

*APA Style*

7th Edition

ACADEMIC SKILLS CENTRE

# TABLE OF CONTENTS

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APA PAPER FORMAT: .....	1
APA CITATIONS: .....	3
APA REFERENCES LIST:	
PAGE FORMAT: .....	5
BASIC MODELS: .....	6
PRINTED BOOKS: .....	8
EBOOKS AND AUDIOBOOKS: .....	9
ARTICLES FROM DATABASES: .....	10
AUTOMATIC CITATION TOOLS: .....	12
ONLINE REFERENCE WORKS: .....	14
STATISTICS: .....	15
AUDIOVISUAL MEDIA: .....	17
WEBSITES: .....	19
SOCIAL MEDIA: .....	20
GREY LITERATURE / LAWS: .....	21
COURSE MATERIALS: .....	23

# APA PAPER FORMAT

## A basic guide

### THE BASICS:

- Use **12-point type** in Times New Roman or a similar plain font.
- **Double-space** the entire paper, including title page, block quotations, and the References page.
- **Indent** each paragraph.

### TITLE PAGE:

**1**

In the upper half of the page, centre and bold the full title of your paper.

**2**

Place the page number in the header space at the upper, right-hand margin 1.25 cm (.5 inches) from the top of the page. The title page is page 1; all the following pages are numbered, including the References page.

**3**

Leave an extra blank space below the title, and type your name. On the next line, add the name of the department and college.

**4**

Below that, list the course number, followed by a colon and the course title. The next two lines should be your teacher's name and the date.

The diagram shows a title page layout with the following centered text:

**Patterns of Aggressive Behaviour in Male Preschoolers**

Elizabeth Jones  
 Department of Psychology, Dawson College  
 PSYC 101: Introduction to Psychology  
 Professor Jane Smith  
 May 14, 2020

Arrows from the numbered instructions point to the following elements:

- 1** points to the title: **Patterns of Aggressive Behaviour in Male Preschoolers**
- 2** points to the page number **1** in the top right header.
- 3** points to the author and affiliation information.
- 4** points to the course information.

### ADDING PAGE NUMBERS:

In Microsoft Word, click on "Insert" and then "Page Number." Select the option which places the page number at the top right.

# APA PAPER FORMAT

Continued

## IN-TEXT CITATIONS:

- All research information—whether quoted or summarized in your own words—must be cited.
- A typical in-text citation consists of an **author's family name** and the **date of publication** (e.g., "(Smith, 2020)"), but citations are always based on whatever comes first in the References list entry—sometimes a title if there is no named author.
- See the Academic Skills Centre's **APA Citations handout** or consult the **APA manual** for models and instructions.

## PAGE 2 (AND SUBSEQUENT PAGES):

**1** Put a running head (a shortened version of the title) in call caps on the left in the upper margin. Type the full title of your paper in bold.

**2** The page number appears in the header space on the right. The actual text of your paper begins on page 2 (on page 3 if you are including an abstract).

**3** College papers are often written without headings. However, Level 1 headings can be centred in bold. If Level 2 headings are used, they are placed at the left-hand margin in bold.

**5** Shorter quotations are presented in quotation marks, followed immediately by a citation. Any periods or commas follow the citation.

**5** The text begins 2.5 cm (1 inch) from the left side of the page. Indent each paragraph using the tab key once.

**6** Quotations 40 words long or over (about four lines) are indented once on each line. (Use the tab key to indent.) If your quotation includes the opening line of the author's paragraph, indent that line additionally.

**Diagram Content:**

PATTERNS OF AGGRESSIVE BEHAVIOUR

**Patterns of Aggressive Behaviour in Male Preschoolers**

The actual text of your paper begins on this page unless an abstract is required. If so, the abstract is presented on page 2—separately—under the heading “Abstract,” and the actual text begins on page 3. Note that the title is given above, and the running head is included, along with a page number, in the header space at the top. Margins are standard (2.5 cm; 1 inch), and double-spacing is used throughout. The References page comes at the end of the paper, under the heading “References” on a separate, numbered page with the running head included at the top (Wilson, 2014, p. 76). Note that spacing is important in the proper presentation of a paper. As usual, no extra spacing is left between paragraphs.

**Example of a Subheading**

In APA format, any sub-headings appear in bold at the centre, while sub-subheadings are in bold at the left margin.

**Example of a Sub-Subheading**

Quotations require special attention. Short quotations are presented “in quotation marks within the text of the paper like this” (Smith, 2014). However:

Quotations of over 40 words are set off from the regular text in block form without quotation marks. They must be double-spaced like the rest of the paper, with each line given an indentation. Each line goes all the way to the right-hand margin as shown here.

Block quotations are followed by a citation after the period. (Jones, 2014)

Then your paragraph continues on the next line as you continue your . . .

Tip: You can apply indents and other formatting automatically in word processors such as Microsoft Word.

For more information, consult the APA manual or contact the Academic Skills Centre.



# APA CITATIONS

## How to cite sources in the text of your paper

In the APA system, the sources of all research information must be identified in-text, whether quoted or summarized in your own words. Sources are identified by citations that appear in parentheses in the text of your essay. The citation leads the reader to the corresponding item in the **References list** where the full details on each source are given (see handout: **APA References List: Page Format**).

### SUMMARIZED INFORMATION:

When the summarized information represents the **overall point** of an article, a study, or a book:

- **Option A:** Author's last name and date follow the research information:

Items in people's short-term memory are lost very quickly unless the information is repeated mentally or orally without delay (Smith, 1999).

- **Option B:** Author is named directly in the essay, with date following immediately:

According to Smith (1999), items in people's short-term memory are lost very quickly unless the information is repeated mentally or orally without delay.

When the summarized information represents **only one point** or one segment of the source:

- **Option A:** Author, date, and page number(s)—or chapter number, paragraph number, etc.—follows the research information:

Items in people's short-term memory are lost very quickly unless the information is repeated mentally or orally without delay (Smith, 1999, p. 12).

- **Option B:** Author named in the essay; year follows name; page number appears at the end:

Smith (1999) has determined that items in people's short-term memory are lost very quickly unless the information is repeated mentally or orally without delay (p. 12).

### A QUOTATION:

- **Option A:** Author, date, and page number(s) follow the quotation:

One researcher has confirmed that "unlike sensory memory, which can hold a vast amount of information briefly, short-term memory has a very limited capacity" (Jones, 2001, pp. 76–77).

- **Option B:** Author named directly in the essay, with date and page number(s) following:

Jones (2001, pp. 76–77) states that "unlike sensory memory, which can hold a vast amount of information briefly, short-term memory has a very limited capacity."

