

# A GUIDE TO APA CITATION STYLE

For more information on APA style, please consult our guide at:  
**<http://libguides.tru.ca/apa>**

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* (6th ed.). (2009). Washington, DC:

American Psychological Association.

*APA Style Guide to Electronic References*. (2012). Retrieved from <http://www.apastyle.org>

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

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# INTRODUCTION

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An APA citation consists of two parts. The *in-text citation* occurs in the text of the paper and consists of the last name of the author and the date of publication.

**Example:**

(Crawford, 2009)

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

**Example**

Crawford, M. B. (2009). *Shop class as soulcraft: An inquiry in the value of work*. New York, NY: Penguin Books.

References always include the author, title and publication date of the source, but what else is included depends on the type of source being cited.

# IN-TEXT CITATIONS

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An in-text citation appears in parentheses in the text of a paper to indicate that a source is being cited. Except for certain types of sources, such as personal communication and religious or classical works, every in-text citation must correspond to a reference at the end of the paper.

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

**Example:**

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

If the authors name is not given in the text of the paper, then it goes inside the parentheses with the date.

**Example:**

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

If you use an author's exact words, include the page number.

**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).

# VARIATIONS BY AUTHOR

## ONE AUTHOR

---

### Templates:

... (Author, Year).

Author (Year) verb ...

### Examples:

...(Smith, 2009).

Smith (2008) found ...

## TWO AUTHORS.

---

Names that occur inside the parentheses are connected by "&," but names that occur outside of the parentheses are connected with "and."

### Templates:

... (Author & Author, Year).

Author and Author (Year) verb ...

### Examples

...(Lind & Cohen, 2009).

Lind and Cohen (2009) found ...

## THREE TO FIVE AUTHORS:

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The first citation lists all of the authors' names, while the subsequent citations give only the first author's name followed by "et al."

*first citation*

### Templates:

... (Author, Author, & Author, Year).

Author, Author, and Author (Year) verb ...

### Examples:

...(Peters, Clark, & Ball, 2010).

Peters, Clark, and Ball (2010) say...

*subsequent citations:*

### Templates:

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

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

### Examples:

...(Peters et al., 2010).

Peters et al. (2010) say...

## SIX OR MORE AUTHORS

---

The name of the first author is given, followed by “et al.”

### Templates

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

Author et al. (Year) verb ...

### Examples

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

Jones et al. (2012) determine...

## CORPORATE AUTHOR

---

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

### Template:

...(Corporate Author, Year).

Corporate Author (Year) verb ...

### Example:

...(Statistics Canada, 2013).

Statistics Canada (2013) states ...

## NO AUTHOR

---

In most cases, a source that appears to have no author will in fact have a corporate author, but if this is not the case, then first few words of the title are used in place author's name.

### Template:

...(Title of Book, Year).

*Title of book* (Year) verb

### Examples:

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

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

# 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.

## FORMATTING REFERENCES

Below are some general guidelines for formatting references.

- The references list is double spaced.
- Each entry is formatted with a hanging indent.
- The author's last name is given first, followed his or her initials.
- The date is enclosed in parentheses and followed by a period.
- Titles of books and journals are italicized.
- Titles of books and articles are in sentence case, with only the first word, the first word after the colon, and proper nouns capitalized.
- Titles of journals are in title case, with all major words capitalized.

If you are accustomed to another citation style, such as MLA, you will need to remember the following:

- Authors' first and middle names are *not* spelled out.
- Titles of journal articles are *not* italicized.
- Non-initial common nouns in book and article titles are *not* capitalized.

## ARRANGEMENT OF REFERENCES

Alphabetize references according to the last name of the author.

### Example:

Andrews, A. A. ...

Butler, B. B. ...

Cohen, C. C. ...

If there is more than one author, then alphabetize by the first initial 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 has been 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 In-text Citations:**

... (Jones, 2012a). ... (Jones, 2012b).

**Example References:**

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

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

## VARIATIONS BY AUTHOR

When there is more than one author, the names are listed in the order in which they occur on the document.

### ONE AUTHOR

---

The author's last name comes first, followed by his or her initials in normal order.

**Template:**

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

**Example:**

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

### TWO AUTHORS

---

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

**Template:**

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

**Example:**

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

### THREE TO SEVEN 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). ...

### MORE THAN SEVEN AUTHORS

---

The names of the first six 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,  
Z. Z. (Year). ...

