

Confederation College Writing Standards: An APA “How-To” for Students and Faculty

*Written and Edited by the Confederation College Communications Full-Time Faculty.
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APA Assignment: General Page Format Requirements

Academic writing at Confederation College must always be formatted according to APA guidelines.

How to Format an APA Document

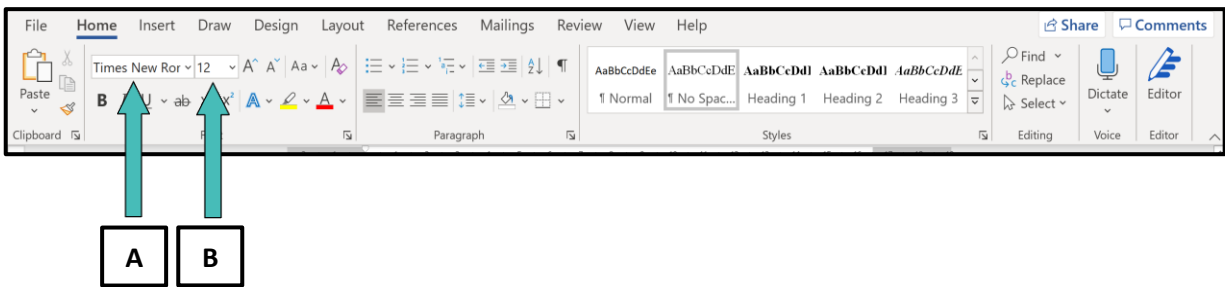
Font

Use one of the following APA fonts: 12 pt. font, Times New Roman or 11 pt. font, Calibri (Body).

How to Change the Font Size. To change the font, click on the “Home” tab in Microsoft Word, and choose the style and font size in the dropdown menus (A and B), as pictured in Figure 1.

Figure 1

How to Change the Font Size



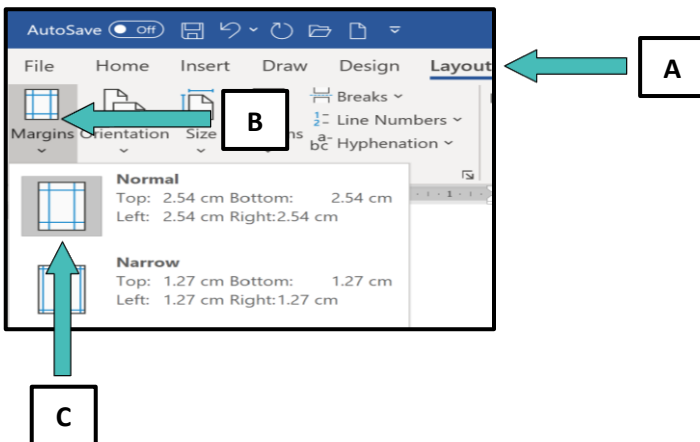
Page Margins

Your document must have 1” (one inch) page margins on the top, sides, and bottom of the document.

How to Check the Page Margin Size. Click the “Layout” tab (A) in Microsoft Word, and click the “Margins” drop down arrow (B). Click on the “Normal (2.54 cm)” margin selection (C), as pictured in Figure 2.

