This APA style guide is based on the 7th edition of the *Publication Manual of the American Psychological Association* (apastyle.org). Students in **Business**, **Education**, and some **Social Science** courses will find it useful for their academic writing (if you are in doubt about which UFV ASC style guide to use, please ask your professor).

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**Common Formatting Concerns**

- DOI (Digital Object Identifier) ............................................................ 2, 4
- Two sources with same author(s) and date ....................................... 5, 6
- Source-in-Source ............................................................................... 5
- Anonymous author ........................................................................... 5
- Three or more authors .................................................................... 6
- Second edition .................................................................................. 6
- Chapter in an edited book ................................................................. 6
- PDF document .................................................................................. 7, 8
- Translation ......................................................................................... 6
- No date ............................................................................................... 7
Definitions of Common Terms

In-text citation: the abbreviated version of the full reference to your source material.

Typically, an in-text citation includes the author’s last name and the date of publication (see examples throughout this document for variations).

In-text citations are generally located at either the beginning of a sentence or at the end of the information being cited.

If located at the beginning, the citation is built into the sentence with the author as subject:

ex. Battiste (2013) explains that even though some Canadian provinces are prioritizing diversity, their understanding of the central issues in indigenous contexts is limited.

At the end of the information being cited, the author and date are put in parentheses:

ex. Even though some Canadian provinces are prioritizing diversity, their understanding of the central issues in indigenous contexts is limited (Battiste, 2013).

When using a direct quotation, you must include the page number(s) after the date; when paraphrasing, APA recommends but does not require that the page number(s) be cited.

Examples: “after a quotation” (name, date, p. 2); after a paraphrase (name, date).

References (vs. Bibliography vs. Works Cited): the title used in APA citation style for the list of sources used (referred to) in the document.

The References page appears at the end of the document and contains in alphabetical order all of the sources cited in the document that the reader would be able to access themselves. It does not contain items that have not been referred to in the document (i.e. sources that you identified while researching but did not use), nor does it contain sources that the reader would not be able to find stored somewhere (ex. personal conversations).

A Bibliography is generally understood to be a comprehensive list of sources gathered when researching a topic whether or not they have been referred to in the document being written. Bibliographies are not always arranged alphabetically; the items could be grouped by category or chronology, for example. APA does not use this style or this title.

A Works Cited page is similar to a References page, but it is the name used for MLA not APA citation style.

Periodical: a publication that has a recurring date of publication (i.e. published over a period of time in a regular pattern). Periodicals include newspapers, magazines, and journals. The recurring date of publication could be daily, weekly, bi-weekly, monthly, quarterly, yearly, etc.

Volume and Issue: numbers used for periodicals to identify specifically when they were published in terms of the recurring pattern mentioned above.

The most common use of “volume” is to indicate a group of publications under one title that were all published within the same year. For example, in 2015 all TESOL Quarterly publications were identified as “Volume 49.” TESOL Quarterly began publication in 1967, which would be identified as “Volume 1.” Typically, each new year is given a new sequential volume number.

“Issue” is a number that identifies each of the publications within one volume. As an example, since TESOL Quarterly is published four times each year, it has four issues of each volume, identified as Issue 1, Issue 2, etc.

DOI: short for Digital Object Identifier, this is a “persistent” number that is assigned to a resource (i.e. it will not change even if the location or other bibliographic data about the resource changes). Any kind of resource can be assigned a DOI; the word “digital” does not describe the location of the object (i.e. “online” material only) but does convey that the identifying number itself is digital.
The Basics of APA Style

Producing a document that conforms to all of the rules set out by APA can be daunting. However, if you remember these two simple things, then you should be able to create an accurate in-text citation and reference page entry for almost any source:

1. Have a clear, direct connection between the in-text citation and the first word in the References page entry.

One of your main jobs as a writer in academic contexts is to make it as easy as possible for your reader to locate your sources. The information you include in your in-text citation is a sign post that directs your reader to the more complete bibliographic data that you include in your reference page entry.

Think of the in-text citation as an “Abbotsford 25 km” sign along the highway and the reference page entry as the sign just outside of town that says “Welcome to Abbotsford, population 125,000, Sister city of Fukagawa, Japan.” The first sign (in-text citation) gives a bit of the key information and assures you that you’re going in the right direction. The second sign (reference page entry) tells you that you’ve reached your destination and gives you a bigger picture of the place you’ve arrived at. (In this metaphor, the city of Abbotsford itself would be the original source.) If the first road sign said “Abbotsford 25 km” and the second one said “Welcome to Kelowna,” you would be lost. That’s how a reader might feel if your in-text citation didn’t lead them directly to your reference page entry.

