

# CITING SOURCES IN APA STYLE

 A NUTSHELL GUIDE

**Note: Always be sure to check with your instructors to see if they have requirements that differ from those described in this guide.**

This guide is based on the following sources:

*Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). (2019). American Psychological Association.

*The APA Style Blog* (<http://blog.apastyle.org>)

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Authors Note: This guide contains multiple mistakes. I know this because every single edition of this guide has contained multiple mistakes, and I have no reason to believe that this edition will be any different. So if you find a mistake, please let me know. Also, if you need to cite a type of source that is not covered here, please let me know so that I can help you figure out how to cite it and then include that information to the next edition of this guide.

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# 1 INTRODUCTION

---

APA style is a way of citing sources and formatting papers according to the detailed specifications laid out in the *Publication Manual of the American Psychological Association*. It is used in many disciplines besides psychology, including business, education, social work, and nursing.

## 1.1 PARTS OF AN APA CITATION

---

An APA citation typically consists of two parts:

The **in-text citation** occurs in parentheses in the text of the paper to indicate that a source is being cited. It typically includes the last name of the author and the date of publication.

**EXAMPLE:**

The ban on holding potlatches fundamentally undermined Indigenous self-governance. (Sellars, 2016).

The **reference** occurs at the end of the paper. It includes all of the information necessary to identify and locate the source.

**EXAMPLE:**

Sellars, B. (2016). *Price paid: The fight for First Nations survival*. Talonbooks.

## 1.2 ELEMENTS OF AN APA REFERENCE

---

A typical APA reference answers the following five questions:

**Who** has authored or otherwise created the source? This may be one or more named individuals (called *personal authors*), or it may be an entity such as an organization, corporation or government department that collectively takes responsibility for the source (called a *group author*).

**When** was the source published? For books and journal articles, just the year is given, but for many other types of sources, including newspaper articles and webpages, the month and day are also included.

**What** is the title of the source?

**Where** is the source located? This varies depending on the type of source: for a journal article, it is the name of the journal plus the issue, volume and page numbers; for a book, it is the name of the publisher; for a webpage, it is the name of the website that contains it.

**How can** the source be accessed? Most articles and many books now have Digital Object Identifiers (DOIs) that make them very easy to find. For webpages and most other online sources, Uniform Resource Locators (URLs) fulfill a similar function.

For details about how exactly these five questions are answered for specific types of sources, please see the rest of this guide.

## 2 IN-TEXT CITATIONS

---

An in-text citation indicates that a source is being cited and acts as an arrow pointing to the corresponding reference. With very few exceptions, every in-text citation must correspond to a reference at the end of the paper.<sup>1</sup>

If the author's name is given in the text of the paper, then only the date is given inside the parentheses.

**EXAMPLE:**

Williams (2002) claims that keeping pets is beneficial for seniors.

If the author's name is not given in the text of the paper, then it is given inside the parentheses with the date.

**EXAMPLE:**

Research suggests that keeping pets is beneficial for seniors (Williams, 2008).

### 2.2 DIRECT QUOTES

---

For direct quotes, the page number is also included.

**EXAMPLE (with author's name in text):**

According to Williams (2008), "living with companion animals has been shown to have a positive impact on older adults" (p. 10).

**EXAMPLE (with author's name in parentheses):**

Research suggests that keeping pets has a "positive impact on older adults" (Williams, 2008, p. 10).

### 2.3 DIRECT QUOTES FROM SOURCES WITHOUT PAGE NUMBERS

---

For direct quote from sources that do not have page numbers (such as a webpages), count the paragraphs from the beginning to the one containing the quote, then give the number of that paragraph preceded by the abbreviation "para."

**EXAMPLE:**

(Mayo Clinic, 2018, para. 6)

---

<sup>1</sup> The only sources that are not included in the references are personal communication and religious or classical works, which have slightly more complicated in-text citations.



## 2.4 VARIATIONS BY AUTHOR

---

When a source has more than one author, the names are listed in the order in which they occur on the source itself. This is because the first author is assumed to have made the most significant contribution to the work.

### 2.4.1 One Author

---

**TEMPLATES:**

... (Author, Year).

Author (Year) verb ...

**EXAMPLES:**

... (Smith, 2009).

Smith (2008) found ...

### 2.4.2 Two Authors

---

Names that occur inside the parentheses are connected with "&," while names that occur in the text are connected with "and":

**TEMPLATES:**

... (Author & Author, Year).

Author and Author (Year) verb ...

**EXAMPLES**

... (Lind & Cohen, 2009).

Lind and Cohen (2009) found ...

### 2.4.3 Three or More Authors

---

The name of the first author is followed by "et al," which is an abbreviation of the Latin *et alii*, "and others."

**TEMPLATES**

... (Author et al., Year).

Author et al. (Year) verb ...

**EXAMPLES**

... (Jones et al., 2012).

Jones et al. (2012) determine...

#### 2.4.4 Group Author

---

When an organization, rather than an individual, takes responsibility for the creation of a work, that organization is treated as a collective or *group* author.

**TEMPLATE:**

... (Group Author, Year).

Group Author (Year) verb ...

**EXAMPLE:**

... (Statistics Canada, 2013).

Statistics Canada (2013) states ...

#### Group Author Abbreviations

When a group author has a commonly used abbreviation, place it in square brackets beside the full name in the first citation, then use it on its own in subsequent citations:

**FIRST CITATION:**

(Royal Ontario Museum [ROM]. 2019)

**SUBSEQUENT CITATIONS:**

(ROM, 2019)

#### 2.4.5 No Author

---

In most cases, a source that appear at first glance to have no author will in fact have a group author, but if there really is no organization that takes responsibility for the creation of the source, then the first few words of the title are used in place author's name.

**TEMPLATE:**

... (*Title of Source*, Year).

*Title of Source* (Year) verb ...

**EXAMPLES:**

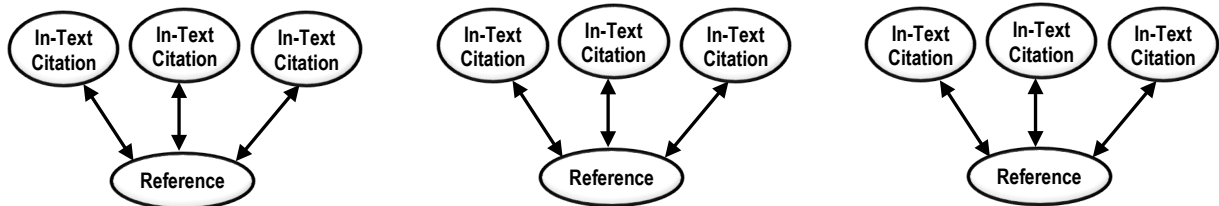
... (*Oxford English Dictionary*, 2013).

