
APA STYLE GUIDE

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When writing a research paper, it is important to cite any sources that you have consulted in your research. Acknowledge any ideas, information or arguments of others, whether they are directly quoted, paraphrased or summarized. Citing sources gives credit to authors for the works you used, provides evidence to make your argument strong and enables the reader to check your sources. Failure to do so may be construed as plagiarism. Plagiarism is the presentation of the ideas of others as one's own and is a serious academic offence.

Citation information must appear in two places.

- First, it must appear in the text of your paper at the point where the borrowed fact or idea appears. These are known as in-text citations.
- Secondly, you are required to include a complete list of sources at the end of the paper. These will appear in your reference list.

OVERVIEW OF IN-TEXT CITATIONS

For in-text citations in APA, provide at least the author's name and the year of publication. For direct quotations and some paraphrases, give a page number as well. For online sources without page numbers, indicate the paragraph number. Use the abbreviation para.

Short quotations

Incorporate quotations that are fewer than 40 words in the text of your paper. Enclose the quotation in quotation marks.

Frisch (2008) has stated that "teams should continue to reframe their options in ways that preserve their original intent, be it a higher return on net assets or greater growth" (p. 126).

Long quotations

Quotations that are longer than 40 words should be displayed in a freestanding double-spaced block of text without quotation marks. Start the quotation on a new line, indented five to seven spaces from the left margin.

Frisch (2008) stated the following:

Teams should continue to reframe their options in ways that preserve their original intent, be it a higher return on net assets or greater growth. When they feel the impulse to shoehorn decisions into an either/or framework, they should step back and generate a broader range of options. (p. 126)

Based on the Publication Manual of the American Psychological Association, 6th ed.

Indirect quotations or secondary sources

You should always try to access the original source of quotations. When this is not possible, use “as cited in” to identify the source you accessed that contains the quotation. See example under citing an indirect or secondary source.

Paraphrases

Paraphrasing: putting someone else’s ideas into your own words is an important writing tool. In APA, the in-text citation format is the same as with quotations except that the page number is not required. When paraphrasing, be sure to reword the original as much as you can. Paraphrasing that is too close to the original might be considered plagiarism. Below is an example of an effective and of an ineffective paraphrase.

Original excerpt: *When decision failures occur, many executives focus on the issues involved, and they seek to identify the mistaken judgements and flawed assumptions that they made. However, many leaders do not push further to investigate why they made these errors.*

Source: Roberto, M. A. [2013]. *Why great leaders don’t take yes for an answer: Managing for conflict and consensus* [2nd ed.]. Upper Saddle River: FT Press.

Incomplete paraphrase: *When decision errors happen, plenty of executives look at the issues, and they try to identify the mistaken judgements and assumptions that they made. However, many do not go deeper to investigate why they made these mistakes [Roberto, 2013].*

Note: The above example might be considered plagiarism, as it retains too much of the original’s words and structure.

Complete paraphrase: *Roberto [2013] has argued that business leaders frequently avoid analysis of the ultimate causes of bad decision-making, and are instead too often satisfied with an understanding of proximate factors.*

OVERVIEW OF REFERENCE LIST

The reference list should be on a separate page at the end of the paper. This sheet will be called References (or Reference if there is only one citation). Do not bold, underline or use quotation marks around the heading, References. APA recommends using 12 pt. Times New Roman font. All entries must be double-spaced. The first line of each reference is set flush left and subsequent lines are indented. List references in alphabetical order by the author’s name or by title if there is no author. Italicize book and journal titles. Include all of the information needed to identify and retrieve the source. For the titles of books, articles, and chapters, capitalize only the first letter of the title and the subtitle. Always capitalize proper nouns and journal titles.

A Note on Electronic Sources

For electronic resources, the 6th edition of the [APA Publication Manual](#) [2010] suggests using the DOI in reference list citations. When this is not possible, APA suggests writers should add a retrieval note that includes the **homepage** URL for the journal, or for the eBook publisher.

ARTICLES

Journal articles from the Library's online databases usually list a Digital Object Identifier (DOI). You should include this information at the end of a citation. (The reader can enter the DOI in the search box at crossref.org to get article information.) The DOI is usually shown prominently in detailed records.

