

APA 7 STYLE SHEET

General Rules When Writing a Works Cited

1. **Title:** Your references should begin at the end of the report, on a separate page. The title of this page is **References** and should be bolded.
 - The heading should be centred and **not** underlined.
 - Do not use quotation marks for the title
2. **Alphabetical arrangement:** All items are arranged alphabetically by last name of author.
 - If there is no author, use the editor. Follow the editor's name with the word, editor.
 - If no author is given, begin the entry with the title. (Omit A, An, The).
 - **Do not separate items by type of resource.**
 - **For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.**
 - Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work up to and including twenty authors.
 - If there are multiple authors, use an ampersand (&) before the last author's name
3. Begin all entries at the left margin; extra lines are indented ½" (hanging indentation).
4. When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
 - Do not capitalize the first letter of the second word in a hyphenated compound word.
 - Do not italicize or underline the article title.
 - Do not enclose the article title in quotes.
 - Capitalize all major words in journal titles.
5. **Double-space** the entire list, both between and within entries.
6. **Italicize** titles of longer works such as books and journals.
 - Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
7. Maintain the **punctuation** and **capitalization** that is used by the journal in its title.
 - For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
8. **Copyright date:** If several dates are listed, the most recent should be cited.
- 9.

PRINT SOURCES

Book

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

Green, J. (2015). *The fault in our stars*. Dutton.

Book with Two Authors to Twenty Authors

First author name is written last name, initials; subsequent author names are written last name, initials, with an & before the last name.

Williams, T. I., Burnette, A. E., & Schaaf, W. E. (2000). *A history of inventions: From stone axes to silicon chips*. Checkmark Books.

Book with an editor

Leonard W. R. & Crawford M. H. (Eds.). (2002). *Human biology of pastoral populations*.
Cambridge University Press.

Encyclopedia

Last, F. M., & Last, F. M. (Year Published). Article title. In *Encyclopedia Name*. (Vol.#, pp. Page(s)).
Publisher.

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508).
Encyclopedia Britannica.

McGhee, K., & McKay, G. (2007). Insects. In *Encyclopedia of animals* (p.175). National Geographic Society.

An essay, poem, or chapter from a book that is a collection of several authors' works

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). Publisher.

Smurr, R.W. (2001). Glasnost-era environmental activism in Estonia in C. Miller (Ed.), *History in dispute* (p. 9). St. James Press.

A poem, a short story, an essay or a chapter from a collection of works by one author

Author. (Copyright Date). Title of poem in *Title of book* (pages). Publisher.

Silverstein, S. (2004). Pancakes? In *Where the sidewalk ends 30th anniversary edition* (p. 34). Harper Collins.

An introduction to a book

Gerry, I. (2008). Introduction. In B. Saveley, *Secret city: Photographs from Peru* (pp. 8-12). Thames and Hudson.

A translation of a book

Freud, S. (1970). An outline of psychoanalysis (J. Strachey, Trans.). Norton. (Original work published 1940).

Electronic Resources

Here are some common features you should try and find before citing electronic sources in APA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Article name in sentence format
- Title of the website, project, or book in italics.
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- URL (including the https://) DOI or permalink.

2. Date entries must be Year, Month Day e.g. 2020, April 14

Generalized database article

Author (last name, first name). (Date of Publication). Title of article. *Title of Journal*, volume number
(issue number), page range. URL or DOI.

Introduction to a Gale database topic

Climate Change. (2018). In *Global Issues in Context Online Collection*. Gale.

<http://link.galegroup.com/apps/doc/CP3208520156/GIC?u=40nwss&sid=GIC&xid=160c7dd4>

Gale database article

Beasley, D.M. (2020, April 22). Covid-19 could detonate a 'hunger pandemic.' With millions at risk, the world must act. (2020, April 22). *Washington Post*, p. NA.

<https://link.gale.com/apps/doc/A621671369/GIC?u=40nwss&sid=GIC&xid=f2015da3>

EBSCO database article

Becktold, W. (2017, November 12). Ugandan Women didn't cause climate change, but they're adapting to it: How a network of women are weathering the changing climate. *Sierra*, 102(6), 1-8.

<http://search.ebscohost.com/login.aspx?direct=true&db=c9h&AN=127162009&site=ehost-live>

JSTOR database article

Causevic, A. (2017). Facing an unpredictable threat: Is NATO ideally placed to manage climate change as a non- traditional threat multiplier? *Connections*, 16(2), 59-80.

<http://www.jstor.org/stable/26326481>

Internet

Last, F. M. (Year, Month Date Published). *Title of page*. Site name. URL.