According to the *Oxford English Dictionary* (2013) ...

# 3 REFERENCES

---

The references at the end of a paper give all of the information necessary to identify and locate the sources used in that paper. Every in-text citation (with the exception of personal communication and religious or classical works) must correspond to a reference, but one reference may correspond to many in-text citations.



## 3.1 FORMATTING OF REFERENCES

---

Below are some general guidelines for formatting references:

- The references list is double spaced, both within and between the references.
  - **Microsoft Word Tip:** To make text double spaced, press **Ctrl + 2**
- Each entry is formatted with a hanging indent, meaning that the second and subsequent lines are indented half an inch from the left margin.
  - **Microsoft Word Tip:** To format text with a hanging indent, press **Ctrl + T**.
- The author's last name is given first, followed their initials.
- The date is enclosed in parentheses and followed by a period.
- Titles of books, journals and most webpages are italicized.
- Titles of journal articles, chapters in books, and blog posts, are *not* italicized.
- Titles of books, journal articles, webpages, etc. are in “sentence case,” with only proper nouns and the first words of the title and subtitle capitalized.
- Only titles of journals are in “title case,” with all the major words capitalized.

If you are already familiar with another citation style, such as **MLA**, you will need to pay special attention to the following:

- Authors' first and middle names are *not* spelled out. Only the initials are given.
- The date goes right after the author's name.
- Titles of journal articles are *not* enclosed in quotation marks.
- Non-initial common nouns in the titles of books and articles are *not* capitalized.

## 3.2 ARRANGEMENT OF REFERENCES

---

References are alphabetized according to the last name of the author.

**EXAMPLE:**

Andrews, A. A. ...

Butler, B. B. ...

If there is more than one author, then alphabetize by the first one listed:

**EXAMPLE**

Andrews, A. A., & Cohen, C. C. ...

Butler, B. B. ...

Cohen, C. C., & Andrews, A. A. ...

If there is no author, then alphabetize the reference by the first word in the title.

**EXAMPLE:**

O'Tool, O. O. ...

*Oxford English Dictionary* ...

Peters, P. P. ...

If there is more than one reference by the same author, arrange them in chronological order:

**EXAMPLE:**

Smith, S. S. (2000). ...

Smith, S. S. (2010). ...

If more than one reference by an author was published in the same year, assign a different letter to each one and use it in both the in-text citations and the references:

**EXAMPLE:**

Jones, J. J. (2012a). ...

Jones, J. J. (2012b). ...

**CORRESPONDING IN-TEXT CITATIONS:**

... (Jones, 2012a).

... (Jones, 2012b).

## 3.3 VARIATIONS BY AUTHOR

---

When a source has more than one author, the names are listed in the order in which they occur on the source itself. This is because the first author is assumed to have made the most significant contribution to the work.

### 3.3.1 One Author

---

The author's last name is given first, followed by his or her initials.

**TEMPLATE:**

Author, A. A. (Year). ...

**EXAMPLE:**

Smith, J. P. (2008). ...

### 3.3.2 Two Authors

---

The names are separated by a comma and "&."

**TEMPLATE:**

Author, A. A., & Author, B. B. (Year). ...

**EXAMPLE:**

Lind, R., & Cohen, J. (2009). ...

### 3.3.3 Three to Twenty Authors

---

The names are separated by commas and the last two are also separated by "&."

**TEMPLATE:**

Author, A. A., Author, B. B., & Author, C. C. (Year). ...

**EXAMPLE**

Peters, L., Clark, W., & Ball, C. (2010). ...

### 3.3.4 More than Twenty Authors

---

The names of the first 20 authors are followed by ellipses (...), then the name of the last author.

**TEMPLATE:**

Author, A. A., Author, B. B Author, C. C., Author, D. D., Author, E. E., & Author, F. F., Author, G. G.,

Author H. H., Author, I. I., Author J. J., Author, K. K., Author, L. L., Author, M. M., Author, N.

N., Author, O. O., Author, P. P., Author Q. Q., Author R. R., Author, S. S., Author, T. T, ....

Author, Z. Z. (Year). ...

**EXAMPLE**

Jones, J. J., Nils, N., March, M., Potts, P., Crowley, C. C., , Smith, S., Battle, B., Niels, N., Bartlet, B,  
Eby, E., Rogers, R, Taylor, T., Chartwell, C., Daily, D.D., Gailbraith, G., Cooperman, C. C.,  
Webb, W. , Leroy,L., Jensen, J., Hill, H. H., Peters, P.P., ... Hilbert, H. (2012) ...

**3.3.5 Group Author**

---

When an organization, rather than an individual, takes responsibility for the creation of a work, that organization is treated as a collective or *group* author.

**TEMPLATE:**

Group Author. (Year). ...

**EXAMPLE:**

Statistics Canada. (2013). ...

When a group author has a commonly used abbreviation, use it along with the full name in the first citation, and on its own in subsequent citations:

**FIRST CITATION:**

(Royal Ontario Museum [ROM]. 2019)

**SUBSEQUENT CITATIONS:**

(ROM, 2019)

**3.3.6 No Author**

---

A source that appears to have no author usually has a group author, but if there is no author at all, then use the title in place of the author's name:

**TEMPLATE:**

*Title of Book: Subtitle of Book.* (Year). ...

**EXAMPLE**

*Oxford English Dictionary.* (2013). ...

### 3.4 DIGITAL OBJECT IDENTIFIERS

---

A Digital Object Identifier (DOI) is a string of numbers and/or letters that uniquely identifies a book or article. Unlike an URL (see below), the DOI of an item does not change when that item is moved from one location to another on the Internet. In APA 7<sup>th</sup>, DOIs are given as web addresses that link directly to the item regardless of where it is actually located.

**EXAMPLE:**

<https://doi.org/10.1017/CBO9781139547369>

There are a number of ways to find the **DOI** of an item:

- 1) Look on the first page of an article.
- 2) If you have accessed the article through a database, check the bibliographic record and/or the suggested APA citation.
- 3) Go to [www.crossref.org](http://www.crossref.org) and search using the Metadata tab.
- 4) Do a Google search for the title of item AND “doi”

Whenever possible, copy and paste a DOI rather than attempting to type it out, since accuracy is very important.

### 3.5 UNIFORM RESOURCE LOCATORS

---

A Uniform Resource Locator (URL) is an address on the Internet.

**EXAMPLE**

<http://www.tru.ca/library>


If an online source has a DOI, then no additional URL is included. If an online source does not have a DOI, then the actual URL is included in most cases, (The only exception is electronic versions of print sources that have been retrieved from proprietary databases, which are referenced exactly as if they had been accessed in print.)

For most sources, the URL can simply be copied and pasted from the browser window, but for some sources, such as YouTube videos, finding the correct URL is a little more complicated. For instance, to obtain the correct URL for a YouTube video, click on **SHARE** and copy the link that pops up.

