APA Style Quick Guide (7th Ed.)

Click to see section:

[Updated: September 2022]

Introduction

This handout is not intended to replace the 7th edition of the *Publication Manual of the American Psychological Association* (APA), nor is it to give examples of every possible situation. Instead, this handout is designed as a quick reference for general academic writing use.

For further information, links are provided throughout the document. The full rules and instructions for writing in APA 7th edition are provided in the APA Manual, located at both the Vancouver House and West Pender Libraries.

What is APA Style?

American Psychological Association (APA) style is one of several styles for academic writing that provide guidelines on formatting papers and citations. This guide introduces formatting rules and examples of common types of citations. The full seventh edition of the *Publication Manual of the American Psychological Association* is available as a print book in the UCW Library.

What to Document?

Be sure to document all the information sources you have cited in writing your assignment. You will need to cite sources for:

- Direct quotes
- Paraphrases and summaries of ideas and information
- Information that is not common knowledge or is not available in a standard reference work
- Any other borrowed material that might appear to be your own if there were no citation.

Formatting Rules

Order of pages/sections

1. Title page
2. Abstract
3. Text/Main body
4. References
5. Footnotes
6. Tables
7. Figures
8. Appendices

Note: Each section starts a new page.

Note: Table of Contents is not required in APA and therefore no guidelines exist.

Note: In APA the first paragraph of the paper (after the title) is assumed to be the introduction, and an "Introduction" header is not necessary. However, if your instructor requests you include an "Introduction" header, follow level 1 heading style guidelines (see chart below).

Fonts and Size: An accessible font (such as Calibri, Arial, Times New Roman or Georgia) in either 11 pt. or 12 pt. should be used throughout all papers.

Margins: 1-inch margins on the top, bottom, left, and right sides of the page.

Page Numbering: Identify the title page with the page number 1. The remaining pages should be numbered consecutively.

Spacing: Double-spacing throughout paper text, including the References list. Use 0.5 inch indentations (use the tab key) at the beginning of each paragraph (unless there is a level four or five heading—see chart below).

Title Page Elements
The title page includes six elements: title, author name(s), author(s) institutional affiliation, course, instructor, and due date.

Headings
It is helpful to organize complex papers into various sections using headings. This clearly identifies new sections of the paper for the reader. For most papers, three heading styles are sufficient.

Table 2.3 Format for the Five Levels of Heading in APA Style

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	*Flush Left, Bold Italic, Title Case Heading* Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	*Indented, Bold Italic, Title Case Heading, Ending With a Period.* Text begins on the same line and continues as a regular paragraph.

Note. In title case, most words are capitalized (see Section 6.17).

You can see what a paper in APA format looks like in this APA sample paper, or download this template for APA in Word.

In-Text Citations
A citation is giving credit whenever you use someone else's work. This is done when paraphrasing their ideas or using direct quotes. The purpose is to give credit to the person whose information you are using and allow readers to find out more information about the source.

1. **Paraphrase:** When you rephrase, summarize, or cite someone else's word or ideas with your own words, include the author(s) last name and the date of publication. No page number is necessary. Learn more about paraphrasing by watching this video.
   - Narrative (written within the sentence):
     - Maddux and Maddux (2010) acknowledge the difficulty in responding to an unethical order from a manager.
   - Parenthetical (written at the end of the sentence):
     - It can be difficult to follow directions from a manager when you do not agree on their ethics (Maddux & Maddux, 2010).
2. **Direct quote:** When you copy and paste someone else's work exactly as it is, include the author(s) last name, date of publication, and the page number of the quote.
   - Narrative (written within the sentence):
     - Boal (2009) defines stereotypes as "generalized and usually value-laden impressions that one's social group uses in characterizing members of another group" (p. 110).
   - Parenthetical (written at the end of the sentence):

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      o   Stereotypes have been defined as "generalized and usually value-laden impressions that one's social group uses in characterizing members of another group" (Boal, 2009, p. 110).

Note: The period or other punctuation is placed after the citation.
Note: For in-text citations with three or more authors, use 'et al.' after the first author listed. Do not list the remainder of the authors in the in-text citation.
Note: For in-text citations with two authors, use "and" in a narrative citation, and "&" in a parenthetical citation.
Note: For paraphrases, it must be clear for the reader that you are using someone else's idea. If you write a long paraphrase, make sure to add an in-text citations every time you write something based on someone else's work (not just the first time). For more details, visit [this guide](#).

