

# APA 7 Style in Brief

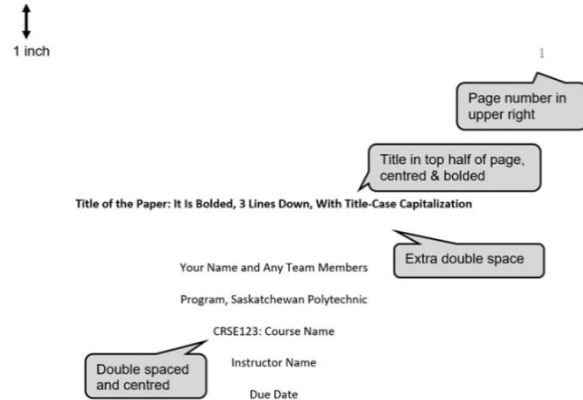
Version: January 8, 2021

## Formatting your Document

\* It is important to check with your instructor. Some programs use different formatting. Follow the instructions given to you in class.

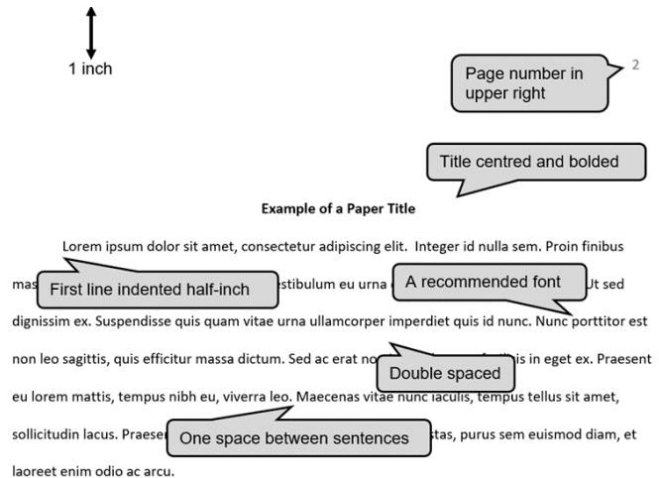
### Title Page

- Use 1-inch margins, and the font your instructor specifies.
- Double space the entire document.
- Page number is in upper right.
- Centre and bold the title about 3 lines down.
- After the title include
  - Your name
  - Your program, Saskatchewan Polytechnic
  - Anything else your instructor tells you to include



### Document

- 1-inch margins, and double space.
- Use the font your instructor specifies.
- Page number is in upper right.
- Centre the title, in the same font as the rest of the document. Bold the title.
- Indent the first line of paragraphs one half-inch.
- Use one space between sentences.



**Level 1 Headings Are Bold and Centred**

**Level 2 Headings Are Bold and at the Left Margin**

**Level 3 Headings Are Bold, *Italic* and at the Left Margin**

**Level 4 Headings Are Bold, Indented and End With a Period.** Text starts right afterwards.

**Level 5 Headings Are Bold, *Italic*, Indented and End With a Period.** Text starts right afterwards.

## References

Below are some common elements used in APA-style references. Not every source will have every element. Use only those elements that are available for the source you used.

Element	More Information
Author(s)	Who created the information. The source may have editors, either with authors or instead of authors.
Date	When it was made available, not necessarily the copyright date
Title	Name of the thing you used. There may be two titles if the source is part of something larger; for example an article in a journal, or an episode in a TV series.
Publication information	The information varies, depending on the type of source. All parts help describe what makes this item different from other, similar sources
Location	Where you can find the source, for example, page numbers, URL or DOI. There may be more than one location if the item is available both in hard copy and online

Example:

Authors: Kiser, M., & Lovelace, K.

Year: (2019).

Title of source: A national network of public health and faith-based organizations to increase influenza prevention among hard-to-reach populations.

Title of what the source is in: *American Journal of Public Health*

Publication information: 109(3), 371-377.

Location (hard copy):

Location (online): <https://doi.org/10.2105/AJPH.2018.304826>

## List of References

The list of references is in alphabetical order, by the first word of the reference. Omit any articles (a, an, the) when alphabetizing references starting with the title.