## 3.6 PERMALINKS

---

Institution specific permalinks are URLs that rout a user through an institution's server so that they do not hit a paywall. Permalinks are *not* part of APA style, but some instructors nonetheless require them.

To find a permalink in the Library database, click on the  to the right of the item, click on the link that pops up, and copy and paste it to your reference

**Microsoft Word Tip:** To copy the link, press Ctrl + C; to paste it, press Ctrl + P.

Place the permalink under the reference, on a new line but indented to match the previous line.

**Microsoft Word Tip:** To move the curser to a new line while preserving the hanging indent, press Shift + Enter.

### EXAMPLE:

**Please note that permalinks are *not* part of standard APA citation practice and should be included *only* at the request of your instructor.**

Barker, B., Kerr, T., Nguyen, P., Wood, E., & DeBeck, K. (2015). Barriers to health and social services for street-involved youth in a Canadian setting. *Journal of Public Health Policy*, 36(3), 350–363.

<https://doi-org.ezproxy.tru.ca/10.1057/jphp.2015.8>

[https://ezproxy.tru.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=edsjsr  
&AN=edsjsr.43948808&site=eds-live&scope=site](https://ezproxy.tru.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=edsjsr&AN=edsjsr.43948808&site=eds-live&scope=site)



# 4 REFERENCES BY TYPE OF SOURCE

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## 4.1 BOOKS

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### 4.1.1 Book with DOI

---

Include both the name of the publisher and the DOI.

**TEMPLATE:**

Author, A. A. (Year). *Title of book: Subtitle of book*. Publisher. <https://doi.org/...>

**EXAMPLE:**

Traynor, M. (2020). *Stories of resilience in nursing: Tales from the frontline of nursing*. Routledge,

<https://doi.org/10.4324/9781351050272>

Weaver, H. N. (2017). *Trauma and resilience in the lives of contemporary Native Americans:*

*Reclaiming our balance, restoring our wellbeing*. Routledge. [https://doi.org/](https://doi.org/10.4324/9781315109961)

[10.4324/9781315109961](https://doi.org/10.4324/9781315109961)

### 4.1.2 Book without DOI (Print or Database)

---

Include the name of the publisher.

**TEMPLATE:**

Author, A. A. (Year). *Title of book: Subtitle of book*. Publisher.

**EXAMPLES:**

Forrester, D. A. (2016). *Nursing's greatest leaders: A history of activism*. Springer.

Furniss, E. (1999). *The burden of history: Colonialism and the frontier myth in a rural Canadian community*. UBC Press.

Sellars, B. (2016). *Price paid: The fight for First Nations survival*. Talonbooks.

### 4.1.3 Book without DOI (Online but not from an Academic Database)

---

Include the name of the publisher (if available) and the URL:

**TEMPLATE:**

Author A. A. (Year). *Title of work*. Publisher. <https://...>

**EXAMPLES:**

Austen, J. (1815). *Emma*. <https://www.gutenberg.org/files/158/158-h/158-h.htm>

Goldman, E. (1914). *Marriage and love*. Mother Earth Publishing Association.

<https://catalog.hathitrust.org/Record/005716083>

Halberstam, J. J. (2012). *Gaga feminism: Sex, gender, and the end of normal*. Beacon.

[https://books.google.ca/books/about/Gaga\\_Feminism.html?id=ECrU781rQjYC](https://books.google.ca/books/about/Gaga_Feminism.html?id=ECrU781rQjYC)

#### 4.1.4 Specific Edition of a Book

---

For a specific edition of a book, the edition goes in parentheses after the title.

**TEMPLATE:**

Author, A. A. (Year). *Title of book: Subtitle of book* (xth ed.). ...

**EXAMPLES:**

Chandler, C. K. (2012). *Animal assisted therapy in counseling* (2nd ed.). Routledge.

Girvetz, H. K. (1963). *The evolution of liberalism* (Rev. ed.). Collier.

Sorrentino, S. A., & Wilk, M. J. (2018). *Mosby's Canadian textbook for the support worker* (4th Canadian ed.). Elsevier.

#### 4.1.5 Book in Translation

---

For a book in translation, the translator's name is given in normal order (initials first, then last name), and goes in parentheses after the title, followed by a comma and the abbreviation "Trans." The date that goes after the author's name is the date of the translation; if the date of the original publication is different, then it is preceded by "Original work published" in parentheses at the end of the citation.

**TEMPLATE:**

Author, A. A. (Year). *Title of Book: Subtitle of Book* (T. T. Translator, Trans.). ...

**EXAMPLES:**

Chen, Y., & Ma, Y. (2012). *The development of rural finance in China* (V. Lee, Trans.). Enrich.

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.).  
Dover. (Original work published 1814).

#### 4.1.6 Chapter in Edited Book

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For a chapter in an edited book, the editors' names are given in normal order (initials first, then last name) between the title of the chapter and the title of the book, preceded by "In" and followed by "Ed." or "Eds." in parentheses. The page range goes after the title of the book.

**TEMPLATE:**

Author, A. A. (Year). Title of chapter: Subtitle of chapter. In E. E. Editor (Ed.), *Title of book: Subtitle of book* (pp. xx-xx). Publisher. DOI if available.

**EXAMPLES:**

Grypma, S. (2018). The development of nursing in Canada. In P. A. Potter, A. G. Perry, P. Stockert, A. Hall, B. J. Astle, & W. Duggleby (Eds), *Canadian fundamentals of nursing* (6th ed, pp. 34-47). Elsevier.

Sweller, J. (2005). Implications of cognitive load theory for multimedia learning. In R. E. Mayer (Ed.), *The Cambridge handbook of multimedia learning* (pp. 19-30). Cambridge University Press.  
<https://doi.org/10.1017/CBO9780511816819>

#### 4.1.7 Entry in a Reference Book

---

An entry in a reference book such as an encyclopedia or dictionary is treated as a chapter in an edited book. If the reference work has more than one volume, then the volume number goes in the parentheses immediately before the page numbers.

**TEMPLATE:**

Author, A. A. (Year). Article title. In E. E. Editor (Ed.), *Title of reference book: Subtitle of reference book* (Vol. X, pp. xx-xx). Publisher. DOI if available.

**EXAMPLE:**

Lidz, V. (1995). Death: Anthropological perspectives. In W. T. Reich (Ed.), *Encyclopedia of bioethics* (Rev. ed.) (Vol 1, pp. 477-486.). Simon & Schuster Macmillan.

If a volume in a reference work has its own title, note it in the parentheses after the volume number.

**EXAMPLE:**

Lane, R. B. (1981). Chilcotin. In J. Helm (Volume Ed.) and W. C. Sturtevant, (General Ed.), *Handbook of North American Indians* (Vol. 6: Subarctic, pp. 402-412). Smithsonian Institution.