Amnesty International Canada. (2020, March 10). *Distant but together: Activism in the time of COVID-19*. Amnesty International Canada. <https://amnesty.ca/blog/distant-together-activism-time-covid-19>

Online Encyclopedia

Devine, T. (2020). Video game console. In *World Book Advanced*.

<https://www.worldbookonline.com/advanced/article?id=ar755284>

Online dictionary

Residential, adj.1 and n. (2016, December). In *OED Online*.

<http://www.oed.com/view/Entry/163570?redirectedFrom=residential+schools#eid150023592>

A Blog

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name.

Last, F. M. (Year Month Date Published). Article title. Publisher. URL.

[dyer, k.c. \(2020, April 4\). Around the world: kc dyer at Niagara Falls. kc dyer.](#)

<https://www.kcdyer.com/post/around-the-world-kc-dyer-at-niagara-falls>

A digital image

Salgado, J.F. (2010). *Up close and personal with the very large telescope*. [photograph].

<http://www.eso.org/public/images/potw1049a>

If the work is cited on the web only, then provide the name of the artist, the title of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

O'Shea, P. (2010, August 29). *Rescued hedgehog* [photograph].

<http://flickr.com/photos/peteoshea/5476076002/>

Twitter

Author. [Twitter handle]. (Date posted). Content of the post up to the first 20 words. [Tweet] URL.

Gates, B. [BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: <http://b-gat.es/X75Lvy> [Tweet].

<https://twitter.com/BillGates/status/306195345845665792>

Online Video

Video and audio sources need to be documented using the same basic guidelines for citing print sources in APA style. Include as much descriptive information as necessary to help readers understand the type and nature of the source you are citing. If the author's name is the same as the uploader, only cite the author once. If the author is different from the uploader, cite the author's name before the title.

Speaker, A. A. (date). *Title of talk* [Video]. Streaming Service. URL

Aduaka, N. (2007, June). *Newton Aduaka: The story of Ezra* [Video]. TED Talks.

http://www.ted.com/talks/newton_aduaka_tells_the_story_of_ezra

Duran Duran. (2009, February 26). *The Reflex*. YouTube. <https://youtu.be/oDnNF5cHCdo>

Other Resources

Movie

Lucas, G. (Director). (2008). *Star wars IV: A new hope* [Motion picture on DVD]. Lucas Film Ltd.

Television Program (viewed on television)

Sheerer, Robert (Director). (1989, February 13). The measure of a man. (Season 2, Episode 9). [Television series episode]. In G. Roddenberry (Producer), *Star trek: The next generation*. Paramount Pictures; CBS.

Television Program (viewed on streaming service)

Kohler, W., Davidson, K., Knopfler, W, & DiCaprio, L. (Producers), & Ladkani, R., Davidson, K. (Directors). (2016). *The ivory game* [Video file]. Retrieved from <http://www.netflix.com>

Television Program (viewed on DVD)

Roddenberry, G. (Producer). (2002). The measure of a man [Television series episode]. In *Star trek: The next generation*. Paramount.

Song on Album

Winehouse, A. (2006). Rehab. On *Back to black* [Album]. Universal Records.

CD

Duran Duran. (1982). *Rio*. [Album]. EMI.

Original Piece of Art

Cartier-Bresson, H. (1938). *Juvisy, France* [photograph]. New York, NY: The Museum of Modern Art.

Piece of Art found in book

Goya, F. (1800). *The family of Charles IV* [Painting]. Museo del Prado, Madrid. In *Gardener's Art Through the Ages*, 10th ed., by Richard G. Tansey and Fred S. Kleiner, San Diego, CA: Harcourt Brace, 939.

Personal Interview

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

Bell, T., & Phillips, T. (2008, May 6). A solar flare. [audio podcast episode]. In *Science @ NASA Podcast*. NASA. <http://science.nasa.gov/podcast.htm>

Musical Score

Haydn, F. J. (2001). *The creation*. Mineola, NY: Dover. (Original work published 1798)

