A concise guide to APA Citation Style (6th edition)

Education & Music Library guide to resources

The purpose of this guide is to provide students with a basic introduction to APA citation style, including in-text citation and the construction of reference lists. APA Style also addresses general editorial issues and the preparation of manuscripts for publication. For complete information, refer to:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. Educ Lib-Reference BF76.7 A51 2010

The *Publication manual* (6th ed.) provides examples of references for a variety of source types, including new and expanded treatment of online sources. It supercedes the interim *APA Style guide to electronic references* (2007), and is supplemented by information on the APA Style website (http://www.apastyle.org).

DEFINITIONS

Reference citations in text: The APA system of citing sources indicates the author's last name and date of publication, in parentheses, within the text of the paper. Parenthetical in-text citations replace the traditional footnotes or endnotes.

Reference List: The reference list at the end of the paper documents literature cited in the paper and provides the information necessary to identify and retrieve each source. Note that a reference list differs from a bibliography in that it includes only those works actually cited within the paper. For additional details, including acceptable abbreviations, version to cite, and order of references, refer to sections 6.22 to 6.25 of the APA *Publication Manual* (6th ed., pp. 180-183).

Agreement of text and Reference list: All sources cited in the text must be documented in the reference list, with the exception of personal communications such as unpublished letters, memoranda and informal electronic communications (APA 6.20); and, ancient classical works and religious texts numbered systematically across all editions (APA 6.18).

WHEN TO CITE

Give credit where credit is due! All the sources that you use must be cited in your text. This principle applies whether you quote directly, summarize, or paraphrase the work of others. For more information on avoiding plagiarism, consult section 1.10 of the APA *Publication Manual* (6th ed., pp. 15-16; see also "When to cite," pp. 169-170). For institutional policy at the University of Saskatchewan, see the following resources from the Office of the University Secretary:

- *Student conduct & appeals* (http://www.usask.ca/university_secretary/honesty)
- *Integrity defined* (http://www.usask.ca/university_secretary/pdf/dishonesty_info_sheet.pdf).
- *Academic honesty: Library guide to writing it right* (http://library.usask.ca/howto/honesty.php).

AUTOMATED FORMATTING OF REFERENCES

Citation management software allows you to import reference data from online databases, the library catalogue, and the Web, and to generate reference lists in various formats including APA Style. The Library provides the university community with free access to the web-based *RefWorks* program (https://library.usask.ca/node/137094), with an introduction available in the *Education and Music Library guide to resources* series (http://library.usask.ca/education/files/Guides/refworks.pdf).

Please note that references generated using citation management software may need further editing to ensure conformity with the requirements of the *Publication manual* (6th ed.). This may be due to the format or quality of imported data, and to occasional program limitations.

QUOTATIONS

Direct quotation of a source is discussed in sections 6.03-6.10 of the *Publication manual* (6th ed., pp. 170-174), and except as noted must accurately follow the wording, spelling and interior punctuation of the original source. Use three spaced ellipsis points (. . .) to indicate the omission of text from the original source, and use square brackets to enclose additions or explanations inserted into the text of the original source:

> Certain details of life at Hogwarts call to mind Molesworth's earlier scribblings on St. Custard's. As Nigel observes, ". . . any skool [*sic*] is a bit of a shambles" (Willans & Searle, 1953, p. 9).

> ". . . cannot be undertaken without the parent's *informed and written consent* [emphasis added]" (p. 106).

Changes from the original source which do not require explanation include:
- changing the case of the first letter of the first word
- changing the punctuation at the end of a sentence
- changing single to double quotations and vice versa

Quotation of more than 40 words

Block quote format is used for longer quotations. Do not use quotation marks. Start the quote on a new line, indented to the same position as a new paragraph (about a half inch or 13 mm). Indent and double space each subsequent line:

> This commitment matured in the course of graduate studies:
>> As I prepared to begin my doctoral research, I clung to one truth that seemed enduring. Qualitative approaches to educational research, approaches that relied on observation, description, and analysis, especially through writing and talking, seemed most consistent with my increasingly complex perspective on literacy and learning, my need as a researcher to tap into deeper social and political forces than I had to date, and my ongoing love for writing as a mode of learning, researching, and creating connection among people. (Nielsen, 1998, p. 57)

Optionally, cite the source in the text used to introduce a quotation, but still supply the pagination at the end of the quotation.

Quotation under 40 words

Incorporate quotations under 40 words into the body of your text, enclosed in double quotation marks:

> He also observed that "the intermingling in the school of youth of different races, differing religions, and unlike customs creates for all a new and broader environment" (Dewey, 1916, p. 21).

or

> Dewey (1916) observed that "the intermingling in the school of youth of different races, differing religions, and unlike customs creates for all a new and broader environment" (p. 21).

