

APA Style Guide

Based on the latest published edition:
(7th Edition, 2020)
Documenting Your Sources

This guide illustrates the APA style documentation format for sources frequently used by students.
You must adhere to the format and punctuation as shown.

Citations and references are used for two reasons: (1) to inform your teacher about the resources you used to write your essay/report/project, and (2) to acknowledge those sources and to differentiate between your thoughts and/or opinions and the facts that you found in your research. Failing to cite your sources is a form of academic dishonesty known as plagiarism. **Plagiarism**, whether intentional or not, is the theft of someone else's words or ideas and can result in academic consequences.

You should use citations:

- ✓ If you are stating facts or statistics, for example:
The population of Hamilton is 767,000 (Macrotrends, 2020).
“Climate change - and its social, economical and political impacts on people in Canada and around the world - is one of the most pressing issues facing government” (Otto, 2019, p. A10).
- ✓ If you are providing someone else's opinion, for example:
“Chimpanzees are smarter than gorillas” (Davis, 2011, p. 258).
The NDP is more environmentally conscientious than the Conservative Party of Canada (Mitchell, 2000).

You do not need to use citations:

- ✓ If you are giving your own opinion or stating common knowledge, for example:
The earth is round.
H₂O is water.
Humanity will realize the importance of the environment and change their ways.

Adapted from:

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

American Psychological Association. (2020). APA style. <https://apastyle.apa.org/>

This booklet is a small selection of examples. More examples are available in the library. Please ask your secondary school librarian for help if you have any questions.

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General Formatting Guidelines for an APA Style Assignment

Margins - A uniform 1 inch (2.54 cm) at the top, bottom, left, and right.

Fonts - The preferred fonts are Calibri 11, Arial 11, or Times New Roman 12.

Line spacing - Double-space between all text lines. Double-space after every line in the title, headings, quotations, and the citations on the References page. Single-spacing is allowed in tables and figures.

Figure 1

Title Page Template

(2.2-2.3, Figure 2.2)

Figure 2

Page 2 and Level of Headings Template

(2.16-2.28)

1

Title of Assignment in Title Case and Bolded

Student's Name

School Name

Course Code: Course Name

Teacher

Month day, year

2

Title of Research Assignment in Title Case

Your research assignment or paper would begin with an introduction of your topic and continue until the conclusion. The last page of an APA style assignment is always the references page, on its' own page. The last page of this guide will show you what a proper reference page looks like.

Using Headings in an APA Essay

APA style assignments allow for the use of up to five levels of headings. The Assignment title is always written in Title Case, centered, and bolded on page 2. The essay title is considered a level one heading. This paragraph started with a level 2 heading. Level 2 headings are aligned on the left margin, bolded, and written in Title Case. Refer to Table 1 to see how other heading levels should be formatted.

Continue writing your assignment and remember that in-text citations should match with the citations that will be on the References page which is always the last page of an APA style assignment.

Need Help Understanding APA?

If you need help understanding this guide or you cannot find an example that fits the reference you are attempting to cite, please contact your secondary school librarian for further assistance.

A note on sentence case & Title Case:

(6.17)

Sentence case means that most of the words are typed in lowercase letters. Title Case means capitalizing the first letter of each word in a title. In APA style, any word that is less than three letters but not a noun and does not start the title or subtitle is not capitalized, you will see examples of Title Case elements throughout this guide. These are words that are not capitalized if they are inside a title: a, an, and, as, at, but, by, for, if, in, nor, of, off, on, or, per, so, the, to, up, via, yet.

When to use sentence case:

In sentence case, only the first letter of a new sentence and proper nouns are capitalized. Sentence case is also used in the reference list of your assignment even when the original sources use Title Case. You will see examples of sentence case elements throughout this guide.

When to use Title Case:

Use Title Case for title of articles, books, reports, and other works appearing in the text of your assignment. The Title of the Assignment; all the Heading; all the Table and Figure Titles; and the Titles of *Journals, Magazines, Newspapers, and Websites Names* are typed in Title Case and sometimes italicized.

