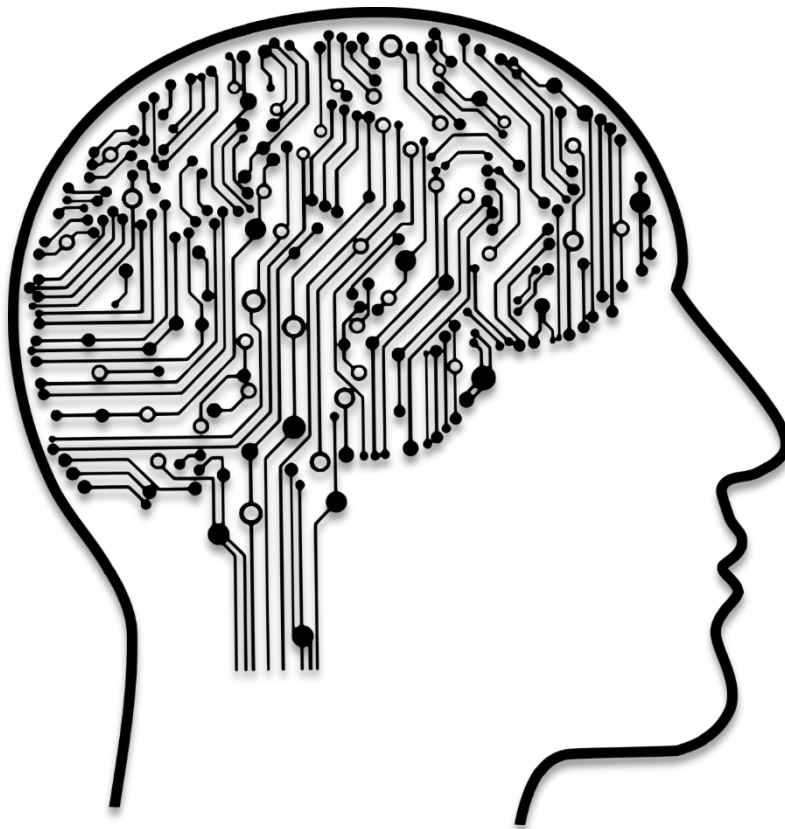# APA 7th Edition
Style Guide
Spring 2025

Alexander College
WRITING AND LEARNING CENTRE

Welcome to APA

This guide provides instructions and examples for citing sources in APA style.

What is APA?
APA stands for American Psychological Association – the name of the group that standardized this style of formatting and citing.

What is a citation?
A citation is a way to show where you found the information you are using in your work.

When do I have to cite?
Every sentence with outside information (anything that is NOT your own thoughts or interpretations) should end with a citation and have a corresponding entry in the "References" section at the end of your paper.

*NOTE: Some instructors have their own requirements for citations. <u>Please cite according to your instructor's guidelines</u>, but keep in mind that they may be different from the APA style guide's citation requirements.

Plagiarism

Plagiarism means using another author's words or ideas as your own without crediting the original source.

Common examples of plagiarism in academic writing include:
- Not including a citation when directly quoting or paraphrasing another author's words or ideas.
- Having another person or AI write your paper for you.
- Misrepresenting another person's words or including incorrect citations.
- Not changing both language and sentence structure when paraphrasing a source. For example, only changing a few words for synonyms.

Plagiarism is not always intentional, but the consequences of committing it can be severe. The best way to avoid plagiarism is to **do your own work**, **cite your sources, and ask for help if you need it.**

Artificial Intelligence (AI) in Assignments
AI is not a reliable source of information and is not acceptable for most assignments. **You should not use AI unless explicitly permitted by your instructor**. If you're unsure, ask before using it.

