



Tips for Style and Formatting with APA

CENTRE FOR
NURSING
STUDIES

OPERATED BY EASTERN HEALTH

Objectives

To increase awareness/knowledge concerning:

1. Background of APA/What is APA?/Why do we need APA?
2. General APA style “rules”

Expectations at Centre for Nursing Studies

What is APA?

APA: American Psychological Association

Provides writers with a referencing system that allows readers to locate the information used in a paper

Gives credit to the sources of info used- you must credit the work that is not yours

APA is now in its 7th edition

The proper use of APA style also shows the credibility of writers: writers show accountability to the source of their material

Most importantly, use of APA style can protect writers from plagiarism--the purposeful or accidental use of source material by other writers without giving appropriate credit

Other referencing systems: MLA, Chicago Style, AMA

APA has been adopted by many of the social sciences as the formatting choice (nursing, psychology, social work, etc.)

What does APA Standardize?

APA Standardizes: Stylistics, Format & References (a list of all sources used in the paper)

APA Stylistics

Language in an APA paper should:

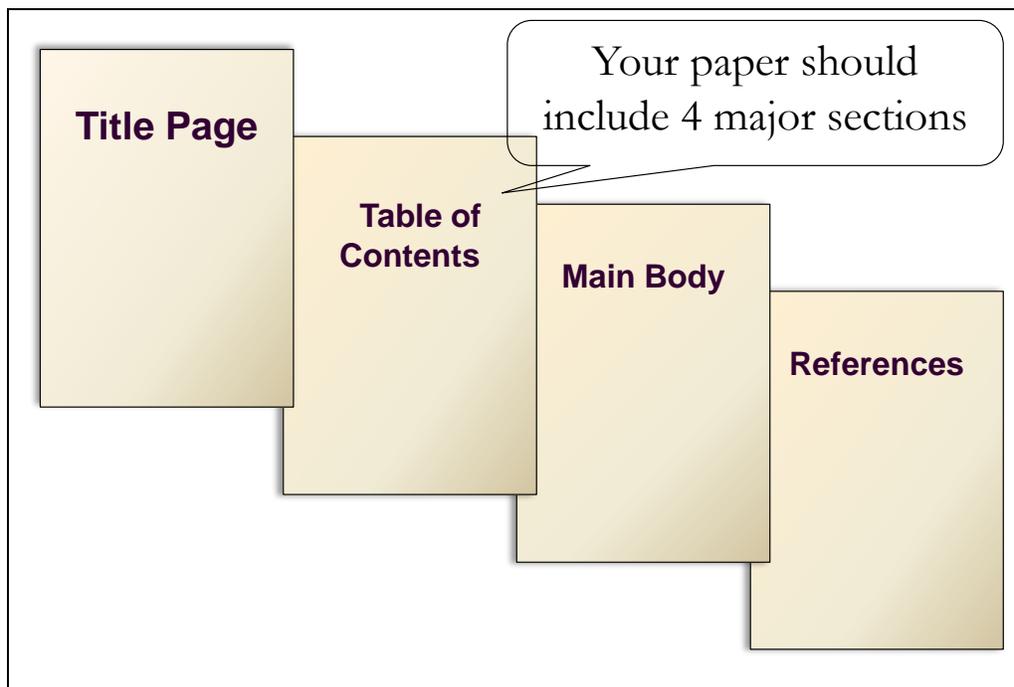
- Be Clear - be specific in descriptions and explanations
- Be Concise - condense information when you can
- Be Plain - use simple, descriptive adjectives and minimize the figurative language
- Use inclusive and bias-free language

- Use “they” or “their” as a gender-neutral pronoun instead of “he” or “she”
- Use descriptive phrases as labels for groups of people – instead of “the poor” use “People living in poverty”
- Use exact age ranges – instead of “People over 40 years old” use “People in the age range of 40 to 50 years old”

General Format Expected

Your paper should include all of the following elements:

- typed, double-spaced
- on standard-sized paper (8.5”x11”)
- have 1 inch margins on all sides (under page set-up)
- Fonts: Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11
- have a number on every page
- single space after period/new sentence



CNS Title Page

CNS Title Page

1

Effects of Nutrition
Jane Student 20092346
Nursing 2013: Professional
Development

Linda Faculty
June 4, 2020

Page number top right corner (use Insert Page #)

Title of Paper (bolded), Student name, Course # & Name in the upper half of the page, centered

