


**APA Citation Style Guide** 6th Ed.

This APA style guide is based on the 6th 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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## 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 use), nor does it contain sources that the reader won’t 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** (city and 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. City: Publisher.**

## Journals, Newspapers, & Other Periodicals

Source Type	In-Text Citation	Reference & Notes
Magazine, online, one author	(Block, 2014)	Block, S. (2014). The right way to borrow for college. <i>Kiplinger's Personal Finance</i> , 88(11), 54-59. Retrieved from <a href="http://www.kiplinger.com/article/college/T042-C000-S002-the-right-way-to-borrow-for-college.html">http://www.kiplinger.com/article/college/T042-C000-S002-the-right-way-to-borrow-for-college.html</a>
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 <a href="http://ufvcascade.ca/2014/11/19/sessional-instructors-on-the-fringes-of-ufv-priorities-despite-impact-in-classrooms/">http://ufvcascade.ca/2014/11/19/sessional-instructors-on-the-fringes-of-ufv-priorities-despite-impact-in-classrooms/</a>
Journal, online, two authors	(Brophy & Tucker-Abramson, 2012)	Brophy, E., & Tucker-Abramson, M. (2012). Struggling universities: Simon Fraser University and the crisis of Canadian public education. <i>Topia</i> , 28, 21-40. Retrieved from <a href="http://pi.library.yorku.ca/ojs/index.php/topia/article/viewFile/36198/32822">http://pi.library.yorku.ca/ojs/index.php/topia/article/viewFile/36198/32822</a>
Journal, online, one author	(Miliotis, 2014)	Miliotis, H. (2014). Higher education in Greece compared to Canada. <i>College Quarterly</i> , 17(1). Retrieved from <a href="http://collegequarterly.ca/2014-vol17-num01-winter/miliotis.html">http://collegequarterly.ca/2014-vol17-num01-winter/miliotis.html</a>
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 &amp; 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. <b>Note:</b> You as the writer using the two sources 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.

### Notes for Sample References Page (pp. 5 and 12):

- Start your References page on a new page of your document; place it at the end of the text of the document and before any tables, figures, and appendices.
- Choose a clear, easy-to-read typeface for your entire document; Times New Roman is recommended and that is what is used for the sample on page 5.
- 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.
- 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.
- 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).
- 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.

## Journals, Newspapers, & Other Periodicals

Source Type	In-Text Citation	Reference & Notes
Journal article with Anonymous author	(Anonymous, 2010)	Anonymous. (1985). Editorial consensus on authorship and other matters. <i>Lancet</i> , 2, 595. <b>Note:</b> An anonymous author is not the same as “no author.” If no author is identified, then use the title or the publisher as the author; if the author is identified as “Anonymous,” then use that word as you would an author’s family name.
Journal article, print, pagination by volume	(Al-Zaharani & Kaplowitz, 1993)	Al-Zaharani, S. S., & Kaplowitz, S. A. (1993). Attributional biases in individualistic and collectivistic cultures: A comparison of Americans with Saudis. <i>Social Psychology Quarterly</i> , 56, 223-233. <b>Note:</b> When a periodical has both a volume and an issue number AND the pagination is by <b>volume</b> (ex. Volume 1, Issue 1 runs from page 1 to 157; Issue 2 begins on page 158, etc), then <b>the reference omits the issue number</b> even if it is available. In the above example, the issue number is 3, but that is not included according to APA.
Journal article, print, pagination by issue	(Whalen, 2002)	Whalen, T. (2002, Winter). Defusing controversial topics: Visual semiotics in an Atlantic Canadian textbook. <i>Technostyle</i> , 17(2), 5-30. <b>Note:</b> When a periodical has both a volume and an issue number AND the pagination is by <b>issue</b> (ie. each issue in the volume begins with page 1), then <b>the reference includes the issue number</b> . Compare this to the previous example, which explains the APA rule to follow when the pagination is by volume.
Journal article, source-in-source	(Funder, 1997; as cited in Triandis & Suh, 2002) <b>Note:</b> 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 <a href="http://www.annualreviews.org/doi/pdf/10.1146/annurev.psych.53.100901.135200">http://www.annualreviews.org/doi/pdf/10.1146/annurev.psych.53.100901.135200</a> <b>Note:</b> 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.

## Sample References Page (see also p. 12)

### References

Al-Zaharani, S. S., & Kaplowitz, S. A. (1993). Attributional biases in individualistic and collectivistic cultures: A comparison of Americans with Saudis. *Social Psychology Quarterly*, 56, 223-233.

Anonymous. (1985). Editorial consensus on authorship and other matters. *Lancet*, 2, 595.

