

Getting Started with APA Citation Style

Purpose of This Handout

It is not the intention of this handout to replace or duplicate the *Publication Manual of the American Psychological Association* (APA, 2010), nor is it to give examples of every possible situation. Rather this handout is offered as a quick reference for general academic writing use.

What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing. This guide covers frequently used citation forms. The sixth edition of the *Publication Manual of the American Psychological Association* (BF 76.7 .P83 2010) is a comprehensive resource, available as a reference book in the UCW Library.

Why Should You Learn APA Publication Guidelines?

There are several reasons for learning APA publication guidelines:

1. It is the professional standard for many professions.
2. It is the University Canada West standard.
3. If you want to publish your work, you will need to know the guidelines.
4. If you wish to continue in further graduate study, it is imperative that you know APA formatting guidelines.
5. It is a sure way of avoiding instances of plagiarism.

What to Document

Be sure to document all the sources you have cited in writing your assignment or paper. You will need to cite sources for

- Direct quotes,
- Paraphrases and summaries of ideas and information sources,
- Information and ideas that are not common knowledge or are not available in a standard reference work, and
- Any other borrowed material that might appear to be your own if there were no citation.

General Rules

APA has very specific guidelines on/for formatting documents. Refer to pages 41 through 59 in the sixth edition (APA, 2010) for examples. Specifics to consider in formatting your paper include:

- **Formatting:** The preferred APA font is a serif typeface such as Times New Roman in a 12-point size. Double-space between all lines of text, including the reference list. Have uniform margins of at least 1 inch (2.54 cm) on all sides.
- **Hanging indents** should be used for the reference list entries. This means that all lines after the first line of each entry should be indented one half inch from the left margin (in Word 2007/2010 use Paragraph>Special>Hanging).
- Arrange reference list entries in **alphabetical order** by the surname of the first author or by title if there is no author. Use only the initial(s) of the author's given name, not the full name, with a space between the initials.
- If the reference list includes **two or more entries by the same author(s)**, list them in chronological order (oldest first). Add a lower case letter (a, b, etc.) after the year, within the parentheses.
- **Capitalize** only the first letter of the first word in the article or book title. Proper nouns are also capitalized as well as the word following a colon (subtitle). Journal titles should have every major word capitalized.
- **Italicize** book titles, titles of websites, journal titles, journal volume numbers, and even the comma following the journal title. Do not italicize issue numbers (i.e., the number which appears in parentheses after the volume number).
- References cited in the text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications and secondary sources, which are cited in the text only and are not included in the reference list.

- **Running head** (p. 229-230) is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for readers. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words.

In Microsoft Word:

1. On the View menu, click on *Header and Footer*.
2. In the toolbar that appears, choose the *Page setup* image and then the tab *Layout*.
3. In the menu, under *Headers and footers*, click the box that says *Different first page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.
6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

Formatting Rules

Order of pages/sections (p. 229-230)

1. Title page
2. Abstract (*note: Table of Contents is not required in APA and therefore no guidelines exist*)
3. Text/Main body
4. References
5. Tables
6. Figures
7. Appendices

Note: each section starts a new page.

Fonts and Size (p. 228-229)

Times New Roman in 12 pt. should be used throughout all papers.

Helpful Hints:

- Microsoft Office Word 2007/2010—default font is Calibri, 11 point. To change it to Times New Roman, select Home and then font style and 12 pt.

Margins (p. 229)

APA guidelines (2010) require one inch margins around; that is, one inch margin on the top, bottom, left, and right sides of the page.

Helpful Hints:

- Microsoft Office Word 2003—default margins are one inch for top and bottom, and 1.25 inches on right and left margins. To change this, go to Find, select Page Setup and make all margins one inch.
- Microsoft Office Word 2007/2010—the normal margin default is one inch around. To confirm this select Page Layout, then Margins, and then Normal.

Page Numbering (p. 229-230)

Identify the title page with the page number 1. The remaining pages should be numbered consecutively, using Arabic numerals (except for artwork and figures).

Spacing (p. 229)

Line spacing: APA requires double-spacing throughout the text with five space indentions at the beginning of each paragraph.

Spacing after punctuation:

- 1 or 2 spaces after period at end of sentence in a text (if you are submitting an article for peer review for consideration of

publication, use 2 spaces after sentences. Articles for publication should have 1 space after sentences. Refer to p. 88.)

