



APA Style Guidelines & Examples (6th edition) NAIT Library

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APA (sixth edition) Citation Style Guidelines NAIT Library

Citation styles are standardized systems for crediting and citing sources you've used for your research paper or assignment. Your program or degree will require you to use a specific citation style. The American Psychological Association (APA) citation style is one of many different citation styles. Other style options include MLA (Modern Language Association), CSE (Counsel of Science Editors) and Vancouver.

You must give credit to every source that you use in your research paper. Brief citations included in the text of your paper are called "in-text" citations (or "parenthetical" citations because they are in parentheses, or brackets); APA in-text citations are usually made up of the author, date and page number(s) of the source cited. Full citations are always included in the APA References list at the end of your paper; full citations include all the citations elements (for example a book citation includes the author, title, edition, place, publisher and date). Each in-text citation must appear in the References list, and each entry in the References list must come from an in-text citation.

These guidelines will help you to cite your research sources according to the APA style. Included are examples of both in-text citations and References list citations.

These guidelines are based on the sixth edition (2010, second printing) of the *Publication Manual of the American Psychological Association* and the FAQs on the APA website (www.apastyle.org/faqs.html#3).

Important: Always ask your instructor what citation style is required for your assignment.

Overview of Recent APA Changes

The sixth edition of the APA *Publication Manual* includes two major changes that affect citing your sources:

1. When citing books published in the U.S., include the U.S. Postal Service abbreviations for the state of publication. If the publishing city is outside the U.S., include the city and country. Do not abbreviate the country.

E.g. Upper Saddle River, NJ
Los Angeles, CA
Toronto, Canada
2. When citing articles or e-books from library databases, include the digital object identifier (DOI) in the citation (e.g. doi: 10.1057/palgrave.kmrp.8500141) and do not include the URL, date of retrieval or the name of the database. If the DOI is not available, include the persistent URL of the article or e-book (e.g. <http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=22299882&site=ehost-live&scope=site>).

Guidelines for In-Text Citations & Reference Lists

In-Text Citations

- Include the author's last name, the year of publication, and the page number (for quotes), either as part of the text of your paper or in parentheses. For example: (Smith, 2011, p. 17).
- If a source has no author or editor, use a few words of the title instead.
- Each in-text citation must lead to the full reference list entry for that source.

Reference Lists

- The references page is usually located at the end of your written document. However, tables and/or appendices, if used, come after the references page.
- The references page lists only the sources you cited in your paper. Every reference list entry should have at least one corresponding in-text citation.
- Center the heading, References, at the top of the page.
- Alphabetize entries in the References list by the authors' last names.
- Author's first names are NOT included in the entries; include only the initials of given name(s). For example: **Wells, A.**
- If a work has no author, place the title first and use that to alphabetize it within reference list. If there is no date, use (n.d.). For a full template explaining how to format your citation when information is missing, visit APA's reference template PDF: <http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf>
- The date of publication appears immediately after the first element of the citation (usually the author's name). For example, Wells, A. (2005).
- The references list is double-spaced within AND between citation entries.
- Use the hanging indent format: each entry begins flush left, and any additional lines are indented one-half inch (or five spaces).
- Capitalization matters; only the first word of titles and subtitles is capitalized, in addition to proper names. **However**, each significant word in the titles of journals, newspapers and magazines (for example, *Canadian Journal of Earth Sciences*) is capitalized and *italicized*. Titles of articles from journals are **NOT** italicized.
- Use only the name of the publishing company (do not include "Company" or "Inc." etc.).
- Do **NOT** insert a hyphen when dividing a web address (URL) at the end of a link.
- URLs/web addresses should **NOT** be hyperlinks. Use plain black text.

References

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- Label, W. A. (2010). *Accounting for non-accountants: The fast and easy way to learn the basics* (2nd ed.). Naperville, IL: Sourcebooks.
- Morris, E. A. (2009, July 2). The danger of safety [Blog post]. Retrieved from <http://freakonomics.blogs.nytimes.com/2009/07/02/the-danger-of-safety>
- Shang-Ping, X., Deser, C., Vecchi, G., Jian, M., Haiyan, T., & Wittenberg, A. (2010). Global warming pattern formation: Sea surface temperature and rainfall. *Journal of Climate*, 23(4), 966-986. doi:10.1175/2009JCLI3329.1

Books

- [Print](#)
- [Electronic \(eBook\)](#)
- [Article or Chapter in Anthology or Edited Book](#)

Print Book

Citation elements required and general format:

Author(s) or editor(s). (Year). *Title of book: Subtitle of book* (Edition). City, State
abbreviation or Country of publication: Publisher.

Reference list citation examples - Book

One author:

Label, W. A. (2010). *Accounting for non-accountants: The fast and easy way to learn the basics* (2nd ed.). Naperville, IL: Sourcebooks.

One editor:

Smither, J. W. (Ed.). (1998). *Performance appraisal: State of the art in practice*. San Francisco, CA: Jossey-Bass.