#### 4.1.8 Entry in an Online Reference Work

---

An entry in a web-based reference work is cited as a chapter in an online book.

**TEMPLATE:**

Author, A. A. (Year). Article title. In E. E. Editor (Ed.), *Title of reference work* (Edition information if available). Publisher. <https://...>

**EXAMPLE:**

Chakraborty, R. K. & Burns, B. (2022, May 30). Systemic inflammatory response syndrome. In

*StatsPearls*. StatsPearls Publishing. <https://www.ncbi.nlm.nih.gov/books/NBK547669/>

Driver, J. (2009, March 27). The history of utilitarianism. In E. N. Zalta (Ed.), *The Stanford*

*Encyclopedia of Philosophy* (Winter 2014 Edition). Metaphysics Research Lab, Stanford

University. <https://plato.stanford.edu/archives/win2014/entries/utilitarianism-history>

Thanassoulis, G., & Afshar, M. (2019, July). Atherosclerosis. In R. S. Porter, J. L. Kaplan, R. B. Lynn &

E. Yeh, (Eds.), *Merck Manual* (Professional Version). [https://www.merckmanuals.com/en-](https://www.merckmanuals.com/en-ca/professional/cardiovascular-isorders/arteriosclerosis/atherosclerosis?query=atherosclerosis+1)

[ca/professional/cardiovascular-isorders/arteriosclerosis/atherosclerosis?query=atherosclerosis+1.](https://www.merckmanuals.com/en-ca/professional/cardiovascular-isorders/arteriosclerosis/atherosclerosis?query=atherosclerosis+1)

#### 4.1.9 Thesis or Dissertation

---

Put “Master’s thesis” or the “Doctoral dissertation” in square brackets, along with the name of the institution that granted the degree.

**TEMPLATE:**

Author, A. A. (Year). *Title of thesis or dissertation: Subtitle of thesis or dissertation* [Master’s thesis/Doctoral dissertation, Name of Degree Granting Institution]. Name of repository. <https://...>

**EXAMPLE:**

Bonnerjee, S. (2018). *Nursing politics and the body in first world war life-writing* [Doctoral dissertation, University of Sheffield]. White Rose eTheses Online. <https://etheses.whiterose.ac.uk/21945/1/S.%20Bonnerjee%20PhD%20Thesis.pdf>

Wellburn, J. (2012). *First Nations, rednecks, and radicals: Re-thinking the ‘sides’ of resource conflict in rural British Columbia* [Master’s thesis, University of Victoria]. Library and Archives Canada. [https://central.bac-lac.gc.ca/.item?id=MR88416&op=pdf&app=Library&oclc\\_number=1019465113](https://central.bac-lac.gc.ca/.item?id=MR88416&op=pdf&app=Library&oclc_number=1019465113)

## 4.2 ARTICLES

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### 4.2.1 Journal Article with DOI (Digital Object Identifier)

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For a journal article with a DOI, the DOI goes at end of the citation. If a journal article has a DOI, then the citation is the same regardless of whether the article was accessed in print or online.

**TEMPLATE:**

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume (issue), page range.

<https://...>

**EXAMPLES:**

Andrews, M. E., Stewart, N. J., Morgan, D. G., & D'arcy, C. (2012). More alike than different: A comparison of male and female RNs in rural and remote Canada. *Journal of Nursing Management*, 20(4), 561–570. <https://doi.org/10.1111/j.1365-2834.2011.01195.x>

Barker, B., Sedgemore, K., Tourangeau, M., Lagimodiere, L., Milloy, J., Dong, H., Hayashi, K.,

Shoveller, J., Kerr, T., & DeBeck, K. (2019). Intergenerational trauma: The relationship between residential schools and the child welfare system among young people who use drugs in

Vancouver, Canada. *Journal of Adolescent Health*, 65(2), 248–254.

<https://doi.org/10.1016/j.jadohealth.2019.01.022>

Simons, M., Bernaards, C., & Slinger, J. (2012). Active gaming in Dutch adolescents: A descriptive

study. *The International Journal of Behavioral Nutrition and Physical Activity*, 9(1), 118-128.

<https://doi.org/10.1186/1479-5868-9-118>

### 4.2.2 Journal Article without DOI (Print or Database)

---

If a journal article accessed in print or from a library database does not have a DOI, then the citation ends with the page range.

**TEMPLATE:**

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume (issue), page range.

**EXAMPLE:**

Dahlke, S., & Fox, M. (2015). Navigating relationships: Nursing teamwork in the care of older adults.

*Canadian Journal of Nursing Research*, 46(4), 61-79.

### 4.2.3 Journal Article without DOI (Website)

---

If an article without a DOI is accessed online but is not from a library database, then the URL is included.

**TEMPLATE:**

Author, A. A. (Year). Title of article: Subtitle of article. *Title of Journal*, volume (issue), page range.

<https://...>

**EXAMPLE:**

Dahlke, S., & Fox, M. (2015). Navigating relationships: Nursing teamwork in the care of older adults.

*Canadian Journal of Nursing Research*, 46(4), 61-79. <https://cjr.archive.mcgill.ca/article/view/2501/2495>

### 4.2.4 Journal Article, Online Only

---

When an article appears in a journal that is published only online, some or all of the volume, issue and page information may be missing. In this case, include the article number if there is one.

**EXAMPLE:**

Norström, F., Virtanen, P., Hammarström, A., Gustafsson, P. E., & Janlert, U. (2014). How does

unemployment affect self-assessed health? A systematic review focusing on subgroup effects.

*BMC Public Health*, Article 1310. <https://doi.org/10.1186/1471-2458-14-1310>

### 4.2.5 Journal Article, Advanced Online Publication

---

When an article appears online prior to print publication, some or all of the volume, issue and page numbers may be missing. In this case, include “Advance online publication” in place of the missing information.

**EXAMPLE:**

Rapp, T., & Sicsic, J. (2020). The contribution of the immigrant population to the U.S. long-term care

workforce. *Social Science & Medicine*. Advance online publication.

<https://doi.org/10.1016/j.socscimed.2020.113305>

#### 4.2.6 Article from the Cochrane Database of Systematic Reviews

---

The Cochrane Database of Systematic Reviews is italicized as if it were the name of a journal.

**TEMPLATE:**

Author, A. A. (Year). Title of article. *Cochrane Database of Systematic Reviews*. <https://...>

**EXAMPLE:**

Shoptaw, S. J, Kao, U., Heinzerling, K. & Ling, W. (2010). Treatment for amphetamine withdrawal.

*Cochrane Database of Systematic Reviews*. <https://doi.org/10.1002/14651858.CD003021.pub2>

#### 4.2.7 Magazine Article (Print or Database)

---

For magazine articles accessed in print or from a library database, the citation ends with the page range.

