

In-Text Citations (Print and Online)

BASIC FORMAT FOR QUOTATIONS/PARAPHRASES

If you introduce the quote using the author's name, immediately follow the name with the year of publication in parenthesis. Put the page number (preceded by p.) in parenthesis after the quotation. If you are paraphrasing, you do not have to include the page number.

Example:

Critser (2003) noted that despite growing numbers of overweight Americans, many health care providers "still remain in ignorance" (p. 5).

If no author is named in the signal phrase, place the author's last name, the year, and the page number in parenthesis after the quotation or paraphrase.

Example:

Research shows that despite growing number of overweight Americans, many health care providers "still remain in ignorance" (Crister, 2003, p. 5).

NO PAGE NUMBERS

If there are no page numbers, such as in a web document, use "para." (short for paragraph) instead. If you are paraphrasing, you do not have to indicate a page or a paragraph number.

Example:

The cost of treating obesity is "exceeded only by treating illnesses from tobacco use" (Carmona, 2004, para. 5).

TWO AUTHORS

Include the last name of each author and the year. If the authors' names are in parenthesis, use "&" and not the word "and"

Example:

...as James and Ryerson (1999) demonstrated, "arthritis is a major cause of work disability" (p. 167).

Research showed that "arthritis is a major cause of work disability" (James & Ryerson, 1999, p. 167).

THREE OR MORE AUTHORS

Include only the last name of the first author followed by "et al." and the year, even in the first citation.

Example:

Williams et al. (2014) found...(p. 187)

Williams et al. (2014) also noticed that...(p. 207)

ORGANIZATION AS AUTHOR

Use the name of the organization or corporation as the author.

Example:

According to the Canadian Cancer Society (2020), the best way to prevent cancer is to live smoke free.

The best way to prevent cancer is to live smoke free (Canadian Cancer Society, 2020).

NO AUTHOR

If there is no author, use the first few words of the title of the document in your text (capitalizing the major words)

Example:

According to *Arthritis Facts* (2007), arthritis is "a major cause of work disability" (para. 9).

People who suffer from arthritis can also suffer from depression ("Handling Arthritis," 2013).

NO DATE

If there is no date, use the abbreviation n.d. (for “no date”).

Example:

Wallace (n.d.) suggests that “his method of painting imitates organic energy” (p. 3).

MORE THAN ONE SOURCE IN A CITATION

If you are using more than one source in a citation, list all the sources you consulted in alphabetical order, separated by semicolons.

Example:

Attempts to establish a definitive link between television programming and children’s eating habits has been problematic (Bowden, 2003; Coles, 1998; Smith, 2013).

SECONDARY SOURCES (AUTHOR’S WORK CITED IN ANOTHER SOURCE)

Give the author or title of the work in which you find the reference, preceded by “as cited in” to indicate that you are referring to a citation in that work. In the following example, Smith will appear in the reference list, Britton will not, because Smith is citing Britton, but you are reading a book by Smith, so are therefore citing Smith.

Examples:

The words we use simply appear, as Britton says, “at the point of utterance” (as cited in Smith, 1982, p. 108).
Swengel’s research (as cited in Nicholson, 2008)...

TRANSLATED TEXT

If you are citing a translated text, include the original author’s last name, the year it was originally published/year of translation, p. #)

Examples:

(Bolini, 1940/1970, p. 121)
(Castro, 2006/2008, p. 112)

POWERPOINT SLIDES

Use the last name of the creator of the slides and the year. If there is no creator name given, use the name of the presentation.

Example:

(Hayes, 2016)

PERSONAL COMMUNICATION (CLASS NOTES)

Because a reader cannot access any of the information in your own class notes, you do not need to include a reference for them in your References. However, you do need to include an in-text citation with the initials and last name of the communicator and give as an exact a date as possible.

Example:

(T.K. Matthews, personal communication, September 18, 2014)
As R. Smith (personal communication, December 18, 2019) explained, “...”

FILM/DVD

Include the producer’s or producers’ last names and/or director’s or directors’ last names, as well as the year of the film’s first release (not when the DVD was released).

