

APA Referencing (6th Edition)

Guidelines for In-Text Citations & Reference Lists

In-Text Citations

- Include the author's last name, the year of publication, and the page number (for quotes), either as part of the text of your paper or in parentheses. For example: (Smith, 2011, p. 17).
- If a source has no author or editor, use a few words of the title instead.
- Each in-text citation must lead to the full reference list entry for that source.

Reference Lists

- The references page is usually located at the end of your written document. However, tables and/or appendices, if used, come after the references page.
- The references page lists only the sources you cited in your paper. Every reference list entry should have at least one corresponding in-text citation.
- Center the heading, References, at the top of the page.
- Alphabetize entries in the References list by the authors' last names.
- Authors' first names are NOT included in the entries; include only the initials of given name(s). For example: Wells, A.
- If a work has no author, place the title first and use that to alphabetize it within reference list. If there is no date, use (n.d.). For a full template explaining how to format your citation when information is missing, visit APA's reference template PDF: <http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style--table-1.pdf>.
- The date of publication appears immediately after the first element of the citation (usually the author's name). For example, Wells, A. (2005).
- The references list is double-spaced within AND between citation entries.
- Use the hanging indent format: each entry begins flush left, and any additional lines are indented one-half inch (or five spaces).
- Capitalization matters; only the first word of titles and subtitles is capitalized, in addition to proper names. However, each significant word in the titles of journals, newspapers and magazines (for example, Canadian Journal of Earth Sciences) is capitalized and italicized. Titles of articles from journals are NOT italicized.

- Use only the name of the publishing company (do not include "Company" or "Inc." etc.).
- Do NOT insert a hyphen when dividing a web address (URL) at the end of a link.
- URLs/web addresses should NOT be hyperlinks. Use plain black text.

Blueprints

If the blueprints were accessed through a private engineering/architectural company, follow the format below and modify retrieval information to: Retrieved from Name of Interviewee, Company, personal communication.

Elements required and general format:

Author(s). (Year, Month Day). Title of drawing (Drawing/Plan No. ##, if provided) [Technical drawing]. Retrieved from URL of drawing

Reference list examples – Blueprints

Blueprints Retrieved from online:

Alberta Transportation and Utilities, Technical Standards Branch. (1999, April 20). Concrete slope protection (Drawing No. S-1409-99) [Technical drawing]. Retrieved from <http://www.transportation.alberta.ca/Content/doctype30/production/s1409-99-rev5.pdf>.

Unpublished blueprint received from individual:

Alberta Environment and Parks. (2017). Bison shelter (Drawing No. S-1231-17) [Technical drawing]. Retrieved from Jane Doe, Alberta Environment and Parks, personal communication.

Books

- Print Book
- Electronic (eBook)
- Article or Chapter in Anthology or Edited Book

Print Book

Elements required and general format:

Author(s) or editor(s). (Year). Title of book: Subtitle of book (Edition). City, State abbreviation or Country of publication: Publisher.

Reference list examples - Book

One author:

Label, W. A. (2010). Accounting for non-accountants: The fast and easy way to learn the basics (2nd ed.). Naperville, IL: Sourcebooks.

One editor:

Smither, J. W. (Ed.). (1998). Performance appraisal: State of the art in practice. San Francisco, CA: Jossey-Bass.

Multiple authors:

Murray, R. B., Zentner, J. P., & Yakimo, R. (2009). Health promotion strategies through the life span. Upper Saddle River, NJ: Pearson/Prentice Hall.

Multiple editors:

Baker, A., Dutton, S., & Kelly, D. (Eds.). (2004). Composite materials for aircraft structures (2nd ed.). Reston, VA: American Institute of Aeronautics and Astronautics.
Electronic Book (eBook)

Elements required and general format:

Author(s) (if editor, include (Ed.) after name). (Year). Title of eBook: Subtitle of eBook (Edition) [Type of e-Reader version]. Retrieved from URL of book

Reference list examples e-Book

If using a handheld e-Reader, include information about this version in square brackets.

One editor, no DOI:

Kutz, M. (Ed.). (2009). Eschbach's handbook of engineering fundamentals (5th ed.). Retrieved from
http://www.knovel.com.libezproxy.nait.ca/web/portal/browse/display?_EXT_KNOVEL_DISPLAY_bookid=2441

One author, no DOI (eBook read on Kindle Fire):

Glazer, H. (2011). High performance operations: Leverage compliance to lower costs, increase profits, and gain competitive advantage [Kindle eBook version]. Retrieved from
<http://www.amazon.com/High-Performance-Operations-Competitive-ebook/>

Article or Chapter in an Anthology or Edited Book

You cite an article, book chapter, or case study found in a source in both the references list and in an in-text citation.