Multiple authors:

Murray, R. B., Zentner, J. P., & Yakimo, R. (2009). *Health promotion strategies through the life span*. Upper Saddle River, NJ: Pearson/Prentice Hall.

Multiple editors:

Baker, A., Dutton, S., & Kelly, D. (Eds.). (2004). *Composite materials for aircraft structures* (2nd ed.). Reston, VA: American Institute of Aeronautics and Astronautics.

No author or editor:

New concise world atlas. (2007). New York, NY: Oxford University Press.

In-text citation examples - Book

One author named in your paper:

Smyth (2008, p. 40) reported that ...
OR:
Smyth (2008) indicated that "insert quote here" (p. 40).

One author not named in the text of your paper:

... as one researcher reported (Smyth, 2008, p. 40).
OR:
This case indicated that "insert quote here" (Smyth, 2008, p. 40).

Two authors named in the text of your paper (use the word "and" between the authors' names in the text of your paper; use the ampersand "&" in the in-text citation brackets):

Research by Smyth and Hanson (2007) indicated "quote here" (p. 59).
OR:
Smyth and Hanson concluded the same (2007, p. 59).

Two authors not named in the text of your paper:

The researchers concluded the same facts (Smyth & Hanson, 2007, p. 59).
OR:
The researchers (Smyth & Hanson, 2007) concluded "insert quote here" (p. 59).

Three to five authors:

Research by Blaine, Hobbs, Adamson, Berry and Kal (1993, p. 45) is positive.
OR:
... as concluded by the researchers (Blaine, Hobbs, Adamson, Berry & Kal, 1993, p. 45). In subsequent citations, use only the first author's name followed by "et al." (Blaine et al., 1993, p. 45).

No author:

... according to the British map (*New concise world atlas*, 2004, p. 15).

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Electronic Book (eBook)

Citation elements required and general format:

Author(s) (if editor, include (Ed.) after name). (Year). *Title of eBook: Subtitle of eBook*
(Edition) [Type of eReader version]. Retrieved from URL of book

Reference list citation examples – eBook

If using a handheld eReader, include information about this version in square brackets.

One editor, no DOI (eBook found in *Knovel* database):

Kutz, M. (Ed.). (2009). *Eschbach's handbook of engineering fundamentals* (5th ed.).

Retrieved from

http://www.knovel.com.libezproxy.nait.ca/web/portal/browse/display?_EXT_KNOVEL_DISPLAY_bookid=2441

One author, no DOI (eBook read on Kindle Fire):

Glazer, H. (2011). *High performance operations: Leverage compliance to lower costs, increase profits, and gain competitive advantage* [Kindle eBook version].

Retrieved from [http://www.amazon.com/High-Performance-Operations-](http://www.amazon.com/High-Performance-Operations-Competitive-ebook/dp/B005R4NO6Q/ref=sr_1_3?s=digital-text&ie=UTF8&qid=1328566689&sr=1-3)

[Competitive-ebook/dp/B005R4NO6Q/ref=sr_1_3?s=digital-](http://www.amazon.com/High-Performance-Operations-Competitive-ebook/dp/B005R4NO6Q/ref=sr_1_3?s=digital-text&ie=UTF8&qid=1328566689&sr=1-3)

[text&ie=UTF8&qid=1328566689&sr=1-3](http://www.amazon.com/High-Performance-Operations-Competitive-ebook/dp/B005R4NO6Q/ref=sr_1_3?s=digital-text&ie=UTF8&qid=1328566689&sr=1-3)

In-text citation examples – eBook

When citing an eBook from a handheld eReader, do not use device-specific page numbers, as these can vary. Use only real page numbers that reflect the numbering of print books. If the real page numbers are unavailable, leave them out.

One editor, real page numbers available:

Kutz (2009, p. 260) illustrated that ...

OR:

... as was demonstrated previously (Kutz, 2009, p. 261).

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Article or Chapter in Anthology or Edited Book

You cite an article, book chapter, or case study found in a source in both the references list and in an in-text citation.

Citation elements required and general format:

Author(s) or editor(s) of the chapter or entry or case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), *Title of book* (pp. xx-xx). City, State abbreviation or Country of publication: Publisher.

Reference list citation examples – Chapter in a Book, etc.

Entry in an anthology (where H. LaFollette is the editor of the book):

Warren, M. A. (2007). On the moral or legal status of abortion. In H. LaFollette (Ed.), *Ethics in practice* (pp.126-136). Malden, MA: Blackwell Publishing.

Case study in a textbook (where J. Ness is the author of the book):

Pederson, S. (2008). The XYZ Group. In J. Ness, *Cases in digital processing* (pp.11-20). Saskatoon, Canada: CDMA Publishing.

In-text citation examples – Chapter in a Book, etc.

One author, entry in an anthology:

Warren (2007, p. 132) illustrated that ...

OR:

... as research demonstrated in the previous ten years (Warren, 2007, p. 132).