Block, S. (2014). The right way to borrow for college. *Kiplinger's Personal Finance*, 88(11), 54-59. Retrieved from <http://www.kiplinger.com/article/college/T042-C000-S002-the-right-way-to-borrow-for-college.html>

## Books, E-Books, & Book Sections

Source Type	In-Text Citation	Reference & Notes
E-Book with three to five authors	<i>First time:</i> (Golinkoff, Hirsh-Pasek, & Singer, 2006) <i>Subsequently:</i> (Golinkoff, et al., 2006)	Golinkoff, R.M., Hirsh-Pasek, K. & Singer, D.G. (2006). <i>Play=learning [electronic resource]: 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	<i>First time:</i> (Passer, Smith, Atkinson, Mitchell, & Muir, 2014) <i>Subsequently:</i> (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.
Chapter or Section in Edited Book, multi-volume, print	(Bern, 1972)	Bem, D.J. (1972). Self-perception theory. In L. Berkowitz (Ed.), <i>Advances in experimental social psychology</i> (Vol. 6, pp. 1-62). New York, NY: Academic Press.
Two books with the same author & same publication date	(Bowlby, 2000a) (Bowlby, 2000b)	Bowlby, J. (2000a). <i>Loss: Sadness and depression</i> . New York, NY: Basic Books. Bowlby, J. (2000b). <i>Separation: Anxiety and anger</i> . New York, NY: Basic Books. <b>Note:</b> You as the writer using the two sources 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.
Translated book	(Kane, 1961/2012)	Kane, C. H. (2012). <i>Ambiguous adventure</i> . (K. Woods, Trans.). Brooklyn, NY: Melville House. (Original work published 1961)

## Web Documents

Source Type	In-Text Citation	Reference & Notes
Web page	(UFV Faculty of Science, 2016)	UFV Faculty of Science. (2016). Science rocks. Retrieved from <a href="http://www.ufv.ca/faculty_of_science/science-in-the-community/science-rocks/">http://www.ufv.ca/faculty_of_science/science-in-the-community/science-rocks/</a>
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: <a href="http://pwp.vpl.ca/siic/files/2015/04/IT_Project_Managers.pdf">http://pwp.vpl.ca/siic/files/2015/04/IT_Project_Managers.pdf</a>
Web page, no date	(Indigenous, n.d.)	Indigenous Affairs Office. (n.d.) Indigenization. Retrieved from <a href="http://www.ufv.ca/indigenous_affairs/indigenization/indigenization-at-ufv/">http://www.ufv.ca/indigenous_affairs/indigenization/indigenization-at-ufv/</a>

## Governments, Universities, Corporations, & Organizations

Source Type	In-Text Citation	Reference & Notes
Government website, pdf document	(BC Ministry of Education, 2006)	BC Ministry of Education. (2006). English language arts kindergarten to Grade 7. <i>English language arts kindergarten to Grade 7 (2006) Grade 7</i> . Retrieved from <a href="http://www.bced.gov.bc.ca/irp/course.php?lang=en&amp;subject=English_Language_Arts&amp;course=English_Language_Arts_Kinderergarten_to_Grade_7&amp;year=2006">http://www.bced.gov.bc.ca/irp/course.php?lang=en&amp;subject=English_Language_Arts&amp;course=English_Language_Arts_Kinderergarten_to_Grade_7&amp;year=2006</a>
Organization, online report	(World Health Organization, 2013)	World Health Organization. (2013). <i>World health report 2013: Research for universal health coverage</i> . <a href="http://www.who.int/whr/2013/report/en/">http://www.who.int/whr/2013/report/en/</a>
Government report online, named author(s) different from publisher/website owner	(Boe, Motiuk, & Nafekh, 2004)	Boe, R., Motiuk, L., & Nafekh, M. (2004, March). <i>An Examination of the Average Length of Prison Sentence for Adult Men in Canada: 1994 to 2002</i> . Retrieved from Correctional Service Canada: <a href="http://www.csc-scc.gc.ca/research/r136-eng.shtml#10">http://www.csc-scc.gc.ca/research/r136-eng.shtml#10</a>
Government report online, author is publisher/website owner	(BC Ministry of Justice, 2007)	BC Ministry of Justice. (2007). <i>Jury Duty: Our Justice System Depends On It</i> . Retrieved from BC Ministry of Justice: <a href="http://www.ag.gov.bc.ca/courts/jury_duty/info/brochure.pdf">http://www.ag.gov.bc.ca/courts/jury_duty/info/brochure.pdf</a>