Example:

(McElroy et al. 1994)
Kenner (2008)

YOUTUBE/TED TALK

If you are directly quoting from an audiovisual work, give name of the last name of the author or creator, the year, and the time stamp where the quotation begins (instead of a page number).

Example:

Research demonstrated that “arthritis is a major cause of work disability” (Canadian Arthritis Scientific, 2018, 12:22).

References

A reference page appears as the last page of your paper. It is called References, and it lists all the sources you cited. The references must be in alphabetical order by authors' last names, double-spaced and with a hanging indent (the first line of the citation will be flush with the left margin and the second, third, fourth lines of the same citation will be indented. Please refer to the last page of this handout for a sample Reference page.

PRINT DOCUMENTS

BOOKS (Single and Multiple Authors) (with or without an editor)

Author's last name, First name's initial. (Year of publication). *Title, in italics, lowercase except for the first word, proper nouns and words after a colon.* Publisher.

Example:

Highmore, B. (2001). *Everyday life and cultural theory in Canada: A sociological study.* Routledge.

Author's last name, First name's initial, Author's last name, First name's initial, & Author's last name, First name's initial. (Year of publication). *Title, in italics, lowercase except for the first word, proper nouns and words after a colon.* Publisher.

Example:

Scholes, R., Comley, N., & Staines, D. (2010). *Eating fast food* (2nd ed.). Oxford.

Author's last name, First name's initial. (Year of publication). *Title, in italics, lowercase except for the first word, proper nouns and words after a colon.* (Editor's First Initial Last name, Ed.). Publisher.

ARTICLES (Journals and Magazines)

Author's last name, First name's initial. (Year of publication). Title of article, lowercase except for the first word, proper nouns and words after a colon. *Title of journal or magazine, in italics, uppercase first letters, volume #(issue #), page range.*

Example:

Smith, S. (2003). Government and nonprofits in the modern age. *Society*, 40(4), 36-45.

COURSEPACK

Always confirm with your teacher if you are citing from a coursepack; some teachers prefer you do not use this method.

Author's last name, First name's initial. (Year of publication). Title of document. In teacher's first name's initial and last name (Ed.), *course number: Name of course in italics,*

lower case (page range of coursepack that document is on). Publisher. (Any info your teacher has given you as to where the document was photocopied from:

Title, in italics, uppercase, *Volume #(Issue #), page range of original document.*)

Example:

Seely, D. (2009). The importance of branding. In E. Brown (Ed.), *345-101-MQ: Interpersonal communication and relationships* (pp. 47-65). Vanier College Bookstore. (Reprinted from *Harvard Business Review*, 78(4), pp. 83-122).

TRANSLATED TEXT

Author's last name, First name's initial. (Year). *Title of document.* Translator's first name's initial. Last name, Trans.). Publisher. (Original work published Year)

Examples:

Freud, S. (1970). *An outline of psychoanalysis* (J. Strachey, Trans.). Norton. (Original work published 1940)

Castro, F. (2008). *My life* (A. Hurley, Trans.). Dover. (Original work published 2006)

NON-PRINT DOCUMENTS

ARTICLE FROM ONLINE DATABASE

If the article has a DOI (digital object identifier), give that number at the end and do not include the database name. If there is no DOI, end your reference with the page range.

Author's last name, First name's initial. (Year of publication). Title of article. *Title of Journal, Volume #*(Issue #), page range. <https://doi.org/xxx>

Examples:

Holliday, R. E. (2000). Dissociating automatic and intentional processes in children's eyewitness memory. *Journal of Experimental Child Psychology, 75*(1), 1-42. <https://doi.org/10.1007/s10072-011-0748-4>

Howard, K. R. (2007). Childhood overweight; Parental perceptions and readiness for change. *The Journal of School Nursing, 23*(2), 73-79.

WEBSITE

Include author's name, date of publication, title of document and a URL in your reference

Author's last name, First initial. (Year, Month). *Title of webpage/document*. URL page is found on

Example:

Constentino, E. (2003, November). *Asian-Pacific disasters*. <http://www.oxfaminternational.com/pages>

If there is no author, begin with the title of the document. (see example below).