# APA CITATIONS

Continued

## SPECIAL CASES:

- If there are two authors for a source, give both last names, using an ampersand for “and.”

(Leung & Whitfield, 2009) OR (Leung & Whitfield, 2009, p. 6)

- If there are three or more authors, give the first author's surname, followed by “et al.”

(Wolynski et al., 2020) OR (Wolynski et al., 2020, p. 117)

- When citing a source with a ‘group author’ (e.g., an organization, government agency, or a corporation), give the full name. If an abbreviation would be convenient for your reader, include the abbreviation in square brackets in the first citation. Abbreviate it in all following citations.

First citation: (National Institute of Mental Health [NIMH], 2020)

All later citations: (NIMH, 2010)

Or, in all citations when the name is brief: (Health Canada, 2011)

- When no author's name is available, use a shortened version of the title, followed by the year. Use quotation marks for article, chapter, or web page titles; use italics for book, periodical, report, or pamphlet titles. Remember to use title case (Title Case is Written Like This), even though sentence case (Sentence case is written like this) is used in the References list.

(“Sleep Disorders,” 2008) (*The Memory*, 2010)

- If the information you cite appears in several books or articles, you may list them all in one citation, in alphabetical order, separated by semicolons.

(Gustav, 2008; Singh, 2006; Wilson, 2007)

- If referring to sources with the same author(s) and date, add a lower case letter to the date to distinguish them in your References list. The dates in the citation are written the same way.

(Murad, 2010a) (Murad, 2010b)

## HOW TO WRITE AN APA IN-TEXT CITATION:

- After summarizing information: ... clear insight into compulsive behaviour (Baker, 2002).  
... a recent study by Wilson (2010) indicates that ...
- After a brief quotation: ... complexities of “the human psyche” (Shlovski, 2009, p. 8).
- After a long block quote: ... the world of the subconscious. (Aziz, 2001, pp. 67–68)

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: PAGE FORMAT

How your sources should appear on your References page

The References page appears at the end of your essay or research paper. Centre the heading "References" at the top, capitalizing it and putting it in **bold**, but do not underline it or put it in italics.

1

All sources are arranged together in alphabetical order.

2

Like every page in your paper, the References page is numbered in the header at the right 1.25 cm (.5 inches) from the top.

3

If two works by the same author have the same date, distinguish the dates using lowercase letters. Include the letters in your in-text citations too:

Blackwood (2007a) /  
(Blackwood, 2007b)

5

Note that the first line of each entry begins at the left-hand margin 2.5 cm (1 inch) from the left side of the page, but the following lines are indented (these are called hanging indents).

4

The entire References page is double-spaced with no extra spacing anywhere, even under the heading.

6

URLs can be provided as active links to facilitate retrieval of information. Use DOI links whenever possible. Do not break the links over multiple lines.

PATTERNS OF AGGRESSIVE BEHAVIOUR

12

**References**

Adams, D., Azim, A., Smith J., Chakrabarti, H., Heinz, C., & Ono, Y. (2011). Understanding childhood aggression. *Canadian Psychology*, 126(6), 110–115.  
<https://doi.org/10.1376/0361-4362.21.885>

Aggression. (2006). In A. C. Jones & T. J. Holt (Eds.), *College encyclopedia of psychology* (3rd ed., pp. 267–274). <http://www.psychsource.com/aggr>

Blackwood, J. (2007a). *Violence for fun* (4th ed.). Gotham Press.

Blackwood, J. (2007b). Is there a link between childhood aggression and video games? *PsychToday*, 23(5), 122–130. <https://doi.org/10.4802/9393018525>

Chakrabarti, H. [@PsychWiz]. (2017, May 2). We can all do our part to curb schoolyard bullying [Infographic attached] [Tweet]. *Twitter*.  
<https://twitter.com/PsychWiz/status/1830254957105738546>

Fernandez, J. A. (2001, March). Redirecting violent impulses. *The Internet Journal of Mental Health*, 9(3). <http://amha.org/ijmh/>

Health Canada. (2010). Depression in Canadian children (Cat. No. 0-662-3267-315).

Richards, L. D. (2008, October). New perspectives on childhood aggression. *Mind Magazine*, 89, 56–70. <https://doi.org/10.1035/7409703247>

---. (2011, July). Violence prevention in schools. *Education Quarterly*, 4(2), 32–45.  
<https://doi.org/10.1054/3812803828>

Wilson, B. R. (2008). Understanding schoolyard bullying [ebook]. *Phoenix Digital Editions*.  
<https://doi.org/10.1036/0904748645>

## HOW TO INDENT YOUR ENTRIES:

- To indent your entries, **highlight** every entry, then go to the **horizontal ruler** just above the top of the page. **Drag** the lower triangle along the ruler halfway to the **number 1** and keep the upper triangle at the margin. This will set proper indentations for all the entries on the page.



For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: BASIC MODELS

Your go-to handout for APA style (7th edition)

The essential model for citing any work in APA style is as follows.

Author.	Khelfaoui, M. & Gingras, Y.
(Date).	(2019, March)
Title.	Physical review: From the periphery to the center of physics.
Other contributors (e.g., the editor)	N/A
(Edition)	N/A
Periodical Title,	Physics in Perspective,
Volume(Issue),	21(1),
Location.	23–42.
DOI or URL	<a href="http://www.doi.org/10.1007/s00016-019-00235-y">http://www.doi.org/10.1007/s00016-019-00235-y</a>

If your source does not have a DOI, it is not necessary to supply an URL.

Khelfaoui, M., & Gingras, Y. (2019, March). Physical review: From the periphery to the center of physics. *Physics in Perspective*, 21(1), 23–42.  
<https://doi.org/10.1007/s00016-019-00235-y>

## A PRINT BOOK:

Borges, A. (2020). *Big book* (3rd ed.). Gutenberg Press.

## A CHAPTER IN A PRINT BOOK:

Borges, A. (2020). A certain chapter. In M. Redd (Ed.), *Important textbook* (4th ed., pp. 50-54). Gutenberg Press.

## AN EBOOK:

- If an ebook has no URL, include a shortened URL of the page where the book can be purchased. (URLs can be shortened on Bitly.com, an online tool.)

Borges, A. (2020). *Important book of essays*. Gutenberg Press. <http://t.co/T5R43D>

## AN ARTICLE (PRINT AND ONLINE):

- Write every author's name. For sources with **21 authors or more**, write the first 19 names followed by an ellipsis (without an ampersand) and the final author's name.

Borges, A. (2020, Summer). My erudite article: A scientific model. *Physics Journal*, 21(1), 68–81.

