Use this checklist to ensure you have included all the required elements and formatted your paper correctly.


## Basic Format
- Each page of the document has a running head in the top left-hand corner and a page number in the top right-hand corner. The title page is numbered as page 1. (p. 229)
- The entire document, including block quotations and references page, is double-spaced and has 1 inch margins. (p. 229)
- The entire document is in 12-point, Times New Roman font. (p. 228)
- Heading levels are consistent throughout the document, and are formatted as per table 3.1 on p.62 of the 6th edition of the APA manual. (pp.62-63)
- All paragraphs are indented ½ inch. (p. 229)
- All abbreviations used are consistent with those listed in the 6th edition of the APA manual. (pp. 106-111, 180)

## Title Page
- Title page includes a running head at the top of the page, flush left, all in capital letters. (p. 229)
- Title is centered in the upper half of the page, in title case, and is not bold or underlined. If the title exceeds one line, the lines are double-spaced. (p. 23, 229)

## In-text Citations
- All sources that are cited in the paper are included in the References section. (p. 174)
- All in-text citations are formatted correctly. (pp. 174-179)
- All quotations are formatted correctly. (pp. 170-174)
- All direct quotations include a page number. (pp.170-171)
- All quotations less than 40 words are within quotation marks. (pp. 170-171)
- All quotations greater than 40 words are formatted as block quotes. (p. 171)
- If referencing more than one source within a sentence, list sources within parentheses in alphabetical order by author and separated by semicolons. e.g. (Murphy & Brown, 1990; Thatcher, 2007). (pp. 177-178)

## References
- All sources that are included in the References section are also cited in the paper. (p. 174, 180)
- References are listed in alphabetical order by the author’s last name. If there are multiple authors of an item, in the citation they are listed in the order that they appear on the publication. (p. 181)
- The References section starts on a separate page. (p. 37, 230)
- The word References appears centred, in uppercase and lowercase letters. (p. 37)
- References are formatted with a hanging indent. (p. 37)
- References are double-spaced both within and between. (p. 37)
Parts to a (journal article) citation or reference:

1. _____________________
2. _____________________
3. _____________________
4. _____________________
5. _____________________
6. _____________________
7. _____________________

Match these with their numbers, to the left.

- Article title
- Author(s)
- DOI (digital object identifier)
- Journal title
- Page numbers
- Volume & issue number
- Year

Which part(s) are in italics?

Which is the name of the journal or magazine in which this item was published?

Which part would I type into the catalog to see if the library owns this item?
American Psychological Association (APA) style is one of several styles for academic writing. This guide covers frequently used citation forms. For more detailed information, refer to the Publication Manual of the American Psychological Association (6th ed.) available at the Library Information Desk, or Red Deer College Library’s APA Citation Style Guide online at http://rdc.libguides.com/apa. *Please note, the rules outlined in the Books section below for number of authors apply to citations for all types of publications, not just books.*

References

Books Basic Format

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>PUBLICATION DATE</th>
<th>BOOK TITLE</th>
<th>EDITION</th>
<th>PUBLICATION PLACE</th>
<th>PUBLISHER</th>
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</table>

Books (pp. 202-205)

<table>
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<tr>
<th>SOURCE</th>
<th>REFERENCES AND IN-TEXT CITATION EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book 3-5 authors (p. 175, 177, 202) For 6+ authors (p. 175, 177, 184)</td>
<td>Murphy, M. A., Lai, D., &amp; Sookraj, D. (1997). Evaluation of the neighborhood (congregate) meal program: Final report. Kelowna, BC: Kelowna Home Support Society. In-text Citation: (Murphy, Lai, &amp; Sookraj, 1997, p. 25)</td>
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# Journal, Magazine, and Newspaper Articles Basic Format