**Example**

Jones, R., Skitter, L., March, N., Potter, L., Crowley, D., Smith, F., ... Hilbert, B. (2012) ...

### CORPORATE AUTHOR

---

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

**Template:**

Corporate Author. (Year). *Title of Book or Report*. ...

**Example:**

Statistics Canada. (2013). *Gross domestic product by industry, July 2013*. Retrieved from  
<http://www.statcan.gc.ca/daily-quotidien/130930/dq130930a-eng.htm>

### NO AUTHOR

---

A source that appears to have no author usually has a corporate 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). ...

# BOOKS

## BOOK WITH DOI (DIGITAL OBJECT IDENTIFIER)

---

The DOI goes at the end of the citation. Notice that if there is a DOI, then the citation is the same regardless of whether the book has been accessed in print or online.

### Template:

Author, A. A. (Year). Title of book: Subtitle of book. doi:xx.xxxxxxxxxxxxxxx

### Example:

Moghissia, H. (2013). *Women, power and politics in 21st century Iran*. doi: 10.1080/13552074.2013.767529

## BOOK WITHOUT DOI (PRINT)

---

If a book that has been accessed in print does not have a DOI, then the place of publication and the publisher go at the end of the citation.

### Template:

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

### Example:

Kaplan, J. S., & Hayn, J. (2012). *Teaching young adult literature today: Insights, considerations, and perspectives for the classroom teacher*. Lanham, MD: Rowman & Littlefield.

## BOOK WITHOUT DOI (ONLINE)

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If a book that has been accessed online does not have a DOI, then the citation ends with the URL of the provider's website, even if you actually retrieved the book through the TRU Library Catalogue. Use Google to find the URL of the provider's website.

### Template

Author A. A. (Year). *Title of work*. Retrieved from http://...

### Examples:

Austen, J. (1815). *Emma*. Retrieved from <http://www.gutenberg.org>

Goldman, E. (1914). *Marriage and love*. Retrieved from <http://www.hathitrust.org>

Halberstam, J. J. (2012). *Gaga feminism: Sex, gender, and the end of normal*. Retrieved from <http://www.books.google.ca>

Richardson, D. (2000). *Rethinking sexuality*. Retrieved from <http://www.ebrary.com>

## DEVICE SPECIFIC VERSION OF BOOK

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If you have used a device specific version of an ebook, the device version goes in square brackets immediately after the title.

### Template:

Author A. A. (Year). *Title of work* [Device version]. Retrieved from [http:// ...](http://...)

### Example:

Walker, R., Whelan, A., & Moore, C. (2013). *Zombies in the academy* [Kindle version]. Retrieved from [www.amazon.ca](http://www.amazon.ca)

## SPECIFIC EDITION OF A BOOK

---

If an edition is specified, it 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.). New York, NY: Routledge.

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

Sorrentino, S. A. (2013). *Mosby's Canadian textbook for the support worker* (3rd Canadian ed.). Toronto, ON: Mosby Canada.

## CHAPTER IN EDITED BOOK

---

The editor's name is given in normal order between the chapter title and the book title and is followed by "Ed." in parentheses. If there is more than one editor, then "Eds." is used instead of "Ed."

### 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). ...

### Examples:

Hodgins, B. W. (2003). The Canadian North. In K. G. Pryke & W. C. Soderlund (Eds.), *Profiles of Canada* (3rd ed.)(pp. 63-96). Toronto, Ont.: Canadian Scholars' Press.

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). doi:10.1017/CBO9780511816819

## ENTRY IN REFERENCE BOOK

---

An entry in a reference book such as an encyclopedia is cited as a chapter in an edited book. If the reference work has more than one volume, then the volume number goes 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). ...

### Example:

Bukowski, P. (2012). Basics of quantitative equity investing. In P. P. Drake & J. Fabozzi, J.(Eds.) *Encyclopedia of financial models* (Vol. II, pp. 89-106). Retrieved from <http://www.ebrary.com>

## BOOK IN TRANSLATION

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The name of the translator and the abbreviation "Trans." go in parentheses after the title. The date given after the author's name is the date of the translation. If the date of the original publication is different from the date of the translation, it goes 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.). Retrieved from <http://www.ebrary.com>

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

## IMAGE IN A BOOK

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To cite an image from a book, include the book in your references and include the page number of the image in the in-text citation.