General Formatting Guidelines for an APA Style Assignment continued

Table 1

Basic In-Text Citation Format Chart

(Table 8.1)

Number Authors or Organizational Authors	First in-text citation	Subsequent in-text citations
One work by one author	(Smith, 2011, p. 76)	(Smith, 2011, p. 121)
One work by two authors	(Frank & Jones, 2016, p. 234)	(Frank & Jones, 2016, p. 240)
One work by three or more authors	(Wade et al., 2010, p. 50)	(Wade et al., 2010, pp. 92-93)
Group easily identified by an abbreviation as author (8.21)	(National Institute of Mental Health [NIMH], 2018)	(NIMH, 2018)
Group not easily identified by an abbreviation as author	(University of Toronto, 2013)	(University of Toronto, 2013)
Works with the same authors and same dates (8.19)	(Santos & Williams, 2019a) (Santos & Williams, 2019b)	(Santos & Williams, 2019a) (Santos & Williams, 2019b)
Works with the same author and no date (8.19)	(Francavilla, n.d.-a) (Francavilla, n.d.-b)	(Francavilla, n.d.-a) (Francavilla, n.d.-b)
Works where authors have the same last name and different first names (8.20)	(A. J. Patel & Anand, 2016) (S. Patel, 2013)	(A. J. Patel & Anand, 2016) (S. Patel, 2013)

Table 2

Format for the Five Levels of Heading and Paragraph Starts in APA
(2.27, Table 2.3, Figure 2.5)

Level 1	Assignment Title is in Title Case, Centered, and Bolded Assignment text begins on a new line, with a new paragraph tab
Level 2	On Left Margin, Title Case and Bolded Text begins on a new line, with a new paragraph tab
Level 3	On Left Margin, Title Case, Bolded, and Italicized Text begins on a new line, with a new paragraph tab
Level 4	Indented, Title Case, Bolded, and Ends With a Period. Text begins on the same line as the heading and continues as a regular paragraph
Level 5	Indented, Title Case, Bolded, Italicized, and Ends With a Period. Text begins on the same line as the heading and continues as a regular paragraph

Table 3

Acceptable Abbreviations and Reference Filing Order
(6.24-6.31, 9.49, 9.50)

ed. – edition	Ed. – Editor	Vol. – Volume
Rev. ed. – Revised edition	Eds. – Editors	Vols. – Volumes
2nd ed. – second edition	Trans. – Translation	No. – Number
3rd ed. – third edition (4th, 5th, 6th, etc.)	Suppl. – Supplement	para. – paragraph
	n.d. – no date	p. – page pp. – pages
Months of the year are <u>not abbreviated</u> - they must be written out in full.		
Alphabetize numbers as though they are spelled out when ordering reference citations - 100 would file under o for one hundred.		
Ignore the words a, an, and the at the beginning of titles and file by the next word - <i>A Catholic handbook</i> would file under c starting at Catholic.		

Putting Together an APA Style Citation

Table 4

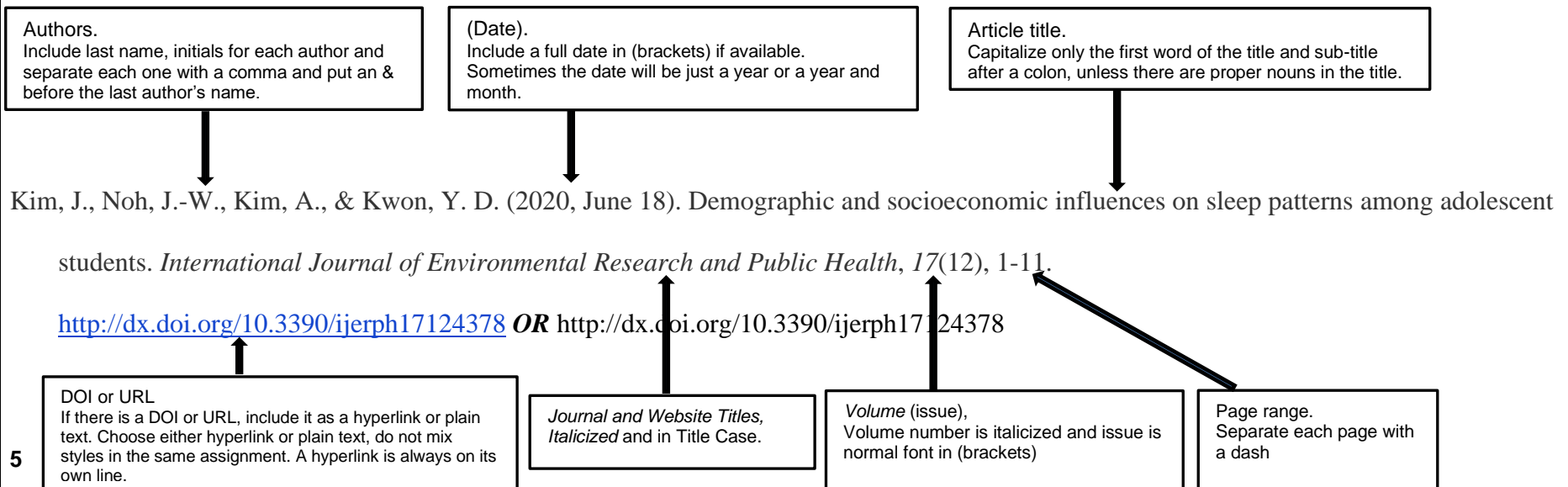
How to Cite Information From Web Sources and What to do When Information is Missing

