

APA Quick Bits

APA formatting is a way to cite sources of information both within your text and on a separate references page at the end of the document. The following is based on the Publication Manual of the American Psychological Association, 6th edition and shows rules for various source types and situations.

Basic APA Outline:

Lastname, Initial. (date). Title of publication. City: Publisher

Lastname: Lastname of author. If no direct author use organization (World Health Organization). When the author is not known, use following order: *Title*. (Date). Publisher

Date: date of publication, year is usually fine but can include month, day, or season. If no date put (n.d.)

Title of publication: Title of the source. If there is no author or organization then the title goes before the date. When the title is not known, describe the source in brackets instead of the title [Description]

City & Publisher: If it is a printed item put in the city, if it is not a printed item or there is no city given, leave city blank. Publisher can include the publisher, URL, DOI, or the name of the periodical.

Source Type	In-Text Citation	Reference/Notes
Newspaper, online, two authors	(Broadbent & Rake, 2014)	Broadbent, V. & Rake, A. (2014, November 19). Sessional instructors on the fringes of UFV priorities, despite impact in classrooms. <i>The Cascade</i> . Retrieved from http://ufvcascade.ca/2014/11/19/sessional-instructors-on-the-fringes-of-ufv-priorities-despiteimpact-in-classrooms/
Journal, online with DOI	(Piché, 2015)	Piché, P. G. (2015). Institutional diversity and funding universities in Ontario: Is there a link?. <i>Journal of Higher Education Policy & Management</i> , 37(1), 52-68. doi:10.1080/1360080X.2014.991537
Two Journal articles with the same authors & same publication date	(Kensinger & Schacter, 2005a) (Kensinger & Schacter, 2005b)	Kensinger, E., & Schacter, D. (2005a). Emotional content and reality monitoring ability: fMRI evidence for the influences of encoding processes. <i>Neuropsychologia</i> , 43, 1429-1443. Kensinger, E. & Schacter, D. (2005b). Retrieving accurate and distorted memories: Neuroimaging evidence for the effects of emotion. <i>NeuroImage</i> , 27, 167-177. <i>Note: You must add the "a," "b" tag to the end of the date of publication to create a distinction between the sources and maintain alphabetical order</i>
E-Book with three to five authors	First time: (Golinkoff, HirshPasek, & Singer, 2006) Subsequently: (Golinkoff, et al., 2006)	Golinkoff, R.M., Hirsh-Pasek, K. & Singer, D.G. (2006). Play=learning [electronic resource]: <i>how play motivates and enhances children's cognitive and social-emotional growth</i> . Oxford, NY: Oxford University Press, c2006.
Textbook with three to five authors, print	First time: (Passer, Smith, Atkinson, Mitchell, & Muir, 2014) Subsequently: (Passer, et al., 2014)	Passer, M.W., Smith, R.E., Atkinson, M.L., Mitchell, J.B., & Muir, D.W. (2014). <i>Psychology: Frontiers and Applications</i> (5th Canadian Ed.). Toronto, ON: McGraw-Hill Ryerson.
Book with one author, 2nd edition, subtitle	(Aldwin, 2007)	Aldwin, C.M. (2007). <i>Stress, coping, and development: An integrative perspective</i> (2nd ed.). New York, NY: Guildford Press.
Web page, no date	(UFV Faculty of Science, 2016)	UFV Faculty of Science. (n.d.). <i>Science rocks</i> . Retrieved from http://www.ufv.ca/faculty_of_science/science-in-the-community/sciencerocks/
PDF document	(Vancouver Public Library, 2015)	Vancouver Public Library. (2015, March 13). <i>IT project managers: A guide for newcomers to British Columbia</i> . Retrieved from: http://pwp.vpl.ca/siic/files/2015/04/IT_Project_Managers.pdf

Source Type	In-Text Citation	Reference/Notes
YouTube video	(goUFV, 2016)	goUFV. (2016, July 21). <i>Meet Jack — Academic Integrity</i> [Video file] Retrieved from https://www.youtube.com/watch?v=59d1bJjKul0&feature=youtu.be
Twitter post (Tweet)	(Fioraso, 2016)	Fioraso, R. [RemingtonFD]. (2016, November 3). #Why social media management is much more than just posting: http://snip.ly/hctk7 via @socialmedia2day #ChoiceContent [Tweet]. Retrieved from https://twitter.com/hootsuite/status/794196296567496704
Lecture notes, Email, Letter, Personal interview, Conversation, class Course handout not available publically, Phone call, etc.	(B. McGregor, personal communication, September 12, 2016)	<i>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.</i>
Figure (chart, diagram, map, photo, etc.)	Caption below figure: Figure 1: 2016 KIN Cup tug of war-5 (Sept. 27, 2016)	University of the Fraser Valley. (2016, Sept. 27). 2016 KIN Cup tug of war-5 [Photograph]. Retrieved from https://www.flickr.com/photos/ufv/29346459694/in/album-72157674382301186/ <i>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.</i> <i>Note 2: The caption includes the Figure number in your document, a title, and explanation of symbols if relevant.</i>
Table used without adaptation, book, sub-titled	At the end of the general table : From News talk: Investigating the language of journalism (p. 189), by C. Cotter, 2010, Cambridge: Cambridge University Press. Copyright 2010 Colleen Cotter.	Cotter, C. (2010). <i>News talk: Investigating the language of journalism</i> . Cambridge: Cambridge University Press
Journal article, source-in-source	(Funder, 1997; as cited in Triandis & Suh, 2002) Note: Triandis & Suh is the source you have in hand. Funder is one of their sources.	Triandis, H.C. & Suh, E.M. (2002). Cultural influences on personality. <i>Annual Review of Psychology</i> , 53, 133-160. Retrieved from http://www.annualreviews.org/doi/pdf/10.1146/annurev.psych.53.100901.135200 <i>Note: Use “source-in-source” to show that you are using a source you found in one of your secondary sources but you have not seen the original. Use this sparingly; make an effort to find original sources</i>
Wiki, online source with user contributions	(Weird Tales, n.d.)	Weird Tales. (n.d.). In <i>Wikipedia</i> . Retrieved November 4, 2016, from https://en.wikipedia.org/wiki/Weird_Tales <i>Note 1: Use a “retrieved date” when the source is something that is likely to change over time.</i> <i>Note 2: Wikipedia articles are not generally considered to be a good source for academic research.</i>

Additional Tips

- Start your references page on a new page of your document. Place it at the end of the text in the document and before any tables, figures, and appendices
- The title of the references page is References. This title must be the same size and font as the rest of the document
- Text must be double-spaced (examples in this document are single spaced to save space)
- Alphabetize the references page by whatever appears first in the reference
- If a reference takes up more than one line, use a hanging indentation (ctrl-tab or line spacing options>special>Hanging)
- Make sure that each reference has a corresponding in-text citation and that the in-text citation can be used to find the correct reference.
- **Need a more detailed style guide?** Find it in the Academic Success Centre or online at www.ufv.ca/library/citing-sources/