**TEMPLATE:**

Author, A. A. (Year, Month). Title of article: Subtitle of article. *Title of Magazine*, volume (issue), page range.

**EXAMPLE:**

Amiel, B. (2013, November 25). I'd take Rob Ford over some I could name. *Maclean's*, 126(46), 12.

#### 4.2.8 Magazine Article (Website)

---

For magazine articles accessed directly from the magazine's website, include the URL.

**TEMPLATE:**

Author, A. A. (Year, Month). Title of article: Subtitle of article. *Title of Magazine*. <https://...>

**EXAMPLE:**

Turner, C. (2019, November 4). We're doomed. Now what? An optimist's guide to the climate crisis.

*The Walrus*. <https://thewalrus.ca/were-doomed-now-what/>

#### 4.2.9 Newspaper Article (Print or Database)

---

For a newspaper article accessed from a database or in print, the citation ends with the page range.

**TEMPLATE:**

Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Name of Newspaper*, page.

**EXAMPLE:**

Kahn, S. (2013, February 28). Beyond tolerance lies true respect. *The Globe and Mail*, p. A.15.



#### 4.2.10 Newspaper Article (Website)

---

For a newspaper article accessed directly from the newspaper's website, include the URL.

**TEMPLATE:**

Author, A. A. (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper*. <https://...>

**EXAMPLE:**

Renzetti, E. (2020, April 17). The aged: Lovely in theory, disposable in fact. *The Globe and Mail*.

<https://www.theglobeandmail.com/opinion/article-the-aged-lovely-in-theory-disposable-in-fact>

## 4.3 REPORTS AND OTHER DOCUMENTS

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### 4.3.1 Report of Government Agency or other Organization

---

Give additional identifying information, such as a report or catalogue number, in parentheses after the title.

**TEMPLATE:**

Author, A. A. (Year). *Title of document* (Report No. xxx). Publisher. <https://...>

**EXAMPLE:**

Sinha, M. (2014). *Parenting and child support after separation or divorce* (Statistics Canada Catalogue No.89-652-X — No.001). Statistics Canada. <https://www.statcan.gc.ca/pub/89-652-x/89-652-x2014001-eng.pdf>

If a group author is the same as the publisher, the publisher's name is not repeated.

**EXAMPLE:**

Statistics Canada. (2010). *Child and spousal support: Maintenance enforcement survey statistics 2009/2010* (Statistics Canada Catalogue No. 85-228-X). <http://www.statcan.gc.ca/pub/85-228-x/85-228-x2011000-eng.pdf>

If you have accessed the document in print, you do not need to include a URL.

**EXAMPLE**

Walker, J. (2013). *Canadian anti-hate laws and freedom of expression* (Publication No. 2010-31-E).  
Library of Parliament.

**ADDITIONAL EXAMPLES:**

Armstrong, P., Armstrong, H., Choiniere, J., Lowndes, R., & Struthers, J. (2020, April). *Re-imagining long-term residential care in the COVID-19 crisis*. Canadian Centre for Policy Alternatives.  
<https://www.policyalternatives.ca/sites/default/files/uploads/publications/National%20Office/2020/04/Reimagining%20residential%20care%20COVID%20crisis.pdf>

Henry, B., & the members of the Provincial Health Officer Project Team. (2019). *Stopping the harm: Decriminalization of people who use drugs in BC* (Special Report). British Columbia Office of

the Provincial Health Officer. <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/special-reports/stopping-the-harm-report.pdf>

National Inquiry into Missing and Murdered Indigenous Women and Girls. (2015). *Reclaiming power and place: Executive summary of the final report*. Government of Canada. [https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Executive\\_Summary.pdf](https://www.mmiwg-ffada.ca/wp-content/uploads/2019/06/Executive_Summary.pdf)

Union of British Columbia Indian Chiefs & Canadian Centre for Policy Alternatives. (2018). *True, lasting reconciliation: Implementing the United Nations Declaration on the Rights of Indigenous Peoples in British Columbia law, policy and practices*. [https://d3n8a8pro7vhm.cloudfront.net/ubcic/pages/3894/attachments/original/1543299014/UBCIC\\_CCPA-BC\\_TrueLastingReconciliation\\_full.pdf?1543299014](https://d3n8a8pro7vhm.cloudfront.net/ubcic/pages/3894/attachments/original/1543299014/UBCIC_CCPA-BC_TrueLastingReconciliation_full.pdf?1543299014)

#### **4.3.2 Non-standard Formats (Brochures, Fact Sheets, Policy Briefs, etc.)**

---

For documents in non-standard formats, the format is included in square brackets after the title. (Note that that these are distinct from webpages in that they are PDFs which can be downloaded to a computer and/or printed.)

**TEMPLATE:**

Author. (Year). *Title* [Format]. <https://...>

**EXAMPLES:**

Crohn's and Colitis Canada. (n.d.). *Food for thought: Diet and nutrition for adults living with Crohn's disease & ulcerative colitis* [Brochure]. [https://crohnsandcolitis.ca/Crohns\\_and\\_Colitis/documents/english-brochures/2017-Food-For-Thought-EN-LR.pdf](https://crohnsandcolitis.ca/Crohns_and_Colitis/documents/english-brochures/2017-Food-For-Thought-EN-LR.pdf)

Sunku, B. and Blais, J. (2016). *Combating codeine misuse: Repeal of section 36 from the narcotic control regulations of the Controlled Drug and Substances Act* [Policy brief]. House of Commons. <https://www.parl.gc.ca/Content/HOC/Committee/421/HESA/Brief/BR8530534/br-external/CanadianHealthProfessionalsForEvidence-BasedDrugPolicy-e.pdf>

United States Center for Disease Control and Prevention. (n.d.). *Hantavirus pulmonary syndrome* [Fact sheet]. <https://www.cdc.gov/hantavirus/pdf/hps-fact-sheet.pdf>

If the document is not available online, then include the publisher. If the publisher is the same as the group author, then give the publisher as “Author”.

**EXAMPLE**

Canadian Health Services Research Foundation. (2009). *Myth: Emergency room overcrowding is caused by non-urgent cases* [Information sheet]. Author.

### **4.3.3 Official Document of a Professional Organizations**

---

A document from a professional organization is cited as a webpage with the professional organization as the group author.

**TEMPLATE:**

Name of Professional Organization. (Date). *Title of document*. <https://...>

**EXAMPLE:**

British Columbia College of Nursing Professionals. (2020). *Scope of practice for licensed practical nurses*. [https://www.bccnp.ca/Standards/LPN/StandardResources/LPN\\_ScopeOfPractice.pdf](https://www.bccnp.ca/Standards/LPN/StandardResources/LPN_ScopeOfPractice.pdf)

## 4.4 THE WEB

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### 4.4.1 Webpage

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If a webpage has a personal author, or if it has a group author that is different from the name of the website of which it is part, then the name of the website is given.