(Table 9.1)

What is missing?	Solution	Citation Parts				
		Part 1	Part 2	Part 3	Part 4	Part 5
All parts present	Provide the author, date, title, and doi/url	Author, A.	(date).	Title of article OR chapter OR <i>webpage</i> .	<i>Title of Periodical OR Book OR Entire Website</i> .	doi/url as a hypertext link OR doi/url written in plain text
Author is missing	Substitute title for the author	Title of article OR chapter OR <i>webpage</i> .	(date).	<i>Title of Periodical OR Book OR Entire Website</i> .	doi/url as a hypertext link OR doi/url written in plain text	
Date is missing	Use (n.d.). for no date and include a retrieved date before the doi/url	Author, A.	(n.d.).	Title of article OR chapter OR <i>webpage</i> .	<i>Title of Periodical OR Book OR Entire Website</i> .	Retrieved Month, Day, year, from doi/url as a hypertext link OR doi/url written in plain text
Author and date are missing	Substitute title for the author, use (n.d.), and include a retrieved date before the doi/url	Title of article OR chapter OR <i>webpage</i> .	(n.d.).	<i>Title of Periodical OR Book OR Entire Website</i> .	Retrieved Month, Day, year, from doi/url as a hypertext link OR doi/url written in plain text	

Figure 3

Parts of a Complete APA Journal Citation



Type of Source	Reference Format	In-text Citation Format
General format for books (9.8, 10.2-10.3)	<p>Last name, Initials. (Year). <i>Title of book in italics</i> (edition if available). Publisher. DOI or URL starting with https:// when cited from a website other than a library database</p> <p>Note: Print sources accessed through library databases and on websites such as Google Books, Audible, Kindle, etc. are all treated and cited as though they are print sources but should include DOI or URL where applicable as shown in various examples in this manual.</p>	(Last name, year, p. #)
Single author	<p>Anderson, T. (2020). <i>Giraffe extinction: Using science and technology to save the gentle giants</i>. Twenty-First Century Books.</p>	(Anderson, 2020, p. 50)
Two authors	<p>Lukianoff, G., & Haidt, J. (2018). <i>The coddling of the American mind: How good intentions and bad ideas are setting up a generation for failure</i>. Penguin Press.</p>	(Lukianoff & Haidt, 2018, p. 244)
Three or more author textbook (9.46)	<p>Labensky, S. R., Hause, A. M., Martel, P. A., Malley, F. L., Bevan, A., & Sicoli, S. (2018). <i>On cooking: A textbook of culinary fundamentals</i> (7th Canadian ed.). Pearson.</p> <p>Note: Include the names of all the authors in the order that they appear on the title page of the book on the reference page for up to 20 authors, making sure that there is an & before the final author's name as in the example above.</p>	(Labensky et al., 2018, pp. 19-20) Note: For three or more authors, cite only the surname of the first author followed by et al.
Corporation, association or committee as author (9.29, 10.2 #32)	<p>American Heart Association. (2016). <i>Advanced cardiovascular life support (ACLS) provider manual</i> (16th ed.).</p> <p>Note: When the author and publisher are the same, the publisher is not included in the citation.</p>	(American Heart Association, 2016, p. 56)
Edited book	<p>Fraser, S. (Ed.). (2009). <i>A woman's place: 70 years in the lives of Canadian women</i>. Key Porter.</p>	(Fraser, 2009, p. 100)
Two or more works by the same author (9.46)	<p>Gladwell, M. (2015). <i>David and Goliath</i>. Little, Brown and Company.</p> <p>Gladwell, M. (2019). <i>Talking to strangers</i>. Little, Brown and Company.</p> <p>Note: Arrange reference entries by the earliest year of publication first. References with no dates go before references with dates. Please see Table 1 of this guide for treatment of works by the same author and published in the same year or no date.</p>	(Gladwell, 2015, p. 24) (Gladwell, 2019, p. 52)