**References**

American Psychological Association. (2019). *Principles of citation. APA style grammar guidelines/citations/basic-principles*. <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles>

American Psychological Association. (2019). *Principles of citation. APA style grammar guidelines/citations/basic-principles*. <https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles>

The entire list is double-spaced

Title is bold and centred

Notice that the second line is indented. This is a hanging indentation. Word processors often have this as an option.

## Citations (In the Text)

You need to cite a source if you use the words, ideas, data, images and/or tables from somewhere. Your citation in the text must have a matching item in the list of references. Quotations require page numbers.

You have two options for in-text citations: parenthetical or narrative citations.

Parenthetical = All information about the source is in parentheses.

Narrative = All or part of the source information is in the text, and the rest is in parentheses.

### Examples

You should use quotations sparingly, because "paraphrasing allows you to fit material to the context of your paper and writing style" (American Psychological Association [APA], 2020, p. 270).

Put a short quotation in quotation marks.

The APA (2020) advises caution with citations:

Avoid both undercitation and overcitation. Undercitation can lead to plagiarism.

For example, it is considered overcitation to repeat the same source and topic have not changed. Instead, ... cite the source in the first sentence in which it is relevant and do not repeat the citation in subsequent sentences as long as the source remains clear and unchanged. (p. 254)

Parenthetical citation

Narrative: Year follows author

Longer quotations (40+ words) are indented 1/2 inch from the left margin

Narrative: Page numbers at the end

For paraphrasing and summarizing, use a similar method to the short quotation. When using your own words to convey another's ideas, give credit to the source where you found the information within the structure of the sentence (APA, 2010).

### References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <http://doi.org/10.1037/0000165-000>

## Personal Communications

Use for texts, email messages, interviews, unrecorded Zoom sessions, files emailed directly to you, and whenever someone cannot retrieve the materials.

Include the person, people or group that is the source of information, and as exact a date as possible. Do not include an item in the list of references – you have only an in-text citation.

Parenthetical

(C. Danvers, personal communication, July 21, 2020)

Narrative

C. Danvers (personal communication, July 21, 2020)

## Images

A figure is anything visual that is not a table, for example, photographs, maps and graphs. Make sure you have the right or permission to use the material.

Ask your instructor which method is correct for your assignment.

### Simplified

- Add an in-text citation under the image.
- Optional: Notes, figure number and/or title.
- This method is often used for slide presentations.



(TMWolf, 2007)



The Snowbirds in flight (TMWolf, 2007)

### Full

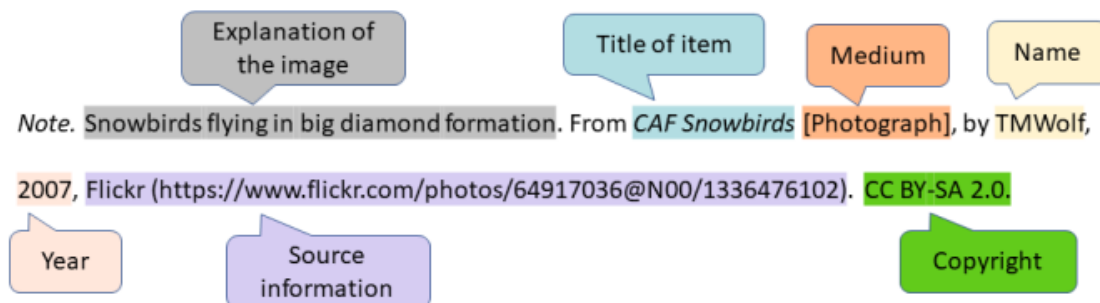
- Above the figure is the number and the title.
- Figures are consecutively numbered (1, 2, 3, etc.).
- Below the figure are notes.

### Figure 1

*Examples of Planes Flying in Formation*



*Note.* Snowbirds flying in big diamond formation. From *CAF Snowbirds* [Photograph], by TMWolf, 2007, Flickr (<https://www.flickr.com/photos/64917036@N00/1336476102>). CC BY-SA 2.0.