Bottom Right: Faculty name, Date due, right justified

* Running head not needed at CNS

* Double-space all text

CNS Table of Contents

CNS Table of Contents

Page # top right corner, Table of Contents centered top of page, Bolded

Include major headings & subheadings

Table of Contents	2
Introduction	3
Types of Nursing Errors	3
Nursing Implications	5
Education	6
Practice	7
Administration	8
Research	9
Conclusion	10
References	11

* Double-space all text

10

Main Body (Text)

The text begins on page 3

Type the title of the paper centered, at the top of the page (do not use the word “Introduction” and **bold** the title)

Type the text double-spaced- all sections follow each other without a break

As you write, identify the sources you use in parenthesis (brackets)

* These are called “in-text citations” because you are citing them within the text of your paper

Main Body: APA to Know

Abbreviations

- Write out the abbreviation the first time you use it in your paper followed immediately by the abbreviation in parenthesis
- For rest of paper, use the abbreviation
- Use consistently

Examples:

According to the **Canadian Nurses Association (CNA)** (2018), there is a nursing shortage across Canada. The **CNA** has developed a nursing recruitment and retention strategy that employers can use to address this shortage.

There is a nursing shortage across Canada (**Canadian Nurses Association [CNA], 2018**). The **CNA** has developed a nursing recruitment and retention strategy that employers can use to address this shortage.

Use of Numbers

- **2 Rules:** Using numbers less than 10; Using numbers greater than 10
- ≤ 10
 - Write as a word
 - Exceptions: age, time, unit of measurement
- ≥ 10
 - Write as a #
 - Exceptions: a # cannot begin a sentence

- **For percent:** - numbers less than 10: *nine percent*
 - Numbers greater than 10: *12%*
 - Starting a sentence: *Twenty five percent*
- ***See APA Manual for other examples and exceptions to these rules**

In-Text Citations

Whenever you use a source, you must provide the information using the *author-date* format:

- the author's last name and the date of publication

(Cassidy & Earle, 2018)

- for direct quotations, provide a page number

(Cassidy & Earle, 2018, p. 56)

In-text citations help readers locate the cited source in the reference page.

- There are 2 ways to write an in-text citation:
 - Include only the year in parenthesis (*narrative*)

Smith (2018) found that both male and female students reported feeling anxious about entering the clinical setting.

- Include both the author and year in parenthesis (*parenthetical*)

Both male and female nursing students reported feeling anxious about entering the clinical setting **(Smith, 2018)**.

For all in-text citations, ALWAYS write the year the very first time you write it in a paragraph. After you write it the first time in a paragraph, DO NOT include the year again within the SAME paragraph. Each time you begin a new paragraph, use the same rule. If you have a parenthetical citation, always include the year (APA, 2020, p. 265).

Wang (2017) found that relentless pain, aching, and joint deterioration are some of the characteristics of osteoarthritis. **Wang** also discovered that many elders have reported difficulties with housework, yard work and other activities of daily living. A decline in particular physical activities and responsibilities may signal the beginning of osteoarthritis **(Wang, 2017)**.

Using a source with 1 author is easy BUT there are 3 rules to know:

- one work with 2 authors
- one work with 3 or more authors
- more than 1 work with more than 1 author
- *The terms “work” and “source” mean the same thing*
- *See Perrin for other rules & examples*

2 Authors

- When citing a work with two authors, use “**and**” in between authors’ name when in the text; *BUT* use “**&**” between their names when in parenthesis

According to feminist researchers Raitt **and** Tate (2018), “It is no longer true to claim that women's responses to the war have been ignored” (p. 2).

Some feminist researchers question that “women's responses to the war have been ignored” (Raitt **&** Tate, 2018, p. 2).

** Note that page # is included for a direct quote.*

3 or More Authors

- When using a source with 3 or more authors, identify the first author’s name followed by “et al.” every time it’s used in the paper

Smith et al. (2018) maintained that....

OR

(Smith et al., 2018)

*** Always put a period after et al..*

Two or More Sources

- When the citation in parenthesis includes 2 or more sources, put them in alphabetical order (i.e.: the same order they appear in the reference list) by the author’s last name & the year of publication separated by a semi-colon

- **(Kachru, 2017; Smith et al., 2018)**

Same Author and Same Year

How to cite multiple articles by the same authors that were published in the same year so that everyone can easily tell them apart.