No DOI? For articles retrieved from a library database, create a retrieval note with the URL of the journal homepage. To find the journal's homepage URL, identify the publisher in the detailed record or copyright page of the article, and do a web search.

Journal article with one author	
In-text citation	... although observers such as Percival (2011) have questioned this model. OR: One researcher (Percival, 2011) questions the symbiosis model ...
Reference list	Percival, J. (2011). Music radio and the record industry: Songs, sounds, and power. <i>Popular Music & Society</i> , 34(4), 455-473. doi:10.1080/03007766.2011.601598
Note: Italicize the volume number. Include the issue number if each issue starts with page 1 but do not italicize the issue.	
Journal article with one author (print)	
In-text citation	... another method for carbon estimation (Giarma, 2011). OR: The method proposed by Giarma (2011) ...
Reference list	Giarma, C. (2011). Estimation of carbonization method based on hygrothermal calculations. <i>ACI Materials Journal</i> , 108(2), 209-218.
Journal article with two authors	
In-text citation	Carder and Gunter (2001) found that dissatisfied customers ... OR: ... in their letters to American companies (Carder & Gunter, 2001).
Reference list	Carder, S., & Gunter, L. (2001). Can you hear me? Corporate America's communication with dissatisfied customers. <i>Journal of American and Comparative Cultures</i> , 24(3/4), 109-112. doi:10.1111/j.1537-4726.2001.2403_109.x

Journal article with two authors (no DOI)	
In-text citation	... these fractures can go undetected in imaging reports (Piper & DeGraauw, 2012). OR: According to Piper and DeGraauw (2012), lower back injuries in young athletes...
Reference list	Piper, S., & DeGraauw, C. (2012). A 14-year-old competitive, high-level athlete with unilateral low back pain: Case report. <i>Journal of the Canadian Chiropractic Association</i> , 56(4), 283-291. Retrieved from http://www.jcca-online.org
Journal article with three to five authors (no DOI)	
In-text citation	Johnson, Christensen, and Kagermann (2008) concluded that ... OR: ... several business models (Johnson, Christensen, & Kagermann, 2008).
Note: If an article has three to five authors, you will mention all the authors the first time only. Then, you will refer to the authors as [first author] et al. every other time you cite the article. After the first citation, the article above would appear for subsequent in-text citations as Johnson et al. (2008). [Yes, the period after “al” is supposed to be there.] If a journal article has six or more authors, include only the first author’s name followed by et al. and the year for in-text citation.	
Reference list	Johnson, M. W., Christensen, C. M., & Kagermann, H. (2008). Reinventing your business model. <i>Harvard Business Review</i> , 86(12), 50-59. Retrieved from http://hbr.harvardbusiness.org
Journal article with six or more authors	
In-text citation	Few et al. (2016) concluded that personality was dependent on certain inherited and environmental factors (p. 46).
Reference list	Few, L. R., Miller, J. D., Grant, J. D., Maples, J., Trull, T. J., Nelson, E. C., ... & Agrawal, A. (2016). Trait-based assessment of borderline personality disorder using the NEO Five-Factor Inventory: Phenotypic and genetic support. <i>Psychological Assessment</i> , 28(1), 39-50. doi:10.1037/pas0000142
Note: In the Reference List, include all authors names up to 6. For 7 or more authors include the first 6, then use 3 ellipses, followed by an ampersand sign and then the last author’s name.	
Journal article with organization as its author (no DOI)	
Note: When there is no author specifically listed, there is usually an organization responsible for the content; in these cases, treat the organization as the author, as with this example. Dictionary and encyclopedia entries, as well as unattributed web content (e.g., wiki entries), are the most common examples of works with truly no author. See ‘Miscellaneous Web Sources’ for examples.	
In-text citation	Physicians identify six different kinds of heart attacks (Harvard Medical School, 2013). OR: Harvard Medical School (2013) notes the growing importance of troponin levels in diagnosing and even predicting heart attacks.
Reference list	Harvard Medical School. (2013). Our concept of heart attack is changing. <i>Harvard Heart Letter</i> , 23(6). Retrieved from http://www.health.harvard.edu/