# APA 7 Examples

Periodicals	References	In-text Citation (Parenthetical)
<b>Journal, 1 author, with DOI</b>	Kimball, M.A. (2017). Tactical technical communication. <i>Technical Communication Quarterly</i> , 26(1), 1-7. <a href="http://doi.org/10.2105/AJPH.2018.304826">http://doi.org/10.2105/AJPH.2018.304826</a>	(Kimball, 2017, p. 6)
<b>Journal, 2 authors, with DOI</b>	Kiser, M., & Lovelace, K. (2019). A national network of public health and faith-based organizations to increase influenza prevention among hard-to-reach populations. <i>American Journal of Public Health</i> , 109(3), 371-377. <a href="http://doi.org/10.2105/AJPH.2018.304826">http://doi.org/10.2105/AJPH.2018.304826</a>	(Kiser & Lovelace, 2019, pp. 373-374)
<b>Journal, 3-20 authors, no DOI</b>	Khahro, S. H., Ali, T. H., Vighio, A. A., Khahro, Q. H., & Moriyani, M. A. (2020). Post pandemic project management key skills and challenges. <i>Talent Development &amp; Excellence</i> , 12(3s), 2253–2260. <a href="http://iratde.com/index.php/jtde/article/view/1077">http://iratde.com/index.php/jtde/article/view/1077</a>	(Khahro et al., 2020, p. 2255)
<b>Journal, no page nos., with article number</b>	Hu, Y., Shim, Y. Y., & Reaney, M. J. (2020). Flaxseed gum solution functional properties. <i>Foods</i> , 9(5), Article 681. <a href="https://doi.org/10.3390/foods9050681">https://doi.org/10.3390/foods9050681</a>	(Hu et al., 2020, 2.3.3 section)
<b>Bimonthly magazine in library database</b>	Raine, M. (2020, January/February). Demystifying streaming playlists. <i>Canadian Musician</i> , 42(1), 38-41.	(Raine, 2020, p. 39)
<b>Magazine, online</b>	Abel, A. (2017, July 1). Dreams of Canada. <i>Maclean's</i> . <a href="https://archive.macleans.ca/article/2017/7/1/dreams-of-canada">https://archive.macleans.ca/article/2017/7/1/dreams-of-canada</a>	(Abel, 2017, para. 4)
<b>Magazine, no author, no volume number</b>	Sunny days ahead. (2020, May). Harper's Bazaar, (3683), 121.	("Sunny days," 2020, p. 121)
<b>Newspaper (print, non-consecutive numbers)</b>	Salloum, A., Deibert, D., & Canadian Press. (2020, July 16). Police, StatsCanada to collect ethnocultural crime information. <i>Regina Leader-Post</i> , A1, A4.	(Salloum et al., 2020, p. A4)
<b>Online news source</b>	MacKinnon, B.-J. (2019, April 4). <i>New Brunswick to consider automatic organ donation, says health minister</i> . CBC News. <a href="https://www.cbc.ca/news/canada/new-brunswick/organ-donation-consent-new-brunswick-nova-scotia-1.5084956">https://www.cbc.ca/news/canada/new-brunswick/organ-donation-consent-new-brunswick-nova-scotia-1.5084956</a>	(MacKinnon, 2019, para. 5)
<b>Journal preprint, in a repository</b>	Ahmed, Y. A., Ahmad, M. N., Ahmad, N., & Zakaria, N. H. (2018). <i>Social media for knowledge-sharing: A systematic literature review</i> . ResearchGate. <a href="https://www.researchgate.net/publication/322838958_Social_Media_for_Knowledge-Sharing_A_Systematic_Literature_Review">https://www.researchgate.net/publication/322838958_Social_Media_for_Knowledge-Sharing_A_Systematic_Literature_Review</a>	(Ahmed et al., 2018, pp. 4-5)