To create a clear path for your reader, your References page is organized alphabetically by author’s last name (or, if there is no author, by organization or title). Your in-text citation must use whatever appears at the beginning of its reference page entry. For example, if your in-text citation looks like this:

> Even though some Canadian provinces are prioritizing diversity, their understanding of the central issues in indigenous contexts is limited (Battiste, 2013)

then your References page entry must begin like this:

> Battiste, M. (2013). Decolonizing education...

That duplication of information is the connection the reader needs to locate your sources easily.

See the “Sample References Page” on pages 5 and 12 of this document for more information.

2. Memorize the four basic parts of the reference page entry.

Despite how complicated APA references look, they all comprise four basic elements in the same order:

- **WHO** (author, editor, producer, “organization as author,” title if no author or organization is named)
- **WHEN** (date of publication — usually just the year, but could also include month, day, season, or n.d. (no date))
- **WHAT** (title of book, article, movie, report, etc.)
- **WHERE** (publisher, URL, DOI, name of periodical)

All items on your References page should follow that basic pattern. Different formats of publication will have different ways of expressing the four basic parts, but the pattern doesn’t change.

It’s helpful to think of each of the four basic parts as a unit of meaning, like a sentence that is followed by a period before the next “idea” begins. (The exception to this rule is when the “where” section is a URL which would not be followed by a period.)

> Lastname, Initial. (date). *Title of publication*. Publisher.
Source Types and How to Format In-text Citations and Reference Pages

Indigenous Elders and Knowledge Keepers

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>

NorQuest has noted that the formal APA style does not have a format for Elders and Knowledge Keepers so they have developed this citation style in the spirit of wahkôhtowin and reconciliation.

In-text citation

The in-text citation format should follow the same guidelines as for other paraphrased or quoted content:

Delores Cardinal described the nature of the... (2004).

OR

The nature of the place was... (Cardinal, 2004).

Reference List

Unlike other personal communications, Elders and Knowledge Keepers should be cited BOTH in-text AND in the reference list. The citation format for the reference list includes the following bibliographic data in the following order and using the following punctuation and capitalization (note lower case “p” for “personal” in the example):

Last name, First initial., Nation/Community. Treaty Territory if applicable. City/Community they live in if applicable. Topic/subject of communication if applicable. Month Day.

Journals, Newspapers, & Other Periodicals

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Authors</td>
<td>Title</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2 Journal articles with the same authors &amp; same publication date</td>
<td>Kensinger &amp; Schacter, 2005a</td>
<td>Emotional content and reality monitoring ability: fMRI evidence for the influences of encoding processes.</td>
</tr>
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<td></td>
<td>Note: Triandis &amp; Suh is the source you have in hand.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Funder is one of their sources.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: When a periodical has both a volume and an issue number AND the pagination is by volume (ex. Volume 1, Issue 1 runs from page 1 to 157; Issue 2 begins on page 158, etc.), then the reference omits the issue number even if it is available. In the above example, the issue number is 3, but that is not included according to APA.</td>
<td></td>
</tr>
</tbody>
</table>
Journal article, print, pagination by issue  
(Whalen, 2002)  
**Note:** When a periodical has both a volume and an issue number AND the pagination is by issue (i.e. each issue in the volume begins with page 1), then the reference includes the issue number. Compare this to the previous example, which explains the APA rule to follow when the pagination is by volume.

### Books, E-Books, & Book Sections

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
https://doi.org/10.1093/acprof:oso/9780195304381.001.0001 |
**Note:** If there are up to nineteen authors or editors, all are named on the References page. If there are twenty or more, the reference entry includes the first twenty names followed by an ellipsis and the name of the final person, e.g., Grey, G., ... Smith, T. (Eds.). (2014). |
**Note:** You as the writer using the two sources must add the “a” and “b” tags to the end of the date of publication to create a distinction between the sources and maintain alphabetical order. (This is handled differently when there are multiple but not completely identical authors of two sources.) |
# Web Documents

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>

# Governments, Universities, Corporations, & Organizations

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>

# Reports & Conference Proceedings

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
### Paper summarizing conference findings and recommendations, PDF, long author name

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
https://www.mcgill.ca/globalfoodsecurity/files/globalfoodsecurity/mcgill_conference_proceedings_2014.pdf | **Note:** long source titles can be shortened when used as author in in-text citations. Keep enough of the original title for clear meaning. |