- 1 space after commas, colons, and semicolons; periods separating parts of a reference citation, and after periods in personal name (A. B. Smith).

Helpful Hints: Spacing after paragraphs: Microsoft Office Word 2007/2010 automatically adds a 10 pt space between paragraphs. To deselect this default, select Paragraph, change Spacing After to 0, Line Spacing to double.

Title Page Elements (p. 229)

The title page includes five elements: title, running head, author’s name, institutional affiliation, and author note.

Headings (p. 62-63)

For most papers three heading style are sufficient.

Level of heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading^a
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.^b
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

^a This type of capitalization is also referred to as *title case*. ^b In a *lowercase paragraph heading*, the first letter of the first word is uppercase and the remaining words are lowercase.

(refer to Table 3.1, p. 62).

Example

Using Headings within the Text of a Paper

It is sometimes very helpful to organize complex papers into various sections. This organizational pattern is also useful to delineate various requirements of an assignment. Examples would be description of study sample, identification of problem issue, recommended strategies for dealing with identified problem, and description of outcome.

One strategy for organizing sections of papers is to use headings. This clearly identifies new sections of the paper for the reader.

Level 2 Headings

Use Level 2 headings for first type of subsection. Note that there is no punctuation after a Level 2 heading and subsequent text starts under the heading as a new paragraph.

Next level of headings: Level 3. Use Level 3 headings for subsections of Level 2 headings. Level 3 headings are

indented as a paragraph. Only the first word of the heading, first word after subtitle, and any proper nouns are capitalized in Level 3 headings. The heading is followed by a period, with subsequent text following immediately after the heading.

Citations in Text

A citation is giving credit whenever you use someone's ideas, figures, unique approach, or specific reasoning. This is done whether you paraphrase another's ideas or use direct quotes. The purpose of using citations is twofold: to give credit for/to the person whose material you are using and to offer a way for readers of your work to find out more information about that source. Within the body of your paper, the critical pieces of information to cite are author(s), year of publication, and page numbers if direct quotes are used.

The APA *Publication Manual* (2010) outlines very specific ways in which this is done within the text of the body of your paper or within the Reference Page. Refer to Table 6.1 (APA, 2010, p. 177) to see examples of different ways to include in text citations.

1. When using a direct quotation, include the author(s), year of publication, and page number of the quote.
 - Stereotypes have been defined as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (Boal, 2009, p. 110).
2. When paraphrasing an idea, the citation will include author(s) and date (no page number is necessary).
 - Author’s name given in the body of your paper:
 - Walker (2008) reported...
 - Author’s name not given in the body of your paper:
 - A study of the comparison process (Walker, 2008)
3. Order two or more works within the same parentheses as they would appear in the reference list.
 - Past research (Heschl, 2001, 2005; Noonan & Johnson, 2002a, 2002b; Wolchuk et al., 2000) has shown...

Note: the period follows the citation, not directly after the quote.

A parenthetical in-text citation placed inside the closing punctuation would indicate reference to that specific sentence, whereas reference to more than one sentence, or the entire paragraph, would be indicated by the parenthetical in-text citation being placed outside the closing punctuation of that paragraph.

e.g. citation refers to one sentence:

----- (Author, date). -----

e.g. citation refers to the paragraph:

----- (Author, date)

Direct Quotes on Online Material Without Pagination:

For electronic sources without page numbers, use the abbreviation para. If the paragraph number is not apparent, cite the section heading and the paragraph number following it.

Examples:

- Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).
- (Myers, 2000, para. 5)
- (Butler, 2000, Conclusion, para. 1)

Long Quotes or Block Quotes:

If the quote is 40 words or more in length (long quote), the whole quote should be indented five spaces and double-spaced throughout. Quotation marks are not used with long quotes.

Guidelines on how to include information about author(s), year of publication, and page number(s) is the same for long quotes as for short quotes: if author(s) and year of publication appear in the text, only the page number(s) would appear in parenthesis after the quote. If the author(s) and year of publication do not appear in the text, the author(s), year of publication, and page number(s) would all appear in the parenthesis following the quote. A long quote is ended with a period followed by identifying information in a parenthesis; there is not punctuation after the parenthesis, a change in the 2010 edition (refer to 4.08, p. 92).