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Journal Articles

- [Print Journal Article](#)
- [Online Journal Article with a DOI \(Digital Object Identifier\)](#)
- [Online Journal Article without a DOI](#)

Print Journal Article

Citation elements required and general format for journal **paginated by volume** (page numbers continue throughout year):

Author(s). (Year). Title of journal article: Subtitle of article. *Title of Journal, Volume number*, page number(s).

Citation elements required and general format for journal **paginated by issue** (each issue begins with page 1):

Author(s). (Year). Title of journal article: Subtitle of article. *Title of Journal, Volume number*(issue number), page number(s).

Reference list citation examples – Journal Article

In APA style, every author or editor's name is inverted (the last name comes first); use only the initials for the first and middle names. Only capitalize the first word of the title, subtitle, and any proper nouns. If the author is unknown, begin with the title.

Two or more authors, issue number not included:

Kim, Y., & Wells, A. (2005). The impact of forest density on property values. *Journal of Forestry, 103*, 146-151.

Two or more authors, issue number included:

Shang-Ping, X., Deser, C., Vecchi, G., Jian, M., Haiyan, T., & Wittenberg, A. (2010). Global warming pattern formation: Sea surface temperature and rainfall. *Journal of Climate, 23*(4), 966-986. doi:10.1175/2009JCLI3329.1.

No Author:

Order in the oil sands. (2008). *Petroleum Journal, 174*(6), 15-21.

In-text citation examples - Journal Article

One author named in your text:

Smyth (2008, p. 40) found that...
OR:
Smyth (2008) indicated that "insert quote here" (p. 40).

One author not named in your text:

... as one researcher reported (Smyth, 2008, p. 40).
OR:
This case indicated that "insert quote here" (Smyth, 2008, p. 40).

Two authors named in your text:

Smyth and Hanson (2007) reported "insert quote here" (p. 59).
OR:
Smyth and Hanson (2007, p. 59) demonstrated that ...

Two authors not named in your text:

The researchers concluded the same facts (Smyth & Hanson, 2007, p. 59).
OR:
The researchers (Smyth & Hanson, 2007) concluded "insert quote here" (p. 59).

No author:

... as was reported in the final study ("Order in the oil sands," 2008, p. 17).

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Online Journal Article (With DOI / Digital Object Identifier)

Citation elements required and general format for journal **paginated by volume** (page numbers continue throughout year):

Author(s). (Year). Title of journal article. *Title of Journal, Volume*, page number(s).

doi:DOI of article

Citation elements required and general format for journal **paginated by issue** (each issue begins with page 1):

Author(s). (Year). Title of journal article. *Title of Journal, Volume(Issue)*, page number(s).

doi:DOI of article

Reference list citation example – Online Journal Article with DOI

Multiple authors, issue number not included (article found in *Nursing and Allied Health* database):

Street, M. E., Volta, C., Ziveri, M. A., Viani, I., & Bernansconi, S. (2009). Markers of insulin sensitivity in placentas and cord serum of intrauterine growth-restricted newborns. *Clinical Endocrinology, 71*, 394-399. doi:10.1111/j.1365-2265.2009.03533.x

In-text citation examples – Online Journal Article with DOI

Multiple authors:

New research published by Street, Volta, Ziveri, Viani, and Bernansconi concluded “insert quote here” (2009, p. 200).

OR:

... as the researchers concluded (Street et al., 2009, p. 200).

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Online Journal Article (Without DOI / Digital Object Identifier)

Citation elements required and general format for journal **paginated by volume** (page numbers continue throughout year):

Author(s). (Year). Title of journal article. *Title of Journal, Volume*, page number(s).

Retrieved from URL of the article

Citation elements required and general format for journal **paginated by issue** (each issue begins with page 1):

Author(s). (Year). Title of journal article. *Title of Journal, Volume(Issue)*, page number(s).

Retrieved from URL of the article

Reference list citation examples – Online Journal Article without DOI

One author (article found in *Applied Science and Technology* database):

Teska, K. (2010). Cases of misplaced technology. *Mechanical Engineering*, 132(6), 47.

Retrieved from <http://go.galegroup.com.libezproxy.nait.ca/ps>

[/i.do?id=GALE%7CA235630942&v=2.1&u=naitl_main&it=r&p=AONE&sw=w](http://go.galegroup.com.libezproxy.nait.ca/ps/i.do?id=GALE%7CA235630942&v=2.1&u=naitl_main&it=r&p=AONE&sw=w)

In-text citation examples – Online Journal Article without DOI

One author:

... and the research was supported by Drummond (2009, p. 18).

OR:

... the researcher concluded that “insert quote here” (Drummond, 2009, p. 18).

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Periodicals (Newspapers & Magazines)

- [Print Newspaper Article](#)
- [Online Newspaper Article](#)
- [Online Magazine Article](#)

Print Newspaper Article

Citation elements required and general format. Unlike a journal article, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p. (for example: p. B2) and multiple pages take pp. (for example: pp. A4-A3).

Author(s). (Year, Month Day). Title of journal article. *Title of Newspaper*, page number(s).