### White Paper, PDF

<table>
<thead>
<tr>
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<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
https://www.crla.net/images/whitepaper/Meeting_Needs_of_Diverse_Students.pdf | **Note:** One of the author’s names begins with a lower-case letter. Maintain this capitalization throughout your document and in your in-text citations and References list, even when it begins a sentence. |

### Social Media

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
| Content with “friends only” privacy settings (personal communication, December 21, 2015) | **Note 1:** No reference page entry is needed if your reader is not able to access the source themselves.  
**Note 2:** Notice that the order of the date elements is a different order than other APA source styles. Use Month Day, Year, not Year, Month Day. |                                                                                                                                                     |
| Re-posted content | See note —> | **Note 1:** The “author” for social media source citations is the **person who posted the content, not the person who created it**. Individuals associated with the creation of the information should be mentioned at an appropriate place in the text of your writing.  
**Note 2:** The format of the in-text citation and References entry will depend on the type of source. For example, a re-posted Tweet will follow the format for citing a Twitter post. |                                                                                                                                                     |
http://www.stonekettle.com/2016/10/pragmatism.html?showComment=1478032255384#c2963666480289760619 |                                                                                                                                                     |
| Twitter post (Tweet) (Fioraso, 2016) | Fioraso, R. [@RemingtonFD]. (2016, November 3). *Why social media management is much more than just posting:* http://snip.ly/hctk7via @socialmedia2day #ChoiceContent [Image attached][Tweet].  
Twitter.  
https://twitter.com/hootsuite/status/794196296567496704 | **Note:** Include only the first 20 words of the post. Any additional content (gifs, images, thumbnail links to other sources or tweets) must be described in brackets. |
### YouTube video

https://www.youtube.com/watch?v=59d1bjKul0&feature=youtu.be

### Facebook status update, group or organization as author

**UFV Academic Success Centre. (2016, Oct. 25). Nov. 8 is fast approaching, don’t forget to RSVP! Win tuition for a 3cr. course! [Status update]. Facebook.**
https://www.facebook.com/ufvasc/photos/a.132501890416487.1073741828.127959084204101/362303750769632/?type=3&theater

**Note:** Use the time-stamped version of social media posts whenever you can; access that URL by clicking on the date in the post.

### Podcast episode

**Glass, I. (Host). (2016, June 24). Choosing wrong (No. 590) [Audio podcast episode]. In This American Life. WBEZ Chicago.**
http://www.thisamericanlife.org/radio-archives/episode/590/choosing-wrong

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### Music, Video, Software, & Images

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
| News report, online video, no author, long title | (“All 33 Chile miners,” 2010) | All 33 Chile miners freed in flawless rescue [Video]. (2010, October 13). MSNBC.  
http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/  
**Note:** long source titles can be shortened when used as author in in-text citations. Keep enough of the original title for clear meaning. |
| Image reproduced from another source (including tables, charts, diagrams, photos, etc.) | See notes ——> | **Note 1:** Before using the image, ensure that you do not need to secure permission from the copyright holder. (Typically, but not always, this kind of reproduction falls under Fair Use or Fair Dealing regulations for educational or academic purposes, so permission does not need to be sought.)  
**Note 2:** If your image has a Creative Commons license that permits use, then you do not need to seek permission.  
**Note 3:** Clip art that is part of a purchased product, such as Microsoft software, is free for the license holder to use and it does not need to be cited in-text or on your References page. |

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### Notes, Interviews, Ephemera, & Unpublished Essays

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>
Unpublished manuscript, Department of Philosophy, University of the Fraser Valley, Abbotsford, BC, Canada. |
Citing your own work

See note —>

**Note:** Re-using content produced originally for a different purpose (ex. copying sentences or paragraphs from an essay you wrote in one class to help you complete an essay in a second class) is considered to be academic misconduct. To avoid this, cite your own work as you would any other source. The example above (Unpublished essay) provides the template to follow.

Lecture notes, Email, Letter, Personal interview, Conversation, Course handout not available publically, Phone call, etc.

(B. McGregor, personal communication, September 12, 2016)

**Note:** Class notes and other sources that the reader can not retrieve themselves do not have an item on the References page. Treat all of these kinds of sources as personal communication when using APA style.