Note: the long quote is introduced by a colon (:)

Helpful Hints:

In order to determine the word count of a quotation, highlight the quote and then:

- **Microsoft Office Word 2003**—select Tools then Word Count
- **Microsoft Office Word 2007/2010**—on the Home tab, the word count will automatically appear in the lower bar on the left.

Creating the Reference List for Your Paper

The reference page is a summary of all the citations in the main body of the paper. Its purpose is to provide the reader with information on how to locate sources cited within the work. It should include only, and all, those sources cited in the paper (do not include works that you reviewed but did not cite in your work). The following information will detail how to format different types of citations on the reference page.

The reference page starts on a separate page with a heading of Reference (if there is only one source) or References (if there are multiple sources). The reference page heading is only used on the first page if there are multiple pages of references.

Begin the reference list on a new page, and title that page *References* (do not use italics). Only list sources you have cited and list all of these except for personal communication (e.g. interviews, letters, emails, messages from unarchived discussion groups, or any other material not accessible to your readers). Double space all text (not as spaced in the examples in this handout).

Note: If no date is given, put n.d. in the parentheses.

Common Citation Examples

Article – electronic

(Section 7.01 – p. 198-202)

Digital Objective Identifier (DOI) present

Author, A. A. (date). Title of article. *Title of Journal*, volume(number), page numbers. doi: xx.xxxxxxx

Digital Objective Identifier (DOI) not present

Author, A. A. (date of publication). Title of article. *Title of Journal*, volume(number), page numbers. Retrieved from URL

Direct quotation in text: (Author, year, p. xx) – do not include author's initials in in-text citation

Article – print

(Section 7.01 – p. 198-202)

Author, A. A., & Author, B. B. (year). Title of article: Subtitle of article. *Title of Periodical*, volume(issue), pages.

Direct quotation in text: (Author, year, p. xx) – do not include author's initials in in-text citation

Book – electronic

(Section 7.02 – p. 202-205)

Author, A. A. (year of publication). *Title of work: Capital letter also for subtitle*. Retrieved from <http://www.xxxxx>

Book – print

(Section 7.02 – p. 202-205)

Author, A. A. (year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Author, A. A., & Author, B. B. (year of publication). *Title of work: Capital letter also for subtitle* (number ed.). Location: Publisher.

Direct quotation in text: (Author & Author, year, p. xx) – do not include author’s initials in in-text citation

Chapters in a Book

(Section 7.02 – p. 204)

Author, A. A., & Author, B. B. (date of publication). Title of chapter. In A. Editor (Ed.), *Title of book* (pages of chapter). Location: Publisher.

Direct quotation in text: (Author, year, p. xx) – do not include author’s initials in in-text citation

Newspaper – electronic

(Section 7.01 – p. 200)

Author, A. A. (year of publication, month and day). Title of article. *Title of Newspaper*, pages. Retrieved from <http://www.xxxxxx>

Newspaper - print

(Section 7.01 – p. 200)

Author, A. A. (year of publication, month and day). Title of article. *Title of Newspaper*, pages.

Direct quotation in text: (Author, year, p. xx) – do not include author’s initials in in-text citation

Website

Author, A. A. (year). Title of webpage. *Title of website*. Retrieved from <http://www.xxxxxx> (accessed dd Month, year)

Direct quotation in text: (Author, year, p. xx) – do not include author’s initials in in-text citation

Anonymous or Unknown/Unidentified Author

(Sections – 6.15, 6.25, 6.27 – p. 176-177, 183, 184)

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicise the title of a periodical, a book, a brochure, or a report:

The site seemed to indicate support for homeopathic drugs (“Medical Miracles,” 2009).

The brochure argues for homeschooling (*Education Reform*, 2007).

In a reference to a work with no author, move the title to the author position, before the date of publication.

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Website with no author or date of publication:

Census data revisited. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of Population website, <http://harvard.edu/data/index.php>

When a work's author is designated as "Anonymous," cite in text the word *Anonymous* followed by a comma and the date: (Anonymous, 1998)

Anonymous. (2010). Our boggling constitution: or, taking text really, really seriously. *Constitutional Commentary*, 26(3), 651-678. Retrieved from *EBSCOhost*.

Secondary Sources

Use sparingly and only when necessary. Suppose that you want to refer to a 1989 study by Nguyen and Lee, which you read about in a 1996 study by Becker and Seligman. Use one of the following citations:

- Nguyen and Lee (as cited in Becker & Seligman, 1996) found the opposite effect in two-year-olds.
- The opposite effect was observed in two-year-olds (Nguyen & Lee, as cited in Becker & Seligman, 1996).