Lowercase letters are added after the year (2011a, 2011b, etc.), and the references are alphabetized by title to determine which is “a” and which is “b.” Here is an example:

Koriat, A. (2008a). Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. *Memory & Cognition*, 36, 416–428.
<https://doi.org/10.3758/MC.36.2.416>

Koriat, A. (2008b). Subjective confidence in one's answers: The consensuality principle. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 34, 945–959.
<https://doi.org/10.1037/0278-7393.34.4.945>

Not Quite Identical

Marewski, J. N., Gaissmaier, W., & Gigerenzer, G. (2010). Good judgments do not require complex cognition. *Cognitive Processing*, 11, 103–121. <https://doi:10.1007/s10339-009-0337-0>

Marewski, J. N., Gaissmaier, W., Schooler, L. J., Gold, D. G., & Gigerenzer, G. (2010). From recognition to decisions: Extending and testing recognition-based models for multi-alternative inference. *Psychonomic Bulletin & Review*, 17, 287–309.
<http://doi:10.3758/PBR.17.3.287>

The first in-text citations to each of these articles would be as follows:

(Marewski, Gaissmaier, & Gigerenzer, 2010)

(Marewski, Gaissmaier, Schooler, Gold, & Gigerenzer, 2010)

The solution is to spell out as many names as necessary (here, to the third name) upon subsequent citations to tell the two apart:

- (Marewski, Gaissmaier, & Gigerenzer, 2010)
- (Marewski, Gaissmaier, Schooler, et al., 2010)

Secondary Sources

- Use secondary sources sparingly
- Give secondary source in the reference list
- In text, name the original work and give a citation for the secondary source

Example: you found a quotation from Culver that you wish to use in your text. But, you found this information in Jones and were unable to locate Culver's original source. For this reference, Culver is the primary source, and Jones is the secondary source. Name the primary source in your text, but the reference and citations will credit the secondary source:

According to **Culver (as cited in Jones, 2018)**, learning APA "can be tough, but like any skill, it just takes practice" (p. 23). In addition, the mastery of APA increases an author's chance of scoring well on an assignment (**Culver as cited in Jones, 2018**).

If there is a date include that as well. Example:

Allport (2012) suggested in his diary that... (as cited in Nicholson, 2014). **-OR-**

Some researchers have strong opinions... (Allport as cited in Nicholson, 2014)

Headings

The choice of a heading level depends on how many types of headings you are using your paper.

Level	Format
1	Centered, Bold, Title Case
2	Left-aligned, Bold, Title Case
3	<i>Left-aligned, Bold, Italic, Title Case</i>
4	Indented, Bold, Title Case, Period. Text begin on the same line.
5	<i>Indented, Bold, Italic, Title Case, Period.</i> Text begin on the same line.

<p>Methods (level 1)</p> <p>Site of Study (level 2)</p> <p>Participant Population (level 2)</p> <p><i>Teachers attitudes (level 3)</i></p> <p style="padding-left: 40px;">Teachers pay. The government role ... (level 4)</p> <p style="padding-left: 40px;"><i>Test one.</i> The subjects in the first trial... (level 5)</p> <p>Spatial Ability (level 2)</p> <p>Study Method (level 2)</p> <p style="text-align: center;">Conclusion (Level 1)</p>
<p><i>More examples of level 3, 4 and 5 in APA Manual, inside cover and p. 167</i></p> <p><i>Sample papers in pocket guides only use two levels of headings</i></p> <p style="text-align: right;">27</p>

Quotes

- 2 rules when using quotes:
 1. Quotes with less than 40 words
 - Write paragraph as usual & include components in quotation marks within sentence
 2. Quotes with more than 40 words (block quotation)
 - Must be separated

(APA, 2020, pp. 270-8)

Very rarely will you need to use block quote in undergrad papers

All quotes include the author's name, the year of publication, & the page number if a direct quote.

- Introduce quotations with phrases. **Use quotes sparingly**
- Use such verbs as: acknowledge, contend, maintain, respond, report, argue, conclude

Examples:

According to **Smith (2018)**, “.....” (p. 3).

Smith (2018) argued that “.....” (p. 3) supporting the popular view.

A researcher recently argued that “.....” (**Smith, 2018, p. 3**).

Instructors want to see students being able to synthesize and incorporate research and articles into your writing not just quote what authors say

Less than 40 Words

- **Caruth (2017)** stated that a traumatic response frequently entails a **“delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena”** (p. 11).
- A traumatic response frequently entails a **“delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena”** (**Caruth, 2017, p. 11**).