Figure 2

How to Check the Margin Size



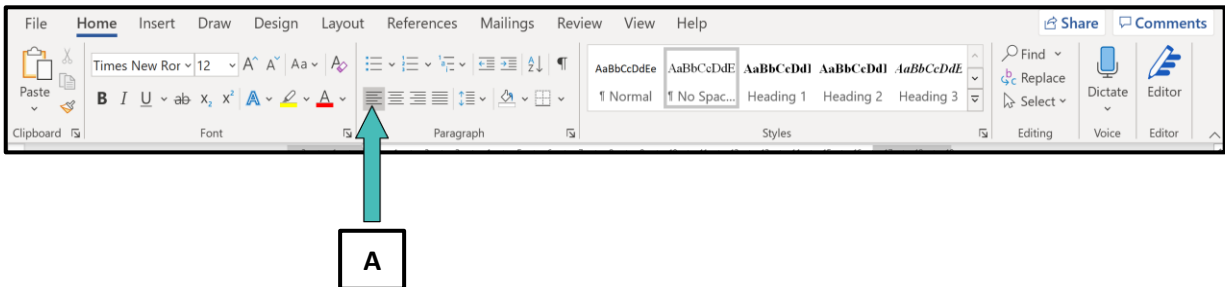
Paragraph Alignment

All assignment paragraphs (for essays, formal reports, or informal reports) must be ragged, left aligned. You should never manually adjust the word spacing or hyphenate any words to make the paragraph flush with both margins.

How to Make an Assignment Left Aligned. Under the “Home” tab, click the left align button (A), as shown in Figure 3.

Figure 3

How to Make Paragraphs Left Aligned



APA Assignments: How to Format Mandatory Components

There are mandatory components that, unless otherwise indicated by your Confederation College professor, must accompany all assignments that you submit. Every assignment must have an APA title page, and if you have taken any information from a secondary source, you must also include an APA References page. See the References section of this guide for the References page formatting instructions.