In the References, list only Becker and Seligman (the source that you read).

JOURNAL ARTICLES

Many resources are available online now. Reference citations for electronic resources will include as much information as is available including author(s), title of work, date of publication, publication, and volume, number, and page numbers; similar to printed versions in format and information included. Electronic versions will also include the online sources such as website address (URL) and the digital object identifiers (DOIs).

The inclusion of DOIs is a new addition to the sixth edition of the APA guidelines (refer to Section 6.31 and 6.32, pp. 187-192; and section 7.01, pp. 198-205, APA, 2010). A DOI is a unique string of numbers assigned by a registration agency (the International DOI Foundation) to online periodicals to identify their content and provide a consistent link to their location on the Internet. When a DOI is present, no further retrieval information is needed to identify or locate the content. If no DOI is assigned to the content, provide the URL of the cited source.

<p>Journal article: Retrieved online with digital object identifier (DOI) (Example on p. 198 #1 of the <i>Manual</i>)</p>	<p>Rutherford, B. J. (2006). Reading disability and hemispheric interaction on a lexical decision task. <i>Brain and Cognition</i>, 60, 55-63. doi:10.1016/j.bandc.2005.09.013</p> <p>Direct quotation in text: (Rutherford, 2006, p. 56)</p> <p>✚ If each issue of a journal begins on page 1, give the issue number in parentheses immediately after the volume number (p. 198).</p>
<p>Journal article: Retrieved online with DOI: Three to five authors (p. 198 # 1 & p. 177 table 6.1)</p> <p>Citation spanning two pages:(p. 171)</p>	<p>Rush, K. L., Waldrop, S., Mitchell, C., & Dyches, C. (2005). The RN-BSN distance education experience: From educational limbo to more than an elusive degree. <i>Journal of Professional Nursing</i>, 21, 283-292. doi:10.1016/j.profnurs.2005.07.007</p> <p>Direct quotation in text (from a passage that spans two pages): First citation: (Rush, Waldrop, Mitchell, & Dyches, 2005, pp. 283-284) Subsequent citation to a different passage from the same source: (Rush et al., 2005, p. 291)</p>
<p>Journal article: Retrieved online with DOI: Six or seven authors (p. 198 #1 & p. 177 table 6.1)</p>	<p>Robinson, C., Pesut, B., Bottorff, J. L., Mowry, A., Broughton, S., & Fyles, G. (2009). Rural palliative care: A comprehensive review. <i>Journal of Palliative Medicine</i>, 12, 253-258. doi:10.1089/jpm.2008.0228</p>

	First and subsequent citations in text: (Robinson et al., 2009)
Journal article: Retrieved online with DOI: Eight or more authors: Advance online publication (p. 198 #2 & p. 199 #5)	<p>Bottorff, J. L., Carey, J., Mowatt, R., Varcoe, C., Johnson, J. L., Hutchinson, P., . . . Wardman, D. (2009). Bingo halls and smoking: Perspectives of First Nations women. <i>Health & Place</i>. Advance online publication. doi:10.1016/j.healthplace.2009.04.005</p> <p>First and subsequent citations in text: (Bottorff et al., 2009)</p> <p>✚ When authors number eight or more, include the first six authors' names in the reference, then insert three spaced dots (an ellipsis - p. 172), and add the last author's name (p. 184).</p>
Journal article: Retrieved online with no DOI: Give URL of the journal home page (even if retrieved from a database) (p. 199 #3)	<p>Mathieson, C. M., Bailey, N., & Gurevich, M. (2002). Health care services for lesbian and bisexual women: Some Canadian data. <i>Health Care for Women International</i>, 23, 185-196. Retrieved from http://www.tandf.co.uk/journals/titles/07399332.asp</p> <p>In-text citation: (Mathieson, Bailey, & Gurevich, 2002)</p> <p>✚ Hint: Google journal title to locate URL.</p>
Journal article: Retrieved online with no DOI: Posted to preprint archive: No pagination (p. 200 #6 & p. 171 sec. 6.05)	<p>Gabora, L. (2007). Self-other organization: Why early life did not evolve through natural selection. <i>Journal of Theoretical Biology</i>. Retrieved from http://cogprints.org/5583/01/soo.htm</p> <p>Direct quotation in text: (Gabora, 2007, para. 5)</p> <p>✚ The exact URL is used because the article is “informally published” (p. 200).</p>
Journal article: Not retrieved online (print version) with no DOI: Discussed in a secondary source (p. 199 #3 & p. 178 sec. 6.17)	<p>Kolb, B., & Cioe, J. (1998). Absence of recovery or dendritic reorganization after neonatal posterior parietal lesions. <i>Psychobiology</i>, 26, 134-142.</p> <p>In-text citation: Diamattia and Kesner's study (as cited in Kolb & Cioe, 1998) . . .</p> <p>✚ “Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English” (p. 178).</p>
Online magazine article (p. 200 #8)	<p>Wells, P. (2009, July 28). Our universities can be smarter. <i>Maclean's</i>. Retrieved from http://www2.macleans.ca/</p> <p>In-text citation: (Wells, 2009)</p>
Online newspaper article: Give URL (even if retrieved from a database): No author (p. 200 #11)	<p>Cernetig, M. (2009, August 11). Opinion: Crafty Campbell knew the dangers of HST. <i>The Vancouver Sun</i>. Retrieved from http://www.vancouversun.com/</p> <p>Citations in text: (Cernetig, 2009)</p> <p>✚ “Give the URL of the home page when the online version of the article is available by search to avoid non working URLs” (p. 201).</p>