Elements required and general format:

Author(s) or editor(s) of the chapter or entry or case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), Title of book (pp. xx-xx). City, State abbreviation or Country of publication: Publisher.

Textbook Case Study

Elements required and general format:

Author(s) or editor(s) of the chapter or entry or case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), Title of book (pp. xx-xx). City, State abbreviation or Country of publication: Publisher.

Reference list example – Textbook case study

One author:

Pederson, S. (2008). The XYZ Group. In J. Ness, Cases in digital processing (pp.11-20). Saskatoon, Canada: CDMA Publishing.

In-text citation example – Textbook case study

One author:

The argument for “insert quote here” ... (Pederson, 2008, p. 11). Pederson’s statement that “insert quote here” (2008, p. 15) still holds true today.

Online Case Study

Elements required and general format:

Author(s). (Year). Title of case study: Subtitle of case study. Title of Journal, Volume(issue), page number(s). Retrieved from URL of the article (case study)

Reference list example – Online case study

Two authors:

Schiehll, E., & Andre, P. (2003). Corporate governance and the information gap: The use of financial and non-financial information in executive compensation. Ivey Business Journal, 67(6), 1-6. Retrieved from <http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=10508033&site=ehost-live&scope=site>

Conference Papers

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Elements required and general format of paper with DOI:

Author, A. A. (YEAR, month). Paper title. Paper presented at Title of Conference/Symposium, City, State. doi: DOI of paper

Elements required and general format of paper without DOI:

Author, A. A. (YEAR, month). Paper title. Paper presented at Title of Conference/Symposium, City, State. Retrieved from URL

Reference list example – Conference papers

Conference paper found online, no DOI:

Keshavarzi, R., Mohammadi, S., & Bayesteh, M.S. (2012, June). Hydraulic fracture propagation in unconventional reservoirs: The role of natural fractures. Paper presented at the 46th U.S. Rock Mechanics/Geomechanics Symposium, Chicago, IL. Retrieved from <http://www.onepetro.org.libezproxy.nait.ca/mslib/app/Preview.do?paperNumber=ARMA2012-129&societyCode=ARMA>

In-text citation examples – Conference papers

...as reported by Keshavarzi, Mohammadi, and Bayesteh (2012).

...such as the research reported on last year at the U.S. Rock Mechanics/Geomechanics Symposium (Keshavarzi, Mohammadi, & Bayesteh, 2012).

Government Documents

If the authoring government agency (e.g. Department of Finance) does not include the level of government in its name, then add it before the author name (e.g. Canada. Department of Finance.).

For online documents, if an individual authored a report for a government agency, use the individual as the author, but include the government information in the “Retrieved from” statement (e.g. Retrieved from Alberta Instructure and Transportation website: <http://www.transportation.alberta.ca/Content/docType30/Production/bgmtgstrgyg.pdf>).

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Elements required and general format for online documents:

Author. (Year of publication). Title of report: Subtitle of report (Catalogue or Publication No. ##, if provided). Retrieved from name of government website if necessary and URL

Elements required and general format for print documents:

Author. (Year of publication). Title of report: Subtitle of report (Catalogue or Publication No. ##, if provided). Location: Publisher.

Journal Articles

Print Journal Article

Elements required and general format for journal paginated by volume (page numbers continue throughout year):

Author(s). (Year). Title of journal article: Subtitle of article. Title of Journal, Volume number, page number(s).

Elements required and general format for journal paginated by issue (each issue begins with page 1):

Author(s). (Year). Title of journal article: Subtitle of article. Title of Journal, Volume number(issue number), page number(s).

Reference list examples – Journal article

In APA style, every author or editor's name is inverted (the last name comes first); use only the initials for the first and middle names. Only capitalize the first word of the title, subtitle, and any proper nouns.

Two or more authors, issue number not included:

Kim, Y., & Wells, A. (2005). The impact of forest density on property values. *Journal of Forestry*, 103, 146-151.

Two or more authors, issue number included:

Shang-Ping, X., Deser, C., Vecchi, G., Jian, M., Haiyan, T., & Wittenberg, A. (2010). Global warming pattern formation: Sea surface temperature and rainfall. *Journal of Climate*, 23(4), 966-986. doi:10.1175/2009JCLI3329.1.

No Author:

Order in the oil sands. (2008). *Petroleum Journal*, 174(6), 15-21.

