Ryerson University

Student Learning Support
Student Affairs

APA Basic Style Guide

Official APA Style Guide apastyle.org
Citation Guides for APA, MLA, and Chicago owl.english.purdue.edu

Overview

The American Psychological Association style is referred to as APA. It is commonly used in nursing, social work, geography, sociology, and psychology.

APA style consists of in-text citations and a reference list. In-text citations are brief identifiers in your paper that tell the reader where all the ideas, information, facts, figures, data, and direct quotations came from. These identifiers are either integrated into your sentences or provided in parentheses directly after the information is used. In-text citations typically consist of the author's last name and the date of publication. When a direct quotation is used, the page number is also provided, unless the quotation comes from a source with no page numbers, such as a website. For sources in which no author is identified, a shortened version of the title is used in place of the author's name.

The reference list is the full bibliographic information of every source you cited, and is located at the end of your paper. APA obscures the gender of the author by only listing the author's last name followed by their first and middle initials on the reference list. This guide provides examples of how to properly format in-text citations and references using APA style.

APA General Formatting

- Use standard letter paper (8.5" x 11") with margins set at 1" on all sides
- Use 12 pt., double-spaced, Times New Roman font
- Include the page number in the top right corner of EVERY page, beginning with '1' on your title page
- At the top of your title page, include the following header: 'Running head: TITLE OF PAPER'. The capitalized title is a shortened version of your paper title
- On ALL SUBSEQUENT pages of your paper include the following header: 'TITLE OF PAPER'
- On your title page include your full paper title, name, institution name, course information, and the due date in plain, centred, double-spaced text

In-Text Parenthetical Citations

There are three ways to integrate sources: quoting, paraphrasing, and summarizing. For each of these, a citation is required.

Quote

Use the source word for word. The author's last name, the year of publication, and the page number must be given:

> As Singh (2002) elucidates, the men who were surveyed "tended to prefer apples" (p. 66).

Paraphrase

A part of the author's idea is put into your own words. The author's last name and year of publication must be given:

> Singh (2002) noted that unlike women, men enjoyed apples.

Summarize

The author's larger argument or idea is put into your own words:

> The survey revealed that men enjoyed apples over pears (Singh, 2002).

Additional Citation Information

When including a source with two or more authors in a parenthetical citation or on your reference list, use an ampersand (&) before the last author's name. For example: (Grant, Fern, & Miller, 2008). When referring to the authors within your sentence, spell out the word "and" before the last author's name. For example: Grant, Fern, and Miller (2008). In subsequent citations of sources with 3-5 authors, only include the last name of the first author followed by the abbreviation "et al." For example: (Grant et al., 2008). When using sources with 6 or more authors only the last name of the first author is ever listed, followed by "et al."

All of the citation information must appear only once per sentence; there is no need to mention the author's last name in the sentence, and then again in parentheses. If you include the author's name in a sentence, the year of publication must appear immediately after in parentheses. Do not simply drop research into your paper. Instead, lead into the information to create flow.

Emphasize the idea by placing the citation information at the end of the sentence:

> The colour of classroom walls has a strong effect on students' emotions (Lee, 2013).

Emphasize the author by placing their name first:

Lee (2013) argued for a correlation between student emotion and classroom colour.

Emphasize the year by placing it first:

In 2013, Lee elucidated the relationship between colour and emotion in the classroom.

Block Quote

If a quotation is longer than 40 words, then it is written out in a block quotation. A block quotation is started on a new line that is indented on the left side ½ inch (one tab). The entire quotation should be double-spaced. Unlike in short quotations, the period comes before the parenthetical citation.

Writing centres, according to Grimm (1999), are

uniquely situated to invite undergraduates into intellectual work that makes a difference. As sites of articulating practice, they can be institutional catalysts in the effort to rethink literary education in ways that no longer reproduce social divisions and that redefine what counts as literacy in postmodern times. (p. 98)

Reference List

The reference list will contain EVERY source that you cited in your essay. There is only one exception to this rule: personal communication between yourself and an individual is not recorded in the references (it is only cited in-text). The reference list should be given its own new page. This page will be final page of your paper. The title 'References' should appear in plain, un-bolded, centred text.