**TEMPLATE:**

Author, A. A. (Year). *Title of webpage*. Name of Website. <https://...>

**EXAMPLES:**

Heerema, E. (2019, July 30). *How dementia is diagnosed*. Verywell Health.

<https://www.verywellhealth.com/how-is-dementia-diagnosed-4121157>

National Library of Medicine. (2015, January 8). *Hantavirus infections*. Medline Plus.

<https://www.nlm.nih.gov/medlineplus/hantavirusinfections.html#cat69>

If the group author of a webpage is the same as the name of the website, then the name of the website is omitted:

**EXAMPLE:**

Healthlink BC. (2017). *Alzheimer's and other dementias: Maintaining good nutrition*.

<https://www.healthlinkbc.ca/health-topics/hw135801>

### 4.4.2 Webpage (No Date)

---

Most webpages have a date somewhere – look for a copyright symbol or a "last updated" statement – but if there really is no date, then put "n.d." (for "no date") in place of the date.

**TEMPLATE:**

Author, A. A. (n.d.). *Title of webpage*. Site Name. <https://xxxxxxx>

### 4.4.3 Webpage (No Author)

---

Webpages that appear to have no author usually have a group author that takes responsibility for the content, but if there truly is no author, then start the citation with the title of the webpage.

**TEMPLATE:**

*Title of webpage*. (2010). Website Name: <https://...>

#### 4.4.4 Wikipedia Entry

---

Avoid citing *Wikipedia*. If you need to use information from a *Wikipedia* article, check the "References" sections for a credible source of that information. If you can't find a credible source and simple must use the information, then the date should be that of the last archived version. (Click on View History and choose the most recent date.)

**TEMPLATE:**

Title of Entry. (Year, Month, Day). In *Wikipedia*. <https://en.wikipedia.org/wiki/...>

**EXAMPLE:**

Utilitarianism. (2019, October 29). In *Wikipedia*. <https://en.wikipedia.org/wiki/Utilitarianism>

#### 4.4.5 Article on a News Website

---

An article on a news website (other than a newspaper or magazine) follows the same format as a regular website. If there is no personal author, then the name of the site is given as the group author. If there is a personal author, then the name of the website is given as the source.

**EXAMPLE (with group author):**

CBC News. (2020, August 23). *Wildfire prompts evacuation alert for 305 homes in B.C.'s Slocan*

*Valley*. <https://www.cbc.ca/news/canada/british-columbia/slocan-valley-wildfire-evacuation-alert-1.5696806>

**EXAMPLE (with personal author):**

Grimley, N. (2020, August 13). *Coronavirus: How will the world vaccinate seven billion?* BBC News.

<https://www.bbc.com/news/health-53741966>

#### 4.4.6 Blog post

---

In APA 7th, blog posts are treated like articles in a magazine or newspaper, with the name of the blog taking the place of the name of the magazine or newspaper.

**TEMPLATE:**

Author, A. A. (Year, Day Month). Title of blog post. *Name of Blog*. <https://...>

**EXAMPLE:**

Hardenbrook, J. (2019, September13). Starting a food pantry in an academic library. *Mr. Library Dude*.

<https://mrlibrarydude.wordpress.com/2019/09/13/starting-a-food-pantry-in-an-academic-library/>

If the blogger uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

**TEMPLATE:**

Author, A. A. [Screen Name]. (Year, Day Month). Title of blog post [Blog post]. *Name of Blog*. <http://...>

**EXAMPLE:**

Whitehead, T. [librariantiff]. (2012, September 23). Nothing like the scent of a new book. *Mighty Little*

*Librarian*. <https://www.mightylittlelibrarian.com/?author=1&paged=4>

If the blogger uses a screen name and you do not know their real name, alphabetize the reference by the screen name.

**TEMPLATE:**

Screen Name. (Year, Day Month). Title of blog post. *Name of Blog*. <https://...>

**EXAMPLE:**

liberal japonicus. (2019, October 18). On the view from under the bus. *Obsidian Wings*.

[https://obsidianwings.blogs.com/obsidian\\_wings/2019/10/on-the-view-from-under-the-bus.html](https://obsidianwings.blogs.com/obsidian_wings/2019/10/on-the-view-from-under-the-bus.html)

#### 4.4.7 Streaming Video from YouTube or Other Site

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Include [Video] in square brackets after title.

**TEMPLATE:**

Author/Poster A. A. (Year, Day Month). *Title of video* [Video]. Name of Site. [http:// youtube.com...](http://youtube.com...)

**EXAMPLE:**

Hansen, M. (2020, April 4). *Do ventilators save coronavirus (COVID-19) patient's lives?* [Video].

YouTube. <https://youtu.be/QnShqaHdYgo>

If the author/poster uses a screen name but you know their real name, alphabetize the reference by the real name and put the screen name in square brackets.

**TEMPLATE:**

Author/Poster A. A. [Screen Name]. (Year, Day Month). *Title of video* [Video]. YouTube.

<http://youtube.com/...>

**EXAMPLE:**

Damania, Z. [ZDoggMD] (2020, March 21). *Do you want to be on a ventilator? Discuss your wishes*

*now* [Video]. YouTube. <https://youtu.be/WcRoLWusm80>

If the author/poster uses a screen name and you do not know his or her real name, alphabetize the reference by the screen name.

**TEMPLATE:**

Screen name. (Year, Day Month). *Title of video* [Video]. <http://www.youtube.com...>

**EXAMPLE:**

Sewstine. (2020, April 1). *I sewed and fit tested four different face masks...* [Video]. YouTube.

<https://youtu.be/DZBbkn-g-vE>

If the author/presenter is not the same as the entity that posted the video, add in a “posted by” statement after the title.

**EXAMPLE:**

Buller, M. (2019, June 24). *Reclaiming power and place: The final report of the inquiry into missing and murdered Aboriginal women and girls* [Video]. Posted by TRU Media. Vimeo.

<https://vimeo.com/341838268>



#### 4.4.8 Podcast Episode

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An episode of a podcast is referenced much like a post on blog, but with [Audio podcast episode] after the title. If the episode has a number, give it in parentheses first. If the podcast is produced or otherwise sponsored by an organization, give the name of the organization after the name of the podcast.

**TEMPLATE:**

Host/Performer, H.H. (Year, Month Day). Title of podcast episode (No. x)[Audio podcast episode].