If you do use it, you must give credit when using text or ideas generated by AI software (ChatGPT, Grammarly, translators, etc.) in your paper <u>and</u> include citations. **Using AI without being honest is plagiarism.**
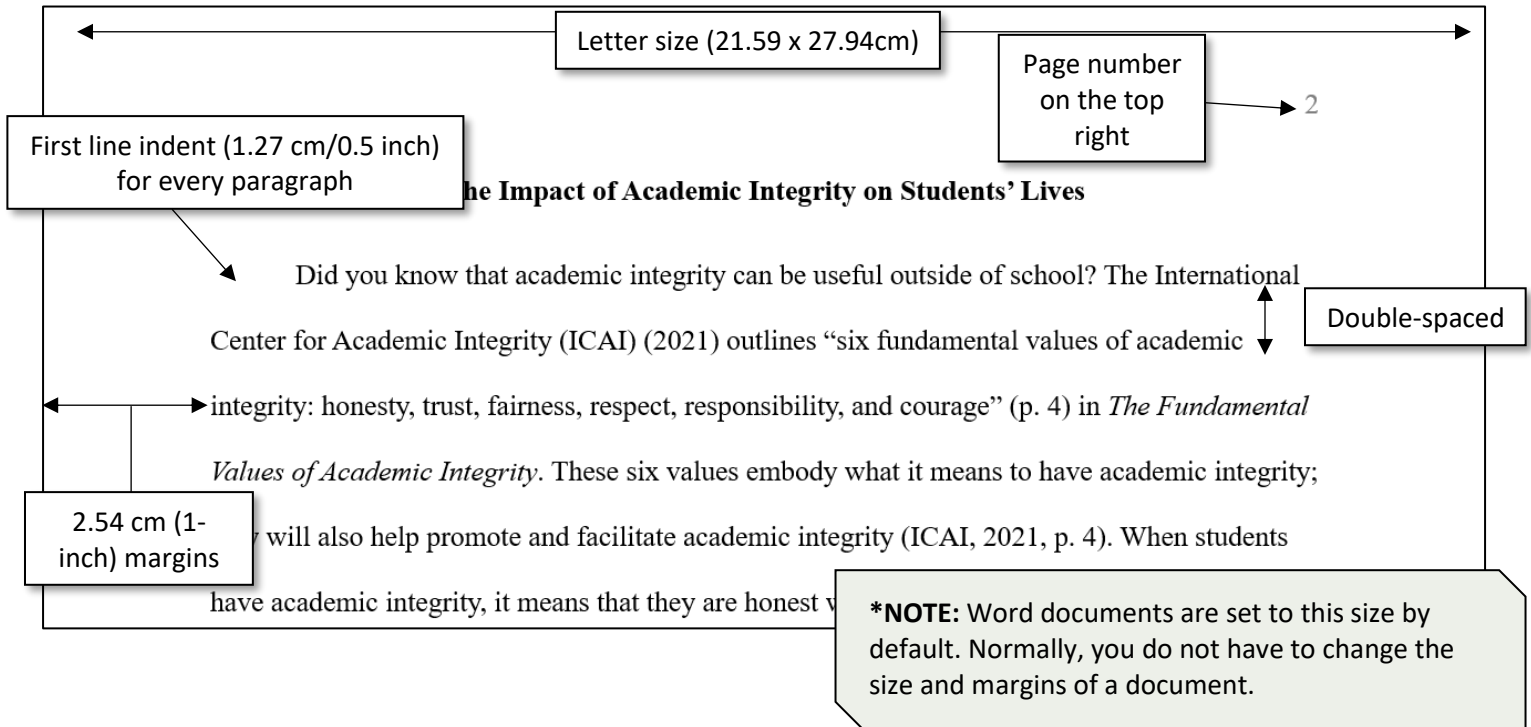
Glossary