Basic In-Text Citation Styles

Author Type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Lahiri et al., 2021)	Larihi et al. (2021)
Group author with abbreviation (first citation)	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)
Citing multiple works in the same sentence or paragraph	(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)	Adams et al. (2019), Shumway and Shulman (2015) and Westinghouse (2017)

Direct Quotes from Material without Page Numbers:

For online sources without page numbers, provide readers with another way of locating the quoted material. You may do any of the following:

- Provide a heading or section name
- Provide a shortened heading or section name in quotation marks, in case the heading or section title is too long
- Provide a paragraph number (count manually if not numbered)
- Provide a paragraph number in combination with a section or heading name

Examples:
- Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (Regulation of Cyberspace section).
- (Basu & Jones, 2007, "Monitoring" section).
- (Basu & Jones, 2007, para. 5).
- (Basu & Jones 2007, Conclusion, para. 1).

Long Quotes or Block Quotes:

If the quote is 40 words or more in length, the whole quote should be indented 0.5 inches (tab key) and double-spaced throughout. The quote is introduced by a colon (:) and does not use quotation marks. A long quote is ended with a period followed by the citation in parentheses. There is no punctuation after the parentheses. Take a look at the example below.

Ford (2015) discusses the concept of business and peace scholarship and goes on to state:

> Adding to firm diversity are the myriad idiosyncrasies of host societies. A place certainly exists for general thematic and conceptual work here. However, in practice the more valuable contributions might come from efforts to distinguish why or how certain types of firms in certain kinds of situations might act or avoid acting in ways that may or may not enhance various ideas about peace. (p. 453)

Secondary Sources (Material Referring to Other Sources)

Use sparingly and only when necessary. For example, use when the original work is out of print, unavailable through usual sources, or not available in English. **Always try to find the original source.**

Example 1: When quoting material containing embedded citations, include the citations within the quotation.

- Climate change is "proving to be of urgent concern for young people (Sottero, 2005)" particularly in comparison to older generations (Edgar & Mathieson, 2019, p. 38).

Example 2: When paraphrasing material containing reference to other sources, ensure the reader knows where you got the information from. Suppose that you want to refer to a 1989 study by Smith, which you read about in a 1996 article by Becker. Use one of the following citations:

- Smith (as cited in Becker, 1996) found the opposite effect in two-year-olds.
- The opposite effect was observed in two-year-olds (Smith, 1989, as cited in Becker, 1996).

Note: In the reference list, only list the source(s) that you have read and cited, not the secondary sources.

The Reference List

The references page is a detailed list of all the in-text citations used in your paper. It provides the reader with information on how to locate the sources you used. It includes all sources cited in the paper. **Do not include works that you reviewed but did not cite in your work**. Begin the reference list on a new page titled 'References.'

Elements of a Reference List Citation
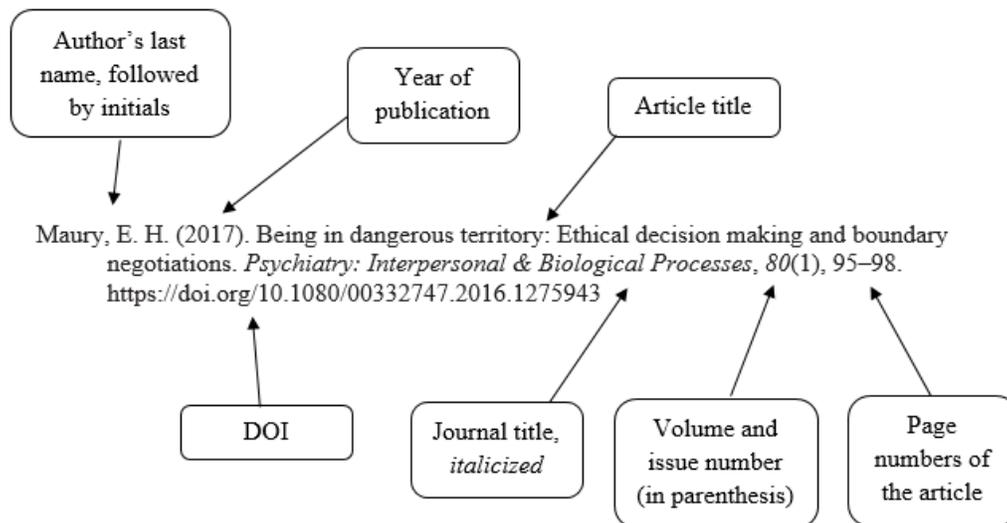
Image: Elements of a Journal Article Citation

Reference citations include detailed information such as author(s), date of publication, title of work, publisher, volume and issue number, page numbers, website URLs and digital object identifiers (DOIs).

