A GUIDE TO APA CITATION STYLE

Note: Always be sure to check with your instructors to see if they have requirements that differ from those described in this guide.
This guide is based on the following sources:


*The APA Style Blog* (http://blog.apastyle.org)

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Authors Note: This guide contains multiple mistakes. I know this because every single edition of this guide has contained multiple mistakes, and I have no reason to believe that this edition will be any different. So if you find a mistake, please let me know. Also, if you need to cite a type of source that is not covered here, please let me know so that I can help you figure out how to cite it and then include that information to the next edition of this guide.
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INTRODUCTION

An APA citation consists of two parts:

The **IN-TEXT CITATION** occurs in parentheses in the text of the paper and indicates that a source is being cited. It includes the last name of the author and the date of publication.

**Example:**
The value that society places on manual labour has decreased over time (Crawford, 2009).

The **REFERENCE** occurs at the end of the paper and includes all of the information necessary to identify and locate the source.

**Example:**

In addition to the name of the author and the publication date, the reference includes the title and location of the source. The location depends on the both type of source and how it has been accessed. For information on how to specify the location for a given category of source, please see the examples below.

IN-TEXT CITATIONS

The in-text citation indicates that a source is being cited and acts as an arrow pointing to the corresponding reference. With very few exceptions, every in-text citation must correspond to a reference at the end of the paper.¹

If the author’s name is given in the text of the paper, then only the date goes inside the parentheses.

**Example:**
Williams (2002) claims that keeping pets is beneficial for seniors...

If the authors name is not given in the text of the paper, then it goes inside the parentheses with the date.

**Example:**
Research suggests that keeping pets is beneficial for seniors (Williams, 2008).

For direct quotes, the page number is also be included.

**Example (with author’s name in text):**
According to Williams (2008), "living with companion animals has been shown to have a positive impact on older adults" (p. 10).

**Example (with author’s name in parentheses):**
Research suggests that keeping pets has a "positive impact on older adults" (Williams, 2008, p. 10).

¹ The only sources that are not included in the references are personal communication and religious or classical works, which have slightly more complicated and in-text citations. For examples, please see below.
VARIATIONS BY AUTHOR
When a source has more than one author, the names are listed in the order in which they occur on the document. For two authors, both names are given every time. For three to five authors, all of the names are given in the first citation, but in subsequent citations, only the first author’s name is given, followed by "et al." For six or more authors, only the first name is given, followed by “et al.”

ONE AUTHOR
Templates:
… (Author, Year).
Author (Year) verb …

Examples:
… (Smith, 2009).
Smith (2008) found …

TWO AUTHORS.
Names that occur inside the parentheses are connected by "&," while names that occur outside of the parentheses are connected with "and."
Templates:
… (Author & Author, Year).
Author and Author (Year) verb …

Examples
… (Lind & Cohen, 2009).
Lind and Cohen (2009) found …

THREE TO FIVE AUTHORS:
The first citation lists all of the authors' names, while the subsequent citations give only the first author’s name followed by "et al."

first citation                      subsequent citations:
Templates:
… (Author, Author, & Author, Year).
Author, Author, and Author (Year) verb …

Examples:
… (Peters, Clark, & Ball, 2010).
Peters, Clark, and Ball (2010) say …

2 The term “et al.” is an abbreviation of the Latin et alii, “and others.” Because “al” is an abbreviation for alii, it is followed by a period.
**SIX OR MORE AUTHORS**
The name of the first author is given, followed by “et al.”

**Templates**
… (Author et al., Year).

Author et al. (Year) verb …

**Examples**
… (Jones et al., 2012).

Jones et al. (2012) determine…

**CORPORATE AUTHOR**
When an organization, rather than an individual, takes responsibility for the creation of a work, that organization is treated as a collective or *corporate* author.

**Template:**
… (Corporate Author, Year).

Corporate Author (Year) verb …

**Example:**
… (Statistics Canada, 2013).

Statistics Canada (2013) states …

**NO AUTHOR**
In most cases, a source that appear at first glance to have no author will in fact have a corporate author, but if there really is no organization that takes responsibility for the creation of the source, then the first few words of the title are used in place author's name.