Book chapter or work in a collection	Last name, Initials of chapter author. (Year). Title of chapter. In First initials. Last name (Ed.), <i>Title of book in italics</i> (page numbers in book started with pp.). Publisher. <u>DOI</u> or <u>URL</u> starting with https:// when book is cited from a website other than a library database	(Last name, date, p. #)
(10.3 #40)	Macklem, P. (2018). Indigenous Peoples and the Canadian State: The prospects of a post colonial constitutional pluralism. In R. Albert & D. R. Cameron (Eds.), <i>Canada in the world: Comparative perspectives on the Canadian constitution</i> (pp. 81-97). Cambridge University Press. https://books.google.ca/books?id=Geo4DwAAQBAJ&printsec=frontcover&dq=canada+constitution#v=onepage&q=canada%20constitution&f=false	(Macklem, 2018, p. 84)
Bible (9.42, 10.2 #35)	<i>Catholic Youth Bible, New Revised Standard Version</i> (4th ed.). (2018). St. Mary's Press. (Original work published 1998)	<i>(Catholic Youth Bible, 1998/2018, Matthew 6:1-8)</i>
Catechism of the Catholic Church Online	<i>Catechism of the Catholic Church</i> (2nd ed.). (2019). United States Conference of Catholic Bishops. https://www.usccb.org/sites/default/files/flipbooks/catechism/	<i>(Catechism of the Catholic Church, 2019, Human solidarity 1939-1942)</i>
Translation (10.2 #28)	Sartre, J. P. (2007). <i>Existentialism is a humanism</i> . (C. Macomber, Trans.). Yale University Press. (Original work published 1946)	(Sartre, 1946/2007, p. 22)
Dictionary	Misdemeanour. (2004). In K. Barber (Ed.), <i>Canadian Oxford dictionary</i> (2nd ed.). Oxford University Press.	("Misdemeanour," 2004)
Dictionary from website and no date (9.16, 10.2 #33, 10.3 #47)	Merriam-Webster. (n.d.). Miranda rights. In <i>Merriam-Webster.com dictionary</i> . Retrieved January 10, 2020, from https://www.merriamwebster.com/dictionary/Miranda%20rights Note: Place n.d. inside the date brackets and include a retrieval date before the doi/url as shown in this example.	(Merriam-Webster, n.d.)