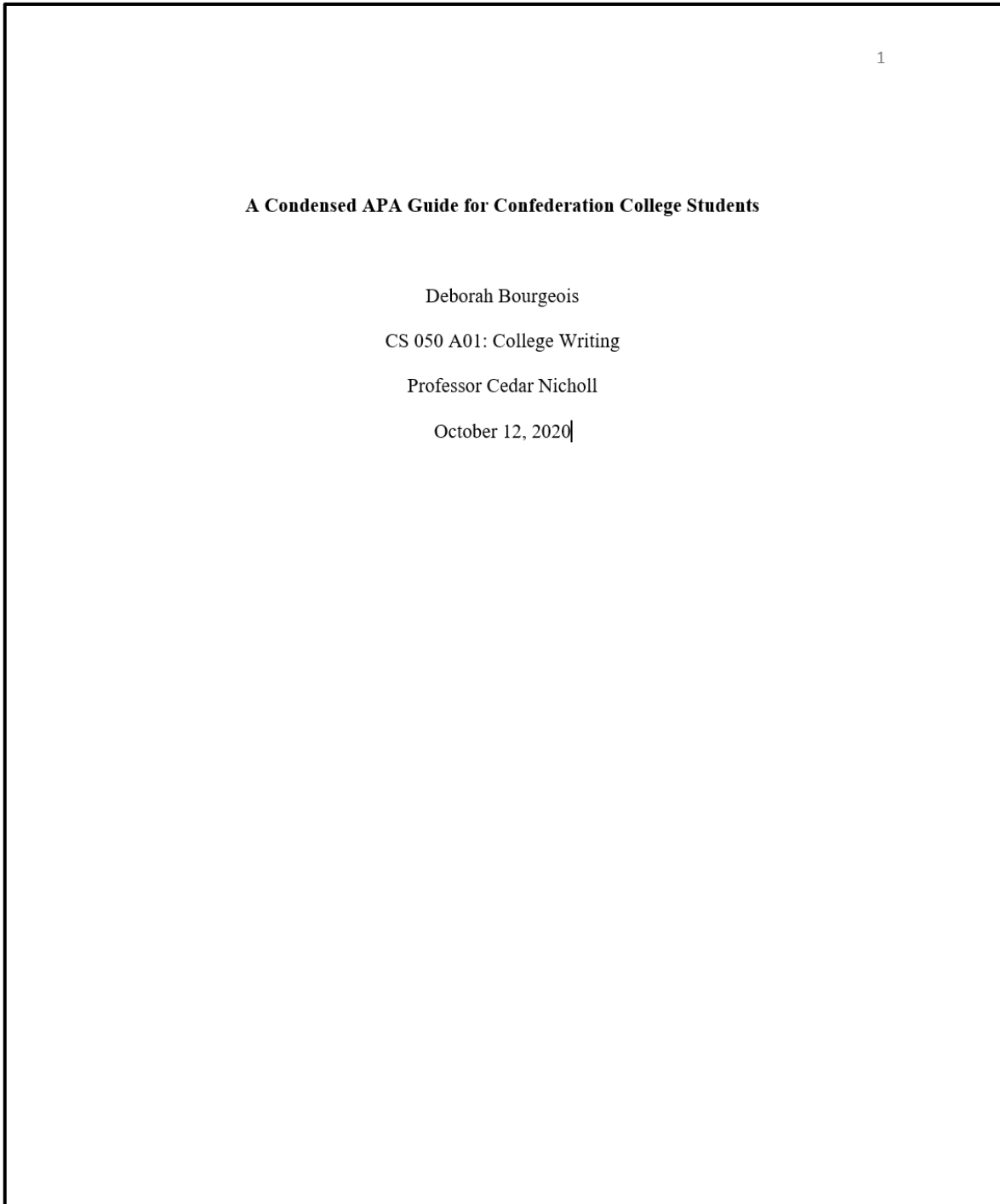
APA Title Page

Your APA title page is the first page of your assignment, and it must abide by APA guidelines. Follow the long instructions in Figure 6 or use the short instructions in Figure 5 to create an APA title page

If you have followed the directions to create an APA title page, the layout of your APA title page should look exactly like the title page in Figure 4. If it does not look identical, you have missed a step, and therefore, your APA title page is formatted incorrectly.