**Template:**
… (*Title of Book*, Year).

*Title of book* (Year) verb …

**Examples:**

According to the *Oxford English Dictionary* (2013) …
REFERENCES

The references at the end of a paper give all of the information necessary to identify and locate the sources used in that paper. Every in-text citation (with the exception of personal communication and religious or classical works) must correspond to a reference, but one reference may correspond to many in-text citations.

FORMATTING REFERENCES

Below are some general guidelines for formatting references.

• The references list is double spaced.
• Each entry is formatted with a hanging indent, meaning that the second and subsequent lines are indented half an inch from the left margin.
• The author's last name is given first, followed his or her initials.
• The date is enclosed in parentheses and followed by a period.
• Titles of books and journals are italicized.
• Titles of books and articles are in sentence case, with only the first word, the first word after a colon, and proper nouns capitalized.
• Titles of journals are in title case, with all major words capitalized.

If you are accustomed to another citation style, such as MLA, you will need to remember the following:

• Authors’ first and middle names are not spelled out.
• Titles of journal articles are not enclosed in quotation marks.
• Non-initial common nouns in book and article titles are not capitalized.

ARRANGEMENT OF REFERENCES

Alphabetize references according to the last name of the author.

Example:
Andrews, A. A. …
Butler, B. B. …
Cohen, C. C. …

If there is more than one author, then alphabetize by the first one listed:

Example
Andrews, A. A., & Cohen, C. C. …
Butler, B. B. …
Cohen, C. C., & Andrews, A. A. …
If there is no author, then alphabetize the reference by the first word in the title.

Example:
O'Tool, O. O. …

Oxford English Dictionary …

Peters, P. P. …

If there is more than one reference by the same author, arrange them in chronological order:

Example:


If more than one reference by an author has been published in the same year, assign a different letter to each one and use it in both the in-text citations and the references:

Example In-text Citations:

Example References:
Jones, J. J. (2012a). …

Jones, J. J. (2012b). …

VARIATIONS BY AUTHOR

When there is more than one author, the names are listed in the order in which they occur on the document.

ONE AUTHOR
The author's last name comes first, followed by his or her initials in normal order.

Template:
Author, A. A. (Year). …

Example:

TWO AUTHORS
The names are separated by a comma and "&."

Template:
Author, A. A., & Author, B. B. (Year). …

Example:
THREE TO SEVEN AUTHORS
The names are separated by commas and the last two are also separated by “&.”

Template:

Example

MORE THAN SEVEN AUTHORS
The names of the first six authors are followed by ellipses (...), then the name of the last author.

Template:

Example

CORPORATE AUTHOR
When an organization, rather than an individual, takes responsibility for the creation of a work, that organization is treated as a collective or corporate author.

Template:
Corporate Author. (Year). Title of Book or Report. …

Example:

NO AUTHOR
A source that appears to have no author usually has a corporate author, but if there is no author at all, then use the title in place of the author's name:

Template:
Title of Book: Subtitle of Book. (Year). …

Example
DIGITAL OBJECT IDENTIFIERS

A Digital Object Identifier (DOI) is a string of numbers and/or letters that uniquely identifies a book or article. Unlike a URL (see below), the DOI of an item does not change when that item is moved from one location to another on the Internet.

Example:
doi: 87.1678/16076320414622005

There are a number of ways to find the DOI of an item:

1) Look on the first page of an article.

2) If you have accessed the article through a database, check the bibliographic record.

3) Go to www.crossref.org and search by the title of the item and the last name of the author.

4) Do a Google search for “title of item” AND “doi”. This works particularly well for books.

Whenever possible, copy and paste a DOI rather than attempting to type it out, because accuracy is very important.

According to the APA Style Guide to Electronic References, if a DOI is available for an item, “no further retrieval information is required to identify or locate the content” (APA Style Guide, 2012, p. 8). For an online articles and books, this means that it is not necessary to include a Uniform Resource Locator (URL). For print books, it means that it is not necessary to include the place of publication and the name of the publisher.