<p>Encyclopedia from print source or library database</p> <p>(10.2 #30, 33, 10.3 #45-48)</p>	<p>Kusinitz, M. (2014). Cellular respiration. In K. L. Lerner & B. W. Lerner (Eds.), <i>The Gale encyclopedia of science</i> (5th ed., Vol. 2, p. 861). Gale.</p>	<p>(Kusinitz, 2014, p. 861)</p>
<p>Online encyclopedia entry</p> <p>(10.2 #33, 10.3 #48)</p>	<p>Henry, N. L. (2016, January 20). Black voting rights in Canada. In <i>The Canadian encyclopedia</i>. Historica Canada. https://www.thecanadianencyclopedia.ca/en/article/black-voting-rights</p>	<p>(Henry, 2016)</p>
<p>General format for journal article</p> <p>(10.1 #1-12)</p>	<p>Last name, Initials. (Year, Month day if all are available). Title of article in sentence case. <i>Title of Journal in Title Case and Italics, volume# in italics</i>(issue# in brackets), page # range or Article # if available. DOI or URL starting with https:// when cited from a website other than a library database</p>	<p>For Direct Quotation: (Last name, year, p. #)</p> <p>For Paraphrasing*: (Last name, year, p. #)</p> <p>* Paraphrasing an entire, article, book, etc., then no page number is needed.</p>
<p>Journal article in print or from a library database and no doi</p>	<p>Coghlan, A. F. (2013, August 24). Coldest city on Earth. <i>New Scientist</i>, 219(2931), 23-24.</p>	<p>(Coghlan, 2013, p. 23)</p>
<p>Journal article with multiple authors and doi</p> <p>Include the names of all the authors in the order that they appear for up to 20 authors, making sure that there is an & before the final author's name.</p>	<p>Morvaridi, M. G., Rayyani, E., Jaafari, M., Khiabani, A., & Rahimlou, M. (2020, May 15). The effects of green coffee extract supplementation on cardio metabolic risk factors: A systematic review and meta-analysis of randomized controlled trials. <i>Journal of Diabetes and Metabolic Disorders</i>, 19(1), 645-660. https://doi.org/10.1007/s40200-020-00536-x</p>	<p>(Morvaridi et al., 2020, pp. 645-646)</p>
<p>Journal article using an article number and a website url</p>	<p>Berdejo, C. (2019). Gender disparities in plea bargaining. <i>Indiana Law Journal</i>, 94(4), Article 1. https://www.repository.law.indiana.edu/cgi/viewcontent.cgi?article=11345&context=ilj</p>	<p>(Berdejo, 2019, p. 1292)</p>

<p>Newspaper article no author print source or library database</p> <p>(8.14, 9.12, 9.49, 10.3 #49)</p>	<p>What a long trip it will be. (2018, June 21). <i>Globe & Mail</i>, A12.</p> <p>Note: When a source does not have an author, start the reference citation with the title of the source instead. In the in-text note, use the first few words of the title of the source in quotes and in title case even though the reference citation is in sentence case.</p>	<p>(“What a Long Trip,” 2018, p. A12)</p>
<p>Newspaper article from a website</p>	<p>Waxman, A. (2019, December 6). Milwaukee program fosters friendship among diverse students.</p> <p><i>Associated Press</i>. https://apnews.com/90dfa15dfb094c509be164cff2c29299</p>	<p>(Waxman, 2019)</p>
<p>Magazine article from print source or library database</p>	<p>Popplewell, B. (2015, May 11). The apocalypse on Everest. <i>Maclean’s</i>, 128(18), 39-41.</p>	<p>(Popplewell, 2015, p. 40)</p>
<p>Magazine article from a website</p>	<p>Hutson, M. (2019, March 4). How memory became weaponized. <i>Psychology Today</i>.</p> <p>https://www.psychologytoday.com/ca/articles/201903/how-memory-became-weaponized</p>	<p>(Hutson, 2019)</p>
<p>General Format of Internet or web sources author known</p>	<p>Last name, Initials. (Date in year, Month day). <i>Title of web page in sentence case and italics</i>. Website Name. URL as a hypertext link</p>	<p>(Last name, year)</p>
<p>General format when there is no author and no date available</p>	<p><i>Title of web page in sentence case and italics</i>. (n.d.). Title of Entire Website in Title Case. Retrieved Month Day, Year from URL as a hypertext link</p>	<p>(“First few words of title,” n.d.)</p>
<p>Single author webpage within a larger website</p> <p>(10.16, #112)</p>	<p>Mirabelli, A. (2018, August 21). <i>What’s in a name? Defining family in a diverse society</i>. Vanier Institute of the Family. https://vanierinstitute.ca/family-definition-diversity/</p>	<p>(Mirabelli, 2018)</p>
<p>Organization as website author</p> <p>(6.23 reverse italics) (8.21 abbreviating group authors) (10.16, #111)</p>	<p>Indigenous Corporate Training Inc. (2015, June 2). <i>21 things you may not have known about The Indian Act</i>. https://www.ictinc.ca/blog/21-things-you-may-not-have-known-about-indian-act</p> <p>Note: ^a This reference shows reverse italics usage for proper titles embedded within an APA italicized title as stated in 6.23. In this example, <i>The Indian Act</i> is not italicized because it is a title within a title. ^b When the organization/group author is the same as the website name, it is omitted from where it would normally be placed in the citation as shown in the previous example. ^c The in-text citation shows how to introduce a group or organizational author’s abbreviation [in square brackets] as part of the first citation and how the subsequent citations simply state the abbreviated name and the date.</p>	<p>First in-text citation: (Indigenous Corporate Training Inc. [ICTI], 2015)</p> <p>Subsequent citations: (ICTI, 2015)</p>