*Name of Podcast.* Name of Sponsoring Organization. <http://...>

**EXAMPLES:**

Bellegarde, P. (2020, April 9). COVID-19 and the First Nations response (No. 1) [Audio podcast episode]. *Ahkameyimok Podcast with National Chief Perry Bellegarde.* Assembly of First

Nations. <https://blubrri.com/ahkameyimok/58379498/covid-19-and-the-first-nations-response/>

Poisson, J. (2020, April 20). China's 'wet markets' explained [Audio podcast episode]. *Front Burner.*

CBC. <https://www.cbc.ca/radio/frontburner/china-s-wet-markets-explained-1.5537952>

#### 4.4.9 Image from the Web

---

Give the medium in square brackets after the title. Then give the location of the item. If the image has been accessed online, give the URL.

**TEMPLATE:**

Creator, C. C. (Year). *Title of work* [Medium]. Name and Location of Collecting Institution. <http://...>

**EXAMPLE:**

Carr, E. (1907) *Totem Walk at Sitka* [Watercolour on paper]. Victoria Art Gallery.

<https://aggy.ca/emuseum/objects/11195/totem-walk-at-sitka;jsessionid=>

2A278A697BCDD7841C0BD132F6377A58

If the name of the creator of the image is not known, then the citation begins with the title.

**TEMPLATE:**

*Title of work* [Medium]. (Year). <http://...>

**EXAMPLE:**

*Emily Carr at age 21* [Photograph]. (1893). Victoria Harbour History.

<https://i0.wp.com/www.victoriaharbourhistory.com/wp-content/uploads/2017/08/Emily-at-21-crop.jpg?ssl=1>.

**ADDITIONAL EXAMPLES**

Cox, G. (n.d.) *Wood mouse* [Photograph]. Mammal Society. <https://www.mammal.org.uk/species-hub/full-species-hub/discover-mammals/species-wood-mouse/>

Fischer, C. (2019). *Probably an adult wood mouse (apodemus sylvaticus) – but yellow-necked mouse, A. flavicollis, might also be possible* [Photograph.] Wikimedia Commons.

[https://en.wikipedia.org/wiki/Wood\\_mouse#/media/File:ApodemusSylvaticus.jpg](https://en.wikipedia.org/wiki/Wood_mouse#/media/File:ApodemusSylvaticus.jpg)

*Wood mouse* [Photograph.]. (n.d.). Cork Nature Network. <https://corknaturenetwork.ie/our-work/nature-blog/the-wood-mouse/>

Corresponding in-text citations should be placed as close as possible to the relevant images:



(Fischer, 2019)

#### **4.4.10 Entire Website**

---

If you refer to an entire website in your paper, but do not include any a specific idea or fact, then just include the URL of the website in parentheses within the text.

**EXAMPLE:**

The *MedlinePlus Medical Encyclopedia* (<http://www.nlm.nih.gov/medlineplus/encyclopedia.html>)

allows users to browse for topics and find information on a variety of health topics and medical procedures.

#### 4.4.11 Mobile Apps

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For an app on a mobile device (such as an iPhone or Samsung) put [Mobile app] after title and give the name of the store and the URL from which the app can be downloaded.

**TEMPLATE:**

Author, A. A. (2019). *Title of App* [Mobile app]. Name of Store. <https://...>

**EXAMPLE (iPhone):**

Vallerand, A. H., Sanoski, C. A., Deglin, J. H., & Mansell, H. G. (2019). *Davis drug guide* [Mobile app]. App Store. <https://apps.apple.com/ca/app/daviss-drug-guide/id301427093>

**EXAMPLE (Samsung):**

Vallerand, A. H., Sanoski, C. A., Deglin, J. H., & Mansell, H. G. (2019). *Davis drug guide* [Mobile app]. Google Play Store.  
[https://play.google.com/store/apps/details?id=com.unbound.android.cqddl&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.unbound.android.cqddl&hl=en_CA)

A **specific entry** from a mobile app is cited as an entry in a reference work.

**TEMPLATE:**

Author, A. A. (2019). Prozac. In E. E. Editor (Ed.), *Title of App* [Mobile app]. Name of Store. <https://...>

In the following examples, every entry in the app is authored by the same two authors, so they are not also named as editors.

**EXAMPLE (iPhone):**

Vallerand, A. H., Sanoski, C. A., Deglin, J. H., & Mansell, H. G. (2019). Prozac. In *Davis drug guide* [Mobile app]. App Store. <https://apps.apple.com/ca/app/daviss-drug-guide/id301427093>

**EXAMPLE (Samsung):**

Vallerand, A. H., Sanoski, C. A., Deglin, J. H., & Mansell, H. G. (2019). Prozac. In *Davis drug guide* [Mobile app]. Google Play Store. [https://play.google.com/store/apps/details?id=com.unbound.android.cqddl&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.unbound.android.cqddl&hl=en_CA)

## 4.5 LEGAL SOURCES

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*Note: Because the Publication Manual of the APA does not provide instructions for citing Canadian legal sources, the formats below are only suggestions judged to be adequate for non-legal contexts. Please check with your instructor to see if they have particular instructions for citing Canadian legal sources.*

### 4.5.1 Bills

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A bill is a proposed law that has been proposed but not yet passed and given royal assent. A bill may never actually become law but nonetheless have political or historical significance.

**TEMPLATE:**

Bill number: Name of Bill. (Year). Reading, Month, Day, Year, Parliament, Session. Site Name.

<https://...>

**EXAMPLE:**

Bill C-337: Judicial Accountability through Sexual Assault Law Training Act. (2017). 3rd Reading, May 15, 2017, 42nd Parliament, 1st Session. Parliament of Canada. <https://www.parl.ca/DocumentViewer/en/42-1/bill/C-337/third-reading>

**CORRESPONDING IN-TEXT CITATION:**

(Bill C-337, 2017).

### 4.5.2 Statutes

---

Statutes are bills that have been passed and given royal assent, giving them the force of law.

**TEMPLATE:**

Name of Act, Revised Statues, Chapter. Site Name. <https://...>

**EXAMPLES:**

Copyright Act, Revised Statutes of Canada 1985, c. C-42. Government of Canada Justice Laws Website. <https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

Family Law Act, Revised Statues of British Columbia 2011, c. 25. B.C. Laws Website.

[https://www.bclaws.ca/civix/document/id/complete/statreg/11025\\_01](https://www.bclaws.ca/civix/document/id/complete/statreg/11025_01)

Infants Act, Revised Statues of British Columbia 1996, c. 223. B.C. Laws Website.

[http://www.bclaws.ca/civix/document/id/complete/statreg/96223\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96223_01)

### **CORRESPONDING IN-TEXT CITATIONS:**

(Copyright Act, Statutes of Canada 1985).

(Family Law Act, Statutes of British Columbia 2011).

(Infants Act, Revised Statutes of British Columbia 1996).

### **4.5.3 Case Law**

---

The *neutral citation* of a case consists of the year that the judgement was rendered, a standard abbreviation for the name of the court or tribunal, and a number that reflects the chronological order of the judgements rendered in that year. Put the neutral citation in parentheses after the name of the court.