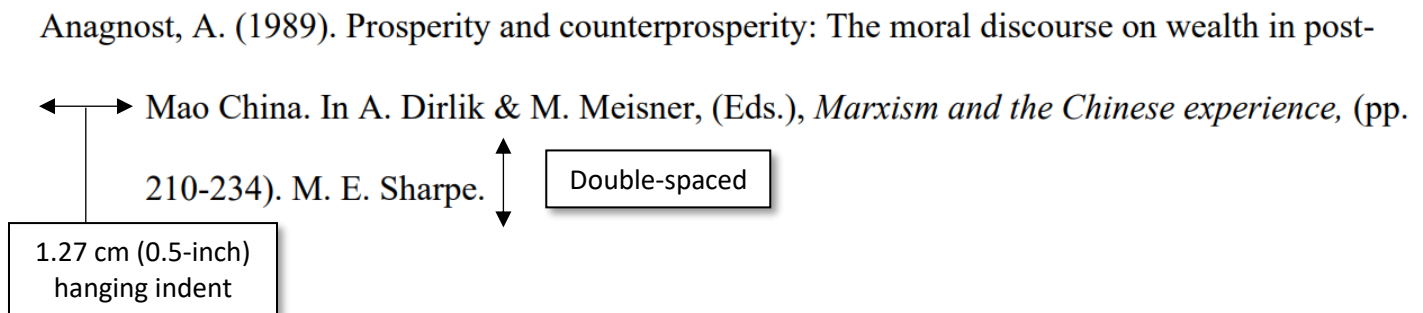|	
Accessed Date	The date that *you* read the source.
Ampersand (&)	The symbol for the word "and."
Anthology	An edited collection featuring works (e.g., articles, poems etc.) by many authors.
APA	American Psychological Association.
Consecutive Citation	A sentence that needs a citation followed immediately by another sentence that needs a citation to the same source.
et al.	Means "and others." Used in cases of three or more authors.
Group Author	The name of a company, association, organization, government department, or agency.
Indent	The 1.27 cm (0.5-inch) space from the margin on the first line of every paragraph and the second line onward of every References entry.
Indirect Citation	When you are using the ideas of one author written in another person's work. In-text, you will cite the author you are reading AND the one they are quoting.
Inverted	Words placed in the opposite order, such as moving the last name to the front (last name, first name).
Last Name	A family name or surname.
n.d.	Means "no date." Used in cases where no publication date is available.
Page Range	The first and last page numbers of an article or story. This is the section of a journal or book that you referenced.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A DOI (Digital Object Identifier) is a unique link used for online journals and academic articles.
Title Case	Capitalizing the first and all major words of a title (ex. *Pride and Prejudice*). In APA, title case is used for most titles in-text but NOT in the References list.
Sentence Case	Capitalizing only the first word and any proper nouns; the rest of the words are lowercase. In APA, sentence case is used for most titles in the References list.

Paper Formatting

General formatting

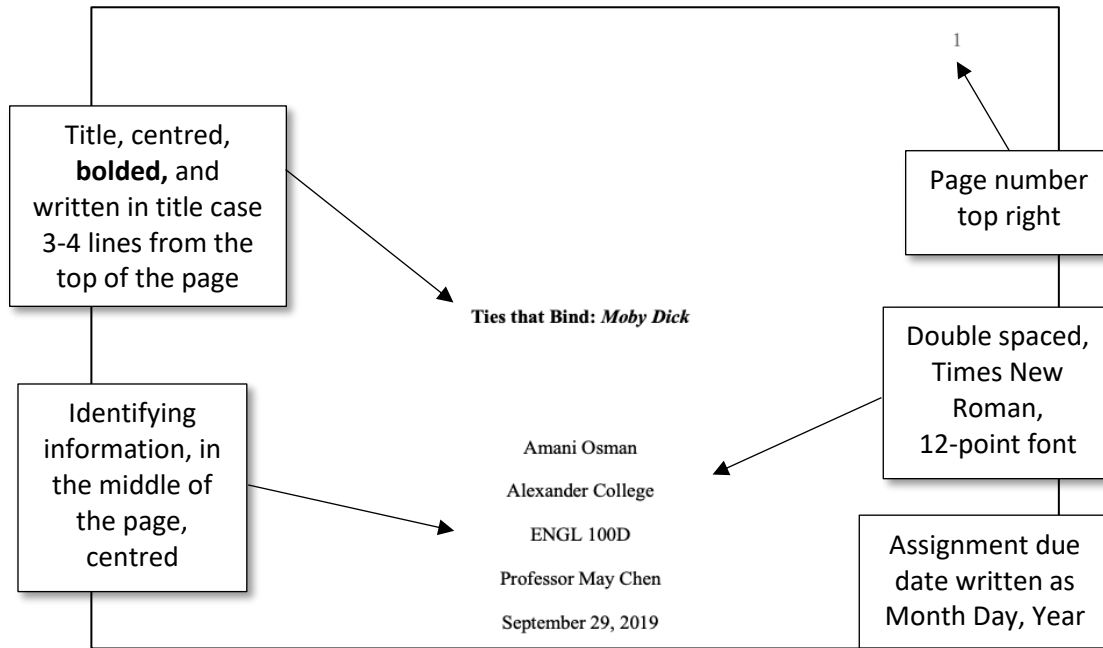Every paper should be formatted accordingly:

Letter size (21.59 x 27.94cm)

Page number on the top right

2

First line indent (1.27 cm/0.5 inch) for every paragraph

The Impact of Academic Integrity on Students' Lives

Did you know that academic integrity can be useful outside of school? The International

Center for Academic Integrity (ICAI) (2021) outlines "six fundamental values of academic

Double-spaced

integrity: honesty, trust, fairness, respect, responsibility, and courage" (p. 4) in *The Fundamental*

Values of Academic Integrity. These six values embody what it means to have academic integrity;

2.54 cm (1-inch) margins

y will also help promote and facilitate academic integrity (ICAI, 2021, p. 4). When students

have academic integrity, it means that they are honest v

*NOTE: Word documents are set to this size by default. Normally, you do not have to change the size and margins of a document.

Entries in the References list should be formatted accordingly:

Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-

Mao China. In A. Dirlik & M. Meisner, (Eds.), *Marxism and the Chinese experience,* (pp.

210-234). M. E. Sharpe.

Double-spaced

1.27 cm (0.5-inch) hanging indent

Title Page

- One double spaced blank line from the title, centred, write your name, institution's name, course code, instructor's name, and the due date. Double space this identifying information.
  - o Instructors may expect different information on the title page than is listed here. If so, follow the instructor's guidelines.
- Begin the first paragraph on the next page after the title page.

Title, centred, **bolded,** and written in title case 3-4 lines from the top of the page

Page number top right

Ties that Bind: *Moby Dick*

Double spaced, Times New Roman, 12-point font

Identifying information, in the middle of the page, centred

Amani Osman

Alexander College

ENGL 100D

Professor May Chen

September 29, 2019

Assignment due date written as Month Day, Year

Headings

- Headings are used to separate the different sections in the body of your paper, which helps the reader quickly identify the focus of each section.
  - o Headings should only be used for long papers or when requested by your instructor. Individual paragraphs do not usually need headings.
- In APA, the headings used in a paper follow the format shown below.

Title of the main section is centred and in **bold**

Case Study: Vancouver's Urban Forests

Although the ecosystem services that urban forests provide and the pressures that these urban forests face have been observed in different cities across the world, these processes are manifested in different ways based on the unique characteristics of each city. Because of this, understanding the role of urban forests requires an examination of a specific location and the qualities of its urban forests, the pressures these urban forests face, and the policies (if any) that are developed to manage urban forests.

Overview

Title of a subsection is left-aligned and in **bold**

The City of Vancouver is situated in the Coastal Douglas Fir Biogeoclimatic Zone and thus features native coniferous tree species such as western red cedar, Douglas fir, and western hemlock alongside deciduous tree species such as cherry, plum, and maples species (Metro

In-Text Citations

When you use information, ideas, or facts that come from a source, you must include a citation. In the body of the assignment, put parentheses ( ) with the source information at the end of <u>every sentence</u> that includes outside information.

Include in-text citations for:
- **Direct quotations**: If you copy words from somewhere, <u>you must include a citation</u>. Use "quotation marks" to show that they are the author's original words.
  - o **Example:** The author claims "the number one cause of student stress before exams is poor time management" (Samuels, 2022, p. 6).
- **Paraphrases** and **Summaries:** When you take an idea, fact or opinion from a source and rewrite it in your own words, <u>you must include a citation</u>.
  - o **Example:** The main reason students feel stressed before exams is that they don't plan their time well (Samuels, 2022).

Required information for in-text citations in APA style:
- Author's last name(s)
- Year of publication
- Page number (for direct quotations)
- Timestamp (if citing a video/film)

*Note: The in-text citations should match a reference in the References page at the end of the essay. Only include in-text citations for sources that are used in the essay.