**** Period after the parenthesis**

**** Use quotation marks for quotes of this size**

Electronic Sources

- Many types of documents & research now available online
- There are new examples in the APA manual (p. 348) for how to cite source types including: Podcasts, YouTube and social media platforms (Facebook, twitter, Instagram, etc.)
- Use caution and discretion with online sources
- If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under that heading.
- Not all Internet sources have a title and copyright pages If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading

Example:

According to **Smith (2018)**, “.....” (**Mind over Matter section, para. 6**)

Principles for Citing E-sources

A note about online sources: APA 7th ed. does not require URLs or database information for articles *from a database e.g. CINAHL*.

If you find an article on the "open web" (i.e., Google), you need the URL or doi (digital object identifier). Both should be in URL format

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>

Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

Electronic Version of Entire Book

■ For books available in print and online

Perry, A. G., Potter, P. A., & Ostendorf, F.A. W. (2018). *Clinical nursing skills and techniques* (9th ed.). Elsevier. <https://evolveebooks.elsevier.com/#/books/9780323400695/>

■ Electronic book only

O’Keefe, S., & Gamble, R. E. (2018). *Nursing in community clinics* (2nd ed.). <http://www.onlineoriginals.com/show.asp?itemID=137>

Lecture Notes

If the slides come from a classroom website, learning management system (like Brightspace), or company intranet and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login).

Carter, S. (2018). *Communicating with the elderly*. [PowerPoint slides].

Brightspace@MUN. <https://online.mun.ca/d2l/home>

Paraphrased citation: (Carter, 2018)

Narrative citation: Carter (2018)

If the audience for which you are writing does not have access to the slides, cite them as a personal communication. There would be no reference item and you would only have an in-text citation for a personal communication that would look something like this:

According to S. Carter (personal communication [Lecture notes], September 12, 2018) the meaning of life is...

OR

(S. Carter, personal communication [Lecture notes], September 12, 2018)

Electronic Sources: DOI

Digital Object Identifier (DOI) now being used: a unique code that provides a consistent link to the source.

Include the DOI (instead of URL) whenever it's listed on the document for print and electronic sources.

Trask, S. (2017). An insider perspective of daily stress and coping in elders with arthritis. *Orthopedic Nursing Journal*, 27, 182-189. <http://doi.org/10.1037/00029432.76.4.482>

To create correct citations, ask yourself:

1. Did I find this article in print? If yes, no URL is needed.
2. Did I find this article in a database? If yes, no URL is needed.
3. Did I find this article on the open web? If yes, then include the doi (if given) or the URL of the home page.

Reference Page

- Center **References** at the top of the page bold
- Double-space all entries
- First line of the entry flush left
- Subsequent lines indent (“hanging indent”) [*Control Tab*]
- Order entries alphabetically by the first author’s surname
- Invert authors’ names (last name first followed by initials)
- Pagination
- Authors with same last name and year of publication: use ‘a’ or ‘b’ to denote source
- Capitalize:
 - * first letter of the first word of a title and subtitle
 - * the first word after a colon
 - * proper nouns

Barnard, A. C., Nash, R., & O'Brien, M. (2018). Information literacy: Developing lifelong skills through nursing education. *Journal of Nursing Education*, 44, 505-510.
<http://doi.org/10.1037/00029432.76.4.482>

Example 1:

References

- American Psychiatric Association. (2014). *Diagnostic and statistical manual of mental disorders* (4th ed.). Author.
- Green, R. (2017). Family co-occurrence of “gender dysphoria”: Ten sibling or parent-child pairs. *Archives of Sexual Behavior*, 29(5), 49-55. <http://www.springer.com>
- Herbst, D. M., Griffith, N. R., Koe, J., Smith, S., Row, G., Clay, H., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Salma, K. M. (2017). Rodeo cowboys: Conforming to masculine norms. *Journal of Rural Mental Health*, 38, 20–35. <http://doi.org/10.1037/rmh0000008>
- Heart and Stroke Foundation of Canada. (2018). *How to increase your lung health [Brochure]*. Author.
- Merriam-Webster's collegiate dictionary* (15th ed.). (2015). Merriam-Webster.
- Statistics Canada. (2008). *Aboriginal peoples in Canada in 2006: Inuit, Métis, First Nations, 2006 census*. (Catalogue number 97558XIE2006001). <http://www12.statcan.ca/censusrecensement/2006/assa/97558/indexeng.cfm?CFID=3480264&CFTOKEN=92888761>
- Trapper, F. D., & Smith, E. (2014a). Nursing in the emergency department. *ORNJ*, 34, 432-440. <http://doi.org/.S334004/FR30213.012>
- Trapper, F. D., & Smith, E. (2014b). When nurses call a code. *Canadian Nurse*, 34(2), 23-30.