Books	References	In-text Citation (Parenthetical)
<b>Print book, edition</b>	Grondzik, W. T., & Kwok, A. G. (2019). <i>Mechanical and electrical equipment for buildings</i> (13 <sup>th</sup> ed.). Wiley.	(Grondzik & Kwok, 2019, p.17)
<b>Print book, group author is also publisher</b>	Harvard Business Review. (2018). <i>Management tips</i> .	(Harvard Business Review, 2018, p. 26)
<b>Ebook in library database, edited</b>	Maxwell, N. K. (Ed.). (2014). <i>The ALA book of library grant money</i> (9th ed.). ALA Editions.	(Maxwell, 2014, p. 56)
<b>Ebook (open textbook), no DOI</b>	Bates, A. W. (2019). <i>Teaching in a digital age: Guidelines for teaching and learning</i> (2nd ed.). B.C. Faculty Pressbooks. <a href="https://pressbooks.bccampus.ca/teachinginadigitalagev2/">https://pressbooks.bccampus.ca/teachinginadigitalagev2/</a>	(Bates, 2019, "Behaviourism" section, para. 2)
<b>Chapter in edited book (print)</b>	Goldstein, B. (2016). The elements of taste: How many are there? In S. K. Wertz (Ed.), <i>Food and philosophy: Selected essays</i> (pp. 35-45). TCU Press.	(Goldstein, 2016, p. 36)
<b>Chapter in ebook, with DOI</b>	Parkin, K. L. (2017). Enzymes. In S. Damodaran & K. L. Parkin (Eds.), <i>Fennema's food chemistry</i> (5th ed., pp. 358-465). CRC Press. <a href="https://doi.org/10.1201/9781315372914">https://doi.org/10.1201/9781315372914</a>	(Parkin, 2017, p. 371)
<b>Print book, adapted Canadian edition</b>	Kramer, M. L., & Ryan, S. M. (2019). Nursing assessment, diagnosis and planning. In B.J. Astle & W. Duggleby (Eds.), <i>Canadian fundamentals of nursing</i> (6th Cdn. ed., pp. 187-207). Elsevier Canada.	(Kramer & Ryan, 2019, p. 189)
<b>Reference entry, in ebook, no author, DOI</b>	Caffeine. (2020). In J. Law & E. Martin (Eds.), <i>Concise medical dictionary</i> (10th ed.). Oxford University Press. <a href="https://doi.org/10.1093/acref/9780198836612.001.0001">https://doi.org/10.1093/acref/9780198836612.001.0001</a>	("Caffeine," 2020)
<b>Online reference entry, continuously updated</b>	Dictionary.com. (n.d.). Write. In <i>Thesaurus.com</i> . Retrieved July 21, 2020, from <a href="https://www.thesaurus.com/browse/write">https://www.thesaurus.com/browse/write</a>	(Dictionary.com, n.d.)
<b>Reference work, in a mobile app</b>	Vallerand, A. H., & Sanoski, C. A. (2019). <i>Davis's drug guide for nurses</i> (16th ed.), in Nursing central (Version 1.44) [Mobile app]. App Store. <a href="https://apps.apple.com/ca/app/nursing-central/id300420397">https://apps.apple.com/ca/app/nursing-central/id300420397</a>	(Vallerand & Sanoski, 2019)
<b>Entry in a reference work, in a mobile app</b>	Unbound Medicine. (2020). Assessment. In D. Venes (Ed.), <i>Taber's cyclopedic medical dictionary</i> (23rd ed.), in Nursing central (Version 2.7.80). [Mobile app]. GooglePlay. <a href="https://play.google.com/store/apps/details?id=com.unbound.android.ubnc2l&amp;hl=en_CA">https://play.google.com/store/apps/details?id=com.unbound.android.ubnc2l&amp;hl=en_CA</a>	(Unbound Medicine, (2020)