Formatting the Reference List
The reference list follows the same style formatting as shown above, except for the following guidelines:

- **Heading**: Use a level 1 heading (see chart above). The title should be "References".
- **Indentation**: The first line of each reference entry should be flush left. Use a 0.5-inch indentation (use the tab key or the "hanging indent" feature) on each line that follows in the same reference entry.
- **Order of works in the Reference List**: References must be listed in alphabetical order by authors' last names.

You can see what a reference list in APA format looks like here, or download this template for APA in Word.

JOURNAL, MAGAZINE, AND NEWSPAPER ARTICLES

Journal article with a DOI:
AuthorLastName, A. A. (year). Title of article. *Title of Journal/Magazine/Newspaper*, *volume*(issue), page range. https://doi.org/xx.xxxxxxx

Journal, magazine or newspaper article without a DOI, from a Library database or print version:
AuthorLastName, A. A. (publication date). Title of article. *Title of Journal/Magazine/Newspaper*, *volume*(issue), page range.

Journal article without a DOI, from a website:
AuthorLastName, A. A. (year). Title of article. *Title of Journal/Magazine/Newspaper*, *volume*(issue), page range. www.website.com/webpage

Note: 'Magazine, and Newspaper Articles' in this section refers to articles that are from established magazines and newspapers posted online. For news websites, please see the 'Websites' section below.

Note: Volume, issue, and page numbers may not be available for all articles.

Note: Magazine and newspaper articles require year, month, and if possible, day of publication. Journal articles require only year.

Note: DOI means Digital Object Identifier. It's a standardized URL that anyone can access regardless of their connection with a University, College or Research institution.

Note: For more examples, visit Douglas College PA (7th ed.) Citation Style Guide: Articles and Columbia College APA Citation Guide (7th edition) : Magazine Articles.

Examples:	
Journal article: With a DOI	Pilar, L., Moulis, P., Pitrová, J., Bouda, P., Gresham, G., Balcarová, T., & Rojík, S. (2019). Education and business as a key topics at the Instagram posts in the area of gamification. *Journal on Efficiency and Responsibility in Education and Science*, *12*(1), 26-33. https://doi.org/10.7160/eriesj.2019.120103 In-text citation (direct quote): (Pilar et al., 2019, p. 29)

	In-text citation (paraphrase): (Pilar et al., 2019) *Note: For in-text citations with three or more authors, use 'et al.' after the first author listed.*
Magazine article: Without DOI, from library database	Gillette, F. (2022, August 29). One show to rule them all: Amazon's Lord of the Rings prequel could usher in a new blockbuster era of streaming - or mark the summit of peak TV. *Bloomberg Businessweek,* (4753), 51-53. In-text citation (direct quote): (Gillette, 2022, p. 52) In-text citation (paraphrase): (Gillette, 2022) *Note: APA does not require a URL for journals, magazines and newspaper articles from databases (like EBSCO). However, if your instructor requires you to include links to all sources, follow the "Journal article with DOI" reference example and add a permalink or URL to the end of your reference.*
Journal article: Without DOI, from a website	George, B. (2019, October/November). The CEO's guide to retirement. *Harvard Business Review, 97*(6), 64-68. https://hbr.org/2019/11/the-ceos-guide-to-retirement In-text citation (direct quote): (George, 2019, p. 66) In-text citation (paraphrase): (George, 2019) *Note: You may also follow this example when citing online magazines.*

WEBSITES

Website
AuthorLastName, A. A. (year, Month day). *Title of webpage*. Title of Website. http://www.website.com/webpage

Note: When the author and the website name are the same, omit the site name.

Note: When no author is listed, use the title of the website as the author.

Note: Websites do not provide page numbers. For direct quotations you should provide other information, e. g. paragraphs, section name. If the title of the section or heading is too long, abbreviate it and use quotation marks.