## Reports & Conference Proceedings

Source Type	In-Text Citation	Reference & Notes
Paper in published conference proceedings, print	(Wiesen, 2009)	Wiesen, J. P. (2002). Guidelines and Suggestions for Avoiding Cultural Bias in Multiple-Choice Test Questions. <i>17th Annual Conference of the Society for Industrial and Organizational Psychology</i> . Toronto.
Paper summarizing conference findings and recommendations, PDF, long author name	(McGill Institute, 2009)	McGill Institute for Global Food Security. (2009). <i>7th McGill Conference on Global Food Security: Food Security Beyond 2015</i> . <a href="https://www.mcgill.ca/globalfoodsecurity/files/globalfoodsecurity/mcgill_conference_proceedings_2014.pdf">https://www.mcgill.ca/globalfoodsecurity/files/globalfoodsecurity/mcgill_conference_proceedings_2014.pdf</a> <b>Note:</b> 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	(de Kleine, C. & Lawton, R., 2015)	de Kleine, C. & Lawton, R. (2015, November). <i>Meeting the Needs of Linguistically Diverse Students at the College Level: Executive Summary and Paper</i> . <a href="https://www.crla.net/images/whitepaper/Meeting_Needs_of_Diverse_Students.pdf">https://www.crla.net/images/whitepaper/Meeting_Needs_of_Diverse_Students.pdf</a> <b>Note:</b> One of the author's names begins with a lower-case letter. Maintain this capitalization throughout your document and in your in-text and References style, even when it begins a sentence.

## Social Media

Source Type	In-Text Citation	Reference & Notes
Blog post, author's name is unknown	(HBD Chick, 2013)	HBD Chick. (2013, September 07). National individualism-collectivism scores [Web log post]. Retrieved from: <a href="https://hbdchick.wordpress.com/2013/09/07/national-individualism-collectivism-scores/">https://hbdchick.wordpress.com/2013/09/07/national-individualism-collectivism-scores/</a>
Content with "friends only" privacy settings	(personal communication, December 21, 2015)	<b>Note 1:</b> No reference page entry is needed if your reader is not able to access the source themselves. <b>Note 2:</b> 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 →	<b>Note 1:</b> The "author" for social media source citations is <b>the person who posted the content, not the person who created it</b> . Individuals associated with the creation of the information should be mentioned at an appropriate place in the text of your writing. <b>Note 2:</b> 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.
Comment on a social media post, public	(Anonymous, 2016)	Anonymous. (2016, Nov. 1). Re: Pragmatism [Blog comment]. Retrieved from <a href="http://www.stonekettle.com/2016/10/pragmatism.html?showComment=1478032255384#c2963666480289760619">http://www.stonekettle.com/2016/10/pragmatism.html?showComment=1478032255384#c2963666480289760619</a>
Twitter post (Tweet)	(Fioraso, 2016)	Fioraso, R. [RemingtonFD]. (2016, November 3). #Why social media management is much more than just posting: <a href="http://snip.ly/hctk7">http://snip.ly/hctk7</a> via @socialmedia2day #ChoiceContent [Tweet]. Retrieved from <a href="https://twitter.com/hootsuite/status/794196296567496704">https://twitter.com/hootsuite/status/794196296567496704</a>
YouTube video	(goUFV, 2016)	goUFV. (2016, July 21). Meet Jack — Academic Integrity [Video file] Retrieved from <a href="https://www.youtube.com/watch?v=59d1bJkKul0&amp;feature=youtu.be">https://www.youtube.com/watch?v=59d1bJkKul0&amp;feature=youtu.be</a>
Facebook status update, group or organization as author	(UFV Academic Success Centre, 2016)	UFV Academic Success Centre. (2016, Oct. 25). Nov. 8 is fast approaching, don't forget to RSVP! Win tuition for a 3cr. course! <a href="http://ow.ly/sgKO305xaBu">http://ow.ly/sgKO305xaBu</a> [Facebook status update]. Retrieved from <a href="https://www.facebook.com/ufvasc/photos/a.132501890416487.1073741828.127959084204101/362303750769632/?type=3&amp;theater">https://www.facebook.com/ufvasc/photos/a.132501890416487.1073741828.127959084204101/362303750769632/?type=3&amp;theater</a> <b>Note:</b> Use the time-stamped version of social media posts whenever you can; access that URL by clicking on the date in the post.
Podcast	(Glass, 2016)	Glass, I. (2016, June 24). <i>Choosing Wrong</i> [Audio podcast]. Retrieved from <a href="http://www.thisamericanlife.org/radio-archives/episode/590/choosing-wrong">http://www.thisamericanlife.org/radio-archives/episode/590/choosing-wrong</a>
Hashtag	See note →	<b>Note:</b> There is no need to cite the source of a hashtag as it is a search term used in conducting research. You do need to cite the source of a tweet or other online source that used the hashtag.