Documents	References	In-text Citation (Parenthetical)
<b>Code (book)</b>	Canadian Commission on Building and Fire Codes. (2015). <i>National building code of Canada 2015</i> (14th ed.). National Research Council of Canada. <a href="https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/national-building-code-canada-2015">https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/national-building-code-canada-2015</a>	(Canadian Commission on Building and Fire Codes, 2015, p. 28)
<b>Standard</b>	CSA Group. (2020). <i>Eye and face protectors</i> (CSA Standard No. Z94.3:20). <a href="https://store.csagroup.org/ccrz__ProductDetails?viewState=DetailView&amp;cartID=&amp;portalUser=&amp;store=&amp;cclcl=en_US&amp;sku=CSA%20Z94.3%3A20">https://store.csagroup.org/ccrz__ProductDetails?viewState=DetailView&amp;cartID=&amp;portalUser=&amp;store=&amp;cclcl=en_US&amp;sku=CSA%20Z94.3%3A20</a>	(Harvard Business Review, 2018, p. 26)
<b>Patent</b>	Bell, A. G. (1923). <i>Hydroplane</i> (Canada Patent No. 236360). Canadian Intellectual Property Office. <a href="https://www.ic.gc.ca/opic-cipo/cpd/eng/patent/236360/summary.html?query=236360&amp;type=basic_search">https://www.ic.gc.ca/opic-cipo/cpd/eng/patent/236360/summary.html?query=236360&amp;type=basic_search</a>	(Bell, 1923)
<b>Thesis/ Dissertation, online</b>	Ekstrand C. (2019). <i>Functional and structural neural contributions to skilled word reading</i> [Doctoral dissertation, University of Saskatchewan]. HARVEST. <a href="https://harvest.usask.ca/handle/10388/12244">https://harvest.usask.ca/handle/10388/12244</a>	(Ekstrand, 2019, p. 56)
<b>Report, individual authors, with number</b>	Bray, L., Murdock, G. M., & Renaud, A. D. (2019). <i>McArthur River operation northern Saskatchewan, Canada</i> (National Instrument 43-101). Cameco. <a href="https://s3-us-west-2.amazonaws.com/assets-us-west-2/technical-report/cameco-2018-mcarthur-technical-report.pdf">https://s3-us-west-2.amazonaws.com/assets-us-west-2/technical-report/cameco-2018-mcarthur-technical-report.pdf</a>	(Bray et al., 2019, p. 36)
<b>Annual report, group author</b>	Canadian Nurses Association. (2018). <i>2017 year in review</i> . <a href="https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/annual-report-2017_e.pdf?la=en&amp;hash=1AFEFFC1EAC1FD2857B7E6D27C4745266B55646">https://www.cna-aiic.ca/-/media/cna/page-content/pdf-en/annual-report-2017_e.pdf?la=en&amp;hash=1AFEFFC1EAC1FD2857B7E6D27C4745266B55646</a>	(Canadian Nurses Association, 2018, p. 3)
<b>Government document, online</b>	Canada, House of Commons. (2014). <i>Prime Ministers' portraits</i> (Catalogue No. X9-28/2014E-PD). <a href="http://publications.gc.ca/collections/collection_2014/parl/X9-28-2014-eng.pdf">http://publications.gc.ca/collections/collection_2014/parl/X9-28-2014-eng.pdf</a>	(Canada, House of Commons, n.d., p. 28)
<b>Course document, in Brightspace</b>	Saskatchewan Polytechnic. (2019). <i>DSGN 103 – Web site design principles</i> [Course manual]. Brightspace. <a href="https://online.saskpolytech.ca/">https://online.saskpolytech.ca/</a>	(Saskatchewan Polytechnic, 2019)
<b>Infographic</b>	Undergraduate Library. (n.d.). <i>How to read a scholarly article</i> [Infographic]. University of Illinois at Urbana-Champaign. <a href="https://guides.library.illinois.edu/c.php?g=348324&amp;p=2351069#s-lg-box-7167863">https://guides.library.illinois.edu/c.php?g=348324&amp;p=2351069#s-lg-box-7167863</a>	(Undergraduate Library, n.d.)