Reference list citation examples – Newspaper article

One author:

Kleiss, K. (2010, October 12). Housing plan overturns decades of practice. *Edmonton Journal*, pp. A1-A3.

No author:

Mandel received council support (2010, October 2). *Edmonton Journal*, p. B4.

In-text citation examples – Newspaper article

One author:

... as reported in the Edmonton Journal (Kleiss, 2010, p. A1).
OR:
Kleiss discounted the statistics (2010, p. A3).

No author:

... As reported in the Edmonton Journal ("Mandel," 2010, p. B4).
OR:
... as reported in 2010 ("Mandel," p. B4).

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Online Newspaper Article

Citation elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*[*Edition if applicable*], page number(s) or section letter(s). Retrieved from URL of article

Reference list citation examples – Online Newspaper Article

Do *not* abbreviate the month when citing online magazines. Include p. or pp. for page number(s).

One author (article found in *Canadian Newsstand* database):

Jack, I. (1998, October 24). Cleaner gasoline will cost jobs industry. *Financial Post*

[Weekly Edition], p. 3. Retrieved from

<http://search.proquest.com.libezproxy.nait.ca/docview/442171876?accountid=12>

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In-text citation examples – Online Newspaper Article

One author:

Jack (1998, p. 2) found that cleaner gasoline was more expensive.

OR:

... as the author concluded (Jack, 1998, p. 2).

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Online Magazine Article

Citation elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. *Title of Magazine*,
Volume(Issue), page number(s). Retrieved from URL of article

Reference list citation examples – Online Magazine Article

Do *not* abbreviate the month when citing online magazines.

One author (article found in *Academic Search Complete* database):

Weinman, J. J. (2008, May 5). Where should we put the violins? A debate over how to place orchestras' string section heats up in the classical world. *Maclean's*, 121(17), 54. Retrieved from
<http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=31900477&site=ehost-live&scope=site>

In-text citation examples – Online Magazine Article

One author:

... as Weinman successfully debated the topic (2008, p. 54).

OR:

A recent article debated the topic once again (Weinman, 2008, p. 54).

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Case Studies

- [Harvard Business School](#)
- [Ivey Business School](#)
- [Textbook Case Study](#)
- [Online Case Study](#)

Harvard Business School Case Study

Citation elements required and general format:

Author(s). (Year). *Title of case study*. HBS No. number of case study. City,

State abbreviation or Country of publication: Publisher.

Reference list citation examples – Harvard Business School Case Study

One author:

Smith, S. (2003). *Leadership*. HBS No. 7-806-122. Boston, MA: Harvard Business School Publishing.

Two authors:

Eisenmann, T., & Herman, K. (2006). *Google, Inc.* HBS No. 9-806-105. Boston, MA: Harvard Business School Publishing

In-text citation examples – Harvard Business School Case Study

One author:

...as the case study concluded (Smith, 2003, p. 6).
OR:
Smith reported (2003, p. 6) that the data was flawed.

Two authors:

Eisenmann and Herman did agree on the research findings (2006, p. 11).
OR:
... as both researchers agreed (Eisenmann & Herman, 2006, p. 11).

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Ivey Business School Case Study

Citation elements required and general format:

Author(s). (Year). *Title of case study*. Ivey ID: number of case study. City,

State abbreviation or Country of publication: Publisher.

Reference list citation example – Ivey Business School Case Study

Two authors:

Heisz, M., & Leech, L. (2005). *Sarbanes-Oxley Act of 2002 - Understanding the requirements and the Canadian response*. Ivey ID: 9B05B009. London, Canada: Ivey Publishing.

In-text citation examples – Ivey Business School Case Study

One author:

... as Byron concluded in the case study (2010, p. 105).

OR:

The case study concluded the same results (Byron, 2010, p. 105).

Two authors:

Heisz and Leech concluded similar findings (2005, p. 491).

OR:

... and the American researchers agreed (Heisz & Leech, 2005, p. 491).

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Textbook Case Study

Citation elements required and general format:

Author(s) or editor(s) of the chapter or entry or case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), *Title of book* (pp. xx-xx).
City, State abbreviation or Country of publication: Publisher.

Reference list citation example – Textbook Case Study

One author:

Pederson, S. (2008). The XYZ Group. In J. Ness, *Cases in digital processing* (pp.11-20).
Saskatoon, Canada: CDMA Publishing.

In-text citation examples – Textbook Case Study

One author:

the argument for “insert quote here” ... (Pederson, 2008, p. 11).
OR:
Pederson’s statement that “insert quote here” (2008, p. 15) still holds true today.

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Online Case Study

Citation elements required and general format:

Author(s). (Year). Title of case study: Subtitle of case study. *Title of Journal*,
Volume(issue), page number(s). Retrieved from URL of the article (case
study)

Reference list citation examples – Online Case Study

Two authors (case study is from *Business Source Complete* database):

Schiehll, E., & Andre, P. (2003). Corporate governance and the information gap: The use
of financial and non-financial information in executive compensation. *Ivey
Business Journal*, 67(6), 1-6. Retrieved from
[http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/
login.aspx?direct=true&db=bth&AN=10508033&site=ehost-live&scope=site](http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=10508033&site=ehost-live&scope=site)

In-text citation examples – Online Case Study

Two authors:

Schiehll and Andre (2003, p. 15) demonstrated that ...