Newspaper article [no DOI]	
In-text citation	As Zacharkiw [2015] notes, Canadians “seem to be finally getting off the ‘red wine or nothing kick’” (para. 10).
Reference list	Zacharkiw, B. (2015, March 3). By the numbers: Quebecers top wine drinkers in Canada. <i>The Gazette</i> . Retrieved from http://www.montrealgazette.com
Note: For articles in large commercial websites such as newspapers, direct links can be subject to change and a fee may be required for access to the specific article. It is therefore recommended that the link to the homepage of the resource be used instead of the direct link, as in the example above.	

BOOKS AND EBOOKS

Book with one author	
In-text citation	Settle-Murphy [2013] has noted that cultural differences are an important consideration in project planning. OR: According to one observer [Settle-Murphy, 2013], virtual meetings differ in important ways from their face-to-face counterparts.
Reference list	Settle-Murphy, N.M. (2013). <i>Leading effective virtual teams</i> . Boca Raton, FL: CRC Press.
Book with two authors	
In-text citation	Barkin and DeSombre [2013] have argued for a macroregulatory approach to the industry. OR: A global regulator is needed to ensure the survival of the fishing industry [Barkin & DeSombre, 2013].
Reference list	Barkin, J., & DeSombre, E. (2013). <i>Saving global fisheries</i> . Cambridge, MA: MIT Press.
Book with three or more authors	
First in-text citation	Grant, Trautims, and Wong [2013] have noted that legislation warehouse location ... OR: A recent work [Grant, Trautims, & Wong, 2013] has noted that legislation may limit choices for warehouse location ...
Subsequent in-text citations	Grant et al. [2013] also present these principles in managing warehouse equipment: ... OR: There are specific principles to guide management of warehouse equipment [Grant et al., 2013].
Note: If a book has three to five authors, you will mention all the authors the first time only. If a book has six or more authors, include only the first author’s name followed by et al. and the year.	
Reference list	Grant, D.B., Trautims, A., & Wong, C.Y. (2013). <i>Sustainable logistics and supply chain management</i> . Philadelphia, PA: Kogan Page.
Note: If a book has seven authors or less, spell out all their names in the reference list. If a book has more than seven authors, spell out the first six, followed by an ellipsis [...], and then the final name listed.	

Book with no author	
In-text citation	One definition ["Entropy," 2005] concentrates on the communication aspect ...
Reference list	Entropy. (2005). In K. Barber [Ed.], <i>The concise Canadian Oxford dictionary</i> . Don Mills, ON: Oxford University Press.
Note: When there is no author specifically listed, there is usually an organization responsible for the content; in these cases, treat the organization as the author. [See 'Book with organization as its author' box below.] Dictionary and encyclopedia entries, as well as unattributed web content (e.g., wiki entries), are the most common examples of works with truly no author.	
Book with an organization as its author	
In-text citation	According to Environment Canada [2013], ... OR: ... Projects that take place, for example, on the coastal areas of the Great Lakes "can be technically challenging for their size and complexity" (Environment Canada, 2013, p. 42).
Reference list	Environment Canada. (2013). <i>How much habitat is enough?</i> (3rd ed.). Toronto, ON: Environment Canada.
Citing an indirect or secondary source	
In-text citation	Smith noted that ... [as cited in Brown, 2017, p. 107].
Note: If you use a source that was cited in another source try and find the original source and cite that. However, if you can't find the original source cite the original source and include the secondary source in parenthesis using the words "as cited in".	
Reference list	Brown, J. (2017). <i>The imaginary book</i> . New York: McGraw-Hill.
Note: In the reference list include the secondary source. The original source does not need to be included.	
Book that is not the first edition	
In-text citation	According to Associations Canada: The Directory of Associations in Canada (2005), ... OR: ... seven cricket associations in Canada [Associations Canada, 2005, p. 25].
Reference list	<i>Associations Canada: The directory of associations in Canada</i> (26th ed.). (2005). Toronto, ON: Micromedia ProQuest.
Article or chapter in an edited book	
In-text citation	Resano and Vanhaecke (2012) discussed other applications of forensic sciences ... OR: Even given the effectiveness of these methods, they "hardly match that attainable with solution-based methods" (Resano & Vanhaecke, 2012, p. 397).
Reference list	Resano, M., & Vanhaecke, F. (2012). Forensic applications. In F. Vanhaecke and P. Degryse [Eds.], <i>Isotopic analysis</i> [pp. 391-418]. Weinheim, Germany: Wiley-VCH.
Note: In this example, Vanhaecke is both co-editor of the book and co-author of this particular article.	
eBook with DOI	
In-text citation	Kelly and Silverstein (2005) found that ... OR: ... is typical of great brands [Kelly & Silverstein, 2005].
Reference list	Kelly, F., & Silverstein, B. (2005). <i>The breakaway brand: How great brands stand out</i> . doi:10.1036/0072262370

