

# APA Style Citation Reference List Overview (7th edition)

## Author

### AUTHOR TYPE

#### People

##### Individual author

- Lucas, G.

#### Group

##### Organization

- World Health Organization.
- Alberta Teachers' Association.

##### Government Agency

- Alberta Education.
- Statistics Canada.

#### Missing Author?



Replace with the **title** of the work

*Golden lion tamarin*. (n.d.). National Geographic. <https://www.nationalgeographic.com/animals/mammals/g/golden-lion-tamarin/>

## REFERENCE LIST ENTRY CITATIONS

### Reference list entries of:

1-20 authors include: **all** authors

21+ authors include: first **19** authors...last author.

### Author Entry Structure:

Single author: Family name, Initials.

Example: *Smith, J. J.*

Multiple authors: Family name, Initials, & Family name, Initials.

Example: *Smith, J. J., Lucas, G., & Evans, C.*

## IN-TEXT CITATIONS

For **1 author** include: Family name

Example: (*Smith, 2010*)

For **2 authors** include: Family name & Family name

Example: (*Lucas & Evans, 2011*)

For **3+ authors** include: First author, et al.

Example: (*Smith et al., 2010*)

For Group authors with abbreviation include:

- 1st citation: Full name [abbreviation]  
Example: (*World Health Organization [WHO], 2020*)
- After 1st: Abbreviation  
Example: (*WHO, 2020*)

## Date



Date Type	Date Format	Used	Example
Year	(YYYY).	Most often (ex. book, article)	(2020).
Year, month	(YYYY, Month).	Source published monthly	(2020, September).
Year, season	(YYYY, Season).	Source published seasonally	(2020, Fall).
Exact date	(YYYY, Month DD).	Source frequently published	(2020, September 6).
Missing date	(n.d.).	No date for source	(n.d.).

- All citations use **Year First** format, except for personal communication in-text citations which use **Month DD, YYYY** format.
- For **books/eBooks** use **copyright date** for all citations. But do **not** use website **copyright** date for **webpages**.
- "**Accessed on**" and "**Retrieved from**" dates are mostly **not** included in reference citations.
  - **\*Exception:** citing changeable unarchived sources (Dictionary, Twitter profile, Facebook page, Google Maps, etc.)

## Title

### Title written in **Sentence case**.

Only capitalize:

- First word of title
- First word of subtitle
- Proper nouns

### When to italicize the Work's Title:

When it's a standalone work; most common

- Examples: *Books, Reports, Dissertations & Theses, Films & TV Series, Social Media, Webpages, YouTube Video*

Citation example - Webpage template:

Name. (Date). *Webpage title*. Website Title. URL

### When to use brackets:

For non-textual, non-scholarly works.

- Examples: *Multimedia, social media*

Citation example - YouTube Video:

Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. <https://www.youtube.com/watch?v=deiEY5Yg1qI>

Missing the title?

insert your own [descriptive title]

### When to italicize the Work's Source?

When it's a part of another source

- Examples: *Article within a Journal, Newspaper or Periodical Article, Edited Book Chapter, Blog Post, TV Episode*

Citation example - Journal Article:

McCauley, S. M., & Christiansen, M. H. (2019). Language learning use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1-51. <https://doi.org/10.1037/rev0000126>

## Source Location

A work's source location may include...

- DOI or URL
- Journal title, volume, issue
- Page range of work
- The work's source
- Publisher name
- Production company
- Institution or organization
- Database title
- Et cetera...

### Digital Object Identifier (DOI):

- Include for **online** and **physical** works when available
- Is a work's unique, stable link.
- Uses hyperlink format: <https://doi.org/...>

DOIs and URLs should be **hyperlinked**

### Missing the DOI?

For **online** works:

- use URLs for websites
- Within library databases include URLs when instructors require them.
  - *APA does not require them due to access barriers.*

For **physical** works:

- your citation is complete after publication information.



A work's **publisher location** is **no longer** included in APA citations.

## Legal Citation

APA recommends using a **uniform legal citation standard**.

- **Canada:** uses McGill legal guidelines
- **United States:** uses Bluebook legal guidelines
- APA manual has U.S. and United Nations legal citation examples.



### Reference citation differences:

APA citation general format:  
**Author. Date. Title. Source.**

Legal citation general format:  
**Title, Source, Date.**

### Constitutional Statute Example:

Reference list entry example:

*Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982, being Schedule B to the Canada Act 1982 (UK), 1982, c 11.*

In-text citations examples:

Parenthetical citation: (*Canadian Charter of Rights and Freedoms, 1982*).