	In-text Citation	**Explanation**
1 Author	(Smith, 2012, p. 45).	Put the last name, year, and page number in parentheses ( ).
2 Authors	(White & Haines, 2008, p. 35).	Use an ampersand "&." Do not use the word "and."
3+ Authors	(Atkin et al., 2013, p. 33).	Only write the first author's last name followed by "et al." to represent the others.
Paraphrase	(Cruikshank, 2013).	Paraphrases do not require page numbers.
No Date	(Brearton, n.d., p. 14).	Use the acronym "n.d." (meaning "no date") in place of the year.
No Page Number	(Jones, 2022, para. 21).	Use paragraph numbers. Paraphrases do not require page or paragraph numbers.
Group Author	(Autism Canada, 2018, p. 5).	When there is no named author for a work written by a company, organization, or

		government department, use the full name of the group author.
No Author - Article	Full Title: The Impact of Global Warming in North America ("Impact of Global Warming," 2017, p. 37).	Shorten to the first three words or a recognized acronym. Put titles of articles in "quotation marks." Remove the words "the, a, an" at the beginning of the title. ***Note:** For shortened titles in an in-text citation, use **title case**.
Indirect Citation	(Aronson et al., 1988, as cited in Ballard & Suedfeld, 2007).	Use an indirect source when the source you're referring to refers to another author. ***Note:** See p. 9 for more details.
Film	(Welles, 1941, 2:45).	Use the director's name and the release year. Add a timestamp for direct quotes.
Artificial Intelligence (AI)	(OpenAI, 2025).	Use the author of the model and the year in which the content was created. ***NOTE:** Most instructors strictly prohibit the use of AI (e.g., ChatGPT, translators, Grammarly, etc.). If allowed, be honest about what content AI has generated with citations.

Direct Quotation vs. Paraphrase

- Direct quotes require page numbers. Paraphrases do not.

Direct Quotation "A key goal of Indigenous style is to show respect on the page" (Younging, 2018, p. 87).

Paraphrase Treating the page with respect is one of Indigenous style's primary objectives (Younging, 2018).

Consecutive Citations

- Complete source information is required for every sentence that contains information from a source.

When considering factors of youth mental health, "family-focused treatment 'packages' in LMICs is particularly important" (Pedersen, 2015, p. 2038). Some key environmental aspects that foster mental well-being are "parent mental health, family cohesion and parent-child attachment" (Pedersen, 2015, p. 2037).

Full source information is required every time

Non-integrated and Integrated Citations

There are two options for writing citations: Non-integrated and Integrated.

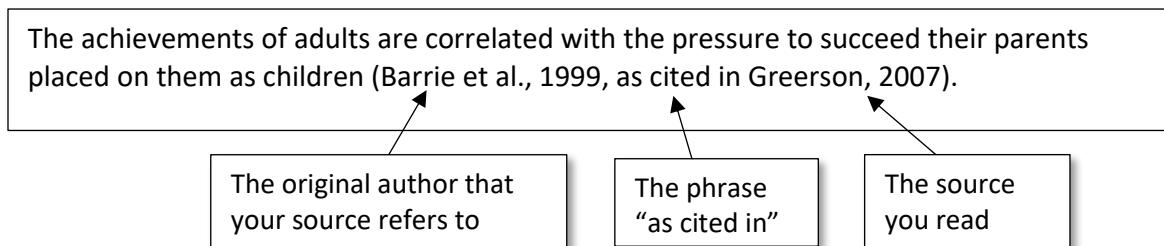| **Non-Integrated** End of the Sentence	People reported higher levels of happiness when they "used their financial resources to help others versus themselves" (Atkin et al., 2013, p. 22).	Include all the required citation information at the end of the sentence in brackets. This is NOT an integrated citation.
Integrated Within the Sentence	Atkin et al. (2013) found that people reported higher levels of happiness when they "used their financial resources to help others versus themselves" (p. 22).	Integrate the citation information into the sentence. Put the year in brackets ( ) beside the author's name in the sentence and then add the page number at the end if using a quote.

Indirect Citations

You use indirect citations when the article or book you are reading contains information from another source that you would like to cite. You should use an indirect citation when you paraphrase or quote that information.
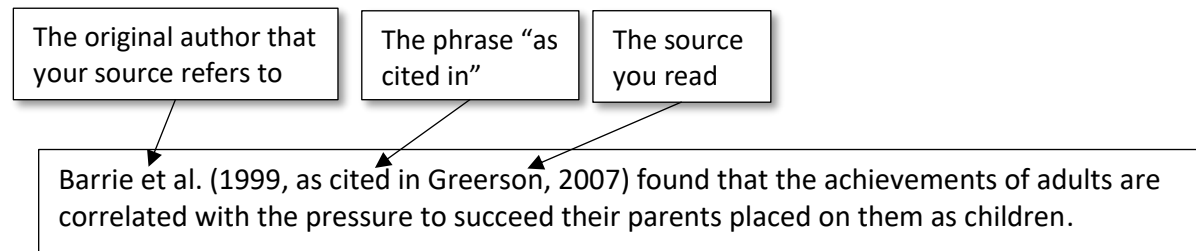
Author of article you read   Helen Greerson

Publication Date   2007

Text from the article   Some studies have revealed a link between parental expectations of success and children's subsequent performance in adulthood (Barrie et al., 1999).