Note:

- only the author's last name and initials are used
- authors are separated by commas
- use an ampersand (&) before the last author
- if the periodical is published on a regular basis, indicate the day, month, or season after the publication year, separated by a comma. For example: (2007, May)

- title of the article is in plain text with the first word of title, first word of the subtitle, and proper nouns capitalized
- periodical title and volume are in italics
- the issue number of publication is in plain text in parentheses after the volume, which is *italicised* with no space between the volume and first parenthesis
- pages are listed last by number only (do not include “p.”)

Common mistakes:

- not spacing between initials
- putting a comma after the last author before the parentheses with the publication date
- capitalizing all the words of the title
- not capitalizing proper nouns in title
- putting space between volume and number

BOOKS & BOOK SECTIONS

Book: 1 author (p. 203 #18)	Mitchell, J. J. (2001). <i>The mental and emotional life of teenagers</i> . Calgary, AB: Detselig Enterprises. In-text citation: (Mitchell, 2001)
Book: 2 authors (p. 202-203)	Driskill, G. W., & Brenton A. L. . (2005). <i>Organizational culture in action: A cultural analysis workbook</i> . London: Sage. In-text citation: (Driskill & Brenton, 2005)
Book: 3-5 authors (p. 203 #18)	Murphy, M. A., Lai, D., & Sookraj, D. (1997). <i>Evaluation of the neighborhood (congregate) meal program: Final report</i> . Kelowna, BC: Kelowna Home Support Society. Citations in text: First Citation: (Murphy, Lai, & Sookraj, 1997) Subsequent: (Murphy et al., 1997)
Book: Group author: Author as publisher: 6th edition (p. 203 2nd bullet & p. 177 table 6.1)	American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author. Citations in text: First citation: (American Psychological Association [APA], 2010) Subsequent: (APA, 2010)
Edited book (p. 202 sec. 7.02)	Hare, R. D., & Schalling, D. (Eds.). (1978). <i>Psychopathic behaviour: Approaches to research</i> . Chichester, NY: Wiley. In-text citation: (Hare & Schalling, 1978)
Chapter in an edited book book (p. 204 #25)	Porter, S., Woodworth, M., & Doucette, N. (2007). Memory for murder: The qualities and credibility of homicide narratives by perpetrators. In S. Christianson (Ed.), <i>Offenders' memories of violent crimes</i> (pp. 115-134). New York, NY: Wiley. In-text citation: (Porter, Woodworth, & Doucette, 2007)
Chapter in an edited book: English translation: Reprinted from another source (p. 204 #26)	Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), <i>Cognitive development to adolescence: A reader</i> (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from <i>Manual of child psychology</i> , pp. 703-732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley) In-text citation: (Piaget, 1970/1988)
Encyclopedia article (p. 203 sec. 7.02 & p. 205 #29)	Lindgren, H. C. (2001). Stereotyping. In <i>The Corsini encyclopedia of psychology and behavioral science</i> (Vol. 4, pp. 1617-1618). New York, NY: Wiley. In-text citation: (Lindgren, 2001)