eBook without DOI [e.g., MyiLibrary, Skillsoft, EBSCOhost]	
In-text citation	According to Theobald, “the ultimate in short messaging is the modern-day brand” (2013, p. 73).
Reference list	Theobald, T. (2013). <i>On message: Precision communication for the digital age</i> . Retrieved from http://www.skillsoft.com

Video From a Database

Video	
In-text citation	In “Learning Photoshop automation” (Harrington, 2017) ...
Reference list	Harrington, R. [Author]. (2017). <i>Learning Photoshop automation</i> . [Video file]. Retrieved from Lynda.com

TABLES AND FIGURES

The following examples relate to tables and figures that you reproduce from another source. Note that if you are intending to publish your paper, a copyright permission note would usually be necessary.

Tables

Journal article	
In-text citation	<i>Note.</i> Reprinted from “Effect of Water Table Drawdown on Peatland Nutrient Dynamics: Implications for Climate Change,” by M. Macrae, K. Devito, M. Strack, and J. Waddington, 2013, <i>Biogeochemistry</i> , 112[1-3], p. 667. Copyright 2013 by Springer.
Reference list	Macrae, M., Devito, K., Strack, M., & Waddington, J. (2013). Effect of water table drawdown on Peatland nutrient dynamics: Implications for climate change. <i>Biogeochemistry</i> , 112[1-3], 667.
Book	
In-text citation	<i>Note.</i> Adapted from <i>Sustainability, Energy and Architecture: Case Studies in Realizing Green Buildings</i> , by A. Sayigh, 2013, p. 350. Copyright 2013 by Academic Press.
Reference list	Sayigh, A. (2013). <i>Sustainability, energy and architecture: Case studies in realizing green buildings</i> . Amsterdam: Academic Press.
Website	
In-text citation	<i>Note.</i> Adapted from <i>Canadian Nine-year-olds at School</i> , by E. Thomas, 2009, http://www.statcan.gc.ca/pub/89-599-m/89-599-m2009006-eng.pdf , p. 12. Copyright 2009 by Ministry of Industry.
Reference list	Thomas, E. (2009). <i>Canadian nine-year-olds at school</i> . Retrieved from http://www.statcan.gc.ca/pub/89-599-m/89-599-m2009006-eng.htm

Figures

Journal article	
In-text citation	<i>Figure 2.</i> Components of community adaptive capacity to environmental degradation. Adapted from “The Capacity to Adapt?: Communities in a Changing Climate, Environment, and Economy on the Northern Andaman Coast of Thailand,” by N.J. Bennett, P. Dearden, G. Murray, and A. Kadfak, 2014, <i>Ecology & Society</i> , 19, p. 241. Copyright 2014 by Resilience Alliance.
Reference list	Bennett, N. J., Dearden, P., Murray, G. & Kadfak, A. (2014). The capacity to adapt?: Communities in a changing climate, environment, and economy on the northern Andaman coast of Thailand. <i>Ecology & Society</i> , 19(2), 239-259.

Book

In-text citation	<i>Figure 4.</i> Elements of news production. Adapted from <i>Digital Currents: How Technology and the Public are Shaping News</i> , by R. Bivens, 2014, p. 79. Copyright 2016 by University of Toronto Press.
Reference list	Bivens, R. (2014). <i>Digital currents: How technology and the public are shaping news</i> . Toronto: University of Toronto Press.