Narrative citation: *Canadian Charter of Rights and Freedoms* (1982).



**\*See the APA Manual (7th edition) and How-To Guides for more details\***

**\*\*Always refer to instructor requirements as they may differ from APA guidelines.\*\***

**\*\*\*Proofread all borrowed citations from databases, websites, and citation software. They are not always correct.\*\*\***

APA 7th edition overview infographic is a resource from the [APA Style Citation Tutorial](#) by University of Alberta Library and licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#).

# APA Style Citation In-text Citations and Formatting Overview (7th edition)

## In-Text Citations

### Two Ways to Insert Your Citation

#### Parenthetical Citation

- 1) **Author's family name** and **Year** is included **at the end** of a sentence in **parentheses**.
  - Example: ...virtues of wit (Smith, 2010).

#### Narrative Citation

- 1) The **author's family name** is included as **part of a sentence** followed by the **Year** in **parentheses**.
  - Example: Smith (2010) discusses how....
- 2) The **Year** may also be included as **part of the narrative**.
  - Example: In 2010, Smith noted that....



**Et al.** means "and others" and is used from the first in-text citation where **3 or more authors** are responsible for a **work**.



For in-text citations with **multiple sources**:

- **Separate each** source with a **semicolon**
- Order **alphabetically**
- Used when sources share a similar idea
- Example: (Lucas & Evans, 2011; Smith, 2010).



#### Personal communication

- **Included** as an **in-text citation**
- **Do not** include as a **reference list entry citation**
  - **Why?** A reader cannot access your personal experience.
- Example: (D. Tennant, personal communication, April 18, 2020).



#### When to cite specific location information?

- Use when **quoting** a source or when paraphrasing a **specific passage** in a longer-length work.
  - Note: Your instructor may prefer that you include this information for all in-text citations.

#### Examples of location information

Type	Use	Example
Page	p.	p. 3
Pages	pp.	pp. 3-5
Paragraph	para.	para. 4
Paragraphs	paras.	paras. 4-5
Table	Table	Table 1
Time stamp	00:00:00	1:30:40
Slide(s)	Slide #	Slide 7
Act, Scene, Line(s)	0.0.00-00	1.3.36-37

## Formatting the Reference Page



- On a **separate page** at the end of your paper.
- Full page is **double spaced**, including reference citations.



Format using a **hanging indent** for **each reference citation**

- The first line of each citation aligns with the left margin, each line after is indented 0.5 inch.



- Reference list citations are organized **alphabetically**.
- Makes for easier searching and matching to in-text citations.



- A **period (.)** separates each **element** of a reference citation.
  - Author. Date. *Title*. Source location. DOI
- **\*Do not** place a period after a **DOI** or **URL**

## Formatting Your Paper



- **No running head** is included in student papers.
- Text on the **title page** is **centered**.
- Whole paper is **double spaced**.
- Use **1-inch margins**, text is **left aligned**.
- **Indent** first line of each paragraph.
- **One space** after each sentence **period**.
- All pages are **numbered, flush right** in the **header**.



APA Style Headings	
Level 1	<b>Heading is Centered, Bold, Title Case</b> Paragraph on a new line.
Level 2	<b>Heading is Left Aligned, Bold, Title Case</b> Paragraph on a new line.
Level 3	<b>Heading is Left Aligned, Bold, Italic, Title Case</b> Paragraph on a new line.
Level 4	<b>Heading is Indented, Bold, Title Case, Ending Punctuation.</b> Paragraph on the same line.
Level 5	<b>Heading is Indented, Bold, Italic, Title Case, Ending Punctuation.</b> Paragraph on the same line.

#### Font Options

- **Sans serif fonts**:
  - 11pt. Calibri, 11pt. Arial, 10pt. Lucida Sans Unicode
  - best for reading **online** documents
- **Serif fonts**:
  - 12pt. Times New Roman, 11pt. Georgia, 10pt. Computer Modern
  - best for reading **print** documents



#### Use Bias-Free Language

- Use **'they'** instead of **'he'** or **'she'**, unless author indicates preferred pronouns.
- Use **person-first** or **identity-first** language, both may be appropriate; community preferences may differ.
- Above all, be respectful and bias-free in your writing.

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