OR:

... as the researchers concluded last year (Schiehll & Andre, 2003, p. 15).

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Company Profiles or Industry Reports

Citation elements required and general format:

Author(s). (Year). *Title of company profile or industry report*. Retrieved from URL of the article (case study)

Reference list citation examples – Online Company Profile or Industry Report

Use the corporate author (for example, Datamonitor).

Company profile (from *Business Source Complete* database):

Datamonitor. (2012). *Genesis Energy: Company profile*. Retrieved from

<http://libezproxy.nait.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=73345420&site=ehost-live&scope=site>

In-text citation examples – Online Company Profile or Industry Report

When citing more than one work by the same author published in the same year, differentiate using letters of the alphabet in order from a to z.

One author

It was indicated that... (Datamonitor, 2011).

OR:

... as Datamonitor's industry report concluded last year (2010).

Two or more works with same author published in same year

The Datamonitor company profile (2011a) demonstrated that ...in comparison to the numbers given in the industry report (2011b).

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Websites

If you are citing an entire website, you do not have to include a citation for the website in the list of references. You must, however, identify the source by providing the address of the website in your paper.

In-text citation examples – Whole website

Kidspsych is a wonderful interactive web site for children (<http://www.kidspych.org>).

Webpage or Document from a Website

If you are not able to find all of the information identified in the general format, include all that is available from the source. Please note that you **only need to include retrieval dates for websites with content that changes frequently and without warning** (such as wikis). Only include the date of publication or revision if it is clearly listed.

From [The APA Style Guide to Electronic Sources](#): “Do not italicize the titles of blog posts, online forum messages, comments, status updates, and so on. Do italicize titles of reporters and other standalone documents. If the distinction is unclear [...] authors should use their own judgement to decide whether to italicize. **Err on the side of not italicizing.**”

Citation elements required and general format:

Author(s). (Year). Title of webpage or document: Subtitle [Format]. Retrieved from URL
that goes directly to the document

Reference list citation examples – Webpage or Document from a Website

One author, blog post:

Hills, T. (2015, April 8). Learning the hard way: My journey from #AntiVaxx to science [Blog post]. Retrieved from <http://thescientificparent.org/learning-the-hard-way-my-journey-from-antivaxx-to-science/>

No date (use n.d.), no author, entry in online reference book:

Heuristic. (n.d.) In *Merriam-Webster's online dictionary* (11th ed.).
Retrieved from <http://www.m-w.com/dictionary/heuristic>

In-text citation examples – Webpage or Document from a Website

One author:

... as McGrath stated (2008).

OR:

... as stated by the researcher (McGrath, 2008).

No author, no page number:

... was fully explained (“New Child Vaccine”, 2010).

OR:

The “New Child Vaccine” site (2010) indicated that ...

No author, page number is available:

... the study indicated that “insert quote here” (“How Do Dogs”, 2008, p. 5).

OR:

“How Do Dogs” (2008) argued that “insert quote here” (p. 5).

No author, no page number, paragraph number available:

This term is defined as “insert quote here” (“Heuristic,” n.d., para. 1).

OR:

The “Heuristic” encyclopedia entry defined the term as “insert quote here” (n.d., para. 1).

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Images

Citation elements required and general format:

Creator(s) of the image or artwork [Screenname if applicable]. (Year image was created, Month Day if available). [Description] OR *Title of image or artwork* [Type of work].
Retrieved from URL

Reference list citation example – Image or Artwork

If the work is untitled, provide a description of the image in square brackets.

Photograph, one creator:

D'Arco, M.P. [martinimike]. (2010, November 24). *What's in my fridge November 2010*
[Photograph]. Retrieved from <http://www.flickr.com/photos/martinimike/5204582875/>

Artwork, one creator:

Van Gogh, V. (1889). *The starry night* [Painting]. Retrieved from
<http://www.vangoghgallery.com/catalog/Painting/508/Starry-Night.html>

Diagram, no date:

Earthbound Farm. (n.d.). *Post-consumer recycled PET lifecycle* [Diagram]. Retrieved
from <http://www.ebfarm.com/planet/sustainability>

Artwork, no title:

Dali, S. (1945). [Untitled portrait of a woman] [Painting]. Retrieved from <http://www.dali-gallery.com/html/galleries/painting17.htm>

In-text citation examples – Image or Artwork

In-text citations for images include the creator's last name, the title of the image, and the year the image was created, either as part of the text of your paper or in parentheses. If you have copyright permissions and are including an image in the text of your paper, you may instead indicate the image in-text by referring to it as Figure 1, 2, or 3 and so on. Place the image as close to its in-text citation as possible, and attribution information beneath the image used.