Example:

Asian-Pacific disasters. (2003, November). <http://www.oxfaminternational.com/pages>

If there is no date, put n.d. in parenthesis instead

Example:

Constentino, E. (n.d.). *Asian-Pacific disasters*. <http://www.oxfaminternational.com/pages>

WIKIPEDIA

If a web source is likely to change over time, include the date the site was accessed.

Title of page. (Year, Month of last update). In *Wikipedia, the free encyclopedia*. Date of retrieval, from site URL

Example:

Geography of Canada. (2009, September). In *Wikipedia, the free encyclopedia*. Retrieved September 30, 2009, from http://en.wikipedia.org/wiki/Geography_of_Canada

YOUTUBE / TED TALK

Author (or creator). (Year, Month Day). *Title [Video]*. YouTube. URL

Examples:

CrashCourse. (2015, January 29). *Cycles in the sky: Crash course astronomy #3 [Video]*. YouTube. <https://www.youtube.com/watch?v=01QWC-rZcFE>

Bailey, M. (2014, May). The danger of hiding who you are [Video]. YouTube. http://www.ted.com/talks/morgana_bailey_the_danger_of_hiding_who_you_are

EBOOK

Author's Last Name, First Name's Initial. (Year). *Title of book, in italics, only first word capitalized*. Publisher. DOI or URL.

Example:

Schuman, E. (2018). *Living alone*. Random House Publishing. <http://bit.ly/2G677ghbLLb>

FILM/DVD

Producer Last name, First initial. (Producer), & Director Surname, First initial. (Director). (Year). *Title of movie* [Format e.g. Motion picture or DVD]. Name of Studio.

Example:

McElroy, H. (Producer), Dowling, K., & Burton, G. (Directors). (1994). *The sum of us*. [DVD]. Southern Star Entertainment.

POWERPOINT

If you are citing from PowerPoint slides that you found online:

Last name, First initial. (Year). *Title of powerpoint presentation* [PowerPoint slides]. Name of Publishing Company. URL

Example:

Hayes, R. (2014). *Taking notes made easy*. [PowerPoint slides]. SlideShare. <http://www.earlylearning.org/techniques/notetaking>

If you are citing from PowerPoint slides that your teacher has given you:

Teacher's last name, First initial. (Year). *Title of powerpoint presentation* [PowerPoint slides].

Example:

Wagner, A. (2014). *Chemicals in the environment*. [PowerPoint slides].

PERSONAL COMMUNICATION (CLASS NOTES)

Because a reader cannot access any of the information in your own class notes, you do not need to include a reference for them in your References. However, you do need to include an in-text citation with the initials and last name of the communicator and give as an exact a date as possible.

Some information adapted from *Publication manual of the American psychological association*. (2019).

American Psychological Association.

Some information adapted from *Publication manual of the American psychological association*. (2020).

American Psychological Association.

Some information adapted from "APA In-Text Citations." *MacMillan Higher Ed*.

http://www.macmillanhighered.com/BrainHoney/Resource/6698/digital_first_content/trunk/

[test/wref8efull/wref8efull_chapa4_2.html](http://www.macmillanhighered.com/BrainHoney/Resource/6698/digital_first_content/trunk/test/wref8efull/wref8efull_chapa4_2.html)

References

Bereiter, C. (2016). Schools as knowledge-building organizations. *Today's Children*, 11, 274-289.

Canada, G. (2019, May). *Our failing schools: Enough is enough*. [Video]. TED Talk.

https://www.ted.com/talks/geoffrey_canada_our_failing_schools_enough_is_enough

Franklin, S. (2016). VAKing out learning styles-why the notion of 'learning styles' is unhelpful to teachers. *Education 3-13*, 34(1), 81-87. <https://doi.org/10.1080/03004270500507644>

Nordell, S. E. (2009). Learning how to learn: A model for teaching students learning strategies. *Bioscene: Journal of College Biology Teaching*, 35(1), 35-42.

The effect of learning styles on achievement in different learning environments. (n.d.).

<http://www.ascd.org/publications/educational-leadership/sept97/vol55/num01/Integrating-Learning-Styles-and-Multiple-Intelligences.aspx>

Thomas, D., & Brown, J.S. (2011). *A new culture of learning: Cultivating the imagination for a world of constant change*. Dover.