Website

In-text citation	<i>Figure 6.</i> Mean mathematical scores for nine-year-olds from low income families. Reprinted from <i>Canadian Nine-year-olds at School</i> , by E. Thomas, 2009, http://www.statcan.gc.ca/pub/89-599-m/89-599-m2009006-eng.pdf , p. 21. Copyright 2009 by Ministry of Industry.
Reference list	Thomas, E. (2009). <i>Canadian nine-year-olds at school</i> . Retrieved from http://www.statcan.gc.ca/pub/89-599-m/89-599-m2009006-eng.htm

CLASS MATERIALS**Coursepacks and Courseware**

Previously published articles and book chapters: To cite sources presented in a coursepack or courseware (e.g., D2L), citation would be the same as if you found them yourself. For example, if your D2L course has a link to a published journal article from a BCIT Library database, you would use the appropriate citation style described in the [electronic database examples](#).

Original material: If you are citing original [i.e., unpublished] material presented in a coursepack or on a D2L course site, you should handle it as if it were an anthology compiled by your instructor and published by BCIT.

The information on the cover or title page indicates the title of the compilation — probably the course name and number, as in the examples below.

Unpublished material in a coursepack / courseware; single author	
In-text citation	... hardware and software are in a state of logical completeness [Malone, 2013].
Reference list	Malone, M. (2013). System parameters. In J. Strong [Comp.], <i>BSYS 2061: Business Data Management</i> . Burnaby, BC: BCIT.
Note: 'Comp.' refers to compiler of the course pack or D2L course site – probably the instructor unless otherwise indicated.	
Unpublished material in a coursepack / courseware; no author	
In-text citation	... are regarded as crucial for maintaining system integrity ["System Parameters," 2013].
Reference list	System parameters. (2013). In J. Strong [Comp.], <i>BSYS 2061: Business Data Management</i> . Burnaby, BC: BCIT.
Class materials available online	
In-text citation	... as noted by Roychowdhury (2013).
Reference list	Roychowdhury, S. (2013). Cash flow analysis [Lecture slides]. MIT OpenCourseWare: Massachusetts Institute of Technology. Retrieved from http://ocw.mit.edu/courses/sloan-school-of-management/15-501-introduction-to-financial-and-managerial-accounting-spring-2004
Class materials unavailable online	
In-text citation	... as noted by Smith [personal communication [class lecture], 2016].
Note: These should be treated as personal communications since they could not be accessed by someone outside the class. The essential components of a personal communication are the initials and the surname of the 'author' [e.g., instructor, materials creator, etc.] and a precise date [if possible]. Only cite in-text; there is no reference list citation.	

GOVERNMENT REPORTS AND STATISTICS

Fact sheet	
In-text citation	Ecosystems support the production of biomass [Statistics Canada, 2013].
Reference list	Statistics Canada. (2013). <i>Human activity and the environment: Measuring ecosystem goods and services in Canada</i> . [Catalogue no. 16-201-X]. Retrieved from http://www.statcan.gc.ca/pub/16-201-x/16-201-x2013000-eng.pdf
GALLOPP: Government and Legislative Libraries Online Publications Portal	
In-text citation	Reimer's 2006 report noted that staff turnover affected the agency's efficacy.
Reference list	Reimer, L. (2006). <i>Aboriginal services C4 guardianship practice audit report</i> . Métis Family Services [IGA]. Retrieved from http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs/458611/metis_aboriginal_services_c4_guardianship_practice_audit_report[1].pdf
Quarterly indicators	
In-text citation	BC Stats (2013) reported a 15% decrease in new housing starts in the final quarter of 2012.
Reference list	BC Stats. (2013). <i>Key quarterly indicators for the BC economy</i> . Retrieved from http://bcstats.gov.bc.ca/StatisticsBySubject/KeyIndicators/QuarterlyIndicators.aspx