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<th>Source</th>
<th>References and In-text Citation Examples</th>
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<tr>
<td><strong>Journal article</strong>&lt;br&gt;Continuous pagination, with DOI (p. 198)</td>
<td>Rutherford, B. J. (2006). Reading disability and hemispheric interaction on a lexical decision task. <em>Brain and Cognition, 60</em>, 55-63. doi:10.1016/j.bandc.2005.09.013&lt;br&gt;<strong>In-text Citation:</strong> (Rutherford, 2006, p. 56)</td>
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<td><strong>Magazine article</strong>&lt;br&gt;Print (p. 200)</td>
<td>Henry, W. A., &amp; Mehta, N. S. (1990, April 9). Beyond the melting pot. <em>Time, 135</em>, 28-31.&lt;br&gt;<strong>In-text Citation:</strong> (Henry &amp; Mehta, 1990, p. 30)</td>
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<td><strong>Magazine article</strong>&lt;br&gt;Retrieved online, including databases (p. 200)</td>
<td>Kuttner, R. (2003, September 8). The great American pension-fund robbery. <em>Business Week, 24</em>-26. Retrieved from <a href="http://www.businessweek.com">http://www.businessweek.com</a>&lt;br&gt;<strong>In-text Citation:</strong> (Kuttner, 2003, p.26)</td>
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<td><strong>Newspaper article</strong>&lt;br&gt;Retrieved online, including databases (pp. 200-201)</td>
<td>Cernetig, M. (2009, August 11). Opinion: Crafty Campbell knew the dangers of HST. <em>The Vancouver Sun</em>. Retrieved from <a href="http://www.vancouversun.com">http://www.vancouversun.com</a>&lt;br&gt;<strong>In-text Citation:</strong> (Cernetig, 2009)</td>
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<tr>
<th>Websites and Web Documents (pp. 211-215)</th>
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<td>(Browning, 1993, para. 12)</td>
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<td><strong>In-text Citation:</strong></td>
<td>(“Deferred compensation,” n.d.)</td>
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<td><strong>In-text Citation:</strong></td>
<td>(Johnson &amp; Becker, n.d.)</td>
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<td><strong>In-text Citation:</strong></td>
<td>(Kiume, 2007)</td>
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<td><strong>Media (pp. 209-215)</strong></td>
<td>REFERENCES AND IN-TEXT CITATION EXAMPLES</td>
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<tr>
<td><strong>In-text Citation:</strong></td>
<td>(Wesch, 2007)</td>
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<tr>
<td><strong>In-text Citation:</strong></td>
<td>(Green, 2006)</td>
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<tr>
<td><strong>In-text Citation:</strong></td>
<td>(Di Carpi, 1540)</td>
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<tr>
<td></td>
<td>*Images in-text are also generally accompanied by a caption that includes copyright information and statement of permission for use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government Documents and Research Reports (pp. 205-206)</th>
<th>REFERENCES AND IN-TEXT CITATION EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text Citation:</strong></td>
<td>(Environment Canada, 2004)</td>
</tr>
</tbody>
</table>
**In-Text Citations**

How to Cite Quotations (pp. 170-177)

When you incorporate a direct quotation into a sentence, you must cite the source. Include the author’s last name, the year of publication, and the page number. Fit quotations within your sentences, enclosed in quotation marks, making sure the sentences are grammatically correct. For example:

- “Quotations are effective in research papers when used selectively” stated Gibaldi (2003, p. 109).
- Remember that “[q]uotations are effective in research papers when used selectively” (Gibaldi, 2003, p. 109).
- In 2003, Gibaldi wrote that, “[q]uotations are effective in research papers when used selectively” (p. 109).

If a quotation is 40 words or more, **omit quotation marks** and use a block format in which the quotation is indented about ½ inch (or 5 spaces) from the left margin.

How to Cite Summaries or Paraphrases (p. 171)

Even if you put information in your own words by summarizing or paraphrasing, you must cite the original author or researcher. Include the author’s last name and year of publication. APA encourages, but does not require, that you include a page number. For example:

- When writing the research paper, students should use quotations judiciously (Gibaldi, 2003).

How to Cite Personal Communications (p. 179)

Letters, memos, emails, personal interviews, and the like are not included in the reference list because they do not provide recoverable data. Cite them in text only, providing initials and surname of the communicator, and as exact a date as possible:

- (Y. Martel, personal communication, April 15, 2005)

How to Cite Information When You Have Not Seen the Original Source (p. 178)

Sometimes an author writes about research that someone else has done, but you are unable to track down the original research report. In this case, because you did not read the original report, you will include only the source you did consult in your References. The words “as cited in” in the parenthetical reference indicate you have not read the original research. For example:

- Fong’s 1987 study (as cited in Bertram, 1996) found that older students’ memory can be as good as that of young people, but this depends on how memory is tested.
- Older students’ memory can be as good as that of young people, but this depends on how memory is tested (Fong, 1987, as cited in Bertram, 1996).

