There are two major reasons you are required to cite your sources:

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:

- A References list (the bibliography)
- 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 (7th ed.), available in the library (BF 76.7 P83 2020).

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**

- Double-space the entire paper, including your reference list. Do not add an extra space between references.
- 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).
- Second and all subsequent lines of each reference are indented 5-7 spaces. This is called a hanging indent, and you can set your word processing software to create it.

**Additional Resources on APA Style**

There are many excellent guides available online for APA style: Just Google “APA style guide”.

The Online Writing Lab (OWL) at Purdue University APA Formatting and Style Guide is considered one of the best:

They also have a sample APA Student Paper you can look at for examples and explanations.
In-Text Citations (In the body of your paper):

APA uses an author-date citation system in the body of the paper. Provide the author last name or the group name, plus the year (Name, year).

For a direct quotation, include the page number (Name, year, p. 2) or the page range if it continues onto a second page (Name, year, pp. 79-80). If there are no page numbers, cite the paragraph number (Name, year, para. 3) or a short form of the section heading.

One Author

Paraphrase
Public health officials' faith in vaccines indicates… (Schwarz, 2018).

Quote
Schwarz (2018) notes that the “excitement surrounding vaccines served as an early signal for the increasingly privileged place” of biomedical responses to public health crises (p. 1457).

Two Authors

Use the word “and” in the sentence and the ampersand symbol (&) in the parentheses.

Paraphrase
When measuring competencies of psychology students… (Poston & Bland, 2020).
In 2020, Poston and Bland argued that when measuring competencies of psychology…

Quote
When measuring competencies of psychology students, “the current climate… often [eschews] assessment of its own practice and effectiveness” (Poston & Bland, 2020, p. 68).

Three or More Authors

Paraphrase
Traditional Chinese medicine employs a holistic… (Ge et al., 2019).

Quote
Ge et al. (2019) explain that traditional Chinese medicine has “multiple effects” (p. 1).

Group Author without Abbreviation

Paraphrase
Overall, soil quality in Canada is improving (Agriculture and Agri-food Canada, 2020).

Quote
Due to “improvements in land management practice” Agriculture and Agri-Food Canada (2020) sees an improvement in soil quality (“Soil Quality Indicators” section).
**Group Author with Abbreviation**

Paraphrase – First Citation
Anxiety disorders symptoms include… (National Institute of Mental Health [NIMH], n.d.)
The National Institute of Mental Health (NIMH, n.d.) lists symptoms of anxiety.

Paraphrase – Subsequent Citations
When prescribing Benzodiazepines doctors take into account the patient’s… (NIMH, n.d.)
NIMH (n.d.) notes that benzodiazepine prescriptions should be.

Quote – First Citation
Individuals with panic disorder anxiety experience “sudden periods of intense fear that come on quickly” (National Institute of Mental Health [NIMH], n.d., “Signs and Symptoms” section).

Quote – Subsequent Citations
Prescribing benzodiazepines is “often considered a second-line treatment for anxiety” because of the risk of dependence (NIMH, n.d., “Treatments and Therapies” section).

**Unknown Author**

Use the title in place of the author name. Italicize book titles; use quotation marks for article titles.

Paraphrase
The principal call to action asks for more understanding… (“In My Experience,” 2019).

“In My Experience” (2019) outlines a number of steps to.

Quote
They “implore medical educators to be open-minded” (“In My Experience,” 2019, p. 1638).

**Multiple Works**

To summarize findings from multiple studies, alphabetize by author, and separate with a semicolon.

In some studies, saline… (Altman et al, 2016; Manchikanti et al, 2015; Wolf et al, 2011).

**Quotations Containing Citations from Other Works**

For this example, you read an article by Newman (2018), who included a direct quotation from Soderman and Oshio (2013). You do not need to mention Soderman and Oshio if Newman synthesizes and their findings, rather than quoting them. Include only Newman in your reference list.

Paraphrase
Children begin learning language as soon as they are born (Soderman & Oshio, 2013, as cited in Newman, 2018).

Quote
Soderman and Oshio (2013, as cited in Newman, 2018) assert that “language development begins at birth as the child interacts with others” (p. 352).
Reference List Entries (at the end of your paper)

Articles from Journals, Magazines, & Newspapers:

Basic Format
Author Last Name, Initial(s). (Date). Title of article: Subtitle. Title of Periodical, volume number (issue number), pages. DOI or URL

What is a DOI?
DOI stands for “Digital Object Identifier.” A DOI permanently identifies an article.
(eg. http://dx.doi.org/10.25101/19.2)

Journal Article with a DOI
One to Twenty Authors:
http://dx.doi.org/10.1037/rev0000157

For continuous pages in an article, use a dash to note the page range (3-19).