Ling, T., Sokolov, B. J., Wilson, A. H., Stein, T., Wood, T., Horst, K. L., Habib, K., Sepeng, W., Castro, F., Abadiga, R., Purnell, G., Gustafson, L., Miller, S., DeSantis, I., Cheung, R.F., Card, J., Madden, F., Little, S., Amar, C., . . . Smith, J. (2020, January 4). Our erudite online article: Another scientific model. *Another Physics Journal*, 50(3), 20–22. *Vast Academic Database*, <https://doi.org/10.2032/R4292-OT6>



# APA REFERENCES LIST: BASIC MODELS

Continued

## A FILM OR VIDEO:

- Write "Film" or "Video" in square brackets after the title.
- A URL may be included after the publisher if the film or video was viewed online.

Borges, A. (Director). (2020). *Best film ever* [Film]. Filmmaker Studios.

## AN ENCYCLOPEDIA OR DICTIONARY ENTRY:

- Retrieval dates may be omitted if referencing an archived webpage.
- An individual may be credited as the author if their name is provided.

Borges, A. (2020). Library of Alexandria. In M. Redd (Ed.), *Big encyclopedia* (7th ed.). University of Roxboro. [http://big.roxu.edu/2020/entries/library\\_of\\_alexandria](http://big.roxu.edu/2020/entries/library_of_alexandria)

Babel. (2020). Library. In *Babel dictionary*. Retrieved December 3, 2020, from <http://www.babellibrary.com/dictionary/library>

## A WIKIPEDIA ARTICLE:

- Always check with your teacher to see if it is okay to cite *Wikipedia*. Always cite an **archived version** of the article you consulted. To do this, click on "View History." Then click on the most recent version of the article and use the URL from that version.

Library of Alexandria. (2020, December 4). In *Wikipedia*. [https://en.wikipedia.org/wiki/Library\\_of\\_Alexandria](https://en.wikipedia.org/wiki/Library_of_Alexandria)

## A TEACHER'S SLIDESHOW:

Jamieson, J. (2020, 4 October). *On the library of Alexandria* [PowerPoint slides]. Léa. [https://lea.dawsoncollege.qc.ca/hist101/PPTs/library\\_of\\_alexandria](https://lea.dawsoncollege.qc.ca/hist101/PPTs/library_of_alexandria)

## CLASS NOTES:

Jamieson, J. (2020, October 4). *The library of Alexandria* [Lecture notes]. Moodle. Dawson College. [https://moodle.dawsoncollege.qc.ca/hist101/lectures/library\\_of\\_alexandria](https://moodle.dawsoncollege.qc.ca/hist101/lectures/library_of_alexandria)

## IN-TEXT CITATIONS:

Basic:	(Murad, 2016) or Murad (2016)	
Page(s):	(Murad, 2017a, p. 34)	(Murad, 2017a, pp. 34–58)
Slide(s) in a slideshow:	(Murad, 2017b, Slide 8)	(Murad, 2017b, Slides 8–10)
Time in a video:	(Murad, 2017c, 1:49:21)	(Murad, 2017c, 1:49:21–1:52:32)

## WEBSITES OR EBOOKS THAT DO NOT HAVE STANDARD PAGES:

Chapter(s):	(Murad, 2018, Chapter 2)	(Murad, 2018, Chapters 2–4)
Paragraph(s):	(Murad, 2015, para. 4)	(Murad, 2015, paras. 2–3)

If two or more sources with the **same author and date** appear in your references list, distinguish between the different sources by writing a **lower-case letter** after each date, in order.

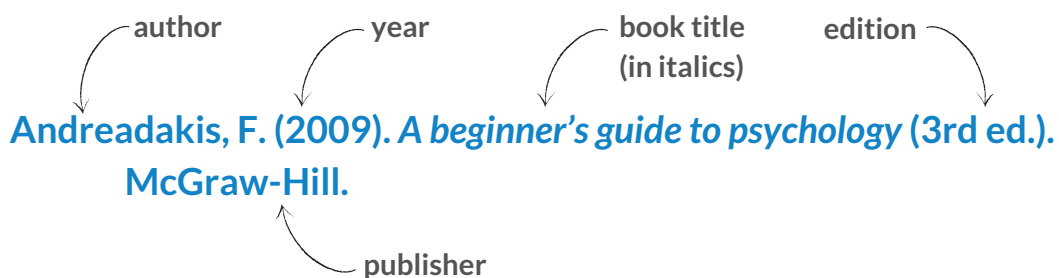
For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: PRINTED BOOKS

How to reference printed books, pamphlets, essays, and encyclopedias

The following models show how to enter **printed books** in your **References list**. When preparing a bibliographic entry for a book, use the information from inside the **title page** and **copyright page**—not from the cover. See the handout: **APA References List: Ebooks and Audiobooks** on how to cite electronic books.

## A BOOK WITH ONE AUTHOR:



- If the book is a first edition, omit any reference to edition; go straight from title to publisher.
- It is not necessary to mention the place of publication.
- If the book has a DOI, even if you read it in print, provide the DOI as a URL after the publisher.

## A BOOK OR PAMPHLET WITH AN ORGANIZATION AS AUTHOR:

- The organization's name appears at the beginning, in place of an actual author's name.

Ohio Anti-Poverty Coalition. (2010). *Single mothers and stress*. Buckeye Press.

## AN ESSAY OR CHAPTER IN A BOOK:

- The author of the item is named first; the editor or editors are named after the title.
- Page numbers of the entire section are included.

Hernandez, L. (2005). *Mechanisms of the short-term memory*. In H. Nguyen & R. Sakos (Eds.), *Splendors of the mind* (2nd ed., pp. 134–221). Republic Books.

## AN ENCYCLOPEDIA OR DICTIONARY ENTRY:

- To facilitate retrieval, reference an online version of an encyclopedia or dictionary. If you must refer to a print version, the entry can simply be written without the URL.
- List the publisher if it has a different name (e.g., the publisher of the Merriam-Webster dictionary is Merriam-Webster, so there is no need to repeat the name).

Ideology. (1997). *The American heritage dictionary* (3rd ed.).

Satyamurthy, M., & Sullivan, D. (2006). *Pathology*. In Z. Y. Wang (Ed.), *Oxford medical encyclopedia* (2nd ed.). Oxford University Press.

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: EBOOKS AND AUDIOBOOKS

## How to reference ebooks and audiobooks

### AN EBOOK WITH A DOI:

- Many books are available digitally and have **digital object identifier (DOI)** codes. In APA, you should always include the DOI of an ebook if available.
- If you found the book on a database, there's no reason to cite the database. Simply reference it like a print book, then add the DOI.