## Music, Video, Software, & Images

Source Type	In-Text Citation	Reference & Notes
News report, online video, no author, long title	("All 33 Chile miners," 2010)	All 33 Chile miners freed in flawless rescue [video file]. (2010, October 13). Retrieved from <a href="http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/">http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/</a> <b>Note:</b> 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 →	<b>Note 1:</b> 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.) <b>Note 2:</b> If your image has a Creative Commons license that permits use, then you do not need to seek permission. <b>Note 3:</b> 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.

## Notes, Interviews, Ephemera, & Unpublished Essays

Source Type	In-Text Citation	Reference & Notes
Unpublished essay	(Bassi, 2016)	Bassi, M. (2016). <i>The (depressing) reality of treating mental illness</i> . Unpublished manuscript, Department of Philosophy, University of the Fraser Valley, Abbotsford, BC, Canada.
Citing your own work	See note →	<b>Note:</b> 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 plagiarism. 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, class Course handout not available publically, Phone call, etc.	(B. McGregor, personal communication, September 12, 2016)	<b>Note:</b> 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 →	<b>Note:</b> 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

Source Type	In-Text Citation	Reference & Notes
Table used without adaptation, book, sub-titled	<b>At the end of the general table :</b> From <i>News talk: Investigating the language of journalism</i> (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
Table adapted from multiple online sources by pulling data not copy/pasting rows or columns	<b>Within the table next to the relevant data OR in one row or column for all sources :</b> (AETSolar, n.d.) (Hernik, 2010)	AETSolar. (n.d.). Temperature vs resistance conversion chart for 10k thermistors. Retrieved from <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. <i>EETimes</i> . <a href="http://www.eetimes.com/document.asp?doc_id=1256482">http://www.eetimes.com/document.asp?doc_id=1256482</a> <b>Note:</b> 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).
Figure (chart, diagram, map, photo, etc.)	<b>Caption below figure:</b> <i>Figure 1: 2016 KIN Cup tug of war-5</i> (Sept. 27, 2016)	University of the Fraser Valley. (2016, Sept. 27). 2016 KIN Cup tug of war-5 [Photograph]. Retrieved from <a href="https://www.flickr.com/photos/ufv/29346459694/in/album-72157674382301186/">https://www.flickr.com/photos/ufv/29346459694/in/album-72157674382301186/</a> <b>Note 1:</b> 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. <b>Note 2:</b> The caption includes the Figure number in your document, a title, and explanation of symbols if relevant.

## Miscellaneous

Source Type	In-Text Citation	Reference & Notes
Online worksheet generator, no date	(A to Z Teacher Stuff, n.d.)	A to Z Teacher Stuff. (n.d.). Word search worksheets. Retrieved from <a href="http://tools.atozteacherstuff.com/word-search-maker/wordsearch.php">http://tools.atozteacherstuff.com/word-search-maker/wordsearch.php</a>
Wiki, online source with user contributions	(Weird Tales, n.d.)	Weird Tales. (n.d.). In <i>Wikipedia</i> . Retrieved November 4, 2016, from <a href="https://en.wikipedia.org/wiki/Weird_Tales">https://en.wikipedia.org/wiki/Weird_Tales</a> <b>Note 1:</b> 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. <b>Note 2:</b> 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)

The diagram illustrates the layout of a title page and a subsequent page. The title page (page 1) features a running head 'DIAGNOSTIC PRODUCTS' at the top left and the page number '1' at the top right. The main title 'Diagnostic Products: A Case Study' is centered, followed by the author's name 'Andrew Schroeder', the course name 'BUS 444 - Advanced Management Accounting', and the date 'October 17, 2016'. The subsequent page (page 2) features the running head 'DIAGNOSTIC PRODUCTS' at the top left and the page number '2' at the top right. Callouts provide additional instructions: the running head should be an abbreviated version of the title in all caps; the page number is a numeral only; title information is placed in the upper half of the page in the order: Title, Your name, Institutional affiliation, course name, and date; and the running head on subsequent pages uses only the abbreviated title.

Running Head: DIAGNOSTIC PRODUCTS 1

The Running Head appears on each page of your document. Use an abbreviated version of the title of your document in all capital letters. Running Head is not in all caps.

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

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

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 under-graduate 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.

DIAGNOSTIC PRODUCTS 2

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.

## Sample References Page

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