<p>Book with no author or editor (p. 205 #30)</p>	<p><i>Merriam-Webster's collegiate dictionary</i> (10th ed.). (1993). Springfield, MA: Merriam-Webster.</p> <p>In-text citation: (<i>Merriam-Webster's</i>, 1993)</p>
<p>Published conference proceedings: No DOI (p. 207 #39)</p>	<p>Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), <i>Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation</i> (pp. 237-288). Lincoln: University of Nebraska Press.</p> <p>In-text citation: (Deci & Ryan, 1991)</p> <p>📌 “If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location” (p. 187)</p>
<p>Multi-volume work (p. 204 #23)</p>	<p>Koch, S. (Ed.). (1959-1963). <i>Psychology: A study of science</i> (Vols. 1-6). New York, NY: McGraw-Hill.</p> <p>In-text citation: (Koch, 1959-1963)</p>
<p>Entry in an online reference work: No author: (p. 205 #29 & #30 & p. 176 sec. 6.15)</p>	<p>Globalization. (2005). In J. Scott & G. Marshall (Eds.), <i>A dictionary of sociology</i>. Retrieved from http://www.oxfordreference.com</p> <p>In-text citation: (“Globalization”, 2005)</p>
<p>Electronic version of a print book (p. 203 #19 & 21)</p>	<p>Dutton, D. (2006). <i>The abusive personality: Violence and control in intimate relationships</i> (2nd ed.). Retrieved from http://books.google.ca/books</p> <p>In-text citation: (Dutton, 2006)</p>
<p>Limited-circulation book or monograph: Retrieved from a database (p. 204 #22)</p>	<p>Johnson, S. (2008). <i>Medically unexplained illness: Gender and biopsychosocial implications</i> [Monograph]. Retrieved from PsycBOOKS database.</p> <p>In-text citation: (Johnson, 2008)</p>
<p>Book review: Retrieved from a journal online (p. 209 #45)</p>	<p>Rasmussen, B. (2005). <i>Have we learned from our mistakes?</i> [Review of the book <i>Learning from our mistakes: Beyond dogma in psychoanalysis and psychotherapy</i>, by P. Casement]. <i>Psychoanalytic Social Work</i>, 12(1), 73-79. doi:10.1300/J032v12n01_06.</p> <p>In-text citation: (Rasmussen, 2006)</p>
<p>Test review: Retrieved from a database (p. 209 #45)</p>	<p>O’Grady, K. E. (1986). [Review of the test <i>Golombok Rust Inventory of Sexual Satisfaction</i>, by J. Rust & S. Golombok]. <i>Mental measurements yearbook</i> (10th ed.). Retrieved from Mental Measurements Yearbook database</p> <p>In-text citation: (O’Grady, 1986)</p> <p>📌 “Database names . . . may be given for material of limited circulation” (p. 202)</p>
<p>ERIC document: Retrieved online (p. 212 #62)</p>	<p>Peterson, L. (1999). <i>Transforming the daily life of the classroom: The District Six laptop project</i>. Retrieved from ERIC database. (ED437028)</p> <p>In-text citation: (Peterson, 1999)</p>
<p>Dissertation: Retrieved from a database ((p. 208 #40)</p>	<p>Aguiar, L. (2001). <i>The ‘dirt’ on the contract cleaning industry in Toronto: Cleanliness and work reorganization</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations and Theses database. (AAT NQ67931)</p> <p>In-text citation: (Aguiar, 2001)</p>
<p>Master’s thesis: Retrieved from an institutional database (p. 208 #41)</p>	<p>Gibson, L. S. (2007). <i>Considering critical thinking and History 12: One teacher’s story</i> (Master’s thesis). Retrieved from https://circle.ubc.ca/</p>

In-text citation: (Gibson, 2007)