Examples:	
Webpage: Individual author	Mulhauser, G. (2009, January 15). *An introduction to cognitive therapy & cognitive behavioural approaches*. Counselling Resource. http://counsellingresource.com/types/cognitive-therapy/ In-text citation (direct quote): (Mulhauser, 2009, para. 5) In-text citation (paraphrase): (Mulhauser, 2009)
Webpage: Group author	Public Health Agency of Canada. (2021, June 02). *Symptoms of posttraumatic stress disorder (PTSD) during the COVID-19 pandemic*. https://www.canada.ca/en/public-health/services/publications/diseases-

	conditions/symptoms-posttraumatic-stress-disorder-covid-19-pandemic.html In-text citation (direct quote): (Public Health Agency of Canada, 2021, Impacts of COVID-19 section) In-text citation (paraphrase) (Public Health Agency of Canada, 2021)
Webpage: No date, Group author	Phillips. (n.d.). *Driving climate action in our own operations and beyond.* https://www.philips.com/a-w/about/environmental-social-governance/environmental/climate-action In-text citation (direct quote): (Phillips, n.d., "Driving Emission Reductions" section) In-text citation (paraphrase): (Phillips, n.d.)
Webpage on a news website	Cooper, A. (2019, October 22). *The cost of climate change: Trial to decide whether ExxonMobil was honest with investors*. CNN. https://www.cnn.com/2019/10/22/us/exxonmobil-trial-climate-change-tillerson/index.html In-text citation (direct quote): (Cooper, 2019, para. 17) In-text citation (paraphrase): (Cooper, 2019) *Note: This section refers to news websites, please see the 'Journal, Newspaper and Magazine Articles' section above for newspapers posted online.*
Blog post	Lee, C. (2019, October 1). The APA style blog of the future. *APA Style Blog.* https://apastyle.apa.org/blog/future-blog In-text citation (direct quote): (Lee, 2019, "Purpose of" section) In-text citation (paraphrase): (Lee, 2019)

REPORTS

Report

AuthorLastName, A. A. (year). *Title of report: Capital letter also for subtitle*. Publisher.
www.website.com/webpage

Note: When the publisher name is the same as the author name, omit the publisher.

Examples:	
Report by government agencies or private organizations: Group author	Public First. (2021). *The impact of Uber in Canada: How Uber has transformed the on-demand economy.* https://ubercanada.publicfirst.co/ In-text citation (direct quote): (Public First, 2021, "Why do riders" section) In-text citation (paraphrase): (Public First, 2021)
Report by government agencies or private organizations: Individual author	Karpinski, E. A. (2015). *Control measures for diesel engine exhaust emissions in the workplace*. Employment and Social Development Canada. https://www.canada.ca/content/dam/esdc-edsc/images/services/health-safety/reports/control-diesel-emissions/Diesel_Engine_Exhaust_Emissions-EN.pdf

	In-text citation (direct quote): (Karpinski, 2015, p. 12) In-text citation (paraphrase): (Karpinski, 2015) *Note: The names of parent agencies or organizations not included in the group author should be listed as publisher.*
Annual report	U.S. Securities and Exchange Commission. (2017). *Agency financial report: Fiscal year 2017.* https://www.sec.gov/files/sec-2017-agency-financial-report.pdf In-text citation (direct quote): (U.S. Securities and Exchange Commission, 2017, p. 71) In-text citation (paraphrase): (U.S. Securities and Exchange Commission, 2017)
TriMetrix Report	TTI Success Insights. (May 3, 2022*). Indigo: The assessment – Sheri Smith.* Indigo Education Company. www.ttisurvey.ca In-text citation (direct quote): (TTI Success Insights, 2022, p. 4) In-text citation (paraphrase): (TTI Success Insights, 2022) *Note: Your citation should have your name and the date you got your report.* *Note: To cite a table or chart from your report, see the Images (Tables & Figures) section.*

BOOKS & BOOK SECTIONS

Print Book
AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher.

E-Book with DOI
AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher. https://doi.org/xx.xxxxxxx

E-Book without DOI
AuthorLastName, A. A. (year). *Title of work: Capital letter also for subtitle* (ed.). Publisher.

Examples:	
Print book	Mitchell, J. J. (2001). *The mental and emotional life of teenagers.* Detselig Enterprises. In-text citation (direct quote): (Mitchell, 2001, p. 102) In-text citation (paraphrase): (Mitchell, 2001)
E-book with DOI	Organisation for Economic Cooperation and Development. (2021). *Health for the people, by the people: Building people-centred health systems.* OECD Publishing. https://doi.org/10.1787/c259e79a-en In-text citation (direct quote): (Organization for Economic Cooperation and Development [OECD], 2021, p. 38) In-text citation (paraphrase): (Organization for Economic Cooperation and Development [OECD], 2021)