Example 2:

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/jbe/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 20 Authors

Miller, F. H., Choi, M.J., Angeli, L.L., Harland, A.A., Stamos, J.A., Thomas, S.T., Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., Bach, J. S., Miller, F. H., Choi, M.J., Angeli, L.L., Harland, A.A., Stamos, J.A., Thomas, S.T., Kernis ... Rubin, L.H. (2015). Web site usability for nursing the blind and low-vision user. *Technical Communication*, 57, 323 – 335.

More than 20 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

Note: E-mails, interviews, telephone conversations, etc. are **not included** in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Tips for Reference Page

APA is a complex system of citation, which is difficult to keep in mind. When compiling the reference list, the strategy below might be useful:

- Identify a type source: Is it a book? A journal article? A webpage?
- “Mirror” samples of citing a type of source in your *APA Manual*:
- You don’t need to include Publisher locations, or where the article was retrieved from unless a specific date is needed
 - Include the website name if it is different than the author
- All in-text citations should appear on your reference list; all entries on your reference list should appear within your paper
- **When there are more than 20 authors, in the reference list, write the first 19 then use ... and write the last author.**

Resources

American Psychological Association <http://www.apa.org/>

The Owl at Purdue <http://owl.english.purdue.edu/owl/resource/560/01/>

The Centre for Nursing Studies <http://www.centrefornursingstudies.ca>

Click: Library

Click: APA and Other Resources

When you have applied these APA guidelines to your paper and are not sure of a particular application come see Jon or Karen.

Karen Hutchens, Library; 777-8194; karen.hutchens@mun.ca

OR

Jon Garland, Computer Lab; 777-8194; jgarland01@mun.ca



How to Write Citations and Bibliographies in APA Style

(Centre for Nursing Studies/HSL/Western)

Text citations: When information is quoted or referred to in a paper, a text citation is used to identify the source of the information. Text citations briefly identify the source and allow the reader to locate the full citation in your reference list.

Reference List: A reference list is a list of works quoted or referred to in the paper (while a bibliography provides the reader with further material worth consulting). The reference list, and, if included, the bibliography, is arranged in alphabetical order by the surname of the first author, or by title, if there is no author.

Books

Book, 1 author	Reference List	Cone, J. D. (1993). <i>Dissertations and theses from start to finish: Psychology and related fields</i> . Toronto, Ontario, Canada: Bleaker Press.
	In Text	<i>Entire source:</i> (Cone, 1993) OR Cone (1993) <i>Specific quote:</i> (Cone, 1993, p. 31) OR Cone (1993, p. 31)

Book, 2 authors	Reference List	Beck, C. A. J., & Sales, B. D. (2001). <i>Family mediation: Facts, myths, and future prospects</i> . Washington, DC: American Psychological Association.
	In Text	(Beck & Sales, 2001) OR Beck and Sales (2001)

Book, 3+ authors	Reference List	List all authors. If 20+ write the first 20, then use ... and skip to last author.
	In Text	(Kosslyn et al., 1996, p.9) OR Kosslyn et al. (1996, p. 9)

Edited book	Reference List	Gibbs, J. T. (Ed.). (1991). <i>Children of color: Psychological interventions with minority youth</i> . San Francisco: Jossey-Bass.
	In Text	(Gibbs, 1991) OR Gibbs (1991)

Chapter, or article, in book	Reference List	Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.). <i>Varieties of memory & consciousness</i> (pp. 309-330). Hillsdale, NJ: Erlbaum.
	In Text	(Bjork, 1989, p. 325) OR Bjork (1989, p. 325)

E-book	Reference List	O'Keefe, E.(1999). <i>Egoism & the crisis in Western values</i> . http://www.onlineoriginals.com/showitem.asp?itemID=135
	In Text	(O'Keefe, 1999) OR O'Keefe (1999)

Encyclopedia	Reference List	Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th ed., Vols. 1-20). London: Macmillan.
	In Text	(Sadie, 1980) OR Sadie (1980)

Online Encyclopedia	Reference List	Graham, G. (2005). Behaviourism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> . Retrieved January 28, 2007, from http://plato.stanford.edu
	In Text	(Graham, 2005) OR Graham (2005)

Online dictionary	Reference List	Merriam-Webster. (n.d.). Semantics. In <i>Merriam-Webster.com dictionary</i> . Retrieved January 4, 2020, from https://www.merriam-webster.com/dictionary/semantics
	In Text	(Merriam-Webster, n.d.) OR Merriam-Webster (n.d.)