WEB DOCUMENTS

<p>Website (p. 212 #61)</p>	<p>Mulhauser, G. (2009). <i>An introduction to cognitive therapy & cognitive behavioural approaches</i>. Retrieved from http://counsellingresource.com/types/cognitive-therapy/</p> <p>In-text citation: (Mulhauser, 2009)</p> <p>✚ “Do not include retrieval dates unless the source material may change over time (e.g., Wikis)” (p. 192).</p>
<p>Website: Corporate author (p 205 #31)</p>	<p>National Defense and the Canadian Forces. (2004). Backgrounder: Post traumatic stress disorder (PTSD). Retrieved from http://www.forces.gc.ca/site/news-nouvelles/view-news-afficher-nouvelles-eng.asp?id=1514</p> <p>In-text citation: (National Defense and the Canadian Forces, 2004)</p>
<p>Online Encyclopedia</p>	<p>Downey, M.W. (2004). Oil and natural gas exploration. In C.J. Cleveland (Ed.), <i>Encyclopedia of energy</i>. Retrieved December 12, 2008 from http://www.sciencedirect.com.ezproxy.lib.ucalgary.ca/science/referenceworks/9780121764807</p> <p>In-text citation: (Downey, 2004)</p>
<p>Web report: Author different from the publisher (p. 205 sec. 7.03) so identify publisher as part of retrieval statement (p. 206 #33)</p>	<p>Shields, M., & Wilkins, K. (2006). Findings from the 2005 National Survey of the Work and Health of Nurses (Report No. 83-003-XPE). Retrieved from Canadian Institute for Health Information website: http://secure.cihi.ca/cihiweb/products/NHSRep06_ENG.pdf</p> <p>In-text citation: (Shields & Wilkins, 2006)</p>
<p>Web report: Author same as publisher (p. 205 #31)</p>	<p>Statistics Canada. (2005). Access to health care services in Canada (Report No. 82-575-XIE). Retrieved from http://www.statcan.ca/english/freepub/82-575-XIE/82-575-XIE2006002.htm</p> <p>In-text citation: (Statistics Canada, 2005)</p>
<p>Blog posting (p. 215 #76)</p>	<p>Kiume, S. (2007, August 17). Loneliness isn't good [Web log message]. Retrieved from http://psychcentral.com/blog/archives/2007/08/17/loneliness-isnt-good/</p> <p>In-text citation: (Kiume, 2007)</p> <p><i>Note: Titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.</i></p>

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<p>Newspaper article, no author</p>	<p>New drug appears to sharply cut risk of death from heart failure. (1993, July 15). <i>The Washington Post</i>, p.A12.</p> <p>In-text citation: (“New drug”, 1993)</p>
<p>Letter to the editor (newspaper)</p>	<p>Ishmael, J. (2008, January 25). Another view on Caledonia [Letter to the editor]. <i>National Post</i>, p.A11.</p> <p>In-text citation: (Ishmael, 2008)</p>
<p>Newspaper article, retrieved from newspaper's website</p>	<p>Anderssen, E., McCarthy, S., & Reguly, E. (2008, January 26). An empire from a tub of goo. <i>The Globe and Mail</i>. Retrieved January 26, 2008 from</p>

<http://www.theglobeandmail.com/> In-text citation: (Anderssen, McCarthy, & Reguly, 2008)

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Datamonitor Report	Datamonitor, (2007, July). <i>Apple Computer, Inc. company profile</i> . Retrieved November 14, 2008 from Business Source Complete database. In-text citation: (Datamonitor, 2007)
Economist Intelligence Unit (EIU): Country Reports	Economist Intelligence Unit. (2008, January). <i>Country report: Chile</i> . Retrieved January 6, 2009 from Economist Intelligence Unit database. In-text citation: (Economist Intelligence Unit, 2008)

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Published conference paper in conference proceedings	Author. (Year,). Title of paper. In Editor (first initial, last name) (Ed.) <i>Title of conference proceedings</i> (page numbers). Place of publication: Publisher In-text citation: (Author, year)
Unpublished conference paper	Author. (Year, Month). <i>Title of paper</i> . Paper presented at name of conference, city, state (two-letter postal abbreviation). In-text citation: (Author, year)

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Report available on organization website	Canadian Physiotherapy Association. (2006). What is evidence-based and best practice in physiotherapy? Retrieved December 12, 2007 from http://www.physiotherapy.ca/public.asp?WCE=C-11 K=223245 RefreshS=Container RefreshT=223245 A=Body In-text citation: (Canadian Physiotherapy Association, 2006)
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MacIntyre, L. (Reporter). (2006). Money, truth and spin [Television series episode]. In H. Cashore (Producer), *The fifth estate*. Toronto, ON: Canadian Broadcasting Corporation.

