A GUIDE TO APA 7th CIVITATION 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

BACKGROUND
APA is a style of citing sources and formatting papers according to the detailed specifications laid out in the Publication Manual of the American Psychological Association. It’s used in many disciplines besides psychology, including business, education, social work, and nursing.
APA Style has been around for a long time — since 1929 — and it changes very slowly, so some things about it may seem a bit old fashioned today.

PARTS OF AN APA CITATION
An APA citation consists of two parts: an in-text citation and a reference.
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:

ELEMENTS OF AN APA REFERENCE
All references answer the same basic questions:

Who? That’s the author. This may be an individual person who has created the source (called a personal author), or it may be an entity such as an organization, corporation, or government department that collectively takes responsibility for the source (called a corporate author).

When? That’s the date. Most of the time, this is just the year that the source was published, but sometimes the month and day of publication are also included.

What? That’s the title.

Where? That’s the location. This varies a lot depending on the type of source, but for journal articles, it’s the name of the journal plus the issue and volume numbers.

How? That’s how the source can be accessed. Most articles and books now have digital object identifiers (DOIs) that make them easy to find and easy to cite, but items without DOIs are somewhat more complicated to cite in APA style.

For details about how exactly these five questions are answered for specific types of sources, please see the rest of this guide!
**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 author’s 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).

**IN-TEXT CITATIONS FOR DIRECT QUOTES**

For direct quotes, the page number is also 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).

**DIRECT QUOTES FROM SOURCES WITHOUT PAGE NUMBERS**

For direct quote from sources that do not have page numbers (such as a webpages), count the paragraphs from the beginning to the one containing the quote, then give the number of that paragraph preceded by the abbreviation “para.”

**EXAMPLE:**

(Mayo Clinic, 2018, para. 6)

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¹ The only sources that are not included in the references are personal communication and religious or classical works, which have slightly more complicated 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 source itself. 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.” ²

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 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…

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

TEMPLATE:
… (Corporate Author, Year).

Group Author (Year) verb …

EXAMPLE:
… (Statistics Canada, 2013).

Statistics Canada (2013) states …

Group Author Abbreviations
When a group author has a commonly used abbreviation, use it along with the full name in the first citation, and on its own in subsequent citations:

FIRST CITATION:
(Royal Ontario Museum [ROM]. 2019)

SUBSEQUENT CITATIONS:
(ROM, 2019)

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 Source, Year).

Title of Source (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, both within and between the references.
  
  Microsoft Word Tip: To make text double spaced, press Ctrl +2

• Each entry is formatted with a hanging indent, meaning that the second and subsequent lines are indented half an inch from the left margin.
  
  Microsoft Word Tip: To format text with a hanging indent, press Ctrl+T.

• The author’s last name is given first, followed their initials.

• The date is enclosed in parentheses and followed by a period.

• Titles of books, journals and most webpages are italicized.

• Titles of journal articles, chapters in books, blog posts, etc. are not italicized.

• Titles of books, journal articles, webpages, etc. are in sentence case, with only the first words of the title and subtitle capitalized (along with proper nouns).

• Only Titles of journals are in title case, with all major words capitalized.

If you are already familiar with another citation style, such as MLA, you will need to pay special attention to the following:

• Authors’ first and middle names are not spelled out. Only the initials are given.

• The date goes right after the author’s name.

• Titles of journal articles are not enclosed in quotation marks.

• Non-initial common nouns in the titles of books and articles 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 TWENTY AUTHORS
The names are separated by commas and the last two are also separated by “&.”

TEMPLATE:

EXAMPLE:

MORE THAN TWENTY AUTHORS
The names of the first 20 authors are followed by ellipses (…), then the name of the last author.

TEMPLATE:

EXAMPLE (MORE THAN 20 AUTHORS)
**GROUP AUTHOR**
When an organization, rather than an individual, takes responsibility for the creation of a work, that organization is treated as a collective or *group* author.

**TEMPLATE:**
Group Author. (Year). . . .

**EXAMPLE:**

When a group author has a commonly used abbreviation, use it along with the full name in the first citation, and on its own in subsequent citations:

**FIRST CITATION:**
(Royal Ontario Museum [ROM]. 2019)

**SUBSEQUENT CITATIONS:**
(ROM, 2019)

**NO AUTHOR**
A source that appears to have no author usually has a group 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. In APA 7th, DOI’s are given as web addresses that links directly to the item regardless of where it is actually located.

EXAMPLE:
https://doi.org/10.1017/CBO9781139547369

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 using the Metadata search.