EXAMPLES OF REFERENCE CITATIONS IN TEXT

For more detailed information, refer to sections 6.11-6.21 of the APA *Publication Manual* (6th ed., pp.174-179).

Citing a work by one author (APA 6.11)

Use the author's surname, followed by the date of publication.

> Restructuring efforts should focus on providing high-quality education for at-risk students (Slavin, 1993).

or

> Slavin (1993) believes restructuring should focus on providing high-quality education for at-risk students.

Citing a work by multiple authors (APA 6.12)

Use both names when a work has two authors.

> School success may be an accurate predictor of both self-esteem and self-concept (Gage & Berliner, 1989).

or

> Gage and Berliner (1989) noted that school success may be an accurate predictor of both self-esteem and self-concept.

When a work has three to five authors, include all the authors in your first citation; in subsequent citations, use the first author's last name followed by et al. and the year.

> **First citation:** A community college survey confirmed these findings (Douglas, Bradner, Torrington, & Williams, 1997).

> **Subsequent citation:** Community colleges are beleaguered by convoluted internal politics and policies (Douglas et al., 1997).

When a work has six or more authors, use the surname of the first author, followed by et al. and the year.
> Ornstein et al. (1999) suggest that artful teaching relies to a great extent on talking, rather than telling.

Citing a work by a group author (APA 6.13)

For corporations, associations, government agencies, etc., use the full name in the first citation, and any *commonly recognized* abbreviation or acronym in subsequent citations.

> **First citation:** . . . noted in the proposal (American Educational Research Association [AERA], 2000).

or

> The American Educational Research Association (AERA, 2000) proposed . . .
> **Subsequent citations: . . .** (AERA, 2000). **or** AERA (2000) . . .

Citing authors with the same surname (APA 6.14)

Use the author's initials and surname when your paper also cites another author with the same surname.

> . . . first examined by D. Fuchs (2001) and subsequently by L. S. Fuchs (2003).

Citing a work with no author or with an anonymous author (APA 6.15)

When an article, chapter, or web page has no author identified, cite the first few words of the title as it appears in the reference list entry and enclose them in double quotation marks, but italicize the title of a book, brochure or report with no identified author:

("Aboriginal Languages," 2007).

Embracing Web 2.1 (2011) identifies practical strategies . . .

Cite an author as Anonymous only if that author is specifically designated as such in your source.

Citing two or more works within the same parentheses (APA 6.16)

Same author(s): (Aoki, 1979a, 1979b, 1993, 1996)

Different authors: (Akan, 1999; see also Knight, 1999; Relland, 1998)

Citing a secondary source (APA 6.17)

Secondary sources should be used sparingly, and only sources that you have actually read should appear in your Reference list. If you are unable to consult the original source, you may cite a secondary source in your text:

Action research uses a spiral process to achieve desired social purposes: the planning and implementation of interventions are closely linked to fact-finding on the resulting impact within the organization (Lewin, 1946, as cited in O'Brien, 1998).

Lewin is cited in the text, but a Reference list entry is created only for O'Brien.

Citing classical works (APA 6.18)

In-text citation includes the original date of publication and the date of republication or translation.

Modern edition: Pestalozzi (1801/1977)

Translation: Rousseau (1762, trans. 1979)

Ancient classical works and religious texts numbered systematically across all editions do not require reference list entries. Simply identify the version used in the first in-text citation and use the standard numbering system rather than pagination when referring to specific parts of the work:

James 3:1 (New American Version)

Citing specific parts of a source (APA 6.19)

(Hookimaw-Witt, 1998, p. 169)

(Wotherspoon, 2004, Chapter 2)

Citing personal communications (APA 6.20)

Unpublished letters, email, nonarchived electronic forums, personal interviews or conversations etc. are cited as "personal communication." No corresponding Reference list entry is created for a personal communication.

(M. Singer, personal communication, March 3, 1998)

Citing in parenthetical material (APA 6.21)
Use commas rather than brackets to set off the date of publication when citing within parenthetical text:

. . . prompted this back-to-the-basics approach (see, for example, Chant, 1960).

Citing electronic documents (Web sites, Internet resources)
When the document has an author, use the standard author/date format.

Banks (2003) views the reluctance to fund GLB support groups, and tacit institutional endorsement of heterosexual cultural norms, as the result of negative attitudes ranging from homophobia to heterosexism.