### Template:

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

### Example:

Hill, C. C., Lamoureux, J., & Thom, I. M. (2006). *Emily Carr: New perspectives on a Canadian icon*. Vancouver, BC: Douglas & McIntyre.

*This format is used to reference an image that is discussed in the text of a paper. If the image is also reproduced in the paper, then permission from the copyright holder must be obtained and acknowledged. If permission is not needed because the image is under a Creative Commons License or is in the public domain, then that needs to be acknowledged as well.*

# ARTICLES

## JOURNAL ARTICLE WITH DOI (DIGITAL OBJECT IDENTIFIER)

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The DOI goes at end of the citation. Notice that if there is a DOI, then the citation is the same regardless of whether the article has been accessed in print or online.

### Template:

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

doi:xxxxxxxxx

### Example:

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.

doi:10.1186/1479-5868-9-118

## JOURNAL ARTICLE WITHOUT DOI (PRINT)

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If a journal article accessed in print 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:

Sidani, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing*

*Research*, 35(3), 26-38.

## JOURNAL ARTICLE WITHOUT DOI (ONLINE)

---

If an article accessed online does not have a DOI, then the citation ends with the URL of the journal's website, even if you actually retrieved the article through a database. Use Google to find the URL of the journal's website.

### Template:

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

Retrieved from <http://...>

### Example:

Sidani, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing*

*Research*, 35(3), 26-38. Retrieved from <http://cjr.mcqill.ca>

If an article is only available through a database (as for instance, when the journal is no longer being published and so does not have a website) give the name of the database and the accession number of the article (or whatever unique number the database has assigned to the article).

**Example:**

Wysong, S., Kissel, G. J., & Beldona, S. (2008). "Made in China" The effect of country association on a brand's personality. *American International College Journal Of Business*, 17: 45-54. Retrieved from *Business Source Complete*. Accession number: 36786886.

### **MAGAZINE ARTICLE (PRINT)**

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If a magazine article has been accessed in print, then 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.

### **MAGAZINE ARTICLE (ONLINE)**

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If a magazine article has been accessed online, then the citation ends with the URL of the magazine's website, *even* if you actually retrieved the article through a database. Use Google to find the URL of the magazine's website.

**Template:**

Author, A. A. (Year, Month). Title of article: Subtitle of article. *Title of Magazine*, volume (issue), page range. Retrieved from <http://...>

**Example:**

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

Retrieved from <http://www.macleans.com>

If an article is only available through a database (as for instance, when the magazine is no longer being published and so does not have a website) give the name of the database and the accession number of the article (or whatever unique number the database has assigned to the article).

**Example:**

Hunt, T. (2005, 12). 12 steps to nowhere: As an alcoholic who has not had a drink in five years, I've made it a point to avoid Alcoholics Anonymous. *Saturday Night*, 120, 19-20. Retrieved from *CBCA Reference & Current Events*. ProQuest document ID: 222426389

## **NEWSPAPER ARTICLE (PRINT)**

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If a newspaper article has been accessed print, then the citation ends with the page range.

### **Template:**

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

### **Example:**

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

## **NEWSPAPER ARTICLE (ONLINE)**

---

If a newspaper article has been accessed online, then the citation ends with the URL of the newspaper's website, *even* if you actually retrieved the article through a database. Use Google to find the URL of the newspaper's website.

### **Template:**

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

### **Example:**

Khan, S. (2013, February 28). Beyond tolerance lies true respect. *The Globe and Mail*. Retrieved from  
<http://www.globeandmail.com>

If an article is only available through a database (as for instance, when the newspaper is no longer being published and so does not have a website) give the name of the database and the accession number of the article (or whatever unique number the database has assigned to the article).

### **Example:**

We thought it would last forever. (2014, Jan 11). *Kamloops Daily News*. Retrieved from *Canadian Newsstand Complete*. ProQuest document ID: 1476732557.

# DOCUMENTS

## GOVERNMENT DOCUMENTS (PRINT)

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*Note: Because the Publication Manual of the APA does not actually provide instructions for citing Canadian government documents, the formats below are only suggestions. Please check with your instructor to see if he or she has any particular instructions for citing government documents.*

A government document in that is accessed in print is cited it as a print book, with any additional identifying information, such as a report or catalogue number, in parentheses after the title.

### **Template:**

Author, A. A. (Year). *Title of government document* (Report No. xxx). Place of Publication. Publisher.