Note: In the Publication Manual of the American Psychological Association (6th ed.), DOI’s are provided in the format “doi:xx.xxxxxxxxxxxxxx “. However, in the APA Style Guide to Electronic References, the newer (and more easily machine readable) format “http://dx.doi.org/xx.xxxxxxxxxxxxxx” is introduced, with instructions to use whichever format appears on the source. This guide uses the older, simper format.

UNIFORM RESOURCE LOCATORS

A Uniform Resource Locator (URL) is an address on the Internet.

Example

http://www.tru.ca/library

If an online resource does not have a DOI, then the reference must include an URL. For articles, this should be the homepage of the publication, and for books, this should be the homepage of the provider. For all other online resources, this should include the actual URL from which the resource was retrieved.

Note: One of the most confusing aspects of APA is the requirement that you claim to have retrieved an article from the homepage of the journal, even if you actually retrieved it from a database.
REFERENCES FOR SPECIFIC TYPES OF SOURCES

BOOKS

BOOK WITH DOI
If a book has a DOI, then the citation is the same regardless of whether the book was accessed in print or online.

Template:

Example:

BOOK WITH NO DOI (PRINT)
If a print book does not have a DOI, then give the place of publication and name of the publisher, separated by a colon.

Template:

Example:

BOOK WITH NO DOI (ONLINE)
If a book accessed online does not have a DOI, then give the URL of the provider’s website, even if you actually accessed the book through the TRU Library Catalogue. Use Google to find the provider’s website.

Template:
Author A. A. (Year). Title of work. Retrieved from http://…

Examples:


**DEVICE SPECIFIC VERSION OF BOOK**

For a device specific version of a book, the device version goes in square brackets after the title.

**Template:**

Author A. A. (Year). *Title of work [Device version].* Retrieved from http://...

**Example:**


**SPECIFIC EDITION OF A BOOK**

For a book that is an edition other than the first, the edition goes in parentheses after the title.

**Template:**

Author, A. A. (Year). *Title of book: Subtitle of book (xth ed.).* ...

**Examples:**


**CHAPTER IN EDITED BOOK**

For a chapter in an edited book, the editors’ names go between the title of the chapter and the title of the book, in normal order and preceded by “In” and followed by "Ed.” or “Eds.” in parentheses. The page range goes after the title of the book and before the DOI or publication information.

**Template:**

Author, A. A. (Year). Title of chapter: Subtitle of chapter. In E. E. Editor (Ed.), *Title of book: Subtitle of book (pp. xx-xx).* ...

**Examples:**


ENTRY IN REFERENCE BOOK
An entry in a reference book such as an encyclopedia or dictionary is cited as a chapter in an edited book. If the reference work has more than one volume, then the volume number goes immediately before the page numbers.

Template:

Example:

BOOK IN TRANSLATION
For a book in translation, the translator’s name goes in parentheses after the title, along with the abbreviation "Trans." The date after the author's name is the date of the translation; if the date of the original publication is different, then it goes in parentheses at the end of the citation.

Template:
Author, A. A. (Year). Title of Book: Subtitle of Book (T. T. Translator, Trans.). ...

Examples:

IMAGE IN A BOOK
To cite an image from a book, include the book in your references and include the page number of the image in the in-text citation.

Template:

Example:

This format is used to reference an image that is discussed in the text of a paper. If the image is also reproduced in the paper, then permission from the copyright holder must be obtained and acknowledged. If permission is not needed because the image is under a Creative Commons License or is in the public domain, then that needs to be acknowledged as well.
ARTICLES

JOURNAL ARTICLE WITH DOI (DIGITAL OBJECT IDENTIFIER)
For a journal article with a DOI, the DOI goes at end of the citation. If a journal article has a DOI, then the citation is the same regardless of whether the article was accessed in print or online.