Example of Non-Integrated Indirect Citation

The achievements of adults are correlated with the pressure to succeed their parents placed on them as children (Barrie et al., 1999, as cited in Greerson, 2007).

The original author that your source refers to

The phrase "as cited in"

The source you read

Example of Integrated Indirect Citation

The original author that your source refers to

The phrase "as cited in"

The source you read

Barrie et al. (1999, as cited in Greerson, 2007) found that the achievements of adults are correlated with the pressure to succeed their parents placed on them as children.

References

- The References section is a list of all the sources used throughout an assignment or academic paper in a separate section at the end.
- References entries have a very specific format and organization. The following sections detail how each element of the References should appear.

Authors' Names in References

*NOTE: Authors' names in References are **inverted**: last name, first name initial(s).

	Author's Name on the Source	Author's Name in References	Explanation
1 Author	John Winslow Irving	Irving, J. W.	Invert the name: last name, first name. Only write the initials of the first and middle names.
2 Authors	Leo A. Groarke and Christopher W. Tindale.	Groarke, L. A., & Tindale, C. W.	Use an ampersand "&" instead of the word "and."
3 – 20 Authors	Stanley J. Shapiro, Kenneth Wong, William D. Perreault, E. Jerome McCarthy	Shapiro, S. J., Wong, K., Perreault, W. D., & McCarthy, E. J.	List all the names by inverting them. Before the last author's name, put an ampersand "&."
Group Author	World Health Organization	World Health Organization	Use the full name of the organization.
No Author - Article	Around the Mission	"Around the mission."	Use "quotation marks" around the full article title. ***Note:** Use **sentence case** in the References.
YouTube Videos	Talltanic	Talltanic	Use the uploader's name.
Movies	Orson Welles	Welles, O.	Use the director's name.

Uncommon Name Formats	Original Name	Name in References
Hyphenated Names	Joseph Gordon-Levitt	Gordon-Levitt, J.
Multiple Last Names	Lindsey bat Joseph	bat Joseph, L.
Multiple First Names	Anne-Marie Bennett	Bennett, A.-M.
Multiple Middle Names	James Hugh Calum Laurie	Laurie, J. H. C.
First Name is an Initial	C. S. Lewis	Lewis, C. S.
One Name	Plato	Plato

Title Capitalization in References

Sentence Case - Article Titles and Book Titles
These titles are written like a normal sentence. Capitalize the first word, words after colons, and proper nouns.

Article title in source: Bowling Alone: The Collapse and Revival of American Community

Article title in References: Bowling alone: The collapse and revival of American community

Book title in source: Globalization in World History

Book title in References: *Globalization in world history*

Title Case - Journal Titles
Do not change journal titles. They are capitalized exactly as they appear in the source.

Journal title in source: Child Psychiatry & Human Development

Journal title in References: Child Psychiatry & Human Development

Date

- Write the date in this order: (Year, Month Day).
  - Example: (2022, July 29).
- Use the date of the "last update" or "last revision" when available. Otherwise, use the "publication date."
- If there is no date for a source, then write (n.d.), which means "no date."

In-text Citation (Brearton, n.d., p. 14)

Reference "How to create a realistic travel budget that actually works." (n.d.) Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget

URLs and DOIs

- Make sure that the link you are pasting into your References page is an active link.
- **Active link** means that the reader should be able to click on the URL or DOI and see the source you referred to.

URL in References	http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians
DOI in References	https://doi.org/10.1007/s10578-012-0325-y

Abbreviation Rules

- There are some common abbreviations that are used in the References.
- These are usually found on books/textbooks.

Edition	ed.
Editor	Ed.
Editors	Eds.
Revised edition	Rev. ed.
Canadian edition	Cdn. ed.