When a Web document has no author, use only the first few words of the title for your in-text citation.
In-text citation:

Cree, Dene and Saulteaux are understood by many people in Saskatchewan, but the future of even these languages remains a concern ("Aboriginal Languages," 2007).

Reference list entry:

Aboriginal languages: use it before we lose it. (2007). *Heritage e-Advocate*, *2* (1). Retrieved from
http://www.saskculture.sk.ca/Heritage_e-Advocate_V2.I1_text.htm#Aboriginal_Languages

To cite specific parts of an electronic document, give page numbers if available. Otherwise, identify the location within the document by referencing the appropriate chapter, section, paragraph, or heading, etc.

(Shapiro, 2000, Chapter 14)

(Kostiuk, 2003, para. 5)

(Lei, 2004, "Conclusions," para. 1)

EXAMPLES OF REFERENCE LIST ENTRIES
APA Style uses a hanging indent format for references. Each Reference list entry should begin flush to the left margin, with second and subsequent lines indented between five and seven spaces (around a half inch or 13 mm). APA Style requires double spacing of references when preparing a manuscript to submit for publication. However, students preparing to submit an electronic thesis or dissertation should review the "General form and style" suggestions on spacing provided by the College of Graduate Studies and Research (http://www.usask.ca/cgsr/for_students/style.php). If reference list entries in a thesis are single spaced, double spacing (or 1 ½ line spacing) should still be used *between* each entry.

Examples provided in this guide are arranged under the heading supplied in the *Publication manual* (6th ed.). If needed, refer to Chapter 7 of the manual which contains a wider range of reference examples. Appropriate examples can be located using the volume index or the chapter contents index (pp. 193-198). Also note the procedure for referencing a work not covered by a specific example: choose the example that is most like your source, and follow that format. . . . When in doubt, provide more information rather than less. . . . most entries contain the following elements: author, year of publication, title, and publishing or retrieval data—all the

information necessary for unique identification and library search. (p. 193) See also APA 6.31 (pp. 187-192) for general discussion of electronic resources.

Periodicals (APA 7.01)

When a journal has consecutive pagination, the reference includes only the volume number. If each issue is separately paginated, include the issue number in parenthesis immediately following the volume number, e.g.

> Leighton, J. P. (2010). Editorial. *Educational Measurement: Issues and Practice, 29*(4), 1-2. doi:10.1111/j.1745-3992.2010.00188.x

Printed journal article
> Acker, S. (1997). Becoming a teacher educator: Voices of women academics in Canadian faculties of education. *Teaching and Teacher Education, 13*, 65-74.

Electronic journal article with DOI assigned
> Johnston, I. (1999). Postcolonial literature and the politics of representation in school programs. *Interchange, 30*, 11-25. doi:10.1023/A:1007539608721

Always supply the Digital Object Identifier if one has been assigned. No further retrieval information is required.

Electronic journal article with no DOI assigned
Provide a retrieval statement including the URL of the electronic journal home page:

> Tuagalu, I. (2008). The heuristic of the Vä. *AlterNative: An international journal of indigenous peoples, 4*, 107-126. Retrieved from http://www.alternative.ac.nz

If no e-journal homepage is available and e-content is available only through an aggregator's database (e.g., Ovid, Gale Cengage, ProQuest, EBSCO) or an online archive (e.g., JSTOR, ERIC, Project Muse), do not include the URL link supplied for the article. Instead, treat as if referencing the printed journal. However, if the article is not easily located in print, give the entry URL for an online archive, e.g.: Retrieved from http://www.jstor.org

Newspaper article, no author
> Ottawa adds funding for six First Nations schools. (2005, August 20). *Saskatoon Star-Phoenix,* p. A8.

Books, Reference Books, and Book Chapters (APA 7.02)

Book with one author
> Allison, C. B. (1995). *Present and past: Essays for teachers in the history of education.* New York, NY: Peter Lang.

Book with multiple authors or editors
Include up to seven names in the reference.

> Zehm, S. J., Powell, R. R., Garcia, J., Gambell, R. V., & Morrow, L. R. (1998). *Strategies for reaching at-risk adolescents*. Englewood Cliffs, NJ: Merrill.

> Thirunarayanan, M. O., & Pérez-Prado, A. (Eds.). (2005). *Integrating technology in higher education*. Lanham, MD: University Press of America.

If a book has eight or more authors or editors, **i**nclude the first six names, insert three spaced ellipses (. . .), and add the last name. For large reference works with many consulting, contributing or associate editors, include only the general editor(s) or editor(s)-in-chief.