One creator, image NOT included in text of paper:

The estimated value of *The Starry Night* (Van Gogh, 1889) has undergone an enormous shift since it was first painted ...

OR:

Painted in 1889, *The Starry Night* (Van Gogh) was originally valued at ...

One creator, image included in text of paper:

... as can be seen in photographs taken shortly after the storm died down (see Figure 1).

OR:

In its wake, the storm left behind trees and city infrastructure coated with ice (see Figure 1), with an estimated cost of...

One creator, general captions format:

When you include a third-party image or data that you have graphed in your paper or presentation, you must provide proper attribution in order to demonstrate copyright compliance and avoid plagiarism.

Attribution information **for students:**

http://www.nait.ca/libresources/citations/captioning_images.pdf

Attribution information **for staff:**

<http://www.nait.ca/libresources/instruct/AttributionsComplete.pdf>

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Lecture Notes & Handouts

If you are citing information from your personal notes, treat it as a personal communication; *refer to it only in-text*, not in the reference list. Official lecture notes or handouts from your instructor should be cited both in-text and in the reference list.

Citation elements required and general format for **online resource**:

Author(s). (Year). *Title of handout or presentation* [Type of resource]. Retrieved from
from URL

Citation elements required and general format for **print resource**:

Author(s). (Year). *Title of handout or presentation* [Type of resource]. Program or
Department, Name of Institution, City, State Abbreviation or Country.

Reference list citation examples -Handouts

Presentation from instructor, online:

Smith, J. A. (2012). *Biggest engineering mistakes of the 21st century* [Powerpoint presentation]. Retrieved from <http://moodle.nait.ca/course/view.php?id=7076>

Handout from instructor, offline:

Smith, P. R. (2012). *Robot boss battles* [Class handout]. Instrumentation Engineering Technology, NAIT, Edmonton, Canada.

In-text citation examples -Handouts

Handout/presentation:

John Smith indicated that ... (2012).
OR:
... as the handout emphasized (Smith, 2012).

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Podcasts

If you are not able to find all of the information identified in the general format, include only what is available from the source. Use the URL that points to the podcast homepage rather than the individual podcast episode, as the homepage link is more likely to remain stable and active.

Citation information required and general format:

Author(s), (Author responsibility such as Author, Host, or Producer). (Year,

Month Day of publication or production). *Title of podcast: Subtitle of*

podcast [Audio podcast]. Retrieved from the URL for podcast homepage

Reference list citation examples – Podcast

One author, host or producer:

McDonald, B. (Host). (2012, November 7). *The ocean of life* [Audio podcast]. Retrieved from <http://www.cbc.ca/quirks/>

In-text citation examples – Podcast

One author, host or producer:

... according to the discussion in McDonald's podcast (2012).

OR:

... according to the discussion in the podcast (McDonald, 2012).

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Videos

- [Streaming Video from Library Database](#)
- [Streaming Video from the Open Web \(YouTube, Vimeo, etc.\)](#)
- [Movie in Theatre or on DVD/VHS](#)

Streaming Video Retrieved from a Library Database

Streaming videos are delivered through the web. Many are available through subscription databases, such as Films on Demand. Some streaming videos were first published in another medium, such as DVD. If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format:

Name of Producer(s) or Director(s). (Responsibility such as Producer or Director). (Year, Month Day of production). *Title of streaming video: Subtitle of streaming video.*
[Video]. Retrieved from URL

Reference list citation examples – Streaming Video

One producer:

Cambridge Educational. (Producer). (2006). *Information literacy: The perils of online research* [Video file]. Retrieved from <http://digital.films.com.libezproxy.nait.ca/PortalPlaylists.aspx?aid=6122&xtid=35675>

Producer and director:

Paterson, N. (Producer & Director). (2005). *The ghost in your genes* [Video file].
Retrieved from https://www.nait.ca/portal/server.pt/gateway/PTARGS_0_0_/http://www.nait.ca/secure/student/library/videoplayer.htm?vname=mp4:/private/109743h.mp4

In-text citation examples – Streaming Video

Producer or director:

...as reported in Paterson's (2005) video.

OR:

...as described in the T-Rex video (University of Chicago, 2009).

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Streaming Video Retrieved from Open Web (YouTube, Vimeo, etc.)

Streaming videos are delivered through the web, for example those available on YouTube. Some streaming videos were first published in another medium, such as DVD. Locating a video on the open web often depends upon knowing the name or screenname of the the person who posted the video. Use the poster's name for author; if there is no real name, use the screen name in its place, without brackets.

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format:

Last name, First initials [Screen name]. (Year, Month Day). *Title of streaming video*:

Subtitle of streaming video [Video file]. Retrieved from URL

Reference list citation examples – Streaming Video

Real corporate name given:

Government of Alberta [YourAlberta]. (2012, September 11). *Reclamation in Alberta's boreal forest* [Video file]. Retrieved from
<http://www.youtube.com/watch?v=IQ6AYnrKh7c>

Real name given:

Braden, W. [WillBraden]. (2007, May 24). *Henri* [Video file]. Retrieved from
http://www.youtube.com/watch?v=0M7ibPk37_U

No real name; screen name only:

SevereAvoidance. (2012, October 17). *More grumpy cat* [Video file]. Retrieved from
<http://www.youtube.com/watch?v=u9jc-w49pVs>

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Motion Pictures

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format:

Name of Producer(s) or Director(s). (Responsibility such as Producer or Director). (Year).