Template:

doi:xx.xxxxxxxxxxxxx

Example:

JOURNAL ARTICLE WITHOUT DOI (PRINT)
If a journal article accessed in print does not have a DOI, then the citation ends with the page range.

Template:

Example:

JOURNAL ARTICLE WITHOUT DOI (ONLINE)
If an article accessed online does not have a DOI, include the URL of the journal's website, even if you actually retrieved the article through a database. Use Google to find the journal’s website.

Template:

Retrieved from http://…

Example:

If an article is only available through a database (as, for instance, when a journal is no longer publishing and so does not have a website), the name of the database is given along with the accession number or other unique number assigned to the article.
Example:

ADVANCED ONLINE PUBLICATION
When an article appears online prior to print publication, some or all of the volume, issue and page
numbers may be missing. In this case, include “Advance online publication” in place of the missing
information.
Example:
unemployment affect self-assessed health? A systematic review focusing on subgroup effects. BMC

MAGAZINE ARTICLE (PRINT)
For a magazine article accessed in print, the citation ends with the page range.
Template:
Author, A. A. (Year, Month). Title of article: Subtitle of article. Title of Magazine, volume (issue), page
range.
Example:
Amiel, B. (2013, November 25). I’d take Rob Ford over some I could name. Maclean’s, 126(46), 12.

MAGAZINE ARTICLE (ONLINE)
For a magazine article accessed online, include the URL of the magazine's website, even if you actually
retrieved the article through a database. Use Google to find the magazine’s website.
Template:
Author, A. A. (Year, Month). Title of article: Subtitle of article. Title of Magazine, volume (issue), page
range. Retrieved from http://…
Example:
Amiel, B. (2013, November 25). I’d take Rob Ford over some I could name. Maclean's, 126(46), 12.
Retrieved from http://www.macleans.com

If an article is only available through a database (as, for instance, when the magazine is no longer publishing
and so does not have a website), then the name of the database is given along with the document ID or
other unique number assigned to the article.
Example:

**NEWSPAPER ARTICLE (PRINT)**
For a newspaper article accessed print, the citation ends with the page range.

**Template:**
Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*, p. x.

**Example:**

**NEWSPAPER ARTICLE (ONLINE)**
For a newspaper article accessed online, then include the URL of the newspaper's website, even if you actually retrieved the article through a database. Use Google to find the newspaper’s website.

**Template:**
Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*. Retrieved from http://…

**Example:**

If an article is only available through a database (as, for instance, when the newspaper is no longer being published and so does not have a website), then the name of the database is given along with the document ID or other unique number assigned to the article.

**Example:**
REPORTS AND OTHER DOCUMENTS

GOVERNMENT DOCUMENT (PRINT)

Note: Because the Publication Manual of the APA does not actually provide instructions for citing Canadian government documents, the formats below are only suggestions. Please check with your instructor to see if he or she has any particular instructions for citing government documents.

A government document in that is accessed in print is cited it as a print book, with any additional identifying information, such as a report or catalogue number, in parentheses after the title.

Template:

Example:

If the document has a corporate author, then the publisher is given as "Author":

Template:

Example:

GOVERNMENT DOCUMENT (ONLINE)

Note: Because the Publication Manual of the APA does not actually provide instructions for citing Canadian government documents, the formats below are only suggestions. Please check with your instructor to see if he or she has any particular instructions for citing government documents.

Any additional identifying information, such as a report number or catalogue number, is given in parentheses after the title.

If an online government document has a personal author, then the publishing entity is indicated by the name of the website from which the document was retrieved.

Template:

Example:
If a government document has a corporate author, then that entity is assumed to be the publisher and the name of the website is omitted.

**Template**
Corporate Author. (Date). *Title of government document* (Report No. xxx). Retrieved from http://…

**Example:**
British Columbia Ministry of Housing and Social Development. (2010). *Disability assistance and trusts.*


**Further Examples**


**DOCUMENT FROM NON-GOVERNMENTAL ORGANIZATION (PRINT)**
If you have accessed a document in print, then cite it as you would a book.