Articles

Journal article, 2 authors	Reference List	Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. <i>Consulting Psychology Journal: Practice and Research</i> , 45(2), 10-36.
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	In Text	Include both names in all in-text citations. (Klimoski & Palmer, 1993) OR Klimoski and Palmer (1993)
Article, 3+ authors	Reference List	List the 1 st of the authors, then add "et al" to indicate remaining authors.
	In Text	(Doyle et al., 2000, p. 321) OR Doyle et al. (2000, p. 321)
Magazine article	Reference List	Henry, W. A. (1990, April 9). Making the grade in today's schools. <i>Time</i> , 135, 28-31.
	In Text	(Henry, 1990) OR Henry (1990)
Newspaper article	Reference List	Bruni, F. (2003, December 26). Pope pleads for end to terrorism and war. <i>New York Times</i> , p. A21.
	In Text	(Bruni, 2003), or if necessary, (Bruni, 2003, December 26)
Online article, DOI given	Reference List	Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i> , 76(4), 482-488. https://doi.org/10.1037/00029432.76.4.482
	In Text	No database name or URL is needed because the DOI functions as the connection to the item, but it must be written as a URL. Since the final version of the item is being referenced, there is no need to include the retrieval date. (Stultz, 2006, p.486) OR Stultz (2006, p.486)
Online article, no DOI given	Reference List	Hager, M.H.(2007). Therapeutic diet order writing: Current issues and considerations. <i>Topics in Clinical Nutrition</i> , 22(1), 28-36. http://topicsinclinicalnutrition.com If no DOI is given, give the URL of the journal home page (if item is accessed by subscription) or the exact URL (if item is freely available online). Since the final version of the item is being referenced, there is no need to include the retrieval date. It is no longer necessary to include the database name unless the item is extremely difficult to locate.

In Text (Hager, 2007, p.32) **OR** Hager (2007, p.32)

Internet & other

Nonperiodical document, no date **Reference List** Meyers, A. S. (n.d.). *Memories of a time gone by*. Retrieved February 6, 1996, from <http://www.oldtimes.com/~meyers/memories.html>

In Text For electronic sources that don't give page numbers, use the paragraph number (if given), preceded by the ¶ symbol (or the abbreviation para). If neither are given, cite the heading and the number of the paragraph.

(Myers, 2000, ¶ 5) **OR** (Beutler, 2000, conclusion section, para. 1)

Lecture notes **Reference List** Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees* [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourse Ware Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm>

In Text (Brieger, 2005) **OR** Brieger (2005)

Presentation slides **Reference List** Columbia University, Teachers College, Institute for Learning Technologies. (2000). *Smart cities: New York: Electronic education for the new millennium of trainees* [PowerPoint slides]. <http://www.ilt.columbia.edu/Publications/index.html>

In Text (Columbia, 2000)

Course lecture, speech, or academic talk **Reference List** Carter, S. (2018). *Communicating with the elderly*. [PowerPoint slides]. Brightspace@MUN. <https://online.mun.ca/d2l/home>

In Text (Carter, 2018) **OR** Carter (2018)

Personal Communication **Reference List** Do not include this in the bibliography if the information cannot be retrieved by the reader.

In Text (T. Lutes, personal communication, May 6, 2005) **OR** T. Lutes (personal communication, May 6, 2005)

Book review **Reference List** Schatz, B. R. (2000, March 3). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

In Text (Schatz, 2000) **OR** Schatz (2000)

General Information

No author: Place the title in the author position

Oil discovered off Newfoundland. (1982, April 6) *Evening Telegram*, p. A1.

No title: Use square brackets to indicate that the "title" is a description of the content, not a true title.

Bordi, F. (1993). [Laboratory results from a study of rats]. Unpublished raw data.

No date: If no date is available, write (n.d.).

Deutsch, F. M.(n.d.). *Husbands at home: Survival techniques*. Boston: Scribners.

No place of publication and/or no publisher: If there is no place of publication and/or no publisher, write n.p. [Note: APA makes no suggestion for this situation - this is purely our suggestion].

Jones, S.A. (1807). *Lost and Found: The personal memoirs of a born again Christian*. n.p.

For Media – Contributors appear in the place of an author. The role of the contributor is added after parenthesis. For example Garland, J. L. (Director). See next page for more.

Media type	Include as author
Film	Director
TV series	Executive producer(s)
Podcast episode	Host of episode
Webinar	Instructor
Online streaming video	Person or group who uploaded the video
Photograph	Photographer