Over Twenty Authors:

For over 20 authors, list the first 19 names followed by an ellipse (...), then the last author’s name. Notice: ‘sentence case’ for the article title and ‘title case’ for the journal title.

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. This is not required by the APA guide, but instructors can request it.

Online Article from a Website

RxTx

Newspaper Article

Magazine Article

Blog Post

**Books and Reference Works:**

**Basic Format**
Author Last Name, Initial(s). (Date). *Title of book: Subtitle* (edition if applicable). Publisher Name. DOI or URL

**One Author/Editor**
When a book has an editor instead of an author add Ed. or Eds. in parentheses after the name. Note: ‘sentence case’ for chapter titles and book titles.

One Author with an Edition Number:

Two to Twenty Authors/Editors

With a URL

Organization/Group as Author
NorQuest College. (2016). *In the community: An intermediate integrated skills textbook*. https://globalaccess.bowvalleycollege.ca/OER/NQC/In-the-Community/

No Author/Editor

If the author is unknown use the first couple of words of the title in place of the author’s name.

Audiobook

Chapter in a Print Book

Chapter in an Online or E-Book

Use pp. to show a book chapter page range. For continuous pages, use a dash to note the page range (pp. 4-5). For non-continuous pages, use a comma to note the pages (pp. 1, 4, 10-12).
Dictionaries, Thesauruses, or Encyclopaedias

With Group Author:


With Individual Author:


Reports and Gray Literature

Basic Format:

Author Last Name, Initial(s). (Date). Title of report: Subtitle of report (Report #). Publisher Name. http://www.xxxxx

Report by a government agency or other organization:


Annual report:


Class and Course Resources:

Documents from Moodle

If the work comes from a classroom website (eg. Moodle) provide the name of the site and URL.


PowerPoint Slides


Webinar

Audiovisual Works:

Basic Format
Author Last Name, Initial(s). (Job title). (Date). Title of work [Description]. Production Company. https://www.xxxx

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Who to Include as the Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film</td>
<td>Director</td>
</tr>
<tr>
<td>TV Series</td>
<td>Executive producer(s)</td>
</tr>
<tr>
<td>TV series episode</td>
<td>Writer and director of episode</td>
</tr>
<tr>
<td>Podcast</td>
<td>Host or executive producer</td>
</tr>
<tr>
<td>Webinar</td>
<td>Instructor</td>
</tr>
<tr>
<td>Classical music album</td>
<td>Composer</td>
</tr>
<tr>
<td>Modern music album</td>
<td>Recording artist</td>
</tr>
<tr>
<td>Artwork</td>
<td>Artist</td>
</tr>
<tr>
<td>Online streaming video</td>
<td>Person or group who uploaded the video</td>
</tr>
</tbody>
</table>

Film

TV Series Episode
Walley-Beckett, M. (Writer) & Evans, D. (Director). (2017, April 9) An inward treasure born (Season 1, Episode 4) [TV series episode]. In M. de Pencier & M. Walley-Beckett (Executive producers), Anne with an e. Pelican Ballet; Northwood Entertainment; CBC; Netflix.

Online Streaming Video or YouTube

Music Album

Song
Childish Gambino. (2018). This is America [Song]. mcDJ; RCA.

Podcast Episode
Photograph

Webpages and Websites:

Basic Format
Author Last Name, Initial(s). (Date). Title of work. Site Name. http://www.xxxx

Website Tips:
- 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 there is no date provided, use (n.d.). It stands for ‘no date.’
- When the author and the site name are the same, omit the site name.
- If you cite multiple webpages from a website, create a reference for each.

Entire Website
If you discuss an entire website, include the full URL in brackets in your text. Do not create a reference list entry or in-text citation.

Medline Plus (https://medlineplus.gov/) provides information on health topics, drugs and supplements and medical tests.

Webpage on a Website with a Group Author
   https://www.nimh.nih.gov/health/topics/depression/index.shtml

Webpage on a Website with an Individual Author
   http://www.chamber.ca/media/blog/200205-canada-360/

Webpage on a Website with a Retrieval Date
Include a retrieval date when the contents of the page are designed to change over time. (e.g. dictionary entries and social media profiles)

Social Media:

Basic Format
Author Last Name, Initial(s) [@username]. (Date). Title of work [Description of media]. Site Name. Retrieved Month Day, Year, from https://xxxx

Replicate emojis when possible. If you are not able to create the emoji, provide the emoji’s name in square brackets. The full list of emoji names can be found at http://unicode.org/emoji/charts/index.html

Tweet

Twitter Profile

Facebook Post

Facebook Page

Instagram Photo or Video
VCC International [@vccinternational]. (2020, February 7). Checking the pictures from #flourishgala and feeling hungry already 💓❤️ [Photographs]. Instagram. https://www.instagram.com/p/B8QOC3CpMm9/?utm_source=ig_web_copy_link

Online Forum Post