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NOTES, HANDOUTS & YOUR ESSAYS FROM LAST YEAR

Personal communication (p. 179 section 6.20)	Includes letters, phone calls, email messages, and interviews. Because they include “unrecoverable data,” they are NOT included in the reference list. In-text citation: M. Burton (personal communication, August 1, 2006).
Class notes (p. 179 section 6.20)	Cite information from your own personal notes from a lecture as a personal communication and refer to it only in the body of your essay. In-text citation: In a lecture on January 11, 2010, to a BUS 105 class, Professor Hancott said...
Class handout: Has title (p. 211 #58)	Hancott, D. (2010). Economic strategy [Class handout]. Department of Business, University Canada West, Vancouver, Canada. In-text citation: (Hancott, 2010)
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PowerPoint presentation posted to MyUCW (p. 212 # 61)	Scott, S. (2010). Entrepreneurial businesses [PowerPoint slides]. Retrieved from https://www.myucw.ca In-text citation: (Scott, 2010)
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TABLES & FIGURES (refer to p. 125-161)

TABLE EXAMPLES

Table components consist of Table & number, title in italics, the table of information, and the caption. The caption begins with the word Note in italics, followed by descriptive note(s) for the table, then the source of the table (if not created by the author). The caption appears immediately underneath the table proper. Everything is double-spaced.

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Journal, volume, p. xx. Copyright year by the Name of Copyright Holder. Adapted with permission.

Example:

Note. Values are percentages. Reprinted from “Hope and Social Support as Resilience Factors Against Psychological Distress of Mothers Who Care for Children With Chronic Physical Conditions,” by T. V. Horton and J. L. Wallander, 2001, *Rehabilitation Psychology, 46*, p. 387. Copyright 2001 by the Educational Publishing Foundation. Adapted with permission.

Material adapted from a book. Note format is different from References.

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Example:

Note. Examples of maternal medical problems. Adapted from *Preterm Birth: Causes, Consequences, and Prevention* (p. 149), by R. E. Behrman and A. S. Butler (Eds.), 2007, Washington, DC: National Academies Press. Copyright 2007 by the National Academy of Sciences. Adapted with permission.

FIGURE EXAMPLE

APA defines a figure as any illustration that is not a table. Figures do not have separate titles but may include a legend (if applicable). The caption begins with an explanation (which also serves as the title), followed by source of figure (if not created by the author). The caption appears immediately underneath the figure and begins with the word *Figure* and figure number in italics. Everything is double-spaced.

Material adapted from a journal article. Note format is different from References.

Figure #. Description/Note. Adapted from “Title of Article,” by F. M. Author and C. D. Author, year, *Title of Journal*, volume, p. xx. Copyright year by the Name of Copyright Holder. Adapted [or Reprinted] with permission.

Example:

Figure 3. Model of hypothesized relationships. Adapted from “Hope and Social Support as Resilience Factors Against Psychological Distress of Mothers Who Care for Children With Chronic Physical Conditions,” by T. V. Horton and J. L. Wallander, 2001, *Rehabilitation Psychology*, 46, p. 386. Copyright 2001 by the Educational Publishing Foundation. Adapted with permission.

Resources:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC:

American Psychological Association.

APA Website: www.apastyle.org (website contains more detailed information about guide as well as tutorials)

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Title of Your Paper

Your Name (student number)

University Canada West

Professor:

Course Number & Course Name

Date Assignment is Due

Abstract

This article will review briefly on Global Warming and the measures taken to eliminate the problem, as well as discuss the critical role of community in resolving the issue for future accomplishment. First, Svante Arrhenius set the path to understanding the malignant effect of the CO₂ concentration in the atmosphere “the greenhouse effect” by the end of the 19th century. In 1976, Stephen Schneider became the first scientist to predict the Global Warming. However, the rising temperature that brought actual concern started in the 1980’s. Since then, environmental NGOs as well as UNEP began to proliferate the concern and advocate the prevention of Global Warming. In the meantime, there appears to be a critic on the (dis)integration of findings in various levels of actors involved within the issue of Global Warming, for instance, between the academics, governments, as well as the community at the basis level. As a serious threat to humankind, needless to say that it takes all involving parties to formulate and enact an integrated way of life to reducing the accelerated growth of the earth’s surface temperature.

Keywords: global warming, greenhouse gas emission, local community

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