### **Example:**

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

If the document has a corporate author, then give the publisher as "Author":

### **Template:**

Corporate Author. (Year). *Title of government document* (Report No. xxx). Place of Publication. Author.

### **Example:**

Statistics Canada. (2003). *Child and spousal support: Maintenance enforcement survey statistics* (Statistics Canada Catalogue No. 85-228-XIE). Ottawa, ON: Author.

## GOVERNMENT DOCUMENTS (ONLINE)

---

*Note: Because the Publication Manual of the APA does not actually provide instructions for citing Canadian government documents, the formats below are only suggestions. Please check with your instructor to see if he or she has any particular instructions for citing government documents.*

If an online government document has a personal author, then the publishing entity is indicated by the name of the website from which the document was retrieved. Any additional identifying information, such as a report number or catalogue number, goes in parentheses after the title.

### **Template**

Author, A. A. (Date). *Title of government document* (Report No. xxx). Retrieved from Agency Name website: <http://...>

**Example:**

Nagorsen, D. W. (1995, March). *Status of the western harvest mouse in British Columbia* (Wildlife Working Report No. WR-71). Retrieved from British Columbia Ministry of the Environment website:  
<http://www.env.gov.bc.ca/wld/documents/statusrpts/wr71.pdf>

If a government document has a corporate author, then that entity is assumed to be the publisher and the name of the website is omitted.

**Template**

Corporate Author. (Date). *Title of government document* (Report No. xxx). Retrieved from <http://...>

**Example:**

British Columbia Ministry of Housing and Social Development. (2010). *Disability assistance and trusts*. Retrieved from <http://www.hsd.gov.bc.ca/publicat/pdf/DisabilitiesTrusts.pdf>

## OTHER DOCUMENT (PRINT)

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If you have accessed a document in print, then cite it as you would a book.

### Template:

Author, A. A. (Year). *Title of document*. Place of Publication. Publisher.

### Example:

McInturff, K. (2014). *The best and worst place to be a woman in Canada: An index of gender equality in Canada's twenty largest metropolitan areas*. Ottawa: Canadian Centre for Policy Alternatives.

If the document has a corporate author, then give the publisher as "Author".

### Template:

Corporate Author. (Year). *Title of document*. Place of Publication. Author.

### Example:

Thompson Rivers University Students' Union. (2014). *Constitution & bylaws*. Kamloops: Author.

## OTHER DOCUMENT (ONLINE)

---

As with government documents, if an online document has a personal author, then the publishing entity is indicated by giving the name of the website from which the document was retrieved.

### Template:

Author, A. A. (Date). *Title of document*. Retrieved from Agency Name website: <http://...>

### Example:

Brennan, J. (2012, November 16). *A Shrinking Universe: How concentrated corporate power is shaping income inequality in Canada*. Retrieved from the Canadian Centre for Policy Alternatives website:<http://www.policyalternatives.ca/publications/reports://shrinking-universe>

As with government documents, if an online document has a corporate author, then that entity is assumed to be the publisher and the name of the website is omitted.

### Template:

Corporate Author. (Year). *Title of document*. Retrieved from <http://...>

### Example:

Thompson Rivers University. (2007). *University of choice: Strategic Plan 2007 – 2012*. Retrieved from [http://www.tru.ca/\\_\\_shared/assets/2007-2012\\_strategic\\_plan8326.pdf](http://www.tru.ca/__shared/assets/2007-2012_strategic_plan8326.pdf)

# THE WEB

## WEBPAGE

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If a webpage has a *personal* author, then the publishing entity is indicated by giving the name of the website.

### Template:

Author, A. A. (Year). *Title of webpage*. Retrieved from Site Name website: <http://...>

### Example:

Reid, Charles. (2013, October 4). *Message from the CEO: BC Hydro workers dedicated to keeping the power on*.

Retrieved from B.C. Hydro website: [http://www.bchydro.com/news/press\\_centre/news\\_releases/2013/ceo-message-employee-salaries.html](http://www.bchydro.com/news/press_centre/news_releases/2013/ceo-message-employee-salaries.html)

If a website has a collective or *corporate* author, then that entity is assumed to be the publisher and so the name of the website is omitted.