Title of movie [Motion picture]. Country of Origin: Studio.

Reference list citation examples – Motion Pictures

One director:

Moore, M. (Director). (2009). *Capitalism: A love story* [Motion picture]. USA: Alliance Films.

Producer and director:

Unger, B. (Producer), & Scott, T. (Director). (1995). *Crimson Tide* [Motion picture]. USA: Touchstone Home Entertainment.

In-text citation examples – Motion Pictures

When citing dialogue between two or more speakers, indicate who is speaking by including the character name before each new dialogue line in a block quote.

Quoting dialogue between two or more characters:

JESSEP: “You want answers?”

KAFFEE: “I think I’m entitled to.”

JESSEP: “You want answers?”

KAFFEE: “I want the truth!”

JESSEP: “You can’t handle the truth!” (Sorkin, 1992).

Producer or director:

...as reported in Moore’s (2009) video.

OR:

...as described in *Crimson Tide* (Unger & Scott, 1995).

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Government Documents

- [Online and Print Publications](#)
- [Statistical Tables: CANSIM & Summary Tables](#)
- [Court Decisions](#)

Government Documents (Online & Print)

If the authoring government agency (e.g. Department of Finance) does **not** include the level of government in its name, then add it before the author name (e.g. Canada. Department of Finance.).

For online documents, if an individual authored a report **for** a government agency, use the individual as the author, but include the government information in the “Retrieved from” statement (e.g. Retrieved from Alberta Instructure and Transportation website: <http://www.transportation.alberta.ca/Content/docType30/Production/bgmtstrgyg.pdf>).

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format for **online documents**:

Author. (Year of publication). *Title of report: Subtitle of report* (Catalogue or Publication No. ##, if provided). Retrieved from name of government website if necessary and URL

Citation information required and general format for **print documents**:

Author. (Year of publication). *Title of report: Subtitle of report* (Catalogue or Publication No. ##, if provided). Location: Publisher.

Reference list citation examples –Government Documents (Online & Print)

Online, level of gov’t not indicated in department/agency name:

Canada. Department of Finance. (2011). *Tax expenditures and evaluations 2010* (Catalogue No. F1-27/2010E-PDF). Retrieved from <http://www.fin.gc.ca/taxexp-depfisc/2010/taxexp10-eng.asp>

City of Edmonton. Transportation Department. (2013). *2013 traffic flow map*. Retrieved from http://www.edmonton.ca/transportation/Flow_map_2013_AAWDT.pdf

Online, level of gov't indicated in department name:

Statistics Canada. (2007). *2006 community profiles: Edmonton* (Catalogue No. 92-591-XWE). Retrieved from <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E>

Online, personal author; gov't included in retrieval statement:

Halwa, D., Robinson, R., & Atkin, L. (2008). *Bridge management strategy guideline*. Retrieved from Alberta Infrastructure and Transportation website:
<http://www.transportation.alberta.ca/Content/docType30/Production/bgmgstrgyg.pdf>

Offline, level of gov't not indicated in department/agency name:
Canada. Department of Finance. (2011). *Tax expenditures and evaluations 2010*

(Catalogue No. F1-27/2010E-PDF). Ottawa, Canada: Queen's Printer.

In-text citation examples – Government Documents (Online & Print)

In-text citations include the country, government department name and year of publication.

...as reported by the Canadian Department of Finance (2011).

OR:

...as described in the government report (Canada. Department of Finance, 2011).

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Government of Canada – Statistical Tables (CANSIM & StatsCanada)

CANSIM tables are dynamic and, as such, no date should be attributed to them. Instead, use the abbreviation “n.d.” You will also need to include the date you retrieved the tables.

Summary tables from Statistics Canada are static. Use their “date modified” as your date of publication. You do not need to include the date you retrieved the tables.

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format for **CANSIM tables**:

Statistics Canada. (n.d.). *Title of the statistical table: Subtitle of statistical table, CANSIM (database)*. Retrieved Month Day, Year, from URL.

Citation information required and general format for **Statistics Canada summary tables**:

Statistics Canada. (n.d.). *Title of the statistical table: Subtitle of statistical table*. Retrieved from URL.

Reference list citation examples – Statistical Tables

CANSIM table:

Statistics Canada. (n.d.). *Table 303-0045 Footwear production, by type of footwear, semi-annual (pairs), CANSIM (database)*. Retrieved October 29, 2012, from <http://www5.statcan.gc.ca/cansim/a26?lang=eng&retrLang=eng&id=3030045&tabMode=dataTable&srchLan=-1&p1=-1&p2=9>

Summary table:

Statistics Canada. (2012). *Heritage institutions, summary statistics*. Retrieved from <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/arts64a-eng.htm>

In-text citation examples – Statistical Tables

...as recorded in the Statistics Canada summary table (2012).