Chan, M. (2020). *Financial systems analysis*. Michelin and Mifflin. <http://doi.org/10.1054/184726-0A00>

### AN EBOOK WITHOUT A DOI:

- Use a URL leading to the page where the ebook can be purchased (i.e., to the Kobo or Kindle store page for that book). If the URL is long, you can use **Bitly.com** to shorten the link.
- Only list the publisher, not the name of the digital library or store.

Llewellyn, K. R., Freund, A., & Reilly, N. (2015). *The Canadian oral history reader*. McGill-Queen's University Press. <https://amzn.to/3mZqDEr>

### A CHAPTER IN AN EBOOK:

- The ebook below has standard pages numbers. In ebooks where the page numbers may vary, simply omit the page numbers from the reference.

Porter, E. D. (1991). The bureaucratic elite. In T. Barnes (Ed.), *Essays on Canadian politics*. University of Toronto Press (pp. 56–69). <http://doi.org/10.392/4773857-D342>

### AN AUDIOBOOK:

- Mention the narrator of the audiobook after the title.

Francis, L., & Durrani, A. (2019). *Concussions and traumatic brain injury: A guide to rehabilitation* (M. Freeman, Narr.) [Audiobook]. Michelin and Mifflin Audio. <http://a.co/0D2y5dA>

### AN IN-TEXT CITATION FOR AN EBOOK OR AUDIOBOOK:

- Reference ebooks with nonstandard page numbers by **chapter**. If the ebook has numbered paragraphs, you may use paragraphs.
- In-text citations of audiobooks may refer to the **hour, minute, and second** of the passage:

Chapter(s):	(Murad, 2017, Chapter 2)	(Murad, 2017, Chapters 2–4)
Paragraph(s):	(Murad, 2018a, para. 4)	(Murad, 2018a, paras. 2–3)
Time:	(Murad, 2018b, 1:49:21–1:52:32)	(Murad, 2018b, 1:49:21)

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: ARTICLES

## How to reference academic articles

- In APA style, it is preferable to cite the **online version** of academic articles to facilitate retrieval.
- Even print version of articles often have a **digital object identifier (DOI)**, which leads to the online version. Use these DOIs in your References list.
- The DOI must be formatted like a URL so it can serve as an **active link**.

### BASIC FORMAT FOR AN ARTICLE:



- **Only the first word** of an article title is capitalized, as well as the first word after a **colon** (unless there are names or other proper nouns in the title). Note that quotation marks are not used.
- The **title of the academic journal is capitalized** and put in italics, along with the volume number (but the issue number is not italicized).
- The model above cites a journal in which the page numbers begin at 1 in each issue. For that reason, **the issue number** is included immediately after the volume number. In journals where the page numbers run continuously through all issues, only the **volume number** is required.
- After the page number, write the **DOI link** (write **https://doi.org/** followed by the DOI number).

### ABOUT DIGITAL OBJECT IDENTIFIERS (DOI NUMBERS):

- **DOI numbers are used to help readers locate online versions of articles.** These numbers are often included with print versions, and—whenever available— must be included in References list entries. DOI numbers are usually found in the upper right-hand corner of an article's title page. Write DOI numbers as URLs.
- **If no DOI number is available**, include the URL of the site where you accessed the full text of the article. For example, if a database brings you to a publisher's website, where you access the full text, then the URL must lead to there, not to the database.
- **If no URL or DOI is available at all**, then the entry ends with the page numbers and a period.

# APA REFERENCES LIST: ARTICLES FROM DATABASES

Continued

## A WORK BY SEVERAL AUTHORS:

- Write every author's name **up to and including 20 authors**. Take care with the arrangement of names and initials. Last names always come first.
- Even if you consulted the article in print, include the DOI if one exists to facilitate retrieval.

Smith, B., Diaz, J. M., & Habib, M. (2011). Treatment for physically abused children. *Journal of Clinical Psychology*, 45(3), 24–28. <https://doi.org/10.1742/0661-8532.71.823>

## A WORK BY 21 AUTHORS OR MORE:

- When there are **21 authors or more**, write the first 19 names followed by an ellipsis (without an ampersand) and the final author's name.
- The article referenced below did not have a DOI. Since a URL was also not available, the article ends with the page numbers of the print version and a period.

Ling, T., Sokolov, B. J., Wilson, A. H., Stein, T., Wood, T., Horst, K. L., Habib, K., Sepeng, W., Castro, F., Abadiga, R., Purnell, G., Gustafson, L., Miller, S., DeSantis, I., Cheung, R.F., Card, J., Madden, F., Little, S., Amar, C., . . . Smith, J. (1986). Gender differences in Samoan culture. *Journal of Social Psychology*, 55(9), 113–121.

## A JOURNAL ARTICLE WITH A NON-DATABASE URL:

- If you accessed an article outside of a database (for example, on the publisher's webpage), reference that page instead.
- If you clicked on a link to the full text in the database but it took you to another website, cite the website's URL instead of the database.

Player, G. D. (2021). My color of my name: Composing critical self-celebration with girls of color through a feminist of color writing pedagogy. *Research in the Teaching of English*, 55(3), 216–240. <https://library.ncte.org/journals/rte/issues/v55-3/31182>

## AN ABSTRACT:

- Abstracts** are paragraph-long summaries of academic articles. They often appear in the database entry **before** the full-text article is provided.
- Read the full text of the article, not the abstract.** However, with your teacher's permission, you may nonetheless reference an abstract if necessary.

Smith, B., Diaz, J. M., & Habib, M. (2011). Treatment for physically abused children [Abstract]. *Journal of Clinical Psychology*, 45(3), 24–28. <https://doi.org/10.1742/0661-8532.71.823>

For more information, consult the APA manual or contact the Academic Skills Centre.