[For both examples, do not include Fong (1987) in your References; do include Bertram (1996).]
References


APA Reference Activity

Question 1
Choose the reference that is in proper APA reference format for a book.


Question 2
Choose the reference that is in proper APA reference format for a journal article.


Question 3

Choose the correct APA reference for a government document.


Question 4

Choose the correct APA reference for a web document.


Question 5

Choose the correct APA reference for a blog post.


Using the following references and quotations, fill in the blanks with the proper information for in-text citations using these paraphrases and quotations.

1. **One work, one author**


- ______________________ (_______) found that among epidemiological samples
- Early onset results in a more persistent and severe course (_________________________, ________).
- In ____________, _______________________'s study of epidemiological samples showed that

2. **One work, two authors**


- as ______________________ and ______________________ (_______) demonstrated
- as has been shown (__________________________ & ________________________, ________).

3. **One work, multiple authors**


- ______________________, ______________________, ______________________, and ______________________ (_______) found [Use as the first citation in text] [NOTE: add date in parentheses after your paraphrase of the authors’ idea]
- ______________________ _______ ______ (_______) found  [Use as subsequent first citation per paragraph thereafter]
4. Direct Quotation


A. Quotation from page 44

In addition to increased complexity of hardware and software changes, “Users vary with respect to computer skills, knowledge, age, gender, disabilities, disability conditions (mobility, sunlight, noise), literacy, culture, and income.” (______________________________, ______________, p. ____________)

B. Quotation from page 43

______________________________ (_______) states,

Every user of computers has to decide about keeping up with change. The new features can be attractive, but the fear of upgrades has become a national source of anxiety. Most users have stories of how their last upgrade caused unexpected failures and how it took them weeks to convert files. (p. __________)

C. Quotation from page 175

Regarding medicine,

Let’s envision how your medical visit might unfold in the future. Your physicians would begin with a review of your medical history, examining your recent hospitalization records and conducting genetic lab tests to determine the exact nature of your illness. Then they would access the World Wide Med to collect up-to-date information on success rates of alternative treatments. (______________________________, ______________, p. __________)
**How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing**

<table>
<thead>
<tr>
<th>What’s missing?</th>
<th>Solution</th>
<th>Reference template</th>
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</thead>
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<td></td>
<td>Position A</td>
</tr>
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</tr>
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<td>Substitute title for the author</td>
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</tr>
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<td>Author, date, and title are all missing</td>
<td>Combine all three methods</td>
<td>[Description of document].</td>
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</tbody>
</table>

**Note.** The basic reference template is made up of four pieces: author, date, title (with format in brackets if necessary), and source (the URL). When one or more of these pieces is missing, use the method shown above to adapt the template. In-text citations use the pieces from Position A and Position B (usually the author and date, but if there’s no author, then the title and date—more details available at [http://www.apastyle.org/learn/faqs/web-page-no-author.aspx](http://www.apastyle.org/learn/faqs/web-page-no-author.aspx)).
<table>
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<th>Reference template</th>
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<td>(date). Title of document [Format].</td>
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<td>(date). n/a</td>
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<td>Provide author, substitute n.d. for no date, and then give title and source</td>
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<td>(n.d.). Title of document [Format].</td>
</tr>
<tr>
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<td>Provide author and date, describe document inside square brackets, and then give source</td>
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<td>(date). [Description of document].</td>
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<td>(n.d.). [Description of document].</td>
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<td>Source is missing</td>
<td>Cite as personal communication (see §6.20) or find a substitute</td>
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<td>n/a</td>
</tr>
</tbody>
</table>

**Note.** Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document, date*) and quotation marks for works that are part of a greater whole (“Title of Document,” date). Retain square brackets for descriptions of documents in Position A ([Description of document, date]).

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