Online Journal Article (With DOI / Digital Object Identifier)

Elements required and general format for journal paginated by volume (page numbers continue throughout year):

Author(s). (Year). Title of journal article. Title of Journal, Volume, page number(s). doi:DOI of article OR <https://doi.org/10.xxxxxxxxxxxx>

Elements required and general format for journal paginated by issue (each issue begins with page 1):

Author(s). (Year). Title of journal article. Title of Journal, Volume(Issue), page number(s). doi:DOI of article OR <https://doi.org/10.xxxxxxxxxxxx>

Reference list example – Online journal article with DOI:

Multiple authors, no issue number, http-style DOI:

Martin, J. E., Menkem, E. F., Djomeni, A., Fowe, P. G., & Ntamak-Nida, M-J. (2017). Dinosaur trackways from the early Late Cretaceous of western Cameroon. *Journal of African Earth Sciences*, 134, 213-221. <https://doi.org/10.1016/j.jafrearsci.2017.06.013>

Multiple authors, no issue number, old style DOI:

Street, M. E., Volta, C., Ziveri, M. A., Viani, I., & Bernansconi, S. (2009). Markers of insulin sensitivity in placentas and cord serum of intrauterine growth-restricted newborns. *Clinical Endocrinology*, 71, 394-399. doi:10.1111/j.1365-2265.2009.03533.x

Online Journal Article (Without DOI / Digital Object Identifier)

Researchers use DOIs to provide neutral access points that do not require a specific institutional log-in; when an article does not have a DOI, the journal's home page URL is an appropriate substitute. At NAIT, your papers will be read by instructors with the same institutional access as you, and it is usually acceptable to provide a direct, stable link to the article instead. Please double-check with your instructor if you are not sure of their preference.

Elements required and general format for journal paginated by volume (page numbers continue throughout year):

Author(s). (Year). Title of journal article. Title of Journal, Volume, page number(s). Retrieved from URL of the article

Elements required and general format for journal paginated by issue (each issue begins with page 1):

Author(s). (Year). Title of journal article. Title of Journal, Volume(Issue), page number(s). Retrieved from URL of the article

Lecture Notes & Handouts

If you are citing information from your personal notes, treat it as a personal communication; refer to it only in-text, not in the reference list. Official lecture notes or handouts from your instructor should be cited both in-text and in the reference list.

Elements required and general format for online resource:

Author(s). (Year). Title of handout or presentation [Type of resource]. Retrieved from URL

Elements required and general format for print resource:

Author(s). (Year). Title of handout or presentation [Type of resource]. Program or Department, Name of Institution, City, State Abbreviation or Country.

Reference list examples – Handouts

Presentation from instructor, online:

Smith, J. A. (2012). Biggest engineering mistakes of the 21st century [Powerpoint presentation].
Retrieved from <http://moodle.nait.ca/course/view.php?id=7076>

Handout from instructor, offline:

Smith, P. R. (2012). Robot boss battles [Class handout]. Instrumentation Engineering
Technology, NAIT, Edmonton, Canada.

Periodicals (Newspapers & Magazines)

Print Newspaper Article

Elements required and general format. Unlike a journal article, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p. (for example: p. B2) and multiple pages take pp. (for example: pp. A4-A3).

Author(s). (Year, Month Day). Title of journal article. Title of Newspaper, page number(s).

Reference list examples – Newspaper article

One author:

Kleiss, K. (2010, October 12). Housing plan overturns decades of practice. Edmonton Journal,
pp. A1-A3.

No author:

Mandel received council support (2010, October 2). Edmonton Journal, p. B4.

Online Newspaper Article

Elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. Title of Newspaper[Edition if applicable], page number(s) or section letter(s). Retrieved from URL of article

Reference list examples – Online newspaper article

Do not abbreviate the month when citing online magazines. Include p. or pp. for page number(s).

One author:

Jack, I. (1998, October 24). Cleaner gasoline will cost jobs industry. Financial Post [Weekly
Edition], p. 3. Retrieved from
<http://search.proquest.com.libeproxy.nait.ca/docview/442171876?accountid=12654>

Online Magazine Article

Elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. Title of Magazine,
Volume(Issue), page number(s). Retrieved from URL of article

Reference list examples – Online magazine article

Do not abbreviate the month when citing online magazines.

One author:

Weinman, J. J. (2008, May 5). Where should we put the violins? A debate over how to place orchestras' string section heats up in the classical world. Maclean's, 121(17), 54. Retrieved from <http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=31900477&site=ehost-live&scope=site>

Wikipedia Entries

Most scholarly research should rely on peer-reviewed or other academic works. Ensure that the use of Wikipedia entries is approved by your Instructor.

Elements required and general format:

Title of Wikipedia article. (n.d.). In Wikipedia. Retrieved Month Day, Year, from URL. .

Reference list examples – Wikipedia

Wikipedia entries are dynamic and created as a collaborative effort. As such, no one author can be given credit for any entry and no creation date can be determined. Because of their dynamic nature, the citation for any Wikipedia entry must contain a retrieval date, which indicates when the information was accessed.

Flightless bird. (n.d.). In Wikipedia. Retrieved March 5, 2013, from http://en.wikipedia.org/wiki/Flightless_bird