**Template:**

**Example:**
McInturff, K. (2014). *The best and worst place to be a woman in Canada: An index of gender equality in Canada’s twenty largest metropolitan areas.* Ottawa: Canadian Centre for Policy Alternatives.

If the document has a corporate author, then give the publisher as "Author."

**Template:**
Corporate Author. (Year). *Title of document.* Place of Publication. Author.

**Example:**

**DOCUMENT FROM NON-GOVERNMENTAL ORGANIZATION (ONLINE)**
As with government documents, if an online document has a personal author, then the publishing entity is indicated by the name of the website from which the document was retrieved.
Template:
Author, A. A. (Date). Title of document. Retrieved from Agency Name website: http://…

Example:
http://www.policyalternatives.ca/publications/reports//shrinking-universe

As with government documents, if an online document has a corporate author, then that entity is assumed to be the publisher and the name of the website is omitted.

Template:
Corporate Author. (Year). Title of document. Retrieved from http://…

Example:

NON-STANDARD FORMATS (BROCHURES, FACT SHEETS, POLICY BRIEFS, ETC.)
For documents in non-standard formats, the format is included in square brackets after the title.

Template:
Author. (Year). Title [Format]. Retrieved from http://…

Examples:
THE WEB

WEBPAGE
If a webpage has a personal author, then the publishing entity is indicated by the name of the website from which the document was retrieved.

Template:
Author, A. A. (Year). Title of webpage. Retrieved from Site Name website: http://...

Example:
Reid, Charles. (2013, October 4). Message from the CEO: BC Hydro workers dedicated to keeping the power on.


If a website has a collective or corporate author, then that entity is assumed to be the publisher and so the name of the website is omitted.

Template:
Corporate Author. (Year). Title of webpage. Retrieved from http://...

Example:

WEBPAGE (NO DATE)
Most webpages have a date somewhere – look for a copyright symbol or a "last updated" statement – but if there really is no date, then put "n.d." (for "no date") in place of the date.

Template:

Example:
**WEBPAGE (NO AUTHOR)**

Webpages that appear to have no author usually have a corporate author that takes responsibility for the content, but if there truly is no author, then start the citation with the title of the webpage.

**Template:**

Title of webpage. (2010). Retrieved from http://…

**Example:**


**ONLINE REFERENCE WORK**

An entry in an on-line reference work is cited as follows.

**Template:**


**Example:**


**WIKIPEDIA ENTRY**

Avoid citing Wikipedia. If you need to use information from a Wikipedia article, look in the "References" and "External Links" sections for credible sources for that information. If you can't find a better source for the information and simple must use it, then include the date that you accessed it in your citation.

**Template:**


**Example:**

**BLOG POST**

For a blog post, include "Blog post" in square brackets after title. Notice that the title of the blog is *not* included except as part of the URL.

**Template:**


**Example:**

Berg, J. (2014). This is where I work [Blog post]. Retrieved from http://www.beerbrarian.blogspot.ca/2014/11/this-is-how-i-work.html

If the blogger uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

**Template:**

Author, A. A. [Screen Name]. (Year, Day Month). Title of blog post [Blog post]. Retrieved from http://…

**Example:**


If the blogger uses a screen name and you do *not* know their real name, alphabetize the reference by the screen name.

**Template:**

Screen Name. (Year, Day Month). Title of blog post [Blog post]. Retrieved from http://…

**Example:**

**YouTube Video**

For an online video, include "Video file" in square brackets after title. The author of a video posted on YouTube or a similar site is generally presumed to be the person who posted the video. The title of the video is in italics and the URL is for video posting site’s homepage.

**Template:**
Author/Poster A. A. (Year, Day Month). *Title of video* [Video file]. Retrieved from http://…

**Example:**

If the author/poster uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

**Template:**
Author/Poster A. A. [Screen Name]. (Year, Day Month). *Title of video* [Video file]. Retrieved from http://youtube.com

**Example:**

If the author/poster uses a screen name and you do not know his or her real name, alphabetize the reference by the screen name.