Interview with recoverable data

See note —>

**Note:** Choose the citation format that is appropriate to the source that you used to obtain the interview or that you used to make the interview public (if you were the interviewer). For example, if the interview was on someone’s blog, then you would cite it using the format explained in the Social Media section of this APA Style Guide.

### Tables & Figures

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table adapted from multiple online sources by pulling data not copy/pasting rows or columns</td>
<td><strong>Within the table next to the relevant data OR in one row or column for all sources:</strong> (AETSolar, n.d.) (Hernik, 2010) AETSolar. (n.d.). Temperature vs resistance conversion chart for 10k thermistors. <a href="https://www.aetsolar.com/literature/Manuals/TempVsResistChart.pdf">https://www.aetsolar.com/literature/Manuals/TempVsResistChart.pdf</a> Hernik, Y. (2010, May 31). Strengths and weaknesses of common resistor types. <em>EETimes</em>. <a href="http://www.eetimes.com/document.asp?doc_id=1256482">http://www.eetimes.com/document.asp?doc_id=1256482</a></td>
<td>Note: An author’s formatting of data falls under copyright rules, but the data itself does not. If you do not reproduce the formatting (ex. when creating a summary of data from multiple sources), you can use the standard in-text and References citation (author, date, title information).</td>
</tr>
</tbody>
</table>
### Figure (chart, diagram, map, photo, etc.)

**Caption below figure:**
*Figure 1: 2016 KIN Cup tug of war-5 (Sept. 27, 2016)*


**Note 1:** The example given here assumes that permission to copy is not needed. See Notes 1, 2, and 3 on page 9 “Music, Video, Software, & Images” about securing copyright.

**Note 2:** The caption includes the Figure number in your document, a title, and explanation of symbols if relevant.

### Miscellaneous

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-Text Citation</th>
<th>Reference &amp; Notes</th>
</tr>
</thead>
</table>

**Note 1:** Use a “retrieved date” when the source is something that is likely to change over time. Anything that users can edit or add to would be cited this way.

**Note 2:** *Wikipedia* articles are not generally considered to be a good source for academic research.
Sample Title Page and Subsequent Pages (Running Head and Page Numbers)

Running Head: DIAGNOSTIC PRODUCTS

Diagnostic Products: A Case Study
Andrew Schroeder
BUS 444 - Advanced Management Accounting
October 17, 2016

Note that the running head on page 2 and subsequent pages uses only the abbreviated title and not the preface “Running Head” that is used on the title page.

APA no longer requires a running head for student papers. If your instructor asks for a running head, use an abbreviated version of the title of your paper in all capital letters.

The page number is at the top right of the page. It appears as a numeral only. There is no need to write “page” before it or to use any special formatting.

Your title information appears in the upper half of the page. Put each piece of information on its own line (the title can take two lines) in the following order: Title, Your Name, Institutional Affiliation. Note that while APA guidelines require “institutional affiliation” (University of the Fraser Valley), it is likely that in undergraduate courses, your professor will prefer to see the course name and the date of submission. Some professors require that you include your student number, so be sure to check before completing your assignment.
Sample References Page with Notes on Formatting

References


Fioraso, R. [RemingtonFD]. (2016, November 3). #Why social media management is much more than just posting: [Tweet]. Retrieved from https://twitter.com/hootsuite/status/794196296567496704


Start your References page on a new page at the end of the text of the document, and before any tables, figures, and appendices. Use hanging indents.

Be very careful with capitalization, italics, and punctuation. These things all communicate meaning to the reader. For example, italic letters generally tell the reader that the source is a stand-alone publication, not a shorter work inside a larger one.

Double-space the text. This is the standard line-spacing rule in all APA formatted documents. Note that the examples given throughout this document are single-spaced to save space. The line spacing shown on the Sample References Page is what you should use in your document.

Choose a clear, easy-to-read typeface for your entire document, including the References page. Times New Roman is recommended by APA.

Alphabetize the list of references List using the author’s last name or whatever word appears first (i.e., organization or title if author is unknown).

Use a one-word title (References), centred with no other formatting (do not underline, bold, or italicize). Do not use a larger font size for the title; it must be the same font and size as the rest of the text.

Choose a clear, easy-to-read typeface for your entire document, including the References page. Times New Roman is recommended by APA.
References


Fioraso, R. [@RemingtonFD]. (2016, November 3). #Why social media management is much more than just posting: http://snip.ly/hctk7 via @socialmedia2day #ChoiceContent [Image attached] [Tweet]. Twitter. https://twitter.com/hootsuite/status/794196296567496704