Example: Storey, J. (2024). *Cultural Theory and Popular Culture: An Introduction* (10th ed.). Routledge.

- There is also a common abbreviation that is used for pages.
  - **p.** is used for in-text citations when only one page is being referred to.
  - **pp.** is commonly used to indicate the page range of the source in References. It can also be used for in-text citations when a quotation spans more than one page.

	In-Text Citation	References
p.	(Smith, 2012, p. 45)	N/A
pp.	(Anagnost, 1989, pp. 210-211)	Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner, (Eds.), *Marxism and the Chinese experience*, (pp. 210-234). M. E. Sharpe.

References Examples

- Use the References Format as a checklist to organize the information of a References entry.
- **Replace the information in the box with the source specific information.**
    - The content without a box is written as is in the References.
    - Replace all instances of # with the applicable number.
        - Page range #-# -> 290-300

Online Sources

Journal Article from an Online Database

References Format	Author's last name, initials.	(Year, month day).	Article title.	*Journal title,*
	Volume #(Issue #),	Page range #-#.	URL or DOI	

References Example	Hansen, B., Skirbekk, B., Oerbeck, B., Wentzel-Larsen, T., & Kristensen, H. (2013). Persistence of sleep problems in children with anxiety and attention deficit hyperactivity disorders. *Child Psychiatry & Human Development, 44*(2), 290-304. https://doi.org/10.1007/s10578-012-0325-y
In-text Citation	(Hansen et al., 2013, p. 293).

Article from a Website/Newspaper/Magazine

References Format	Author's last name, initials.	(Year, month day).	*Article title.*
		Website/newspaper/magazine name.	URL

References Example	Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia. http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians
In-text Citation	(Chan, 2019).

Article from a Website – Group Author

References Format	Group author's full name.	(Year, month day).	*Article title.*	Website name.
	URL			

References Example	Canadian Space Agency. (2020, April 22). *Creating moon craters.* Government of Canada. https://www.asc-csa.gc.ca/eng/activities/fun-experiments/creating-moon-craters.asp
In-text Citation	(Canadian Space Agency, 2020).

Article from a Website – No Author

References Format	"Article title."	(Year, month, day).	Website name.	URL

References Example	"How to create a realistic travel budget that actually works." (n.d.). Budgetbakers. https://budgetbakers.com/blog/create-realistic-travelbudget
In-text Citation	("How to Create," n.d.).

> The title has different capitalization for in-text citations and References entries

Lecture Notes

References Format	Author's last name, initials.	(Year, month day).	[Lecture notes on
	topic].	Department name,	Institutional name.	URL

References Example	Anderson, R. (2020, January 1). [Lecture notes on how to summarize]. Department of English, Alexander College. https://canvas.alexandercollege.ca/courses/62/pages/module_item_id=2573

In-text Citation	(Anderson, 2020).

E-book

References Format	Author's last name, initials.	(Year, month day).	*Book title* (edition if applicable).
	Publisher.	URL	

References Example	Walters, S. (2020, August 20). *Psychology* (1st Cdn. ed.). Thompson River University. https://psychology.pressbooks.tru.ca/

> **If your book has an edition, write it in an abbreviated form** using the abbreviation rules on p. 11

In-text Citation	(Walters, 2020, p. 101).

PowerPoint Slides

References Format	Author's last name, initials.	(Year).	*Title of presentation*	[PowerPoint slides].
	Platform name.	URL		

References Example	Chan, H. (2019). *How to be an academic angel and avoid plagiarism* [PowerPoint slides]. Canvas. https://canvas.alexandercollege.ca/courses/62/files/56?module_item=25

In-text Citation	(Chan, 2019).

Artificial Intelligence (AI, e.g., ChatGPT)

References Format	Author of the model.	(Year).	*Software name.*	(Version)

[Large language model]. | URL.

References Example	OpenAI. (2025). *ChatGPT* (GPT-3.5) [Large language model]. https://chatgpt.com/
In-text Citation	(OpenAI, 2025).

> *****Note:** AI is **NOT** a reliable source of information and can only be used with permission from your instructor

Print Sources

Book

References Format	Author's last name, initials.	(Publication year).	*Book title* (edition if needed).	Publisher

References Example	Stearns, P. N. (2023). *Globalization in world history* (4th ed.). Routledge.
In-text Citation	(Stearns, 2023, p. 34).