# APA REFERENCES LIST: AUTOMATIC CITATION TOOLS

How to create and edit automatically generated citations from different databases

## HOW TO USE AUTOMATIC CITATION TOOLS:

### Academic Search Complete:

Once you locate an item that you will use as a source,

- in the **Results List**, click on the link to the article
- on the right-hand side of the article page, under **Tools**, click **Cite**
- scroll down to see the **APA** citation for your article
- copy and paste the entry to your **References** section (or e-mail the article to yourself, selecting APA as your **Citation Format**)

After any editing, your References list entry should now look like this:

Moreau, A.-M., Hennous, F., Dabbagh, B., & Ferraz dos Santos, B. (2019). Oral health status of refugee children in Montreal. *Journal of Immigrant & Minority Health*, 21(4), 693–698.  
<https://doi.org/10.1007/s10903-018-0835-1>

### JSTOR:

Once you locate an item that you will use as a source,

- click on **Cite** this item (beside the listing)
- beside APA, select **Copy**
- paste it to your **References** section

After any editing, your References list entry should now look like this:

Chandran, A., & Innes, J. (2014). The state of the forest: Reporting and communicating the state of forests by Montreal Process countries. *The International Forestry Review*, 16(1), 103–111.  
<https://www.jstor.org/stable/24310724>

### eBook Academic Collection:

Once you locate an item that you will use as a source,

- in the **Results List**, click on the link to the article record
- on the right-hand side of the article record, under **Tools**, click **Cite**
- scroll down to see the **APA citation** for your article
- you can also e-mail the article to yourself, selecting APA as your **Citation** format
- copy and paste the entry to your **References** section

After any editing, your References list entry should now look like this:

Llewellyn, K. R., Freund A., & Reilly, N. (2015). *The Canadian Oral History Reader*. McGill-Queen's University Press.

# APA REFERENCES LIST: AUTOMATIC CITATION TOOLS

Continued

## Kanopy:

The Dawson Library subscribes to two streaming services: Kanopy and Criterion-on-Demand. Kanopy has an automatic citation generator. Once you have located an item that you will use as a source:

- beneath the video, select **More**
- select **Citation Tool** in the drop-down menu that emerges
- click on APA and click on **Copy Text**
- paste the entry into your **References** page

After any editing, your References list entry should now look like this:

Sansour, L. & Lind, S. (Directors). (2015). *In the future they ate from the finest porcelain* [Video; Kanopy streaming service]. mec film. <https://banq.kanopy.com/video/future-they-ate-finest-porcelain>

## HOW TO EDIT AUTOMATICALLY GENERATED CITATIONS:

Automatic citation tools often return entries with **errors** in them. For example, the article database **Academic Search Complete** returned the following APA citation:

<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div> <b>APA 7th Edition</b>            (American            Psychological            Assoc.)         </div> </div>	<b>References</b> Kronick, R. (2018). Mental Health of Refugees and Asylum Seekers: Assessment and Intervention. <i>Canadian Journal of Psychiatry</i> , 63(5), 290–296. <a href="https://doi.org/10.1177/0706743717746665">https://doi.org/10.1177/0706743717746665</a>
--	---

Generated citations such as these must be edited:

- First, pay attention to the **punctuation, capitalization, and the order of elements** in the entry to make sure that nothing is amiss.
- In this example, the article's **title** should appear in lower case letters.
- The automatic citation tool will sometimes give a Dawson URL. Make sure you change the Dawson URL to a DOI, permalink, or another accessible URL (not the URL from the database entry's address bar). Links should be active.
- **Double-space the entry and create a hanging indent** as shown on the next page.

Your References list entry should now look like this (12 pt. font, double-spaced, Times New Roman):



Kronick, R. (2018). Mental health of refugees and asylum seekers: Assessment and intervention.

*Canadian Journal of Psychiatry*, 63(5), 290–296. <https://doi.org/10.1177/0706743717746665>

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: ONLINE REFERENCE WORKS

How to reference encyclopedias and dictionaries found online, including Wikipedia

## AN ENTRY IN AN ONLINE ENCYCLOPEDIA:

- If an author is named, open the entry with that name, followed by the date and the item's heading—then the editor(s), title, etc. as shown below.
- List the group author, if the encyclopedia entry does not credit an individual author.

Kumar, R. (2006). Phobias. In A. C. Jones & T. J. Holt (Eds.), *College encyclopedia of psychology* (3rd ed.). University of Roxboro. <http://www.psychsource.com/entries/phobias/>

## AN ONLINE DICTIONARY DEFINITION:

- If individual author(s) are credited, mention them in the reference.
- Otherwise, credit the group author.
- If the online dictionary is continuously updated, use “n.d.” instead of the date and provide a date of retrieval.

Merriam-Webster. (n.d.). Psychoanalysis. In *Merriam-Webster.com dictionary*. Retrieved November 12, 2020, from <https://www.merriam-webster.com/dictionary/psychoanalysis>

## A WIKIPEDIA ARTICLE:

- *Wikipedia* is becoming **an acceptable source** to cite in academic papers. However, many teachers still **discourage** relying on it since it is updated by the public and may not be accurate.
- *Wikipedia* articles can be good places to **begin your research**, but they are not good places to end it. Be sure to **check with your teacher** if it is okay for you to cite *Wikipedia*.
- Provide **the date of the most recent update** in your References list, followed by the **URL** leading to the archived page and the access date. To find the archived page, click on “**View history**” at the top of the main *Wikipedia* article page. You should then see a list of revisions made to the article beginning with the most recent one.

Canadian pollination initiative. (2018, 9 September). In *Wikipedia*. [https://en.wikipedia.org/w/index.php?title=Canadian\\_Pollination\\_Initiative&oldid=858719435](https://en.wikipedia.org/w/index.php?title=Canadian_Pollination_Initiative&oldid=858719435)

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: STATISTICS

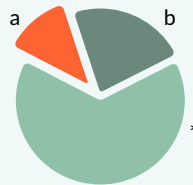
How to reference statistical reports, tables, graphs, charts, and data sets

## HOW TO REPRODUCE A STATISTICAL TABLE:

- Copy the chart, figure, or graph from its source, paste it in your document, and centre it.
- Make sure to number all the tables in your paper in order of appearance.
- In the **Note** section below your table, include the article reference, as shown below.

**Table 1.**

*Percentage of Internet users aged 15 to 29 who were cyberbullied and/or cyberstalked in the last five years, 2014*



*Note.* Beneath the table, you can include a general note containing information needed to understand the table, such as abbreviations. Then write "Adapted from" followed by the reference to the article from which the table came. Note differences in the order of information. Adapted from "Insights on Canadian Society: Cyberbullying and Cyberstalking among Internet users aged 15 to 29 in Canada," by D. Hango, 19 Dec. 2016, (Insights on Canadian Society). Statistics Canada ([www150.statcan.gc.ca/n1/pub/75-006-x/2016001/article/14693-eng.htm](https://www150.statcan.gc.ca/n1/pub/75-006-x/2016001/article/14693-eng.htm)). A copyright notice should be included if your essay will be published.

<sup>a</sup> A specific note can appear below the general note. <sup>b</sup> Subsequent notes continue to be lettered a–z in the same paragraph.

\* Below your specific notes, you can include probability notes for *p* values.

- In your References list, you still have to include the full reference to the article or statistical report from which you took the table.
- When referencing a **report**, the title is italicized. Then, in parentheses, the series name is given, along with the volume and issue number of the series, if available.