References

- Becktold, W. (2017, November 12). Ugandan Women didn't cause climate change, but they're adapting to it: How a network of women are weathering the changing climate. *Sierra*, 102(6), 1-8. <http://search.ebscohost.com/login.aspx?direct=true&db=c9h&AN=127162009&site=ehost-live>
- Bell, T., & Phillips, T. (2008, May 6). A solar flare. [audio podcast episode]. In *Science @ NASA Podcast*. NASA. <http://science.nasa.gov/podcast.htm>
- Brouwer, S. (2011). Chapter 10. In *Cobra strike* (pp. 67-76). Orca Book Publishers.
- Causevic, A. (2017). Facing an unpredictable threat: Is NATO ideally placed to manage climate change as a non- traditional threat multiplier? *Connections*, 16(2), 59-80. <http://www.jstor.org/stable/26326481>
- Darity, W. (2008). Elections. In *International Encyclopedia of the Social Sciences* (2nd ed., pp. 556-559). [http://ic.galegroup.com/ic/whic/ReferenceDetailsPage/ReferenceDetailsWindow?disableHighlighting=true&displayGroupName=Reference&currPage=&scanId=&query=&docIndex=&source=&prodId=WHIC&search_within_results=&p=WHIC&mode=view&catId=&u=40nwss&limiter=&display-](http://ic.galegroup.com/ic/whic/ReferenceDetailsPage/ReferenceDetailsWindow?disableHighlighting=true&displayGroupName=Reference&currPage=&scanId=&query=&docIndex=&source=&prodId=WHIC&search_within_results=&p=WHIC&mode=view&catId=&u=40nwss&limiter=&display-query=&displayGroups=&contentModules=&action=e&sortBy=&documentId=GALE%7CCX3045300699&>windowstate=normal&activityType=DocumentWithCommentary&failOverType=&commentary=true)
[query=&displayGroups=&contentModules=&action=e&sortBy=&documentId=GALE%7CCX3045300699&>windowstate=normal&activityType=DocumentWithCommentary&failOverType=&commentary=true](http://ic.galegroup.com/ic/whic/ReferenceDetailsPage/ReferenceDetailsWindow?disableHighlighting=true&displayGroupName=Reference&currPage=&scanId=&query=&docIndex=&source=&prodId=WHIC&search_within_results=&p=WHIC&mode=view&catId=&u=40nwss&limiter=&display-query=&displayGroups=&contentModules=&action=e&sortBy=&documentId=GALE%7CCX3045300699&>windowstate=normal&activityType=DocumentWithCommentary&failOverType=&commentary=true)
- Duran Duran. (2009, February 26). *The reflex*. YouTube. <https://youtu.be/oDnNF5cHCdo>
- Lucas, G. (Director). (2008). *Star wars IV: A new hope* [DVD]. Lucas Film Ltd.
- Rowling, J. K. (2016). *Harry Potter and the Goblet of Fire*. Raincoast Books.
- Smurr, R.W. (2001). Glasnost-era environmental activism in Estonia in C. Miller (Ed.), *History in dispute* (p. 9). St. James Press.
- Winehouse, A. (2006). Rehab. On *Back to black* [Album]. Universal Records

APA Parenthetical Documentation

General Guidelines

- **Follow the author-date method of in-text citation.**

This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

- **Short citation:** For a citation less than five lines, insert the citation between quotation marks (" ").
- **Place a citation as close to the quoted or paraphrased material without disrupting the sentence.**

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199)

- **If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.**

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why

- **References in the essay must point to specific sources in the list of works cited.**

The information in your parenthetical references in the text must match the corresponding information in the entries in your list of works cited.

- **Long citation:** Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

- **Identify the location of the borrowed information as specifically as possible.**

For sources that use page numbering, give the author and the page number(s). If you cite from more than one volume of a multivolume work, the volume is cited as well as the page numbers. Sources without page numbers such as webpages, films, or performances are usually cited by title.

- **If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference.**
- **If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)**

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

References:

APA. (2020). *Publication manual of the American Psychological Association* (7th ed.).

American Psychological Association.

Easybib. (n.d.) EasyBib Guide to Citing and Writing in APA Format.

<http://www.easybib.com/guides/citation-guides/apa-format/>

Purdue Online Writing Lab. (2020). APA style workshop.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

FORMATING PARENTHICAL CITATIONS

Type of Citation	Example
Author's name not mentioned in text (your paper)	Medieval Europe was a place both of "raids, pillages, slavery, and extortion" (Townsend, 2013, p. 10).
Author's name in text	According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).
Two authors' name not mentioned in text	(Wegener & Petty, 1994).
Citing indirect source	Johnson argued that...(as cited in Smith, 2003, p. 102).
Type of Citation	Example
Two works by same author on list of works cited	Shakespeare's <i>King Lear</i> has been called a "comedy of the grotesque" (Frye, 2018, p. 237). For Northrop Frye, one's death is not a unique experience, for life includes multiple beginnings and endings (2016, p. 85).
Webpage If no page numbers, use paragraph numbers.	According to Smith (1997), ... (Mind over Matter section, para. 6).
Webpage with no author, no paragraph numbers Cite by title of article.	Job hunting requires persistence, qualifications, and creativity ("Virtual Workspace Hub").