There are two major reasons you are required to cite your sources when doing an assignment for class:

1. To give credit for words or ideas belonging to another author. Failure to do this is plagiarism and can result in a failing grade and other negative consequences.
2. So that your instructor can verify your work. Your instructor should be able to take your citation and easily find the source you used. **It is important that your citations be accurate.**

The APA Format is one way of properly citing your sources. Ask your instructor which citation style you are required to use. APA references consist of two parts:

1. A References list (the bibliography)
2. In-text citations within the body of your paper or report

For a complete guide to APA, consult the Publication Manual of the American Psychological Association (6th ed.), available in the library (BF 76.7 P83 2010).

The following guide has examples for the most common types of sources you will use. If you have questions, ask for help in the library, or contact a VCC librarian: http://library.vcc.ca/contact-us/phone--email--key-contacts/

**Basic Rules:**

- The References list appears at the end of your paper, with references in alphabetical order, by the last name of the first author (or corporate author).
- **Double-space** the entire paper, including your references list, and do not add an extra space between references.
- Second and all subsequent lines of your references are indented 5-7 spaces. This is called a **hanging indent**.
- If more than one city is listed as a place of publication, cite the first one listed.

**Additional Resources on APA Style**

There are many excellent guides available online for APA style: Just Google “apa style guide.” The guide from the Online Writing Lab (OWL) at Purdue University is considered the best (except for ours, of course):

- [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
**In-Text Citations (In the body of your paper):**

APA requires that you cite direct quotations in the text differently than when you paraphrase.

Provide the author **last name**, followed by a comma, and then the **year** for both direct quotes and paraphrases. Include the **page number** when citing direct quotes. For electronic sources (like websites) without page numbers, cite the **paragraph number** or a short form of the section heading.

<table>
<thead>
<tr>
<th><strong>Quoting</strong></th>
<th><strong>Paraphrase</strong></th>
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<td><strong>1-2 Author(s)</strong></td>
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<td>(Greenberg, Armitage &amp; Shiboski, 2008, p. 458)</td>
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<td><strong>Electronic Sources Without Page Numbers</strong></td>
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<td>(Lee, 2007, Conclusion section, para. 2)</td>
<td>(Lee, 2007)</td>
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<tr>
<td><strong>Citing Indirect Sources</strong></td>
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<td>An indirect source is when one author is quoted in the text of another author. For indirect quotations, use “as cited in” to say where you found the quotation. Use only when you can’t access the original source.</td>
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<td>Cruikshank argues that “memory continuously adapts received traditions to present circumstances” (as cited in Graveline, 1998, p. 64).</td>
<td>Cruikshank argues that traditional knowledge passed on through stories maintain cultural identity (as cited in Graveline, 1998).</td>
</tr>
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</table>
Reference list entries (At the end of your paper):

Books (Print and Electronic)

Basic Format:
Author Last Name, Initial(s). (Date of publication). Title of book: Subtitle
(Edition if not first). Place of Publication: Publisher.

Multiple Authors
Cite authors the same way for all types of resources: articles, websites, videos, etc. List up to the first 7 authors/editors. For works with 8 or more authors, list the first 6 names, followed by an ellipse (…), followed by the last author’s name.

One Author or Editor


Two to Seven Authors/Editors

More than Seven Authors/Editors

Organization/Group as Author
No Author/Editor


Chapter of a Book


eBook

For electronic books, replace the publisher and place of publication with the URL. Include the name of the eBook provider in square brackets directly after the title.


Chapter in an eBook


Government Document (Online or Print)

Government documents often have a catalogue or report number. Include that number in the citation in parentheses directly after the title. Replace the publisher and place of publication with the URL for online items.


**Articles from Magazines, Journals & Newspapers:**

**Basic Format:**
Author Last Name, Initial(s). (Date of publication). Title of article: Subtitle.

*Name of Periodical, volume number*(issue number), pages.