Book with a corporate author
>National Council of Teachers of English. (1996). *Motivating writing in the middle school*. Urbana, IL: Author.

Edited book
>Byrnes, M. (Ed.). (2008). *Taking sides: Clashing views in special education* (3rd ed.). Dubuque, IA: McGraw-Hill.

Electronic book
Always supply the DOI if one has been assigned, in which case no further retrieval information is required. Otherwise, provide a retrieval statement giving the relevant URL:

>Levy, Y. (2006). *Assessing the value of e-learning systems* [NetLibrary version]. Retrieved from http://www.netlibrary.com/Details.aspx?ProductId=136240

Re-published book
>Mill, J. S. (1999). *On liberty*. Peterborough, Canada: Broadview Press. (Original work published 1859)

Chapter from an edited book
>Ochs, E. (1984). Language acquisition and socialization. In R. Levine (Ed.), *Culture theory: Essays in mind, self, and emotion* (pp. 276-320). New York, NY: Cambridge University Press.

Technical and Research Reports (APA 7.03)
If the issuing agency assigns a report number, include this information in parentheses after the title. If the report is retrieved online, identify the publisher in the retrieval statement unless the publisher has already been identified as the author.

Printed report
>Amendt, T., & Bousquet, Y. (2006). *Creating a culturally affirming learning community* (Project #76). Saskatoon, Canada: Dr. Stirling McDowell Foundation for Research into Teaching.

Report retrieved from an institutional archive
>Banks, C. (2003). *The cost of homophobia: Literature review on the human impact of homophobia on Canada*. Retrieved from University of Saskatchewan, Community-University Institute for Social Research website: http://www.usask.ca/cuisr/docs/pub_doc/health/BanksHumanCostFINAL.pdf

ERIC document (Microfiche)
>Lin, E. (2002). *Trends of environmental education in Canadian pre-service teacher education programs from 1979-1996*. Grand Rapids, MI: Grand Valley State University. (ERIC Document Reproduction Service No. ED463250)

ERIC document (Full text online)
>Yau, M. (1995). *Refugee students in Toronto schools: An exploratory study* (No. 211). Toronto, Canada: Research Services, Toronto Board of Education. Retrieved from ERIC database. (ED384687)

Meetings and Symposia (APA 7.04)

Proceedings published in an edited book

> McKay, G. (1999). Self-determination in Aboriginal education. In L. B. Muller (Ed.), *Changing the climate: Proceedings of the 1998 Conference for Graduate Students in the Social Sciences and Humanities* (pp. 1-11). Saskatoon, Canada: University of Saskatchewan.

Proceedings published regularly

APA advises that proceedings published regularly be referenced using the format for periodicals. In practice, annual proceedings are often published and cited as edited books.

Abstracts

Insert the form element [Abstract] after the article title when only the abstract appears in printed proceedings. If the abstract was retrieved online, indicate this in the retrieval statement:

> Abstract retrieved from http://www.xxx.xx

Doctoral dissertations and Master's Theses (APA 7.05)

Unpublished theses and dissertations

> Jordan, J. J. (2005). *Psychosocial effects of gifted programming* (Unpublished master's thesis). University of Saskatchewan, Saskatoon, Canada.

> Berg, D. H. (2003). *Prospective leadership development in colleges and universities in Canada: Perceptions of leaders, educators and students* (Unpublished doctoral dissertation). University of Saskatchewan, Saskatoon, Canada.

Electronic theses and dissertations

If retrieved from a commercial database, provide the database name and publication number.

> Hiebert, R. W. (2006). *The education of children from poverty: A descriptive case study of a public school and a community school* (Doctoral dissertation). Available from ProQuest Dissertation & Theses: Full Text (NR18185)

If retrieved from an institutional database, provide a thesis statement and the database URL.

> Richet, E. (2007). *The citizenship education system in Canada from 1945-2005: An overview and assessment* (Master's thesis, University of Saskatchewan, Saskatoon, Canada). Retrieved from http://library2.usask.ca/etd

Reviews and Peer Commentary (APA 7.06)

Following the title of the work cited, add explanatory information enclosed in square brackets.

> Riemer, M. (1995). Charting the outlines of Canadian children's literature [Review of the books *L. M. Montgomery*, by G. Wiggins, and *Children's literature in Canada*, by E. Waterston]. *The Lion and the Unicorn, 19*(1), 95-101. doi:10.1353/uni.1995.0015

> Bamberg, M. (2002). Literacy and development as discourse, cognition or as both? [Peer commentary on "Developing linguistic literacy: a comprehensive model," by D. Ravid & L. Tolchinsky]. *Journal of Child Language, 29*, 449-453. doi:10.1017/S0305000902215342

Audiovisual Media (APA 7.07)

Identify creative responsibility other than authorship in parentheses. Add media/format information in square brackets following the title if not provided in other elements of description.