OR:

...as shown by the data (Statistics Canada, n.d.).

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Court Decisions

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format:

Name v. Name, Year Court Number.

Reference list citation examples – Court Decisions

Supreme Court of Canada:

Mustapha v. Culligan of Canada Ltd., 2008 SCC 27.

Court of Queen’s Bench -- Alberta:

D’Aoust v. Lindsay, 2000 ABQB 52.

In-text citation examples – Court Decisions

In-text citations include case name, year, and paragraph numbers of citing a direct quote. In the second and subsequent in-text citations, you may use an abbreviation of the case name.

... as the “distinction between physical and mental injury is elusive and arguably artificial in the context of tort” (Mustapha v. Culligan, 2008, pa. 8).

AND:

... additionally, “must show that it was foreseeable that a person of ordinary fortitude would suffer serious injury from seeing the flies in the bottle of water” (Mustapha, 2008, pa. 18).

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Conference Papers

If you are not able to find out all the information identified in the general format, include only what is available from the source.

Citation information required and general format of paper with DOI:

Author, A. A. (YEAR, month). *Paper title*. Paper presented at Title of
Conference/Symposium, City, State. doi: DOI of paper

Citation information required and general format of paper without DOI:

Author, A. A. (YEAR, month). *Paper title*. Paper presented at Title of
Conference/Symposium, City, State. Retrieved from URL

Reference list citation examples – Conference Papers

Conference paper found online, no DOI:

Keshavarzi, R., Mohammadi, S., & Bayesteh, M.S. (2012, June). *Hydraulic fracture propagation in unconventional reservoirs: The role of natural fractures*. Paper presented at the 46th U.S. Rock Mechanics/Geomechanics Symposium, Chicago, IL. Retrieved from
<http://www.onepetro.org.libezproxy.nait.ca/mslib/app/Preview.do?paperNumber=ARMA-2012-129&societyCode=ARMA>

In-text citation examples – Conference Papers

...as reported by Keshavarzi, Mohammadi, and Bayesteh (2012).

OR:

...such as the research reported on last year at the U.S. Rock Mechanics/Geomechanics Symposium (Keshavarzi, Mohammadi, & Bayesteh, 2012).

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Wikipedia Entries

Most scholarly research should rely on peer-reviewed or other academic works. **Ensure that the use of Wikipedia entries is approved by your Instructor.**

Citation elements required and general format:

Title of Wikipedia article. (n.d.). In *Wikipedia*. Retrieved Month Day, Year, from URL.

Reference list citation examples - Wikipedia

Wikipedia entries are dynamic and created as a collaborative effort. As such, no one author can be given credit for any entry and no creation date can be determined. **Because of their dynamic nature, the citation for any Wikipedia entry must contain a retrieval date, which indicates when the information was accessed.**

Flightless bird. (n.d.). In *Wikipedia*. Retrieved March 5, 2013, from

http://en.wikipedia.org/wiki/Flightless_bird

In-text citation examples - Wikipedia

As Wikipedia entries are collaboratively authored, in-text citations refer to the title of the Wikipedia entry.

As indicated by the “Flightless bird” (n.d.) entry...

OR:

Flightless birds are defined as ... (“Flightless bird,” n.d.).

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Interviews (Personal Communications)

Includes personal interviews, telephone conversations, e-mail messages, private letters, etc.

Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide an exact date, if possible.

No personal communication is included in your reference list, unless the communication is recoverable (e.g., an archived interview transcript); in this case the materials should be cited as archival materials (see section 7.10 of the official APA Manual). For an example of **blueprints**, see page 39 of this document.

In-text citation example - Personal Communications

The cost of corn in America has been rising substantially as cars running on biofuels have risen in popularity (G. A. Smith, personal communication, October 5, 2012).

OR:

G. A. Smith (personal communication, October 5, 2012) argues that the popularity of biofuel vehicles has triggered a rise in the cost of corn.

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Blueprints

If the blueprints were accessed through a private engineering/architectural company, follow the format below and modify retrieval information to: Retrieved from Name of contact, company name, OR government department.

Citation elements required and general format:

Author(s). (Year, Month Day). *Title of drawing* (Drawing/Plan No. ##, if provided)

[Technical drawing]. Retrieved from URL of drawing

Reference list citation examples – Blueprints

Alberta Transportation and Utilities, Technical Standards Branch. (1999, April 20).

Concrete slope protection (Drawing No. S-1409-99) [Technical drawing].

Retrieved from <http://www.transportation.alberta.ca/>

Content/doctype30/production/s1409-99-rev5.pdf

In-text citation examples – Blueprints

...as indicated by the standard for concrete slope protection (Alberta Transportation, 1999)...

OR:

Alberta Transportation's standards indicate that ... (1999).