**Template:**
Screen name. (Year, Day Month). *Title of video* [Video file]. Retrieved from http://www.youtube.com

**Example:**
PODCAST
A citation for a podcast has "Audio podcast" in square brackets after title. Notice that the title of the podcast is in italics.

Template:
Author/Performer, A. A. (Year, Month Day). Title of podcast. [Audio podcast]. Retrieved from http://…

Example:
Retrieved from http://slate.com

If the author/performer uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

Template:
Author/Performer, A. A. [Author/Performer's Screen Name]. (Year, Day Month). Title of podcast [Audio podcast]. Retrieved from http://…

If the author/performer uses a screen name and you do not know their real name, alphabetize the reference by the screen name.

Template:
Author/Performer's Screen Name. (Year, Day Month). Title of podcast [Audio podcast]. Retrieved from http://…
**IMAGE FROM THE WEB**

A citation for an image has the medium in square brackets after the title. If the image has been accessed online, then URL goes at the end of the citation.

**Template:**

**Example:**

If name of the creator of the image is not known, then the citation begins with the title.

**Template:**
Title of work [Medium]. (Year). Retrieved from http://…

**Example:**

*Note: This format is used to reference an image that is discussed in the text of a paper. If the image is also to be reproduced in the paper, then permission from the copyright holder must be obtained and acknowledged. If permission does not need to be obtained because the image is under a Creative Commons License or is in the public domain, then that needs to be acknowledged as well.*

**ENTIRE WEBSITE**

If you refer to an entire website in your paper, but do not include any a specific idea, fact or document, then just include the URL of the website in parentheses within the text.

**Example:**
The MedlinePlus Medical Encyclopedia (http://www.nlm.nih.gov/medlineplus/encyclopedia.html) allows users to browse for topics and find information on a variety of health topics and medical procedures.

**PDF FILES OF REPORTS, BROCHURES, FACT SHEETS, ETC.**

See Reports and Other Documents above.
LEGAL SOURCES

Note: Because the Publication Manual of the APA does not provide instructions for citing Canadian legal sources, the formats below are only suggestions judged to be adequate for non-legal contexts. Please check with your instructor to see if he or she has any particular instructions for citing Canadian legal sources.

BILL

A bill is a proposed law that has been proposed but not yet been passed and given royal assent.

Template:
Bill number: Name of Bill. (Year). Reading, Month, Day, Year, Parliament, Session. Retrieved from the Site Name website: http://…

Example:

STATUTE

Statutes are bills that have been passed and given royal assent, giving them the force of law.

Template:
Act, Statutes, Chapter. Retrieved from the Site Name website: http://…

Example:


Corresponding in-text citations:
In Canada, the creator of a work owns the copyright by default (Copyright Act Statutes of Canada 1985).

In British Columbia, couples that live together for two years are considered spouses. (Family Law Act, Statutes of British Columbia 2011).

In British Columbia, a court may grant a minor full capacity to enter into a contract. (Infants Act, Revised Statutes of British Columbia 1996)
CASE LAW

The neutral citation of a case consists of the year that the judgement was rendered, a standard abbreviation for the name of the court or tribunal, and a number that reflects the chronological order of the judgements rendered in that year. So “2013 BCHRT 25” refers to the twenty-fifth case handed down by the BC Human Rights Tribunal in 2013. Put the neutral citation in parentheses after the name of the court.

Template:
Name of Case, Name of Court. (Neutral Citation). Retrieved from the Site Name website: http://

Examples:


Example of in-text citation:
(British Columbia v. Imperial Tobacco Canada, Ltd., 2005)
(Gorda v. Vancouver Coastal Health Authority and Vancouver Police Board, 2013)
(J.P. v. British Columbia (Children and Family Development, 2015)

MINISTERIAL ORDER

For a ministerial order, the author is the minister who gave the order. Include the number of the order in parentheses after the title.

OTHER

RELIGIOUS OR CLASSICAL WORK
Religious and classical texts are not included in the references, but do require in-text citations. An in-text citation for such a work should include the title and any additional information that will assist the reader in locating the material.