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.

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

EXAMPLE
http://www.tru.ca/library

If an online source has a DOI, then no additional URL is included. If an online source does not have a DOI, then the actual URL will be included in most cases, (The only exception is electronic versions of print sources that have been retrieved from proprietary databases, which are referenced exactly as if they have been accessed in print.)
REFERENCES FOR SPECIFIC TYPES OF SOURCES

BOOKS

BOOK WITH DOI
If a book has a DOI, it is included in the reference.

TEMPLATE:

EXAMPLE:
https://doi.org/10.1080/13552074.2013.767529

BOOK WITH NO DOI (PRINT OR DATABASE)
Include the name of the publisher.

TEMPLATE:

EXAMPLE:


BOOK WITH NO DOI (NON-DATABASE URL)
Include the name of the publisher (if available) and the URL:

TEMPLATE:
Author A. A. (Year). Title of work. https://…

EXAMPLES:

https://catalog.hathitrust.org/Record/005716083

https://books.google.ca/books/about/Gaga_Feminism.html?id=ECrU781rQjYC
**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:**

**EXAMPLES:**


**CHAPTER IN AN 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:**

**EXAMPLES:**


**ENTRY IN A REFERENCE BOOK**
An entry in a reference book such as an encyclopedia or dictionary is treated 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:**
ONLINE REFERENCE WORK
An entry in an on-line reference work is treated as chapter in an online book.

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 the date should be that of the last archived version. (Click on View History and choose the most recent date.)

TEMPLATE:
Title of Entry. (Year, Month, Day ). In Wikipedia. https://en.wikipedia.org/wiki/…

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:
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:
https://doi.org/10.1186/1479-5868-9-118

JOURNAL ARTICLE WITH NO DOI (PRINT OR DATABASE)
If a journal article accessed in print or from library database does not have a DOI, then the citation ends with the page range.

TEMPLATE:

EXAMPLE:

JOURNAL ARTICLE WITH NO DOI (WEBSITE)
If an article without a DOI is accessed online but not from a library database, then include the URL

TEMPLATE:

https://...

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:

MAGAZINE ARTICLE (PRINT OR DATABASE)
For a magazine article accessed in print or from a library database, 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 (WEBSITE)
For a magazine article accessed online but not from a library database, include the URL.

TEMPLATE:
Author, A. A. (Year, Month). Title of article: Subtitle of article. Title of Magazine. https://…

EXAMPLE:

NEWSPAPER ARTICLE (PRINT OR DATABASE)
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 (WEBSITE)**
For a newspaper article accessed directly from the newspaper’s website, include the URL.

**TEMPLATE:**
Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*. https://…

**EXAMPLE:**

**BLOG POST**
In APA 7th, blog posts are treated like articles in a magazine or newspaper, with the name of the blog taking the place of the name of the magazine or newspaper.

**TEMPLATE:**
Author, A. A. (Year, Day Month). Title of blog post. *Name of Blog*. https://…

**EXAMPLE:**

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. *Name of Blog*. https://…

**EXAMPLE:**
REPORTS AND OTHER DOCUMENTS

REPORT OF GOVERNMENT AGENCY OR OTHER ORGANIZATION
Give additional identifying information, such as a report or catalogue number, in parentheses after the title.

TEMPLATE:

EXAMPLE:

If a group author is the same as the publisher, do not repeat the publisher’s name.

EXAMPLE:

If you have accessed the document in print, you do not need to include a URL.

EXAMPLE

ADDITIONAL EXAMPLES:


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]. https://…

EXAMPLES:

https://www.parl.gc.ca/Content/HOC/Committee/421/HESA/Brief/BR8530534/br-external/CanadianHealthProfessionalsForEvidence-BasedDrugPolicy-e.pdf

THE WEB

WEBPAGE
The source element for a webpage is the website of which it is a part.

TEMPLATE:
Author, A. A. (Year). Title of webpage. Name of Website : https://…

EXAMPLE:
    https://www.verywellhealth.com/how-is-dementia-diagnosed-4121157

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

TEMPLATE:
Group Author (Date). Title of webpage. Retrieved from http://…

EXAMPLE:
    https://www.nlm.nih.gov/medlineplus/hantavirusinfections.html#cat69

ARTICLE ON A NEWS WEBSITE
An article on a news website follows the same format as a regular website. If there is not personal author, then the name of the site is given as the group author. If there is a personal author, then the name of the website is given as the source.

EXAMPLE:
CBC News. (2019, November 5). Address root problems to combat racism in Montreal, urges RDP activist.


