APA 7th Edition: Quick Guide

These guidelines are based on the *Publication Manual of the American Psychological Association* (APA),

> **MacEwan University students should always check with their instructors for any preferences or requirements that may vary from the guidelines in this handout.**

7th edition, published in 2020. For more information about APA style and additional examples, consult our online APA guide (libguides.macewan.ca/apa), the full APA manual, or the APA style blog (https://apastyle.apa.org/blog/).

Formatting

- **Double space** your essay and reference page
- **Use consistent font size and type** (Calibri 11, Arial 11, Georgia 11, or Times New Roman 12)
- **Use 1-inch margins**

Headings

All headings should use **bold font** (same size as the rest of the text) and be written in **Title Case** (each main word capitalized).

<div align="center">

Level 1 Heading

</div>

Level 2 Heading

Level 3 Heading

Title Page

1
Title of Paper: Subtitle of Paper (if applicable)
Name
ID Number
MacEwan University
Date
Course and Section Number
Instructor: Name of Instructor

In-Text Citations

In-text citations are **included along with quotations and paraphrases** in an essay to show where that information came from. They correspond to the references page, which lists full publication and retrieval information for those sources so the reader can find them.

Quotations

Quotations are words taken directly from the text. They are cited using three things: the **author's or authors' last name(s), a year of publication,** and **a page number (or section number, timestamp, etc.).**

These three things can go in parentheses at the end of the sentence (parenthetical citation), or the author and year can be included as part of the sentence, with the page number at the end (narrative citation).

Example: Parenthetical Citation
"This is a quotation from a source" (Dhengal, 2017, p. 129).

Example: Narrative Citation
Dhengal (2017) explained, "here are some important words from a source" (p. 129).

- **Use quotation marks (" ")** around quotations of 40 words or fewer
- **Indent long quotations (more than 40 words)** one tab instead of using quotation marks, and place the final punctuation before the citation instead of after it.
- Use [**square brackets**] to show that you have **changed or added words** to a quotation
- Use an ellipsis (. . .) to show that you've removed part of a quotation
- If a quotation appears on multiple pages, include pp. before the page range (pp. 132-133)

Paraphrases

Paraphrases are ideas that you have rewritten in your own words. Since they are in your own words, do not use quotation marks with paraphrases, but **do be sure to include an in-text citation and a references entry** for all paraphrased sources.

Page numbers are not required with paraphrases, but some instructors would like students to use them. It is not incorrect to include page numbers with paraphrases, so students are encouraged to use them if in doubt.

As with quotations, citations can be included in parentheses or as part of the sentence in a paper.

Example: Parenthetical Citation
Here is an example of a paraphrase (Hurley 2019).

Example: Narrative Citation
Hurley (2019) found this interesting thing in her study.

Examples of Special Cases of In-text Citations

Multiple Authors
2 Authors: (Bowen & Murshid, 2016, p. 224)
3 or More Authors: (Frenzel et al., 2014, p. 5)

Multiple Works
Crediting multiple authors for the same idea/information : (Brown, 2020; Chu et al., 2014)

Same author(s), different years of publication: Cite these normally as two separate sources. The reader can tell the difference between them by the year of publication.

Same author(s), same year of publication*: Alphabetize the sources by title on the references page. Then, place an 'a' beside the year of the first one, a 'b' beside the year of the second one, and so on.

Lawson, J. (2020a, June 29). *Hello, strangelings!*
https://thebloggess.com/2020/06/29/hello-strangelings-3/
Lawson, J. (2020b, July 16). *The world is very weird. But so are we*
https://thebloggess.com/2020/07/16/the-world-is-very-weird-but-so-are-we/

This will allow your reader to tell which is which when reading your in-text citations. (Parsons, 2008a)

Secondary Citation (A Source Cited Within Your Source)
Cite the original source's author and year of publication followed by "as cited in" and then the author, date, and page number (if applicable) of the source you are using.

According to Weber (1919, as cited in Reynolds, 2018), there is a ". . ." (p. 98).

". . ." (Weber, 1919, as cited in Reynolds, 2018, p. 98).
Note: only the source you used (Reynolds, in this example) is included on the References page.

No Page Number
Use a section heading, paragraph number, section heading and paragraph number, or timestamp, as available. Section headings may be shortened using quotation marks around the shortened version.

(Parsons, 2018, Services section)
Worley (2020) revealed that ". . ." (para. 5).
(Zaidi, 2019, "Participatory Action" section, para. 2)
". . ." (Trudeau, 2018, 5:04)

No Author
Organization as Author: (Department of Justice Canada, 2017, Introduction section, para. 1)

Abbreviating Organizations: First mention (Canadian Nurses Association [CNA], 2020, p. 4). Second mention (CNA, 2020, p. 31).

No Author: The news article stated that . . . ("Homeless Veterans in Focus," 2017).

No Date
According to Smith (n.d.), ". . ." (p. 78).

References Page

Formatting
- Include this on a **separate page** at the end of the paper, before any appendices
- Title it **References** in centered, bold font
- **List sources alphabetically,** by the first author's last name if there is more than one author
- Use a **hanging indent**, with the first line at the left margin and subsequent lines indented 1 tab (highlight reference entries and select CTRL + T on a PC or Command + T on a Mac)

Examples of Common Sources
For more examples and additional information about formatting different elements (authors, dates, titles, publication info), see our APA LibGuide at libguides.macewan.ca/apa

Books
Physical Copy
Lunny, A. M. (2017). *Debating hate crime: Language, legislatures, and the law in Canada.* UBC Press.

eBook
Ross, L. R. (2016). *Interrogating motherhood.* Athabasca University Press. https://doi.org/10.15215/aupress/9781771991438.01

Chapter or Article in an Edited Book
Tveit, A. D. (2017). Parental involvement in school: Applying Habermas' theoretical framework. In M. Murphy (Ed.), *Habermas and social research: Between theory and method* (pp. 109-121). Routledge.

Articles
Journal Article: With a DOI
Sunga, S. (2017). Dealing with oppression: Indigenous relations with the state in Canada. *Ethics & Social Welfare, 11*(2), 135-148. https://www.doi.org/10.1080/17496535.2017.1293118

Journal Article: Without a DOI but Openly Available on the Web (No Subscription Needed)
Henitiuk, V. (2003). Step into my parlour: Magical realism and the creation of a feminist space. *Canadian Review of Comparative Literature, 30*(2), 410-427. https://journals.library.ualberta.ca/crcl/index.php/crcl/article/view/10677/8235

Journal Article: No DOI or Appropriate Link
End the citation after the page numbers and do not include retrieval information.

News Article
Newton, P. & Holcombe, M. (2020, May 26). *Canada wants national sick leave plan in place for second wave of the coronavirus pandemic.* CNN. https://www.cnn.com/2020/05/26/americas/canada-coronavirus-national-sick-leave/index.html

Web Page
Department of Justice Canada. (2017, August 8). *The youth criminal justice act summary and background.* https://justice.gc.ca/eng/cj-jp/yj-jj/tools-outils/back-hist.html