Template for In-Text Citation:
... (Title of Book, Chapter: Verse, Edition).

Example of In-Text Citation:
“All the royal officials at the king’s gate knelt down and paid honor to Haman, for the king had commanded this concerning him. But Mordecai would not kneel down or pay him honor.” (Old Testament, Esther. 3:3, New International Version).

PERSONAL COMMUNICATION
Personal communication (such as a conversation, email or unpublished interview) requires an in-text citation but is not included in the references. The in-text citation should consist of the words "personal communication," the speaker's name (including initials), and the date.

Template:
... (S. Speaker, personal communication, Month day, year).

Example:
... (R. Smith, personal communication, May 18, 2008)

If you do not remember the exact date, use “circa” (Latin for “around”) followed by an approximate date.

Example
Many Americans loved and admired Franklin Roosevelt. My mother was riding the interurban trolley from Norman, Oklahoma to Oklahoma City when the conductor announced that President Roosevelt had died, and she later recalled that her mother and many of the other women on the trolley started to cry when they heard the news (J. Svendsen, personal communication, circa 1980s).
**COURSE MANAGEMENT SOFTWARE**

If material posted to course management software (e.g., Moodle or Blackboard) has been published somewhere else, the original source is cited. Otherwise, the material is cited like any other online material.

**Template:**
Instructor, I. I. (Year). *Title of material* [Format if applicable]. Retrieved from Thompson Rivers University website: http://…

**Example:**

For Open Learning course manuals that have been posted to Moodle or Blackboard, give "Thompson Rivers University Open Learning" as the corporate author.

**Template:**
Thompson Rivers University Open Learning. (Year). *Title of material*. Retrieved from http://…

**Example:**

**LECTURES AND LECTURE NOTES**

If lectures or lecture notes are not publically available (i.e., if you heard the lecture in person and/or if the notes were handed out in class), then cite them as personal communication.

If the lecture notes are posted to course management software (e.g., Moodle or Blackboard), then cite them as you would any other material that has been posted to course management software.

**COURSEPACK**

When citing material that has been reprinted in a coursepack, cite the original source whenever possible. The compiler of the coursepack will almost certainly have provided a full citation for the material, but if this is not the case, then try to find out where the material was originally published.

If you can't find the original source of the material, then treat material if it were a chapter in that book edited by the compiler and published by Thompson Rivers University.

**Template:**
Author, A. A. (Year). *Title of article: Subtitle of article*. In C. C. Compiler (Ed.), *Coursepack title* (Course Name and number). Kamloops, BC: Thompson Rivers University.

**Example:**
OPEN LEARNING COURSE MANUAL

For Open Learning course manuals, give "Thompson Rivers University Open Learning" as the corporate author.

Template:

Example:
ARCHIVAL MATERIAL
If archival material is available on the online, then it is cited in the same way as other online material.

Template:
Author, A. A. (Year, Month, Day). Title of Material [Type of Material] (Other identifying information).

Retrieved from agency website: http://..

Example:
Kamloops, British Columbia, including North Kamloops [Map] (Online MIKAN no. 3807540). (May 1914).

Retrieved from the Library and Archives Canada website: http://data2.archives.ca/e/e428/e010688881-v8.jpg

If the material is not available online, then include the name of the collection, any identifying information that might help the reader locate the material, and the name and location of the repository.

Template:
Author, A. A. (Year, Month, Day). Title of material. [Type of material]. Name of collection (Other identifying information). Name and location of repository.

Example:

SECONDARY SOURCE
Sometimes the author of a paper will refer to a paper by another author. If the original paper is relevant to your research, then you should make every effort to find it and read it. If this is not possible, then the in-text citation should include both the source that you have read and the source that you have not read, but only the source that you have actually read should be included in the references.

Example of in-text citation:
... (Cooper & Sweller 1987 as cited in Schnozt & Kürschner 2007).

Example of corresponding reference:

In this case, Cooper and Sweller 1987 is not included in the references, because the writer of the paper has not actually read it.