**Hango, D. (2016, 19 December). *Insights on Canadian society: Cyberbullying and cyberstalking among Internet users aged 15 to 29 in Canada*. (Insights on Canadian Society). Statistics Canada. <https://www150.statcan.gc.ca/n1/pub/75-006-x/2016001/article/14693-eng.htm>.**

- At any point in your text, you can refer the reader to the table that you reproduced by writing "Table" followed by the number of the table.

**Thirty-one percent of respondents reported being both cyberstalked and cyberbullied (Table 1).**

# APA REFERENCES LIST: STATISTICS

*Continued*

## HOW TO REFERENCE A STATISTICAL TABLE WITHOUT REPRODUCING IT:

- To discuss a graph, chart, or table in an article without referring to the rest of the article, you can directly reference the table itself.
- Just as if you were referring to a chapter in a book, include the **title of the table** after the author and publication date of the source. then write "In" followed by the title of the article or other source. The page on which the table appears is placed after in parentheses.
- Provide the remaining citation information. Do not italicize the title of the article or the table.

Murad, F. (2020). **Unemployment rate of single mothers: 1995, 2010, 2020 [Graph]**. In *Unemployed single mothers: a study* (p. 23). *Statistical Digest*, 2(5), 12–30. <https://www.stadig.org/en/articles/unemployment-rate-of-single-mothers>

- The in-text citation for the table is provided as usual: (Murad, 2020) or Murad (2020).
- If you are using the whole article, not only a table, reference the article as normal in your References list. You can then refer to the graph, chart, or table number in an in-text citation.

The unemployment rate among single mothers has risen (Murad, 2020, Table 4).

Murad (2020, Table 4) traces the rise in unemployment statistics for single mothers.

## HOW TO REFERENCE A STATISTICAL REPORT:

- A statistical report can be referenced the same way as a website.
- List the date of the latest update to the report.
- If the type of source is unclear from the title, you can write "Statistical report" in square brackets after the italicized title but before the period—in the case below, this was unnecessary.

Statistics Canada. (2018). *Women in Canada: A gender-based statistical report*. <https://www150.statcan.gc.ca/n1/en/catalogue/89-503-X#wb-auto-2>

## HOW TO REFERENCE A DATA SET:

- For a published data set, after referring to the number and version of it, write the name of the service on which you accessed it (in the case below, the Inter-University Consortium for Politics and Social Research [ICPSR]).

Clark, H. D., & Kornberg, A. (1997). *Political support in Canada, 1993*. (ICPSR 6891; Version V1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR06891.v1>

## Unpublished raw data:

- It is possible to reference data that you have gathered and archived yourself.

Ford, S. A. (2017). [Unpublished raw data on the correlations between the primary care consultation rates and incidence of pathology in Montreal, QC]. Dawson College.

For more information, consult the APA manual or contact the Academic Skills Centre.



# APA REFERENCES LIST: AUDIOVISUAL MEDIA

How to reference films, videos, music, podcasts, images, and slideshows

## A FILM OR A MOVIE:

- Describe the role of the contributors who you wish to credit in parentheses after their name.
- The title of the film is placed in sentence case (capitalized like a normal sentence) and italicized.
- Though it is not necessary, you can describe the **format** in which you viewed a film in square brackets, especially if you refer to information or content only available in a specific format, such as a DVD special edition.

Spielberg, S. (Director), & Neeson, L. (Performer). (1993). *Schindler's list* [Film; Special edition DVD]. Universal Pictures.

Lough, R. (Director). (2016). *Hamlet* [Film; Alexander Street streaming service]. Royal Shakespeare Company.

- You can write in-text citations of films, videos, music, and podcasts by writing the seconds, minutes, and hours:

(Murad, 2017d, 1:49:21)

(Murad, 2017d, 1:49:21–1:52:32)

## A YOUTUBE VIDEO OR OTHER ONLINE VIDEO:

- The title of the film is placed in sentence case (capitalized like a normal sentence) and italicized. Mention the publisher if there is one.
- When crediting an author with a username, write their real name in square brackets, if known.

Grammar Girl [Mignon Fogarty]. (2010, October 21). *Where do periods go in quotations?* [Video]. YouTube. [www.youtube.com/watch?v=XnfMb0o9bhw](http://www.youtube.com/watch?v=XnfMb0o9bhw).

## A MUSIC ALBUM:

- For works of classical music, list the composer as the author. Write the name of the person or group that performed it after the title.

Bach, J.S. (1980). *Bach: The Goldberg variations* [Album recorded by Glenn Gould]. Sony Classical. (Original work published 1741)

Bowie, D. (1985). *Labyrinth* [Album]. Capitol Records.

Pink Floyd. (1973). *The dark side of the moon* [Album]. Harvest Records.

## A SINGLE SONG:

- Italicize the album name, but not the name of the song or track.

Beethoven, L. van. (1991). *Symphony No. 9 in D minor* [Song recorded by Nikolaus Harnoncourt and the Chamber Orchestra of Europe]. On *Beethoven symphonies Nos 1-9. FAB*. (Original work published 1824)

Beyoncé. (2003). *Crazy in love* [Song]. On *Dangerously In Love*. Columbia.

# APA REFERENCES LIST: AUDIOVISUAL MEDIA

Continued

## A PODCAST:

- Name the host(s) or executive director(s) as the author. State their role in parentheses.
- Reference the whole podcast; there's no need to reference a specific episode.
- The date should indicate the years of its first and last episode (write "present" if it is ongoing).
- State whether it is an audio or video podcast in square brackets.

Kamp-Whitaker, A., & Webster, C. (Hosts). (2016-present). *The archaeology show* [audio podcast]. Archaeology Podcast Network. <https://www.archaeologypodcastnetwork.com/archaeology/103>

## AN IMAGE:

- Refer to a painting, a sculpture, or a photograph in a museum or collection as follows:

Garvis, A. (1951). *Mill at Midday* [Painting; oil on wood]. Montreal Museum of Fine Arts, Canada. <https://www.artic.edu/artworks/92740/garvis/mill>

- If the image is published, then reference it according to the format in which you found it.
- If an image has no title, write a brief description of it in square brackets instead.

Sidaway, D. (2015, 23 November). [World Aviation Forum conference] [Photograph] *Montreal Gazette*. <https://montrealgazette.com/gallery/gallery-best-gazette-photos-from-the-last-7-days>

- To reproduce an image in your paper, number the image as a **figure** and follow this model. See the handout: **APA References List: Statistics** for more information.

### Figure 1.

*Mill At Midday*

[Centre the image here.]