Website/webpage with no date (9.16, 10.16 #114)	The White House. (n.d.). <i>Our government: The Executive branch</i> . Retrieved September 10, 2018 from https://www.whitehouse.gov/about-the-white-house/the-executive-branch/		(White House, n.d.)
Webpage on a news website (10.16 #110)	McFadden, M. (2019, November 7). <i>Moncton's entrepreneurs worry about growing homeless population</i> . CBC News. https://www.cbc.ca/news/canada/new-brunswick/moncton-homeless-st-george-business-leger-1.5349988		(McFadden, 2019)
Government website (10.16 #111)	Ontario Ministry of the Environment, Conservation and Parks. (2019, May 8). <i>Barn owl</i> . https://www.ontario.ca/page/barn-owl		(Ontario Ministry of the Environment, 2019)
Government report (10.4 #50-59)	Canadian Heritage. (2019). <i>Building a foundation for change: Canada's anti-racism strategy 2019-2022</i> (Report No. CH37-4/29-2019E). Her Majesty the Queen in Right of Canada. https://www.canada.ca/content/dam/pch/documents/campaigns/anti-racism-engagement/ARS-Report-EN-2019-2022.pdf		(Canadian Heritage, 2019)
Statutes (Laws and Acts) (11.5)	Name of Act, Jurisdiction source abbreviation volume and chapter number section number (date). URL		(<i>Name of Act</i> , year)
	Jurisdiction source abbreviations Canada: R.S.C. - Revised Statutes of Canada S.C. - Statutes of Canada	Jurisdiction source abbreviations Ontario: R.S.O. means Revised Statutes of Ontario S.O. means Statutes of Ontario	(<i>Criminal Code</i> , 1985)
Case law (11.4)	Name v. Name, Court volume abbreviation (date). URL		(<i>Name of Case</i> , year)
	R. v. Chung, S.C.C. 8 (2020). https://www.canlii.org/en/ca/scc/doc/2020/2020scc8/2020scc8.html		(<i>R. v. Chung</i> , 2020)

Video web files (10.12, #88, #90)	Last name, Initials / Screen name / Organization name. [Screen name, if available]. (Year, Month day). <i>Title of video in sentence case and italics</i> [Video]. Site source. URL as a hypertext link	(Last name, year)
	Walliman, D. (2016, May 24). <i>Quantum physics for 7 year olds</i> [Video]. YouTube. https://www.youtube.com/watch?v=ARWBdfWpDyc	(Walliman, 2016)
Film or documentary (10.12, #84)	Last name, Initials. (Director). (Year). <i>Title of motion picture in italics</i> [Film / Documentary]. Studio.	(Last name, date)
	Cretton, D. D. (Director). (2019). <i>Just mercy</i> [Film]. Warner Bros. Pictures.	(Cretton, 2019)
Television program (10.12, #84-87)	Last name, Initials of Writer or Director or Host or Producer. (Date). Title of television broadcast single episode (Season #, Episode #) [Television series episode]. In First initials Last name (Producer), <i>Title of series</i> . Network.	(Last name, date)
	Nasr, A. (Director). (2019). The mosque: A community's struggle (Season 19, Episode 16) [Television series episode]. In S. Kirby (Producer), <i>Absolutely Canadian</i> . CBC.	(Nasr, 2019)
Music (10.13, #91-92)	Last name, Initials of artist or Group name. (Date). Song title [Song]. On <i>Album in italics</i> . Labels.	(Artist / Group, date)
	The Weeknd. (2020). Save your tears [Song]. On <i>After hours</i> . Conway; Jungle City.	(The Weeknd, 2020)
Podcast episode (10.13, #93-94)	Last name, First initials. (Host or Producer). (Year, month day). Title of podcast episode [Audio podcast episode]. In <i>Title of podcast in italics</i> . Production Company. URL as a hypertext link	(Last name, date)
	Hartford, T. (Host). (2017, January 21). Antibiotics. [Audio podcast episode]. In <i>50 things that made the modern world</i> . BBC. https://www.bbc.co.uk/programmes/p04pfn2z	(Hartford, 2017)