Anthology (Edited Collection)

References Format	Author's last name, initials.	(Publication year).	Article title.	In

Initials and last name of editor(s) | (Eds.), | *Book title* | (pp. | #-#). | Publisher.

References Example	Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-Mao China. In A. Dirlik & M. Meisner (Eds.), *Marxism and the Chinese experience* (pp. 210-234). M.E. Sharpe.
In-text Citation	(Anagnost, 1989, p. 211).

Recorded Media

Film Viewed on DVD or Online Streaming Site (Netflix)

References Format	Director last name, initials.	(Director).	(Year).	*Film title*
	[Film].	Studio name.		

References Example	Welles, O. (Director). (1941). *Citizen Kane* [Film]. Paramount Pictures.
In-text Citation	(Welles, 1941).

Video Viewed on Sharing Site (YouTube) Created by the Uploader

References Format	Channel name.	(Year, month day).	*Title of the video*	[Video].	Website name.
	URL				

References Example	Talltanic. (2017, January 8). *13 smallest animals in the world* [Video]. YouTube. http://www.youtube.com/watch?v=bU9yc6OTqGY
In-text Citation	(Talltanic, 2017).

Video Viewed on Sharing Site (YouTube, TED) with a Different Speaker than the Uploader

References Format	Speaker's last name, initials.	(Year, month day).	*Title of the video*	[Video].
	Website name.	URL		

References Example	Walker, M. (2019, April). *Sleep is your superpower* [Video]. TED. https://www.ted.com/talks/matt_walker_sleep_is_your_superpower
In-text Citation	(Walker, 2019).

Podcast

References Format	Host last name, initials.	(Host).	(Year, month day).	Title of podcast (Ep. #)
	[Audio/video podcast episode].	In	*Podcast name.*	Publisher.	URL

References Example	Lilley, S., & Soong, C. S. (Host). (2019, November 11). Grade-divided schools: A political history [Audio podcast episode]. In *Against the Grain*. KPFA. https://kpfa.org/episode/against-the-grain-november-11/
In-text Citation	(Lilley & Soong, 2019, 40:41).

Citing Images

Photograph

References Format	Last name, initials.	(Year, month day).	*Title of photograph*
	[Photograph].	Publisher.	URL

References Example	Ebbets, C. C. (1932). *Lunch atop a skyscraper* [Photograph]. The New York Times. https://6thfloor.blogs.nytimes.com/2011/09/02/reaching-the-heights/
In-text Citation	(Ebbets, 1932).

Helpful Links

Research Help
Learn about doing research or use AskAway to get help.

(click or scan)

WCOnline
This is the WLC's appointment booking website.

(click or scan)

APA Sample Paper
An example of APA format and citations.

(click or scan)

References

Adler, F., Mueller, G. O. W., & Laufer, W. S. (2007). *Criminology* (6th ed.). McGraw-Hill.

Anagnost, A. (1989). Prosperity and counterprosperity: The moral discourse on wealth in post-

Mao China. In A. Dirlik & M. Meisner, (Eds.), *Marxism and the Chinese experience,* (pp.

210-234). M. E. Sharpe.

Canadian Space Agency. (2017, March 9). *Sowing the seeds of discovery through student*

science. http://www.asc-csa.gc.ca/eng/educators/tomatosphere.asp

Chan, A. B. (2019, May 22). *Chinese Canadians*. The Canadian Encyclopedia.

http://www.thecanadianencyclopedia.ca/en/article/chinese-canadians

Hansen, B., Skirbekk, B., Oerbeck, B., Wentzel-Larsen, T., & Kristensen, H. (2013). Persistence

of sleep problems in children with anxiety and attention deficit hyperactivity disorders.

Child Psychiatry & Human Development, *44*(2), 290-304.

https://doi.org/10.1007/s10578-012-0325-y

How to create a realistic travel budget that actually works. (n.d.). Budgetbakers.

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history [Audio podcast episode]. In *Against the Grain*. KPFA.

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https://www.ted.com/talks/matt_walker_sleep_is_your_superpower

Welles, O. (Director). (1941). *Citizen Kane* [Film]. Paramount Pictures