Note. Beneath the image, you can include a general note. From "The Work of Andrew Garvis," 2018, Montreal Museum of Fine Arts, (<https://www.artic.edu/artworks/92740/garvis/mill>). A copyright notice should be included here if your essay will be published.

## A SLIDESHOW:

- If the presentation is publicly available, include the name of the host website and the URL.

Breuning, L. G. (2020). *The biology of belonging* [PowerPoint slides]. Slideshare. <https://www.slideshare.net/LorettaBreuning/biology-of-belonging>

- You can reference slides in in-text citations:

(Murad, 2017c, Slide 8)

(Murad, 2017c, Slides 8–10)

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: WEBSITES

## How to reference websites and online publications

Before referencing a website, think about what kind of source it is. Academic articles, social media posts, and online course materials may come from websites, but they are referenced differently.

- See MLA References List handouts **Basic Models**, **Articles from Databases**, **Online Reference Works**, **Course Materials**, and **Social Media** for more information on common online sources.

### A WEBSITE:

- Open with the **author** (person or organization), followed by the date (or “n.d.” if none is given).
- Next, give the document title or webpage heading in sentence case, capitalizing only the first word and any proper nouns. Put it in italics.
- After the title, give the publisher, website, or organization’s name, but only if different from the author.
- Finally, provide the URL. DOI numbers will not be found for this type of material. Retrieval dates are not required (unless material on the site is expected to change frequently).

National Institute of Mental Health. (2011). *Understanding anxiety disorders*. [http://nimh.nih.gov/pamphlets/understanding\\_anxiety\\_disorders](http://nimh.nih.gov/pamphlets/understanding_anxiety_disorders)

Freud Museum. (n. d.). *Freud’s study*. <http://www.freud.org.uk/about/house/>

Wilson, H. (2007). *Coping with agoraphobia*. Phobia Forum. [http://www.phobforum.ag/agoraphobia/how\\_to\\_cope](http://www.phobforum.ag/agoraphobia/how_to_cope)

### A WEBSITE WITHOUT AN AUTHOR:

- When it is impossible to cite an individual or organization as author, the **title** or **heading** may be placed at the beginning of the entry, followed by the date (or “n.d.”) and the URL.

*An aquaphobe at sea*. (n.d.). *VariaWeb*. <http://www.variaweb.testi/aquaph>

### AN ARTICLE FROM AN ONLINE PUBLICATION:

- If you consult an article from the website of a publication, do **not** put the title in italics.
- Follow this model for sources like online newspapers, blogs, and magazines.

Somers, J. (2020, November). How the coronavirus hacks the immune system. *The New Yorker*. <https://www.newyorker.com/magazine/2020/11/09/how-the-coronavirus-hacks-the-immune-system>

Brown, L. (2011, January 14). Pets relieve anxiety. *The New York Times*. <http://www.nytimes.com/2011/1/14/health/pets.html>

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: SOCIAL MEDIA

How to cite what others share online

While you should be cautious referencing social media in your papers, public figures and academics are on social media and may share material that is current and relevant to your research.

## A SOCIAL MEDIA POST:

- Follow this model for any kind of social media post on Facebook, Tumblr, LinkedIn, etc.
- The content of the post** should be in place of the title and be written in italics (up to and including 20 words).
- In **square brackets** after the title, indicate if the post includes images, videos, thumbnail links, or links to other posts. Replicate emojis if possible.
- Avoid **excessively long links** by shortening them using Bitly.com, an online tool.

Gaiman, N. (2020, February 14). *It's #ValentinesDay and I'm thinking of the extraordinary UNHCR staff I've met—like Nida—who put their life and soul [Images attached] [Status update]*. Facebook. [bit.ly/2QQ8duQ](https://www.facebook.com/n.gaiman/posts/10158444444444444)

## A TWEET:

- Follow the same rules as those for other social media posts.
- Include the **Twitter handle** (beginning with @) in square brackets after the author or institution's real name.

De la Cova, C. [@Bonesholmes]. (2020, Feb 2). *The CSI effect on cold case investigations [Link attached] [Tweet]*. Twitter. <https://twitter.com/Bonesholmes/status/1224073809084452865>

## A POST OR COMMENT ON AN ONLINE FORUM:

- Write the **full text of the comment or post** as the title (up to 20 words), unless the comment or post has a title already. In the case of a comment, do not italicize the full text title.
- Indicate whether it is a post or comment in **square brackets**.
- Provide a link the comment itself, if possible. Long URLs may be shortened using Bitly.com.

National Aeronautics and Space Administration [NASA]. (2021, March 16). *We're the NASA team in charge of 'science central' for the International Space Station. Ask us anything! [Online forum post]*. Reddit. [https://www.reddit.com/r/space/comments/m6cjs3/were\\_the\\_nasa\\_team\\_in\\_charge\\_of\\_science\\_central/](https://www.reddit.com/r/space/comments/m6cjs3/were_the_nasa_team_in_charge_of_science_central/)

Richard Chartrand. (2020, August 30). Removing, toppling, destroying, burning, etc,etc, statues / names that represent historical leaders that have built our country to what it is [Comment on the article "John A. Macdonald loses his head as protesters topple statue"]. *Montreal Gazette*. <https://montrealgazette.com/news/local-news/john-a-mcdonald-loses-his-head-as-protesters-topple-his-statue>

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: GREY LITERATURE / LAWS

How to reference laws, press releases, codes of ethics, grants, policy briefs, etc.

- Many **government documents** fall under the category of grey literature and could be referenced in much the same way as online articles. See below for details.
- References to laws already have a standard citation method and do not require many changes to be made in APA. Nonetheless, a few Canadian examples have been included here as guidelines.

## A REPORT BY A GOVERNMENT AGENCY OR OTHER ORGANIZATION:

- The agency or organization in question is considered the author of the report. Provide the URL.

Canada Council for the Arts. (2013). *What we heard: Summary of key findings: 2013 Canada Council's Inter-Arts Office consultation*. [http://publications.qc.ca/collections/collection\\_2017/canadacouncil/K23-65-2013-eng.pdf](http://publications.qc.ca/collections/collection_2017/canadacouncil/K23-65-2013-eng.pdf)

- If the author is a governmental organization, but the publisher is a separate entity, then write the name of the publisher after the title of the report.
- Sometimes, the publisher is the agency's parent agency or department. In such cases, list the parent agency/department (the higher governmental level), followed by the child agency/department (the lower governmental level).