<p>Personal communications (including interviews, emails, text messages, & class lesson notes)</p>	<p>Section 8.9 states that personal communications includes emails, text messages, online chats, direct messages, letters, memos, personal interviews, telephone conversations, live speeches, unrecorded classroom lectures, or any of other communication method that is not readily recoverable. Personal communications are not included in the reference list and are simply cited in text. Provide the name of the communicator and as exact a date as possible.</p>	<p>(J. Fey, classroom lecture, May 1, 2019)</p>
<p>Lecture notes or slides</p> <p>(10.14, #102)</p>	<p>Lecture notes:</p> <p>Kemboi, C. (2020, February 19). [Lecture notes on information literacy]. KCA University.</p> <p>https://www.studocu.com/row/document/kca-university/information-literacy/lecture-notes/information-literacy-notes/4701085/view</p> <p>Presentation slides:</p> <p>Barrameda, Z. A. (2014, January 8). <i>History and philosophy of science</i> [PowerPoint slides]. SlideShare. https://www.slideshare.net/zendleannolarte/h-pof-sci?qid=91e686ab-b502-43b7-a605-66ba574a81f5&v=&b=&from_search=27</p>	<p>(Kemboi, 2020)</p> <p>(Barrameda, 2014)</p>
<p>Social media post (Twitter, Instagram, Facebook)</p> <p>(10.15, #103-108)</p>	<p>Toronto Star [@TorontoStar]. (2021, January 31). <i>The 100 most sustainable corporations in the world earn more than \$1 billion a year – 13 of them are Canadian</i> [Thumbnail with link] [Tweet]. Twitter. https://twitter.com/torontostar/status/13560156671327547393?s=21</p> <p>Note: Content of post up to the first 20 words.</p>	<p>(Toronto Star, 2021)</p>
<p>Clip art / artwork / infographic / photograph</p> <p>(10.14, #97-101)</p>	<p>Statistics Canada. (2021). <i>Changing occupations in Canada, 2005 to 2015: How men and women differ early in their career</i> [Infographic]. Her Majesty the Queen in Right of Canada.</p> <p>https://www150.statcan.gc.ca/n1/en/pub/11-627-m/11-627-m2021003eng.pdf?st=HTaNG37m</p>	<p>(Statistics Canada, 2021)</p>

General format for tables, figures, diagrams, images, photos, & pictures

Section 7.7 states that if a figure, a picture, or a table is reprinted or adapted from a copyrighted source, it must be sourced in the table / figure indicating whether it was reprinted or adapted. The table and figure citation **MUST** also be included in the alphabetical reference list at the end of the research assignment or paper. The following examples illustrate acceptable adaptations of accompanying caption notes for figures, pictures, and tables.

Figure or Table #

Title of Figure / Picture / Table in Italics and Title Case

Figure / Picture / Table is included here

Note. Description of what the image/figure/picture/table is attempting to illustrate or demonstrate. Reprinted from “Title of Web Page / Article Title in Title Case and Quotes,” by First initial Last name of Authors, (date), *Title of Website / Title of Journal, volume#(issue #) or Book in italics*, p. # ([URL/DOI as a hypertext link](#)). Copyright date by Copyright Holder Name.