To format your references, do the following:
* Order all entries alphabetically using the author's last name
* Double space all entries
* The first line of each bibliographic reference is flush left. All subsequent lines have a hanging indent, meaning the row of text is indented on the left side an additional ½ inch from the margin (one tab)
* Use a DOI in place of a URL when possible
* When a publication date is not given, use 'n.d.' meaning no date
* If the author's name is not known, list the organization as author. If there is no organizational author, use the title of the work
* If using two or more texts by the same author, list the works in chronological order. If the author has two publications from one year, add

a lowercase letter (a, b, c, etc.) after the year to differentiate between publications. For your in-text citations, use these letters as well. For example: Smith (2015a) argues…

Sample References

Entire Book

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

Location: Publisher.

Foucault, M. (1969). *The archeology of knowledge.* New York, NY: Routledge.

Grimm, N. M. (1999). *Good intentions: Writing center work for postmodern times.*

Portsmouth, NH: Boynton Cook Publishers.

A Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor

& B. B. Editor (Eds.), *Title of book* (pages of chapter). Location:

Publisher.

Draper, D. (2009). Advertising spoofs. In A. Roger (Ed.), *Manhattan advertising*

(pp. 34-56). New York, NY: Price Press.

Article in Scholarly Journal (Accessed Online)

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of*

Periodical, volume number (issue number if available), pages.

doi:0000/0000 or http://dx.vv.org/xx.xxx/yyyyy

Mello, A. (2010). The world of puppet theatre. *PAJ: A Journal of Performance*

and Art, 32(2), 62-67. doi:10.1162/pajj.2010.32.2.62

Online Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper.* Retrieved

from http://www.someaddress.com/full/url/

Whyte, M. (2016, October 26). Art Toronto finds a way to redefine itself. *Toronto*

Star. Retrieved from

https://www.thestar.com/entertainment/visualarts/2016/10/26/art-toronto-finds-a-way-to-redefine-itself.html

Webpage
Author, A. A. (Year, Month Date of Publication). Article title. Retrieved from URL

Bigham, B. (2016, November 15). Defibrillator-equipped drones could be 1st on scene in cardiac arrest. Retrieved from http://www.cbc.ca/news/health/using-drones-for-defibrillator-1.3848349

Webpage with an Organization as Author
Name of Organization. (Year, Month Date of Publication). Article title. Retrieved from URL

Health Canada. (2016, May 30). Cell phone towers. Retrieved from http://www.hc-sc.gc.ca/ewh-semt/radiation/cons/stations/index-eng.php

Webpage without an Author
Article title. (Year, Month Date of Publication). Retrieved from URL

Rare molecule on Venus may help explain planet's weather. (2016, November 9). Retrieved from http://www.cbc.ca/news/technology/rare-molecule-venus-weather-1.3843428

E-Book (Only available in e-book form)
Author, A. A. (Year). *Title of book* [E-reader version, if applicable]. Retrieved from http://www.someaddress.com/full/url/

Cochrane, K. (2013). *All the rebel women: The rise of the fourth wave of feminism* [Kindle DX version]. Retrieved from https://www.amazon.ca/All-Rebel-Women-feminism-Guardian-ebook/dp/B00H7G1DMY

Film or DVD
Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of motion picture* [Motion picture/DVD]. Country of Origin: Studio.

Rollins. J. (Producer), & Woody, A. (Director). *Midnight in Paris* [DVD]. United States: United Artists.

Online Video

Producer, A. A. (Year, Month Date). *Title of video* [Video file]. Retrieved from

URL

Ryerson University. (2012, February 9). *Ryerson University: Make your mark*

[Video file]. Retrieved from

https://www.youtube.com/watch?v=jdHe94uYKVA

Podcast

Producer, A. A. (Producer). (Year, Month Day). *Title of podcast* [Audio podcast].

Retrieved from http://www.apa.org/podcasts/

Smiley, F. (2010, October 17). *After the Jump* [Audio Podcast]. Retrieved from

http://www.heritageradio.com

Blog Post

Author, A. A. (Year, Month Day). Title of blog post [Blog post]. Retrieved from

http://www.apa.org/blogpost/

Ali, A. (2004, February 14). Terrible days in Toronto [Blog post]. Retrieved

from http://www.theangrychicken.com/2004/days

Headings

Level of heading	Format
1	**Centered, Boldface, Uppercase and Lowercase**
2	**Flush Left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.** Continue with body text after period.
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** Continue with body text after period.
5	*Indented, italicized, lowercase paragraph heading ending with a period.* Continue with body text after period.