	Note: *Always write the group authors' name on reference list entries. For in-text citations, you can abbreviate group authors' names, but it is not mandatory. If you would like to cite a group author several times, write the full name of the organization followed by the abbreviation when you cite it for the first time (like the example above), then add the abbreviation only on the subsequent in-text citations.*
E-book without DOI	Maddux, D. J., & Maddux, R. B. (2010). *Ethics in business: Manage with authority and fairness* (2nd ed.). Axzo Press. In-text citation (direct quote): (Maddux & Maddux, 2010, p. 36) In-text citation (paraphrase): (Maddux & Maddux, 2010) *Note*: *APA does not require a URL for e-books from databases (like EBSCO). However, if your instructor requires you to include links to all sources, follow the "E-book with DOI" reference example and add a permalink or URL to the end of your reference.*
Edited book	Kruczkowska, J., & Mirowska, P. (Eds.). (2016). *Diversity and homogeneity: The politics of nation, ethnicity and gender*. Cambridge Scholars Publishing. In-text citation (direct quote): (Kruczkowska & Mirowska, 2016, p. 14) In-text citation (paraphrase): (Kruczkowska & Mirowska, 2016)
Chapter in an edited book	Muhic, M. (2017). Torn between agendas: Macedonian national identity between Europe and its multicultural agendas. In C. Karner & M. Kopytowska (Eds.), *National identity and Europe in times of crisis: Doing and undoing Europe* (pp.237-257). Emerald Publishing. In-text citation (direct quote): (Muhic, 2017, p. 239) In-text citation (paraphrase): (Muhic, 2017) *Note*: *When citing a chapter in an edited book that includes a DOI, use the format above and add the DOI at the end of the citation after the publisher.*
Open Textbook (Free Online Textbook)	Gitman, L. J., McDaniel, C., Shah, A., Reece, M., Koffel, L., Talsma, B., & Hyatt, J.C. (2022, Jan. 27). *Introduction to business.* OpenStax. https://openstax.org/details/books/introduction-business In-text citation (direct quote): (Gitman et al., 2018, Ch. 1, The Nature of Business section) In-text citation (paraphrase): (Gitman et al., 2018) *Note*: *Open textbooks are often available in multiple formats. If you are using a version without page numbers (web) or with resizable text (ePUB, Kindle), use a chapter number, section title, and/or paragraph number for a direct quote.*

ENCYCLOPEDIAS AND DICTIONARIES

Entry in an online reference work, dictionary, or encyclopedia (Individual author)
AuthorLastName, A. A. (n.d.). Title of entry. In *Title of Encyclopedia or Dictionary*. Publisher. Retrieved Month day, year from http://www.website.com/webpage

Entry in an online reference work, dictionary, or encyclopedia (Group author)
GroupAuthorName. (n.d.). Title of entry. In *Title of Encyclopedia or Dictionary*. Retrieved Month day, year from http://www.website.com/webpage

Note: *If the author and publisher names are the same, exclude the publisher's name.*
Note: *Online entries change over time, so always use (n.d.) in place of the date and include a retrieval date instead.*

Examples:	
Entry in a dictionary or encyclopedia: Group author	Merriam-Webster. (n.d.). Synergy. In *Merriam-Webster's online dictionary*. Retrieved April 25, 2022, from https://www.merriam-webster.com/dictionary/synergy In-text citation (direct quote): (Merriam-Webster, n.d., Did you know? section) In-text citation (paraphrase): (Merriam-Webster, n.d.)
Entry in a dictionary or encyclopedia: Individual author	Yusufali, S. (n.d.). Air Canada. In *The Canadian Encyclopedia*. Historica Canada. Retrieved April 22, 2022, from https://thecanadianencyclopedia.ca/en/article/air-canada In-text citation (direct quote): (Yusufali, n.d., Turbulence section, para. 3) In-text citation (paraphrase): (Yusufali, n.d.)
Wikipedia entry	Citation. (2022, April 24). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Citation&oldid=1084459012 In-text citation (direct quote): ("Citation", 2022, Styles section) In-text citation (paraphrase): ("Citation", 2022) *Note*: *When citing a Wikipedia entry, cite the archived version of the page, add (Year, Month Day) and don't add a retrieval date. At the Wikipedia page you're citing, visit "View History", select the day and time of the version you're using, and click on it. Copy the page link.* *Note*: *Learn more about using and citing Wikipedia pages on the APA Style blog.*

CONTENT FROM SPECIFIC DATABASES

Database Content
AuthorLastName, A.A. (year). Title of work [Type of Resource]. *Name of Database*. http://www.website.com