Table taken from a print source

Table 1

Canada Food Guide Recommended Number of Servings Per Day

RECOMMENDED NUMBER OF FOOD GUIDE SERVINGS PER DAY									
	Children			Teens		Adults			
	2-3	4-8	9-13	14-18 Years		19-50 Years		51+ Years	
	Girls and Boys			Females	Males	Females	Males	Females	Males
Vegetables and Fruit	4	5	6	7	8	7-8	8-10	7	7
Grain Products	3	4	6	6	7	6-7	8	6	7
Milk and Alternatives	2	2	3-4	3-4	3-4	2	2	3	3
Meat and Alternatives	1	1	1-2	2	3	2	3	2	3

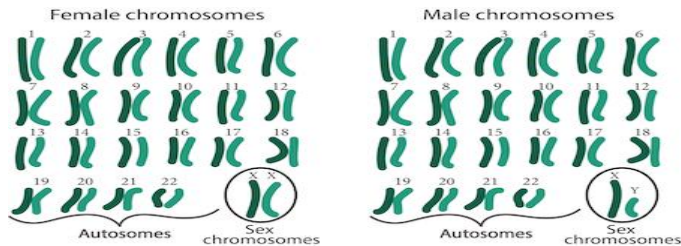
The eating pattern also includes a small amount (30 to 45 mL or about 2 to 3 tablespoons) of unsaturated fat each day.

Note. This table shows the recommended number of servings in each of the major food groups broken down by age and gender. Reprinted from “A Healthy Eating Pattern for Canadians,” by Health Canada, (2011), *Eating Well with Canada’s Food Guide: A Resource for Educators and Communicators*, p. 5. Copyright 2011 by the Health Canada.

Figure taken from a website

Figure 12

Female and Male Chromosome Pairings



Note. Demonstrates that chromosome pairings only differ in the sex chromosome pairs for females and males. From “Other Fun Stuff,” by T. Nguyen, (March 18, 2020), *The Tech Interactive*, (<https://genetics.thetech.org/ask-a-geneticist/transgender-genetics>). Copyright 2019 by The Tech Interactive Stanford.

Note: See page 15 of this guide for embedded reference citation on Reference Page Sample.

Placing Cited Work in an APA Style Assignment

The following excerpts from an essay entitled **Victorian Morality in Nineteenth Century Canada**, provides five different examples of how to place citations into the body of a research assignment.

1. Narrative citations using authors' names and dates
2. Short in-text citation for direct quotations (less than 40 words)
3. Long in-text citation for direct quotations (more than 40 words)
4. Narrative citation using the title of the book
5. In-text citation for paraphrased information from a source

2

Victorian Morality in Nineteenth Century Canada

1. According to authors such as Bliss (2014), McLaren (2018) and Ward (2016), morality was a subject that seemed to plague the Victorian Canadian.

...the context being an act performed by a married couple for the purpose of producing offspring. Anything outside of this definition was deemed to be an “evil to be shunned with consequences to be dreaded” (Bliss, 2014, p. 328). The best starting point...
2. ...back to courtship and its transformation to capitalism. Courtship was once an institution that was dictated by the community. It was highly supervised and regulated:

In nineteenth century Canada, the community would act like a moral policeman defining and enforcing a code of conduct which denied the unmarried privacy and forbade any
3. physical intimacy until they were virtually engaged. Greater mobility brought freedom from parental and community supervision especially in larger cities. (Ward, 2016, pp. 100-101)

Thus, until industrial capitalism as a social system arose, courtship was a highly censored community-sponsored operation...
4. In the book *Courtship, Love, and Marriage in Nineteenth English Canada*, four stages of courtship are defined. In the first two, a couple generally spent a great deal of time...
5. ...In French Canada, the role of the Church helped to maintain an extremely low rate of out-of-wedlock births, while encouraging high marital birth rates (Nett, 2012, p. 111).

References Page List Sample 1 - Plain Text URLs and DOIs

Sample 1 is the format for URLs and DOIs when they are displayed in plain text in a reference list. It also shows the relationship between the reference list and the in-text citations from the example reference assignment on page 14 of this guide.

Sample 2, on page 16, of this guide is the format for URLs and DOIs when they are displayed as hyperlinks. They must start on a new indented line if the entire URL or DOI does not fit on the preceding line.

Choose one of these styles and stick to it!

10

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