Video recording

Johnson, G. (Producer), & Padgett, J. (Director). (2001). *Sticks & stones* [DVD]. Montréal, Canada: National Film Board of Canada.

Audio recording

Thomas, R. M. (Writer). (2005). *Comparing theories of child development* (6th ed.)(CD No. DT-HB224). Princeton, NJ: Recording for the Blind & Dyslexic.

Music recording

Mitchell, J. (1971). A case of you. [Recorded by Sloan]. On *Back to the garden: A tribute to Joni Mitchell* [CD]. Toronto, Canada: Intrepid Records. (1992)

Other descriptions of the format and/or nature of a work may be added following the title as needed, e.g.: [Video cassette] **or** [CD-ROM] **or** [Television broadcast] **or** [Audio podcast]

Data Sets, Software, Measurement Instruments, and Apparatus (APA 7.08)

Always provide a reference entry for a data set, and italicize the title. For software, provide reference entries only for specialized or limited distribution products and do not italicize the software title. If available online, substitute a retrieval statement for the publisher information.

General format

Rightsholder, A. A. (Year). Title (Version number) [Description of form]. Location: Publisher.

Example

Public Health Agency of Canada. (2007). *Table 110-0128: Health behavior in school-aged children, 2002, student response to question: How do you feel about your school climate? every 4 years (percent)* [data file]. Retrieved from http://estat.statcan.gc.ca

Unpublished and Informally Published Works (APA 7.09)

Unpublished master's project

Stakiw, E. (2004). *Perceptions of a collaborative project to adapt instruction within the regular classroom.* Unpublished manuscript, Department of Educational Administration, University of Saskatchewan, Saskatoon, Canada.

Self-archived work from ERIC

Lykins, C. R., & Heyneman, S. P. (2008). *The federal role in education: Lessons from Australia, Germany, and Canada.* Washington, DC: Center on Education Policy. Retrieved from ERIC database. (ED503899)

Informally published document available on an institutional website

Sinclair, R., & Pooyak, S. (2007). *Aboriginal mentoring in Saskatoon: a cultural perspective.* Retrieved from Indigenous Peoples' Health Research Centre website: http://www.iphrc.ca/Upload/mentorship_final_july30.pdf

Web document with no author identified; no date

Academic honesty. (n.d.). Retrieved December 2, 2005, from University of Saskatchewan website: http://www.usask.ca/honesty

Include the date of retrieval only when it appears that the content may be subject to future revision.

Archival Documents and Collections (APA 7.10)

General format

Author, A. A. (Year, Month Day). Title. [Description of material]. Name of collection (Call number, box/file/item number, etc). Name of repository, location.

Example

Tomlinson, J. T. (1942, April 17). [Memorandum to the deputy minister, J. H. McKechnie]. Saskatchewan Department of Education fonds (Ed. Addendum, file 49, Métis schools). Saskatchewan Archives Board, Regina, Canada.

Internet Message Boards, Electronic Mailing Lists, & Other Online Communities (APA 7.11)

General format

Author, A. A. (Year, Month Day). Title of post [Description of form]. Retrieved from http://www.xxx.xx

Examples

Sprenger, M. (2009, September 4). The ABC's of XYZ's [Online forum comment]. Retrieved from http://ascd.typepad.com/blog/educational_leadership

Lenz, B. (2009, September 28). How to make writing research papers relevant for students [Web log post]. Retrieved from http://www.edutopia.org/research-papers-relevant-rigorous

Reeves, D. (2009, August 6). Educational leadership [Video file]. Retrieved from http://www.youtube.com/watch?v=Dis2rTPLIdc

Curriculum Guides

Ministry of Education. (2009). Science 9 [Curriculum Guide]. Regina: Ministry of Education. Retrieved from https://www.edonline.sk.ca/bbcswebdav/library/curricula/English/Science/science_9_2009.pdf

Legal Materials (APA Appendix 7.1)

APA Style conforms to *The Bluebook: a uniform system of citation* (18th ed., 2005) for legal references, including court decisions, statutes and other legislative materials, e.g. See the *Publication manual* (6th ed., pp. 216-224) for additional examples.

Thomson v. Saskatoon School Division No. 13 (1996), 144 Sask. R. 11 (Can. Sask. C.A.)

Education Act, 1995, S.S., c. E-0.2 (Can. Sask.)