Note: *To cite a graphic, chart or table, see the Images (Tables & Figures) section.*
Note: *Many database citations will have a corporate or group author rather than an individual one.*
Note: *If a database is behind a login page like MyUCW, provide a link to the database homepage instead.*

Examples:	
Passport Euromonitor International: Local company profile, group author	Euromonitor International. (2021). Loblaw Cos Ltd in Hot Drinks (Canada) [Company Profile]. *Passport.* https://www.euromonitor.com/
	In-text citation (Direct quote): This page only has graphs. To cite graphics, see the Images (Tables & Figures) section.
	In-text citation (paraphrase): (Euromonitor International, 2021)
Statista: Data created by Statista, group author	Statista. (2021). Price per unit of chocolate confectionery in Canada 2015 to 2025 (in US dollars) [Chart]. *Statista.* https://www.statista.com
	In-text citation (Direct quote): This page only has graphs. To cite graphs, see the Images (Tables & Figures) section.
	In-text citation (paraphrase): (Statista, 2021)
Statista: Data from another source, individual author	Ridder, M.. (2022). Average retail price for roasted coffee in Canada 2015-2021. *Statista.* www.statista.com
	In-text citation (direct quote): (Ridder, 2022, "Coffee in Canada" section, para. 2)
	In-text citation (paraphrase): (Ridder, 2022)

BUSINESS CASE STUDIES

Case Study
AuthorLastname, A. A. (year, Month day). *Title of case study* (Ivey ID: **or** HBS No: Number of case study). http://www.website.com

Note: Link directly to the purchase page for the case study
Note: Some case studies retrieved from Library databases have a DOI. Use the DOI instead of the URL.

Examples:	
Ivey Case Study	Leenders, M. R., Klassen, R., & Ebanks, N. (2002, October 8). *ING Direct* (Ivey ID: 9B02D011). Ivey Publishing. https://www.iveypublishing.ca/s/product/ing-direct-canada/01t5c00000Cwag3AAB
	In-text citation (direct quote): (Leenders et al., 2002, p. 4)
	In-text citation (paraphrase): (Leenders et al., 2002)
Harvard Business School Case Study	Mayo, A.J. & Benson, M. (2006, December 4). *Bill Gates and Steve Jobs.* (HBS No: 407-028). Harvard Business School Publishing. https://store.hbr.org/product/bill-gates-and-steve-jobs/407028
	In-text citation (direct quote): (Mayo & Benson, 2006, p. 16)
	In-text citation (paraphrase): (Mayo & Benson, 2006)
SAGE Business Case Study	Jia, Y., Curpad, S., Diller, C. & Gentry, R. (2022, January 3). *Serving hotel customers in a postpandemic world: How can Hilton Worldwide recover and change?* SAGE Publications. http://doi.org/10.4135/9781529792683
	In-text citation (direct quote): (Jia et al., 2022, p. 7)
	In-text citation (paraphrase): (Jia et al., 2022)

AUDIOVISUAL MEDIA (PODCASTS, MOVIES, TED TALKS, SOCIAL MEDIA POSTS, ETC.)

Audiovisual: Individual work (online)
AuthorLastname, A. A. (year, Month day). *Title of entire work* [Format description]. Publisher.
http://www.website.com

Audiovisual: Work in a series (online)
AuthorLastname, A. A. (year, Month day). Title of singular episode or song (Season No., Episode No.) [Format description]. In *Title of* series. Publisher name. http://www.website.com

Note: When using direct quotes from audiovisual materials, provide a time stamp in place of the page number.

Note: For social media posts (TikTok, Facebook, Instagram, Twitter), visit the Online media examples at the APA Style Reference Examples page.

Note: Use the following table to determine the author of the work:

Type of Media	Author
Film	Director
TV series	Executive producer(s)
TV series episode	Writer & Director of episode
Online streaming video (e. g., YouTube video)	Person or group who published the video
Podcast	Host(s) or executive producer(s)
Podcast episode	Host(s) of episode
Images (e. g., photographs, paintings)	Artist (photographer, painter)

Examples:

TED conference from TED website	Kay, S. (2011, May). *How many lives can you live?* [Video]. Ted Conferences. https://www.ted.com/talks/sarah_kay_how_many_lives_can_you_live In-text citation (direct quote): (Kay, 2011, 4:34) In-text citation (paraphrase): (Kay, 2011) *Note: When the TED video is from the TED website, list the speaker as the author.*
TEDx talk from YouTube	TEDx Talks. (2013, April 13). *TEDxEuston: Chimamanda Ngozi Adichie: We should all be feminists* [Video]. YouTube. https://youtu.be/hg3umXU_qWc In-text citation (direct quote): (TEDx Talks, 2013, 9:55) In-text citation (paraphrase): (TEDx Talks, 2013) *Note: When the TED video is from YouTube, list the name of the YouTube account as the author.* *Note: According to APA, there is more than one acceptable format for writing the title of a TED Talk. See APA Style blog, or check out the APA Publication Manual p. 343 for more examples.*
Film or video	Cohen, J. (Director) & West, B. (Director). (2018). *RBG: The exceptional life and career of Ruth Bader Ginsburg* [Film]. CNN Films; Storyville Films; Participant Media.

	In-text citation (direct quote): (Cohen & West, 2018, 1:16:03) In-text citation (paraphrase): (Cohen & West, 2018)
Episode of a TV show	Russo, J. (Director) & Harmon, D. (Writer). (2009, September 24). Spanish 101 (Season 1, Episode 2) [TV series episode]. In D. Harmon (Executive Producer), *Community*. Paramount Studios. In-text citation (direct quote): (Russo & Harmon, 2009, 13:00) In-text citation (paraphrase): (Russo & Harmon, 2009)
YouTube or streaming video	Macat. (2016, February 2). *What is critical thinking?* [Video]. YouTube. https://youtu.be/HnJ1bqXUnIM In-text citation (direct quote): (Macat, 2016, 00:28) In-text citation (paraphrase): (Macat, 2016) *Note: The person or group that uploaded the video is credited as the author.*
Podcast episode	Farhadian, G., & Keighron, D. (Hosts). (2022, April 26). Solving the talent gap (Season 2, no. 16) [Audio podcast episode]. In *Innovation fuel*. University Canada West. https://www.ucanwest.ca/innovation-fuel In-text citation (direct quote): (Farhadian & Keighron, 2022, 21:08) In-text citation (paraphrase): (Farhadian & Keighron, 2022) **Note:** If the podcast does not number episodes, omit the episode number from the reference.
PowerPoint slides or lecture notes (Posted on MyUCW)	University Canada West Library. (2021). *Cooking with UCW Library* [PowerPoint slides]. MyUCW. http://www.myucwest.ca/ In-text citation (direct quote): (University Canada West [UCW] Library, 2021, "How to create" section) In-text citation (direct quote): (University Canada West [UCW] Library, 2021)
Live workshops and classes	The notes you take on your classes are considered *personal communications*. Workshops that are not recorded have no links or retrievable information. When citing information from, for example, a UCW Library workshop, you only need to provide an **in-text citation.** **Example**: To quote one of your notes from the APA: Beyond the Basics workshop, write an in-text citation like this for the first time you cite it: (University Canada West [UCW] Library, personal communication, March 9, 2022). If you cite the document again, you can then use the abbreviation: (UCW Library, personal communication, March 9, 2022).

IMAGES (TABLES & FIGURES)

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EXAMPLES

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Figure and figure number, **bolded**

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Figure/image

Figure 1

Offshore Oil and Gas Processing Equipment
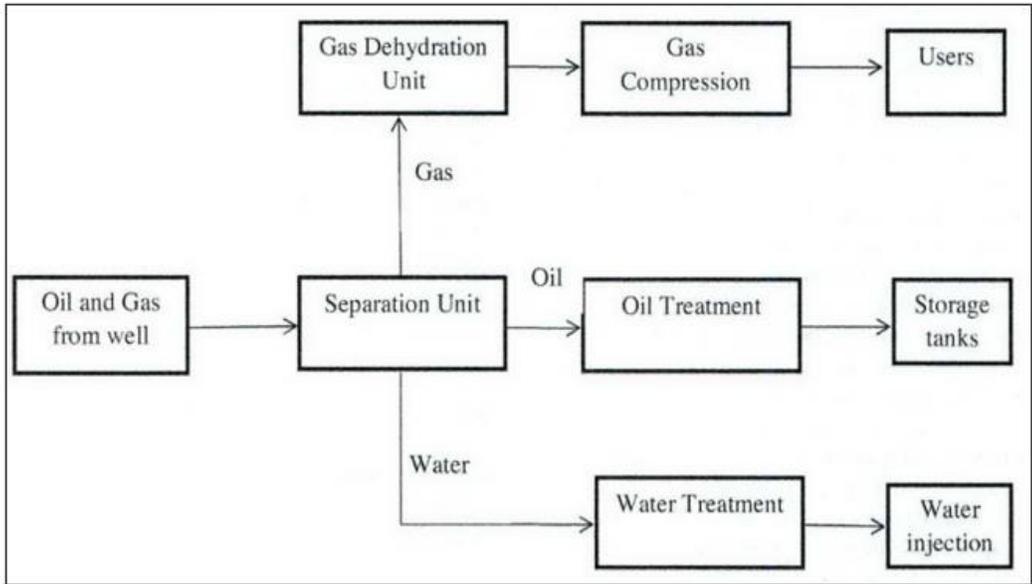
Note. Schematic of oil and gas processing process. From "Failure Analysis of the Offshore