### Template:

Corporate Author. (Year). *Title of webpage*. Retrieved from <http://...>

### Example:

BC Hydro. (2013). *Fish & wildlife compensation program*. Retrieved from [http://www.bchydro.com/about/sustainability/environmental\\_responsibility/compensation\\_programs.html](http://www.bchydro.com/about/sustainability/environmental_responsibility/compensation_programs.html)

## WEBPAGE (NO DATE)

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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*. Retrieved from Site Name website: <http://xxxxxxx>

### Example:

Royal Institute of British Architects. (n.d.). *Shaping the future: Careers in architecture*. Retrieved from <http://ww.careersinarchitecture.net>

## WEBPAGE (NO AUTHOR)

---

Webpages that appear to have no author usually have a corporate 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). Retrieved from <http://...>

### Example:

*New child vaccine gets funding boost.* (2001). Retrieved May 1, 2001, from [http://news.ninemsn.com.au/health/story\\_13178.asp](http://news.ninemsn.com.au/health/story_13178.asp)

## ONLINE REFERENCE WORK

---

An entry in an on-line reference work is cited as follows.

### Template:

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

### Example:

Driver, J. (2009). *The history of utilitarianism.* In E. N. Zalta (Ed.), *The Stanford Encyclopedia of Philosophy* (Summer 2009 Edition). Retrieved from <http://plato.stanford.edu/archives/sum2009/entries/utilitarianism-history>

## WIKIPEDIA ENTRY

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Avoid citing Wikipedia. If you need to use information from Wikipedia, look in the "References" and "External Links" sections for credible sources for that information. If you can't find a better source for the information and simple must use it, then include the date that you accessed it in your citation.

### Template:

Title of Entry. (n. d.). In *Wikipedia*. Retrieved Month Day, Year from <http://en.wikipedia.org/wiki/...>

### Example:

Utilitarianism. (n. d.). In *Wikipedia*. Retrieved December 1, 2013 from <http://en.wikipedia.org/wiki/Utilitarianism>

## **BLOG POST**

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A citation for a blog post has "Blog post" in square brackets after title. Notice that the titles of blog posts are *not* italicized.

### **Template:**

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

### **Example:**

Perelman, D. (2012, November 26). Sweet potato cake with marshmallow frosting [Blog post]. Retrieved from <http://smittenkitchen.com/blog/2013/11/sweet-potato-cake-with-marshmallow-frosting>

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]. Retrieved from <http://...>

### **Example:**

Whitehead, T. [librariantiff].(2012, September 23). Nothing like the scent of a new book...[Blog post]. Retrieved from <http://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 [Blog post]. Retrieved from <http://...>

### **Example:**

liberal japonicus. (2013, September 29). Sabotage and Obamacare [Blog post]. Retrieved from [http://obsidianwings.blogs.com/obsidian\\_wings/page/4](http://obsidianwings.blogs.com/obsidian_wings/page/4)

## YOUTUBE VIDEO

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A citation for an online video has "Video file" in square brackets after title. Note that the author of a video posted on YouTube or a similar site is generally presumed to be the person who posted the video. Notice that YouTube is treated as a publication similar to a magazine, which is why the URL given is that of YouTube's homepage.

### Template:

Author/Poster A. A. (Year, Day Month). *Title of video* [Video file]. Retrieved from <http://...>

### Example:

Cummins, B. (2010, January 16). *TRU service-learning 100 all videos* [Video file]. Retrieved from <http://youtube.com>

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 file]. Retrieved from <http://youtube.com>

### Example:

Richards, A. [adriarichards]. (2011, June 4) *Camtasia Studio, Snagit and Jing review* [Video file]. Retrieved from <http://www.youtube.com/watch?v=wpUonhKub-Q>

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 file]. Retrieved from <http://www.youtube.com>

### Example:

Browseroperations. (2011, December 22). *Tile Tabs - Firefox extension in action* [Video file]. Retrieved from <http://www.youtube.com>

## PODCAST

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When citing a podcast, include "Audio podcast" in square brackets after title.

### Template:

Author/Performer, A. A. (Year, Month Day). *Title of podcast*. [Audio podcast]. Retrieved from <http://...>

### Example:

Bazelon, E., Dickerson, J. & Plotz, D. (2013, Decmeber 5) *The motor city massacre gabfest* [Audio podcast].

Retrieved from <http://slate.com>

If the author/performer 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/Performer, A. A. [Author/Performer's Screen Name]. (Year, Day Month). *Title of podcast* [Audio podcast]. Retrieved from <http://...>

If the author/performer uses a screen name and you do NOT know their real name, alphabetize the reference by the screen name.