National Pollutant Release Inventory. (2020). *Canada's National Pollutant Release Inventory: Data highlights 2018*. Natural Resources Canada, Pollution and Waste Management. <https://www.canada.ca/en/environment-climate-change/services/national-pollutant-release-inventory/tools-resources-data/fact-sheet.html>

- **Press releases, codes of ethics, and annual reports** are referenced using essentially the same format as the examples above. You may provide the type of report in square brackets at the end of the title.

## A GRANT:

- List the **principal investigator** as the author with their role in parentheses as shown below. Put the project start and end year(s) as the date.
- List the funding agency as the publication source.
- Some agencies call grant numbers "project numbers"; use the appropriate terminology for the grant in your reference.

Patel, V. (Principal Investigator). (2016–2020). *Analyzing the effects of carbon pollutants on Canada's wetlands* (Grant No. 3T02KS07288492) [Grant]. National Institute of Ecological Research. [https://projectreporter.nier.ca/project\\_info\\_details.cfm?aid=938495821&icde=4929295](https://projectreporter.nier.ca/project_info_details.cfm?aid=938495821&icde=4929295)



# APA REFERENCES LIST: GREY LITERATURE / LAWS

Continued

## LAWS:

- Examples from Canadian law are given here. Conventions for citing laws from other countries vary.
- For most laws, use the standard legal citation style provided in the law book or document.

## A bill:

- Write the bill's name (italicized) in title case in place of the author (Title Case is Written Like This).
- Write the date of the bill's first reading in Parliament in the format shown, followed by the number of the Parliament, and the number of the session.

*Bill C-15: An Act Respecting the United Nations Declaration on the Rights of Indigenous Peoples.* (2020). 1st Reading, Dec. 3, 2020, 43rd Parliament, 2nd session. <https://www.parl.ca/LegisInfo/BillDetails.aspx?Language=E&billId=11007812>

## A government regulation:

- List the name of the regulation, followed by the name of the source.
- Use sentence case in the title of the regulation. Do not italicize it. (Sentence case is written like this.)
- This regulation was obtained from the *Canada Gazette*, a publication that lists enacted government regulations. In this case, the volume and issue numbers are provided exactly as if the regulation were an article in a journal.

*Regulations amending the sulfur in gasoline regulations: SOR/2020-277.* (December 16, 2020). *Canada Gazette Part II*, 154(26). <http://www.gazette.gc.ca/rp-pr/p2/2020/2020-12-23/html/sor-dors277-eng.html>

## A Canadian Supreme Court case:

- After the title of the case, use the citation as given by the court, followed by the year.
- Italicize the names of cases in your text but not in your References list.
- Court cases often have several years, each of which reflects a specific stage in the case's history. Include all years in your citation.

*Morasse v. Nadeau-Dubois*, 44 Supreme Court of Canada. (2016). <https://sccc-csc.lexum.com/scc-csc/scc-csc/en/item/16202/index.do>

## An act or statute:

- Write the name of the act or statute as given.
- Titles of acts or statutes are not italicized.

*Immigration and Refugee Protection Act* (2001, c. 27). <http://laws-lois.justice.gc.ca/eng/acts/I-2.5/index.html>

For more information, consult the APA manual or contact the Academic Skills Centre.

# APA REFERENCES LIST: COURSE MATERIALS

How to reference course manuals, lectures, notes, and teacher communications

- When in doubt, **check with your teacher** to see if formal references to course materials are acceptable.
- If your teacher does not want you to cite course material, find the information in a published source, and cite that source in your paper.
- **Remember, if you intend for your paper to be read outside of Dawson**, URLs to material on Moodle or Léa will be inaccessible. Therefore, reference all material that cannot be accessed by the public as a **"personal interview."**
- If the content on Moodle or Léa has been published elsewhere and you are searching for a suitable link, you can always **ask your teacher for help finding the URL of the original source.**

## A TEXT IN YOUR COURSE MANUAL:

- If your course manual already tells you the APA references to the text's original source, then copy those into your References list.

Poe, E. A. (2008). "Annabel Lee." *The complete poetry of Edgar Allan Poe*. Signet Classics. pp. 116–117. (Original work published 1849.)

- If an APA reference is not given to you, whenever possible, track down the **original source** of the text and put it in your References list.
- If the text's original source is difficult to retrieve, you can reference the course manual itself.
- Course manual titles are not italicized. Use the name of the school instead of the publisher.

Poe, E. A. "Annabel Lee." *English 102 Course Manual*, compiled by Prof. B. Harris, Dawson College, 2016, pp. 34–42.

## A CLASS SLIDESHOW PRESENTATION:

- If the slideshow is on **Léa** or **Moodle**, provide the name of the learning platform followed by the URL. However, if **your audience is outside Dawson**, reference the presentation as a **personal communication** (see next page).

Peters, G. *The ecology of the Laurentians* [PowerPoint slides]. Léa. <http://lea.dawsoncollege.qc.ca/my/ecology/GinettePeters>.

# APA REFERENCES LIST: COURSE MATERIALS

Continued

## A TEACHER'S LECTURE NOTES:

- If your class lecture notes are on a learning management system to which your class and teacher has access (like Moodle or Léa), you can include a link. Mention the name of the learning platform, followed by the name of the college and the URL.
- However, if **your audience is outside the college**, reference the lecture as a **personal communication** with your teacher (see below).

Peters, G. (2020, 14 November). *The ecology of the Saint Laurence Valley* [Lecture notes]. Moodle. Dawson College. <https://moodle.dawsoncollege.qc.ca/my/ecology/GinettePeters>

## A PERSONAL COMMUNICATION:

- If you are writing for an audience outside of Dawson, any source provided to you by your teacher that the general public cannot retrieve should be referenced as a **"personal communication."**
- This includes **live lectures**, **personal meetings** with your teacher, and any communications over **MIO, Léa, Moodle, or email**.
- In APA, **personal communications are NOT included in the References list**. Provide them **ONLY** as **in-text citations**. This is done because the References list is only designed to list information that other scholars can retrieve.
- In the in-text citation, list the name of the person who communicated with you, followed by "personal communication" and the date of the interview. You do NOT have to specify if it is a Léa, Moodle, or MIO communication, or if the interview was conducted over phone, email, videoconferencing, or in person.
- The in-text citation should resemble one of the following examples:

(G. Peters, personal communication, March 15, 2019)

Peters (personal communication, March 15, 2019)

- As a side note, you can use this same format to reference a **personal research interview**. For example, if you spoke to Valerie Plante (the mayor of Montreal), or sent them an email and they responded, you can cite it in your text (NOT in your References list) like this:

(V. Plante, personal communication, May 3, 2020)

Plante (personal communication, May 3, 2020)

For more information, consult the APA manual or contact the Academic Skills Centre.