Misc. Sources	References	In-text Citation
<b>Web page, with named author</b>	Olson, E. J. (2019, June 6). <i>How many hours of sleep are enough for good health?</i> Mayo Clinic. <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/how-many-hours-of-sleep-are-enough/faq-20057898">https://www.mayoclinic.org/healthy-lifestyle/adult-health/expert-answers/how-many-hours-of-sleep-are-enough/faq-20057898</a>	(Olson, 2019., para. 4)
<b>Web page, group author, no date</b>	Humane Canada. (n.d.). <i>Companion animals</i> . <a href="https://humanecanada.ca/our-work/focus-areas/companionanimals/">https://humanecanada.ca/our-work/focus-areas/companionanimals/</a>	(Humane Canada, n.d., para. 2)
<b>Video, in library database</b>	Little, J., & Little, K. (Directors). (2017). <i>More than a word: Native American-based sports mascots</i> [Film]. Media Education Foundation.	(Little & Little, 2017, 00:24:00-15)
<b>YouTube video</b>	Saskatchewan Polytechnic. (2015, June 24). <i>Business diploma program</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=jAxzF_h9Vjo">https://www.youtube.com/watch?v=jAxzF_h9Vjo</a>	(Saskatchewan Polytechnic, 2015)
<b>Image, in library database</b>	Shott, S. (n.d.). <i>Two St Bernard puppies</i> [Photograph]. Britannica ImageQuest. <a href="https://quest.eb.com/search/118_830241/1/118_830241/cite">https://quest.eb.com/search/118_830241/1/118_830241/cite</a>	(Shott, n.d.)
<b>Image, online, username only *</b>	TMWolf. (2007). <i>CAF Snowbirds</i> [Photograph]. Flickr. <a href="https://www.flickr.com/photos/64917036@N00/1336476102">https://www.flickr.com/photos/64917036@N00/1336476102</a>	(TMWolf, 2007)
<b>Presentation, slide online</b>	Bitz, D.M. (2019, May 2). <i>It's the little things: Practicing decolonization</i> [PowerPoint slides]. Saskatchewan Library Association. <a href="https://saskla.ca/assets/lt%E2%80%99s-the-Little-Things_-Practicing-Decolonization.pptx">https://saskla.ca/assets/lt%E2%80%99s-the-Little-Things_-Practicing-Decolonization.pptx</a>	(Bitz, 2019, slide 3)
<b>Class PowerPoint, in Brightspace</b>	Saskatchewan Polytechnic. (2018). <i>CVL 123: Building types</i> [PowerPoint slides]. Brightspace. <a href="https://online.saskpolytech.ca/">https://online.saskpolytech.ca/</a>	(Saskatchewan Polytechnic, 2018, slide 4)
<b>Map (online), continually updated</b>	Google. (n.d.). [Regina Airport in Google Maps]. Retrieved July 15, 2020, from <a href="https://g.page/flyYQR?share">https://g.page/flyYQR?share</a>	(Google)
<b>Map (online, formerly in print)</b>	Surveys and Mapping Branch. (1973). <i>Prince Albert National Park</i> [Map]. Department of Energy, Mines and Resources. <a href="https://ftp.maps.canada.ca/pub/nrcan_rncan/raster/atlas/eng/national_park/mcr_0210.pdf">https://ftp.maps.canada.ca/pub/nrcan_rncan/raster/atlas/eng/national_park/mcr_0210.pdf</a>	(Surveys and Mapping Branch, 1973)
<b>Data set</b>	Statistics Canada. (n.d.). <i>Number of apprenticeship program registrations</i> [Data set]. Retrieved July 27, 2020, from <a href="https://doi.org/10.25318/3710002301-eng">https://doi.org/10.25318/3710002301-eng</a>	(Canada, Statistics Canada, 2018)
<b>Lab results, yours</b>	Patel, H. (2020). [Unpublished raw data from soil compaction study]. Saskatchewan Polytechnic.	(Patel, 2020)
<b>Software</b>	Tableau. (2020). <i>Tableau reader</i> (Version 2020.2.2) [Computer software]. <a href="https://www.tableau.com/products/reader">https://www.tableau.com/products/reader</a>	(Tableau, 2020)
<b>Mobile app</b>	EBSCO. (2019). <i>DynaMed</i> (Version 3.3) [Mobile app]. App Store. <a href="https://itunes.apple.com/us/app/dynamed-mobile/id948906986?mt=8">https://itunes.apple.com/us/app/dynamed-mobile/id948906986?mt=8</a>	(EBSCO, 2019)