canada. (2016). *Encyclopaedia Britannica* [online]. Retrieved from
<http://search.eb.com/eb/article?eu=119645> ↑

Journal Article (online)

Author's last name, First initial. (year of publication). Title of article. *Title of online journal in italics*,
volume (number). Retrieval from web address

Example:

Luvisa, P. (2009). Great citations. *Journal of library studies*, 6(3). Retrieved from <http://www.my-citation.com> ↑

Article in online database

Author's last name, First initial. (year of publication). Title of article. *Title of the periodical in italics*, date
of publication, volume (number), pages. Retrieved from *Title of the database in italics*, web address

Example:

Finn, A. (2010). Great teaching practices. *Journal of education*, October 23, 2010, 5(9), 126-128. Retrieved
from *Best practices database*, <http://www.stmo-lib.hwcdsb.ca> ↑

Internet Sites, (entire)

Name of web site in Italics. (date updated or published...use n.d. if not given). Name of editor (Ed.).
Retrieved from web address

Example:

McMaster university English Department home page. (2007). Retrieved from <http://www.mcmaster.ca>



Web page with author

Author's last name, first initial. (year of publication/update). *Title of web page/article in italics.* Retrieved from which site

Example:

Luvisa, P. (2008). *How to score high in your sat's.* Retrieved from <http://www.thissite.com>



Magazine Article (hard copy)

Author's last name, first initial. (Year, month of publication). Title of article. *Title of Magazine,* volume(number), pages.

Example:

Henderson, P. (2018, May22). The Leafs still stink. *Sports Illustrated.* 12(34), 45-48.

Magazine Article (online)

Author's last name, first initial. (Year, month of publication). Title of article. *Title of Magazine,* volume(number). Retrieved from www.whatever.com (do not end in period)



Example:

Henderson, P. (2018, May22). The Leafs still stink. *Sports Illustrated.* 12(34). Retrieved from www.whatever.com (do not end in period)



Newspaper Article (Hard copy)

Author's last name, first initial. (year, month of publication). Title of Article. *Title of Newspaper,* page.

Example:

Kevlin, P. (2017, Sept.). Political hardship in Canada. *The New York Times,* pp. A1, A7.

Newspaper Article (Online)

Author's last name, first initial. (year, month of publication). Title of Article. *Title of Newspaper.* Retrieved from www.whatever.com (do not end in period)



Example:

Smith, F. (2019, May). Children and cell phones. *The New York Times.* Retrieved from www.whatever.com (do not end in period)



Messages posted to an online forum or discussion group

Author last name (or screen name), first initial. (year, month and day of posting). Subject line of posting/thread [description of the message]. Retrieved from www.whatever.com

Example:

Risidore, C. (2019, April 23). Re: Violence in hockey is killing hockey [Online forum comment]. Retrieved from www.whatever.com



Blog Post

Taylor, B. (2019, June 23). Re: Mental health and university [Blog post]. Retrieved from www.whatever.com



NOTE: Personal communication

Personal communication such as emails, interviews, private letters, telephone conversations, etc. are NOT included in the “Reference List” because there is no recoverable data (can’t find it). Any reference to this sort of material should be done as an “in text” citation.

-provide initials and surname (last name) of the communicator AND the exact date of the communication.

Example:

The production industry is a fast-growing opportunity for anyone with good computer skills (L. Pongetti, personal communication, 23 October 2018).

OR

As L. Pongetti explains, the production industry is a fast-growing opportunity for anyone with good computer skills (personal communication, 23 October 2018).

Encyclicals and Catechism

These resources should be cited according to the format you used. For example, if you got the encyclical via book format, use APA book citation...if you got the encyclical via the Internet, use APA web format.

Note: the author of a papal document is the pope, BUT you do not include the title “Pope” before his name. Simply state the author as the name of the pope. Example: Benedict XVI (not Pope Benedict XVI).

APA Style citations (In text and parenthetical)

Type of citation	<u>First</u> citation in text	<u>Subsequent</u> citations in text	Parenthetical format – <u>first</u> citation in text	Parenthetical format – <u>subsequent</u> citations in text
One work by one author	Walker (2012)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2008)	Walker and Allen (2008)	(Walker & Allen, 2008)	(Walker & Allen, 2008)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2005)	Bradley et al. (2005)	(Bradley, Ramirez, Soo, & Walsh, 2005)	(Bradley et al., 2005)
One work by five authors	Bradley, Ramirez, Soo, Walker, and Allen (2011)	Bradley et al. (2011)	(Bradley, Ramirez, Soo, Walker, & Allen, 2011)	Bradley et al., (2011)
One work by six or more authors	Henderson et al. (2005)	Henderson et al. (2005)	(Henderson et al., 2005)	(Henderson et al., 2005)
Groups (readily identified through abbreviations) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviations) as authors	McMaster University (2009)	McMaster University (2009)	(McMaster University, 2009)	McMaster University, (2009)

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