



APA Style Tips

Why Do We Cite Sources?

Why are we asked to use and cite scholarly sources in academic writing? There are three reasons, and understanding these help us determine what sources to cite and how to document them.

1. **Academic Ethics.** Honesty and fairness require us to let readers know whose ideas and words we have borrowed. We can't pass off someone else's work as our own. Simply changing a few words to avoid a direct quote doesn't remove our obligation to identify the source of an idea.
2. **Scholarly Credibility.** Even new research needs to be founded on, or related to, existing scholarly work. As writers, we must provide context for our ideas and establish credibility with our readers, indicating our familiarity with a solid body of knowledge about our topic. One way to do this is to relate what we are writing to what has been written before by experts in the field. Citations help identify those experts.
3. **Source Retrieval.** For various reasons, readers may want to view the sources we used in our writing, whether we used those sources for background or quoted them directly. Our responsibility as writers is to provide sufficient documentation in a systematic way so that readers can retrieve the information we used.

Citing References in Text - Basic Citation Styles

Type of Citation	First Citation	Subsequent Citations	Parenthetical format, first citation	Parenthetical format, subsequent citations
One work by one author	Walker (2012)	Walker (2012)	(Walker, 2012)	(Walker, 2012)
One work by two authors	Walker and Allen (2012)	Walker and Allen (2012)	(Walker & Allen, 2012)	(Walker & Allen, 2012)
One work by three or more authors	Cassidy et al. (2014)	Cassidy et al. (2014)	(Cassidy et al., 2014)	(Cassidy et al., 2014)
Groups (recognized by abbreviation) as authors	Canadian Nurses Association (CNA, 2013)	CNA (2013)	(Canadian Nurses Association [CNA], 2013)	(CNA, 2013)
Groups (no abbreviation) as authors	University of Toronto (2015)	University of Toronto (2015)	(University of Toronto, 2015)	(University of Toronto, 2015)

After the author and date have been introduced, the date may be omitted in subsequent references within the same paragraph.

Sources are Cited in Two Places

1. Cite in your text, by author's last name and year (in parentheses). The following samples are variation on the same in-text citation:
 - ▶ **Frazier and Paulson (1992)** found that the portfolio method of assessment motivated reluctant writers.
 - ▶ In a later study (**Frazier & Paulson, 1992**) demonstrated that the portfolio method of assessment motivated reluctant writers.
 - ▶ In a **1992** study, **Frazier and Paulson** noted that the portfolio method of assessment motivated reluctant writers.
2. Cite on the reference page at the end of our document, where you will provide a full citation (see "Sample Reference Page"). The citations are listed in alphabetical order by author's last name. **Do not change an articles order of authors.**

Principles for Citing Electronic Sources

- ▶ Follow patterns for print sources when possible
- ▶ Provide retrieval information
- ▶ Use a digital object identifier (DOI) when available
- ▶ Use a URL as an alternative

Stanley, B., & Crass, P. (2013). Nursing managers: Who supports them? *Canadian Nurse*, 34(9), 34-39. <http://doi:10.1037/a00458009>

In-text: “nurses elevate service to others above self-interest” (Stanley & Crass, 2013, p.36).

Fitzpatrick, H. F. (2014). Eating disorders: Males are affected too. <http://www.time.com>

In-text: “men struggle with admitting they have an eating disorder” (Secret Eaters, para. 4).

Provide the title of the heading of the section where the quote appears, followed by the abbreviation for paragraph (para.), followed by the paragraph number.

APA 7th Basic Formatting

Basic Formatting - The Paper	APA 7 th Edition Location
Page Size: 8.5” x 11”	
Margins: 1” on all sides	Ch 2: Section 2.22 – Margins (p. 45)
Line Spacing: Double spaced for whole document	Ch 2: Section 2.21 – Line Spacing (p. 45)
➤ Font Type/Size: Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11	Ch 2: Section 2.19 – (p. 44); Ch 7: Section 7.26 – (p. 227)
Alignment: Flush-left style (right margin is uneven)	Ch 2: Section 2.23 – (p.45); Ch 6: Section 6.45 – (p. 188); Ch 7: Section 7.6 – (p. 198)
CNS does not require a “Running Head” or “Page Headers”	
Headers: <p style="text-align: center;">Header 1 Centered, Bold Mixed Case</p> <p>Header 2 Flushed Left, Bold, Mixed Case</p> <p><i>Header 3 Flushed Left, Bold, Italicized, Mixed Case</i></p> <p>Header 4 Indented, Bold, Mixed Case, Ending with a Period.</p> <p><i>Header 5 Indented, Bold, Mixed Case, Ending with a Period.</i></p>	Inner Cover Ch 2: Sample Papers (p. 61-67)
Spacing After Punctuation: One space after punctuation, i.e., comma, semi-colon, colon, period, etc.	Ch 6: Section 6.1 – Spacing After Punctuation Marks (p. 154)
The text of the paper begins on page 3 with the same title that is located on the title page. There is no “Introduction”. The first part of the manuscript is assumed to be the introduction.	Ch 2: Section 2.27 – Heading Levels (p. 47)
Length: The optimal length to effectively communicate the primary ideas. RULE: “less is more”	Ch 2: Section 2.25 – Paper Length (p. 46)
Writing Style: Clear communication that uses continuity in presentation of ideas, smoothness of expression, tone, economy of expression, precision and clarity, and linguistic devices.	Ch 6: Sections 6.1 – 6.52 (p. 153- 190)
Voice: Third person point of view and active voice	Ch 4: Section 4.13 – Active and Passive Voice (p. 118)

References

Bold but not underlined

Brownlie, D. (2015). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. <https://doi.org/10.1108/03090560710821161>

Article from Online Journal with DOI / without DOI

Coolidge, M. B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction. *Journal of Applied Development Psychology*, 33(5), 211-218. <http://www.cac.psu.edu/ibe/twocont.html>

Darker-Pope, T. (2013, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. <http://well.blogs.nytimes.com>

Newspaper Article

Feminism. (n.d.). In *Encyclopaedia Britannica online*. <http://www.britannica.com/EBchecked/topic/724633/feminism>

Online Encyclopedia

Heart and Stroke Foundation of Canada. (2015). About us. <http://www.heartandstroke.com/site/c.ikIOLeMWJtE/b.647/k.BF8B/Home.htm>

Corporate Author

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (2012). There's more to self-esteem than whether it is high or low: Importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Three to Seven Authors

Miller, F. H., Choi, M.J., Angeli, L.L., Harland, A.A., Stamos, J.A., Thomas, S.T., ... Rubin, L.H. (2015). Web site usability for nursing the blind and low-vision user. *Technical Communication*, 57, 323 – 335.

More than Seven Authors

Perndt, T. J. (2012a). Age changes and changes over time in prosocial intentions and behavior between friends. *Nursing Psychology*, 17, 408-416.

Same Author – Same Year

Perndt, T. J. (2012b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

Strand, J. M., & Egan, J. (2010). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

Chapter in Edited Book

Taylor, H. F. (2009). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896. <http://doi.org/10.1037/0278-61>

Article with Continuous Pagination

University of Toronto. (2015). *Family and community medicine: Largest family training centre in North America*. Toronto, ON: Author.

Publisher also Author