### Template:

Author/Performer's Screen Name. (Year, Day Month). *Title of podcast* [Audio podcast]. Retrieved from <http://...>

## IMAGE FROM THE WEB

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If an image has been accessed online, the medium goes in square brackets after the title and the URL goes at the end of the citation.

### Template:

Creator, C. C. (Year). *Title of work* [Medium]. Retrieved from <http://...>

### Example:

Carr, E. (c. 1907) *Totem Walk at Sitka* [Watercolour on paper]. Retrieved from [http://www.museevirtuel-virtualmuseum.ca/sgc-cms/expositions-exhibitions/emily\\_carr/en/popups/pop\\_large\\_en.php?worksID=1555](http://www.museevirtuel-virtualmuseum.ca/sgc-cms/expositions-exhibitions/emily_carr/en/popups/pop_large_en.php?worksID=1555)

If you do not know the name of the creator of the image, begin the citation with the title.

### Template:

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

### Example:

*Emily Carr at age 21* [Photograph]. (1893). Retrieved from [http://www.museevirtuel-virtualmuseum.ca/sgc-cms/expositions-exhibitions/emily\\_carr/en/popups/pop\\_large\\_en\\_BCA-h\\_02813.html](http://www.museevirtuel-virtualmuseum.ca/sgc-cms/expositions-exhibitions/emily_carr/en/popups/pop_large_en_BCA-h_02813.html)

*Note: This format is used to reference an image that is discussed in the text of a paper. If the image is also to be reproduced in the paper, then permission from the copyright holder must be obtained and acknowledged. If permission does not need to be obtained because the image is under a Creative Commons License or is in the public domain, then that needs to be acknowledged as well.*

## ENTIRE WEBSITE

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If you refer to an entire website in your paper, but do *not* include any a specific idea, fact or document, 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.

# OTHER

## RELIGIOUS AND CLASSICAL WORKS

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Religious and classical texts are not included in the references, but do require in-text citations. An in-text citation for such a work should include the title and any additional information that will assist the reader in locating the material.

### Template for In-Text Citation:

... (*Title of Book*, Chapter: Verse, Edition).

### Example of In-Text Citation:

... (*New Testament*, 1 Cor. 13:1 New International Version).

## PERSONAL COMMUNICATION

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Personal communication (such as a conversation, email or unpublished interview) is not included in the references, but does require an in-text citation. This 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:

... (J. Smith, personal communication, May 18, 2008)

## COURSE MANAGEMENT SOFTWARE

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If material posted to course management software (e.g., Moodle or Blackboard) has been published somewhere else, the original source is cited. Otherwise, it is cited like any other material available online.

### Template:

Instructor, I. I. (Date). *Title of material* [Format if applicable]. Retrieved from Thompson Rivers University website: <http://...>

### Example:

Gill, M. (2011). *Documenting history* [PowerPoint slides]. Retrieved from the Thompson Rivers University website: <http://moodle.tru/history/gill>

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

### Template:

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

### Example:

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

## LECTURES AND LECTURE NOTES

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If lectures or lecture notes are not publically available (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.

## COURSEPACK

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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 the coursepack as if it were a book edited by the compiler and the material that you are citing as if it were a chapter in that book.

### Template:

Author, A. A. (Year). *Title of article: Subtitle of article*. In C. C. Compiler (Ed.), Coursepack title (Course Name and number). Kamloops, BC: Thompson Rivers University.

### Example:

Daft, R. L. (2012). *Leading change*. In D. Bringeland (Ed.), *Unlock the possibilities* (BBUS 3671). Kamloops, BC: Thomson Rivers University.

For Open Learning course manuals, give "Thompson Rivers University Open Learning" as the corporate author.

### Template:

Thompson Rivers University Open Learning. (2012). Course Manual for \_\_\_\_\_. Kamloops, BC: Author.

### Example:

Thompson Rivers University Open Learning. (2012). Course Manual for English 1100. Kamloops, BC: Author.

## ARCHIVAL MATERIAL

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

### Template:

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

Retrieved from agency website: <http://...>

### Example:

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

Retrieved from the Library and Archives Canada website: <http://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.

## SECONDARY SOURCES

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Sometimes the author of a paper will refer to a paper by another author. If the original paper is relevant to your research, then you should make every effort to find it 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 should be included in the references.

### Example of in-text citation:

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

### Example of corresponding 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

Cooper and Sweller 1987 is **not** included in the references, because the writer of the paper has not actually read it!