Figure 4

APA Title Page Example



How to Create an APA Title Page

Figure 5

APA Title Page: Short Instructions

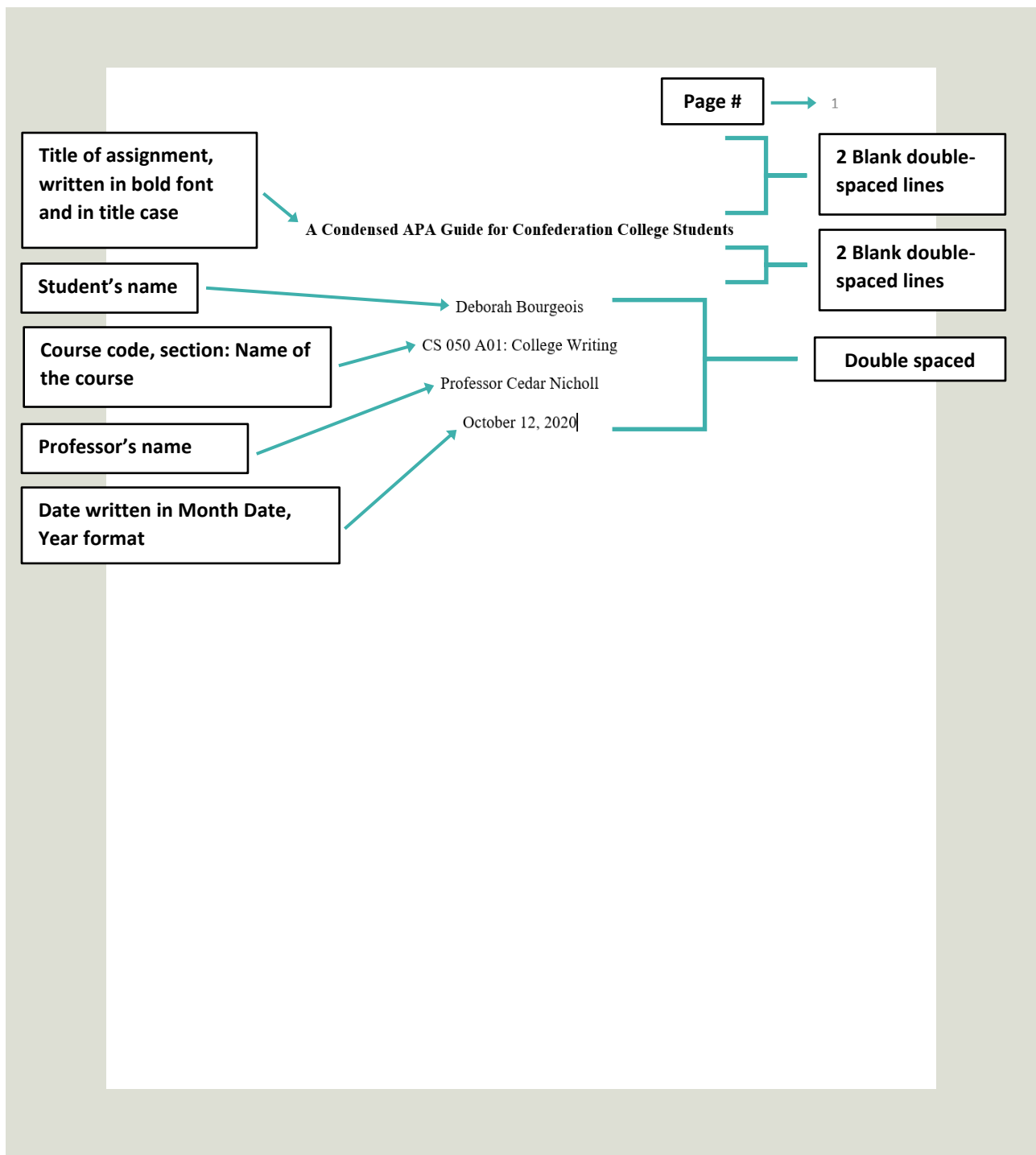
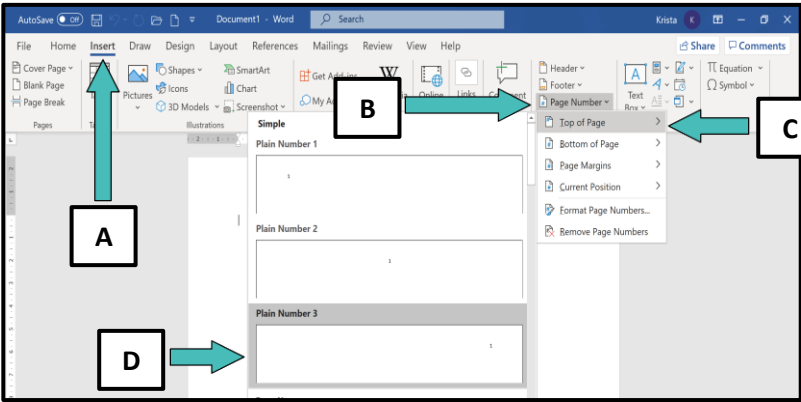