Note: Cite multiple authors or organizations as authors as you would with books.

- Include the Digital Object Identifier (DOI) in the citation whenever it is listed for an article (see sidebox).
- For articles retrieved in an online database (without a DOI), cite it exactly as you would a print article. You do not have to provide the name of the database or a link unless requested by your instructor.
- For articles retrieved directly from the website of a journal or newspaper (without a DOI), include a link to the homepage (e.g. http://macleans.ca/), not the specific article.
- Do not put periods at the end of any URL or DOI.

**Print Article**


Note: For continuous pages, use a dash to note the page range (A4-A5). For non-continuous pages, use a comma to note the pages (A1, A4, A12).

**Online Article with a DOI**
Online Article from a Database (without a DOI)

If your instructor asks that you include a permanent link to the online article, include it at the end of the citation.


Online Article from a Website (without a DOI)

**Websites:**

**Basic Format:**

**Entire Website:**

Author Last Name, Initial(s). (Date of publication). *Title of website*. Retrieved from http://www.address.edu

**Section or Page within a Website:**

Author Last Name, Initial(s). (Date of publication). Title of page. In *Title of website*. Retrieved from http://www.address.edu/section2

Note: Cite multiple authors or organizations as authors as you would with books.

**Publication Information Online**

Publication information is often unavailable on websites and is not standardized like books or journals. You might have to look around at other pages within a website to find all the information you need (author, date). If you need to break a URL between two lines, do so before most punctuation, but not the except / in http://

APA Style requires the “Publication Date” as part of the citation. If there is no date provided, use (n.d.). It stands for ‘no date.’

**Entire Website**


**Chapter, Section or Page of a Website**


Image or Picture on the Internet
Basic Format:
Author Last Name, Initial(s). (Date of publication). Title of image [format]. Title of website if not clear from URL. Retrieved from http://www.address.edu

Cite images found online like a website, but add the format in [square brackets]. Make sure you are crediting the original creator of an image, not just a person who has copied the image without permission.


Blog Post
If the blog you are citing is fairly formal and written by identifiable people or organizations, cite it in the same manner as you would any other website.


If the blog (or message board) is less formal or is a comment on a blog, cite it in the following manner. The title of the posting is not italicized in these instances.


Other Resources:
Music Recordings
Basic Format:
Songwriter. (Date of Copyright). Title of song (Recorded by Artist if different from songwriter). On Title of album [Medium of recording: CD, record, etc.]. Location: Label (Date of recording if different from song copyright date).

Audiovisual Media (Films and Videos)

Motion Pictures (Popular movies, not educational videos)


Videos

For items retrieved online, replace the publisher and place of publication with the URL.


Encyclopedias, Dictionaries and Other Similar Reference Sources

Entries in reference books are either signed or unsigned. With signed entries, the author will be listed at the start or end of the individual entry. An editor(s) will usually be listed at the front of the book and is also included in the reference. For online reference books, replace the publisher and place of publication with the URL.

Signed (and Online)


Unsigned


**Personal Communications**

Personal communications are emails, personal interviews, telephone conversations, private (unpublished) letters, etc. Cite information from your own class notes in the same way.

Do not include these types of sources in your reference list. **Cite them in-text only.**

**Emails, Telephone Conversations and Personal Letters**

(K. Hepburn, personal communication, March 3, 2010)

In a phone interview, B. Affleck (personal communication, September 7, 2008) talked about ...

This email detailed the experiences of the nurse (K. Winslet, personal communication, July 14, 2009).

**Personal Class Notes**

In a lecture in NURS 1161, the instructor M. Streep (personal communication, September 20, 2010) argued that ...

**Course Handouts / Formal Lecture Notes**

Handouts, notes, and PowerPoint slides provided by an instructor or department are included in the **References** list, as well as with an in-text citation. Include the type of document in brackets after the title. For documents retrieved online, replace the publisher and place of publication with the URL.