Process Component Considering Causation Dependence", by S.M. Deyab, M. Taleb-

Berrouane, F. Khan, and M. Yang, 2018, *Process Safety and Environmental Protection, 113,*

p. 222 (https://doi.org/10.1016/j.psep.2017.10.010). Copyright 2017 by the Institution of

Chemical Engineers.

Figure caption, labeled with 'Note, italicized'

Reference list entry:
Deyab, S. M., Taleb-Berrouane, M., Khan, F., Yang, M. (2018). Failure analysis of the offshore process component
considering causation dependence. *Process Safety and Environmental Protection 113*, 220-232.
https://doi.org/10.1016/j.psep.2017.10.010

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Image of table

Table 1
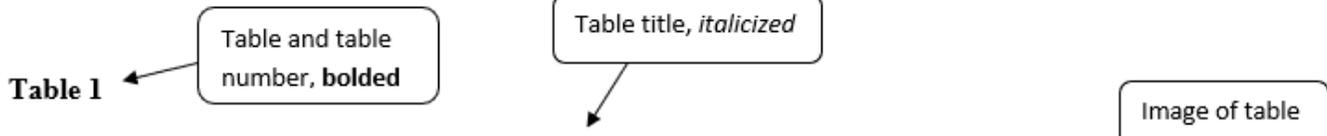
Canada's 2021 top trade partners for farm, fishing and intermediate food products

Rank	Trade partner	Import ($ millions)
1	United States	13,318.2
2	Mexico	2,473.2
3	Brazil	827.0
4	Colombia	589.2
5	Guatemala	531.5
6	China	523.9
7	Peru	407.9
8	Chile	336.0
9	India	294.0
10	Costa Rica	269.7

Note. Farm, fishing and intermediate food products imports from Canada by top trade partners (countries of origin), 2021. From *Import by Trade Partner, 2021 — Farm, Fishing and Intermediate Food Products*, by Statistics Canada. Retrieved April 28, 2022 from https://www150.statcan.gc.ca/n1/pub/71-607-x/71-607-x2019005-eng.htm. Copyright 2022 by Her Majesty the Queen in Right of Canada as represented by the Minister of Industry, 2022.

Table caption, labeled with 'Note, italicized'
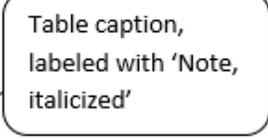
Reference list entry:

Statistics Canada. (2022). *Import by trade partner, 2021 — Farm, fishing and intermediate food products* [Table]. The International Trade Explorer. Retrieved April 28, 2022 from https://www150.statcan.gc.ca/n1/pub/71-607-x/71-607-x2019005-eng.htm

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Table and table number, **bolded**

Table 1

Table title, *italicized*

My personal skills that require less and more energy

Image of table

My 5 most developed personal skills	My 5 most underdeveloped skills
Creativity / innovation	Time and priority management
Leadership	Negotiation
Flexibility	Planning / organizing
Goal orientation	Continuous learning
Presenting	People advocacy

Note. My top 5 and bottom 5 personal skills according to the Indigo Assessment

Report. Adapted from *Indigo: The Assessment Report – Sheri Smith*, by TTI Success

Insights, 2019 (https://www.indigoeducationcompany.com/wp-

content/uploads/2021/01/Smith_Sheri_indigo_2020.pdf). Copyright 2006-2020 by the

Target Training International, Ltd.

Table caption, labeled with 'Note, italicized'

Reference List entry:

TTI Success Insights. (2019). *Indigo: The assessment - Sheri Smith*.
https://www.indigoeducationcompany.com/wp-content/uploads/2021/01/Smith_Sheri_indigo_2020.pdf

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