Recalls, alerts & advisories	
In-text citation	Recently, the drug has raised concerns for its effect on bone density [Health Canada, 2013].
Reference list	Health Canada. [2013, April 4]. <i>Proton pump inhibitors: Risk of bone fractures</i> . Retrieved from http://healthy Canadians.gc.ca/recall-alert-rappel-avis/hc-sc/2013/26523a-eng.php

INDUSTRY CODES AND STANDARDS

Code	
In-text citation	... applies to the building subsurface [BC Office of Housing and Construction Standards, 2012].
Reference list	BC Office of Housing and Construction Standards. [2012]. <i>BC Building Code</i> [Division B, subsection 4.2.2]. Retrieved from http://www.bccodes.ca .
Standard in print	
In-text citation	... the relationship between the backer rod and sealant [ASTM International, 2013].
Reference list	ASTM International. [2013]. ASTM E2112-07: Standard practice for installation of exterior windows, doors, and skylights. <i>Annual Book of ASTM Standards</i> [4.12], [pp 21-108]. West Conshohocken, PA: Author.
Note: The author and publisher are the same in this example from a print book.	
Standard online	
In-text citation	...visible defects such as blisters, pits, cracks or evidence of improper plating [ASTM International, 2015].
Reference list	ASTM International. [2015]. <i>ASTM B999-15 Standard specification for titanium and titanium alloys: Plating, electrodeposited coatings of titanium and titanium alloys on conductive and non-conductive substrate</i> . Retrieved from http://dx.doi.org/10.1520/B0999-15

LEGAL MATERIALS

APA recommends that you use a legal citation style for references to legal materials. In Canada we use the McGill style which is based on their publication, *Canadian Guide to Uniform Legal Citation*. [KE 259 C34 2014]

Act and laws	
In-text citation	Compensation for personal injury, mental disorder and occupational disease is a component of the legislation [Workers Compensation Act, 1996].
Reference list	<i>Workers Compensation Act</i> , RSBC 1996, c 492, online: BC Laws: Laws of British Columbia < http://www.bclaws.ca/civix/document/id/lc/st/atreg/96492_00 >

Regulation	
In-text citation	By law, community channels are obliged to broadcast provincial question period [Occupational Health and Safety Regulation, 1997].
Reference list	<i>Occupational health and safety regulation</i> , BC Reg 297/97, online: WorkSafeBC < www2.worksafebc.com/Publications/OHSRegulation/Part3.asp >

MISCELLANEOUS WEB SOURCES

Patent

In-text citation	... according to the patent documents [CA 2737321, 2013].
Reference list	Lesko, G. [2013]. CA 2737321. Retrieved from Canadian Intellectual Property Office website http://brevets-patents.ic.gc.ca/opic-cipo/cpd/eng/search/basic.html
Note: CA 2737321 is the patent number. Lesko, G. is the owner of the patent, and 2013 is the year the patent was issued. A patent is a rare case in APA style where the in-text citation and the first piece of information on the reference list citation are not the same.	

Personal Communication

On the record: Personal communications are those that your reader would not be able to retrieve independently, such as email messages, phone conversations, personal interviews and so on. If your source has explicitly agreed to go on the record [i.e., to be personally identified], the citation is in-text-only.

Personal Communication	
In-text citation	... although at least one user reported many such software bugs [T.G. Smith, personal communication, July 7, 2015].
Note: There is no reference list entry.	

Research participants: Participants in your research project will not be cited as above because of the confidentiality agreement that protects them from being identified. See pages 16 –17 of the [publication manual](#) and “Let’s Talk about Research Participants” at <http://blog.apastyle.org/> for more information.

DIDN'T FIND WHAT YOU WERE LOOKING FOR IN THIS GUIDE?

- Check out the BCIT Library’s APA Style Guide for Business Sources at bcit.ca/library/citations.shtml
- Visit, phone or email the **Research Help Desk** in the library:
T 604.432.8371
E BCIT_Ebrarian@bcit.ca
- Make an appointment at BCIT’s **Writing Centre**. [604.432.8370 or use the online booking system]. Submit your paper or a question to <http://writeaway.ca>
- Chat online with a Librarian using **AskAway**.
- Consult the [Publication Manual](#) of the American Psychological Association in the library. [Call #BF 76.7 A46 2010].