#### **TEMPLATE:**

Name of Case, Name of Court. (Neutral Citation). Site Name. <https://>

#### **EXAMPLES:**

British Columbia v. Imperial Tobacco Canada Ltd., Supreme Court of Canada. (2005 SCC 49). CanLII.

<https://www.canlii.org/en/ca/scc/doc/2005/2005scc49/2005scc49.html>

J.P. v. British Columbia (Children and Family Development), British Columbia Supreme Court. (2015

BCSC 1216). Courts of British Columbia. [https://www.courts.gov.bc.ca/jdb-txt/SC/15/12/](https://www.courts.gov.bc.ca/jdb-txt/SC/15/12/2015BCSC1216.htm#_Toc424121561)

[2015BCSC1216.htm#\\_Toc424121561](https://www.courts.gov.bc.ca/jdb-txt/SC/15/12/2015BCSC1216.htm#_Toc424121561)

#### **CORRESPONDING IN-TEXT CITATIONS:**

(British Columbia v. Imperial Tobacco Canada, Ltd., 2005)

(J.P. v. British Columbia (Children and Family Development), 2015)

### **4.5.4 Ministerial Order**

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For a ministerial order, the author is the minister (or designate) who gave the order. Include the number of the order in parentheses after the title.

#### **TEMPLATE:**

Name of minister or designate. *Title of order* (Ministerial Order no. xxx). Jurisdiction. <https://...>

#### **EXAMPLE:**

Lake, T. (2015). *Health Professions Act* (Ministerial Order no. 402). Government of British Columbia.

<https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/professional-regulation/>

[224\\_lpn\\_2015.pdf](https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/professional-regulation/224_lpn_2015.pdf)

## 4.6 ARCHIVAL MATERIALS

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If archival material is available on online, then it is cited in the same way as other online material.

**TEMPLATE:**

Author, A. A. (Year, Month, Day). *Title of Material* [Type of material] (Other identifying information).

Name of Agency. <https://...>

**EXAMPLE:**

*Kamloops, British Columbia, including North Kamloops* [Map] (Online MIKAN no. 3807540). (1914,

May). Library and Archives Canada. <https://data2.archives.ca/e/e428/e010688881-v8.jpg>

If the material is not available online, then include the name of the collection, any identifying information that might help the reader locate the material, and the name and location of the repository.

**TEMPLATE:**

Author, A. A. (Year, Month, Day). *Title of material*. [Type of material]. Name of collection (Other

identifying information). Name and location of repository.

**EXAMPLE:**

Milne, A.J. (1880, December 31). *Cartoon showing Western Canada up for auction*. [Photo]. Archives

collection. (Image No: NA-3055-13). Glenbow Museum, Calgary, Alberta.

## 4.7 COURSE MATERIALS

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### 4.7.1 Material Posted to Course Management Software

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If material posted to course management software (e.g., Moodle) has been published somewhere else, then cite the original source. Otherwise, cite the material like any other online source.

**TEMPLATE:**

Instructor, I. I. (Year). *Title* [Format if applicable]. Thompson Rivers University. <https://...>

**EXAMPLE:**

Gill, M. (2011). *Documenting history* [PowerPoint slides]. Thompson Rivers University.

<https://moodle.tru/history/gill>

### 4.7.2 Lectures and Lecture Notes

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If lectures or lecture notes are not available online (i.e., if you heard the lecture in person and/or if the notes were handed out in class), then cite them as personal communication.

If the lecture notes are posted to course management software (e.g., Moodle or Blackboard), then cite them as you would any other material that has been posted to course management software.

### 4.7.3 Coursepacks

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When citing material that has been reprinted in a coursepack, cite the original source whenever possible. The compiler of the coursepack will almost certainly have provided a full citation for the material, but if this is not the case, then try to find out where the material was originally published.

If you can't find the original source of the material, then treat material if it were a chapter in a book edited by the compiler and published by Thompson Rivers University.

**TEMPLATE:**

Author, A. A. (Year). Title of article: Subtitle of article. In C. C. Compiler (Ed.), *Coursepack title*

(Course Name and number). Thompson Rivers University.

**EXAMPLE:**

Daft, R. L. (2012). Leading change. In D. Bringeland (Ed.), *Unlock the possibilities* (BBUS 3671).

Thomson Rivers University.

#### **4.7.4 Open Learning Course Manuals**

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For Open Learning course manuals that have been posted to Moodle, give "Thompson Rivers University Open Learning" as the group author.

**TEMPLATE:**

Thompson Rivers University Open Learning. (Year). *Course Manual for \_\_\_\_\_*. <https://...>

**EXAMPLE:**

Thompson Rivers University Open Learning. (2012). *Course Manual for English 1101*. <https://...>

For Open Learning course manuals that have been accessed in print, give "Thompson Rivers University Open Learning" as the group author and "Author" as the publisher.

**TEMPLATE:**

Thompson Rivers University Open Learning. (2012). *Course Manual for \_\_\_\_\_*. Author.

**EXAMPLE:**

Thompson Rivers University Open Learning. (2012). *Course Manual for English 1101*. Author.



## 4.8 PERSONAL COMMUNICATION

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Personal communication (such as a conversation, email or unpublished interview) requires an in-text citation but is not included in the references. The in-text citation should consist of the words "personal communication," the speaker's name (including initials), and the date.

**TEMPLATE:**

... (S. Speaker, personal communication, Month day, year).

**EXAMPLE:**

... (R. Smith, personal communication, May 18, 2018)

If you do not remember the exact date, use "circa" (Latin for "around") followed by an approximate date.

**EXAMPLE**

Many Americans loved and admired Franklin Roosevelt. My mother was riding the interurban trolley from Norman, Oklahoma to Oklahoma City when the conductor announced that President Roosevelt had died, and she later recalled that her mother and many of the other women on the trolley started to cry when they heard the news (J. Svendsen, personal communication, circa 1980s).

If you are citing traditional knowledge passed on to you by an Indigenous Elder, include the full name of the Elder and additional information (such as the community and nation to which they belong) inside the parentheses.

## 4.9 SECONDARY CITATIONS

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Often the author of a source will refer to a source by another author. If the original source is relevant to your research, then you should make every effort to find and read it. If this is not possible, then the in-text citation should include *both* the source that you have read and the source that you have not read, but only the source that you have actually read is included in the references.

**EXAMPLE OF IN-TEXT CITATION:**

... (Cooper & Sweller, 1987 as cited in Schnotz & Kürschner, 2007).

**EXAMPLE OF REFERENCE:**

Schnotz, W., & Kürschner, C. (2007). A reconsideration of cognitive load theory. *Educational Psychology Review*, 19(4), 469-508. doi:10.1007/s10648-007-9053-4

In this case, Cooper and Sweller (1987) is *not* included in the references, because the writer of the paper has not actually read it.