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:
**WEBPAGE (NO AUTHOR)**
Webpages that appear to have no author usually have a group 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). Website Name: https://…

**ONLINE REFERENCE WORK**
Please see *Entry in an Online Reference Work*, page 16.

**WIKIPEDIA**
Please see *Entry in Wikipedia*, page 16.

**BLOG POST**
Please see *Blog Post*, page 20.
**YouTube or Other Streaming Video**

Include [Video] 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.

**Template:**

Author/Poster A. A. (Year, Day Month). Title of video [Video]. YouTube. http://youtube.com…

**Example:**


https://youtube.com/watch?v=2h1rzA55Bk4

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]. YouTube. Retrieved from http://youtube.com/…

**Example:**


https://www.youtube.com/watch?v=wpUonhKub-Q

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:**


https://www.youtube.com/watch?v=HPO3wGM9qXw

If the author/presenter is not the same entity that posted the video, add in a “posted by” statement after the title and before the retrieval statement.

**Example:**

Buller, M. (2019, June 24). *Reclaiming power and place: The final report of the inquiry into missing and murdered Aboriginal women and girls.* Posted by TRU Media. https://vimeo.com/341838268?ref=fb-share&1&fbclid=IwAR0Hsjh1a7OHgkU9A0agGxIO803OiimqpkRxULuaFAf823VLk5oS2y2xdJ8
PODCAST EPISODE
Individual episodes of a podcast are referenced much like individual posts on blog (see page 20). In addition, place [Audio podcast episode] after the title of the episode and [Audio podcast] after the name of the podcast.

TEMPLATE:
Host/Performer, H.H. (Year, Month Day). Title of podcast episode. [Audio podcast]. Name of Podcast.

    http://…

EXAMPLE:

    https://www.wnyc.org/story/bf80d432723d640ac5998ff8b/

IMAGE FROM THE WEB
Give the medium in square brackets after the title. Then give the location of the item (which may be a collecting institution or a website). If the image has been accessed online, give the URL

TEMPLATE:
Creator, C. C. (Year). Title of work [Medium]. Name and Location of Collecting Instiution Retrieved from http://…

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:


PDF FILES OF REPORTS, BROCHURES, FACT SHEETS, ETC.
Please see Reports and Other Documents, page 21.
**ENTIRE WEBSITE**

If you refer to an entire website in your paper, but do not include any 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.
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. A bill may never actually become law, but may nonetheless have political or historical significance.

 TEMPLATE:
Bill number: Name of Bill. (Year). Reading, Month, Day, Year, Parliament, Session. Site Name. https://…

EXAMPLE:

CORRESPONDING IN-TEXT CITATION:
(Bill C-337, 2017).

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

 TEMPLATE:
Act, Statutes, Chapter. Site Name. https://…

EXAMPLES:

https://www.bclaws.ca/civix/document/id/complete/statreg/11025_01

Infants Act, Revised Statues of British Columbia 1996, c. 223. Retrieved the B.C. Laws website:
http://www.bclaws.ca/civix/document/id/complete/statreg/96223_01

CORRESPONDING IN-TEXT CITATIONS:
(Copyright Act, Statutes of Canada 1985).

(Family Law Act, Statutes of British Columbia 2011).

(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). Site Name. https://

**EXAMPLES:**

British Columbia v. Imperial Tobacco Canada Ltd., Supreme Court of Canada (2005 SCC 49). CanLII.  


**CORRESPONDING IN-TEXT CITATIONS:**

(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.

https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/professional-regulation/224_lpn_2015.pdf
OTHER

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]. Thompson Rivers University. https://...

EXAMPLE:

https://moodle.tru/history/gill

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

TEMPLATE:
Thompson Rivers University Open Learning. (Year). Title of material. https://...

LECTURES AND LECTURE NOTES
If lectures or lecture notes are not available online (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). 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). Name of Agency. https://...

**EXAMPLE:**

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

Library and Archives Canada. httpw://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:**

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**MOBILE APP**
For an app on a mobile device (such as a iPhone or Samsung) put [Mobile app] after title and give a URL from which the app can be downloaded.


- or


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**SECONDARY CITATIONS**
Often the author of a source will refer to a source by another author. If the original source is relevant to your research, then you should make every effort to find 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 is included in the references.

**EXAMPLE OF IN-TEXT CITATION:**
... (Cooper & Sweller, 1987 as cited in Schnotz & Kürschner, 2007).

**EXAMPLE OF 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.