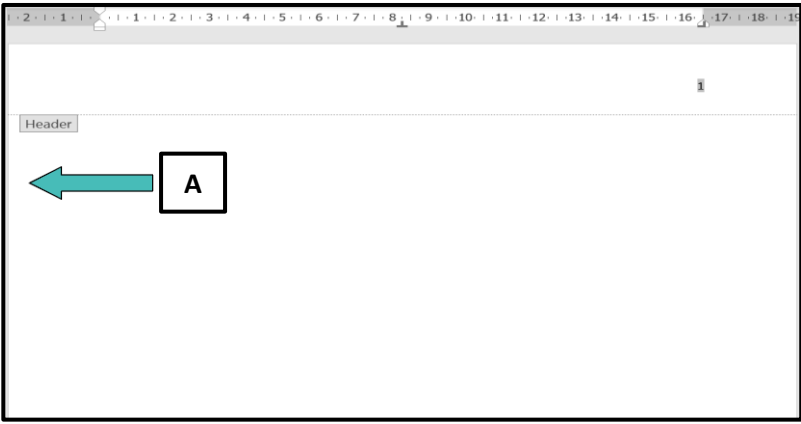
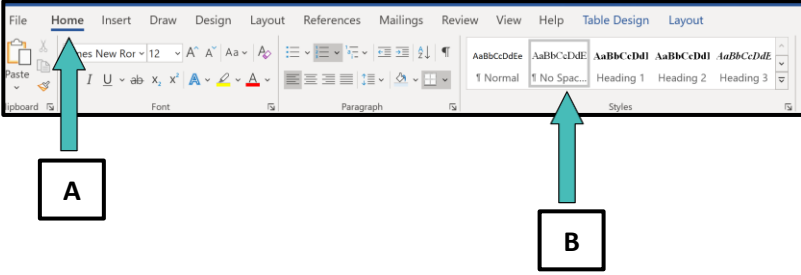
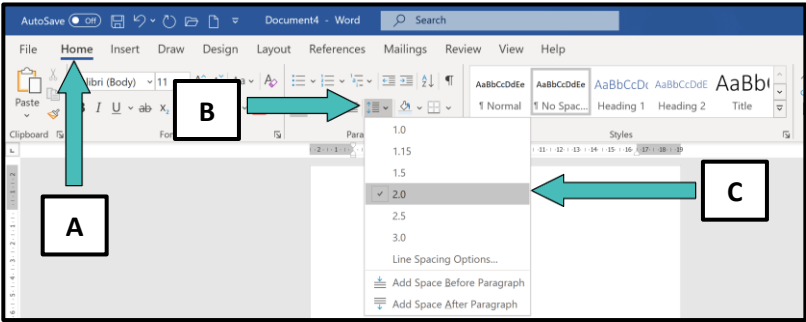
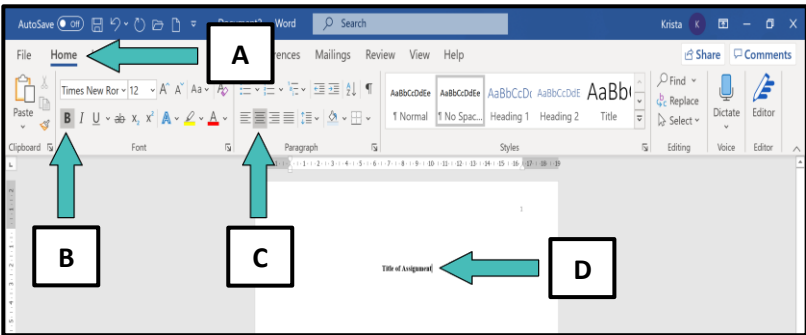
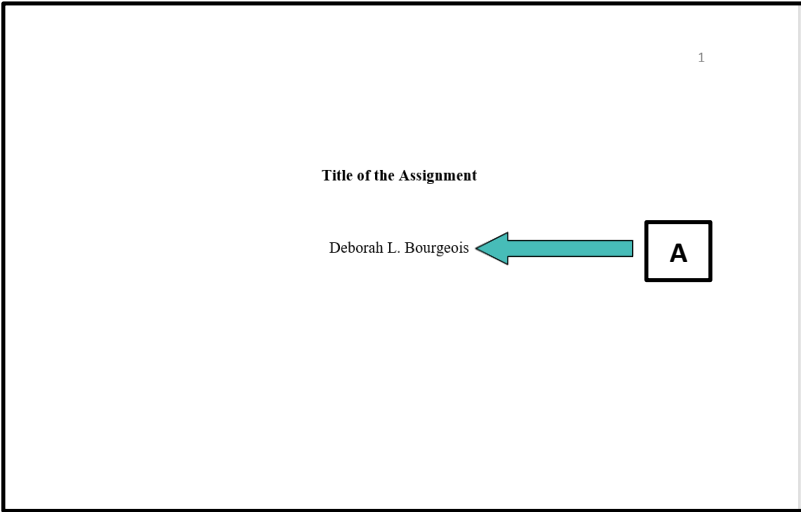
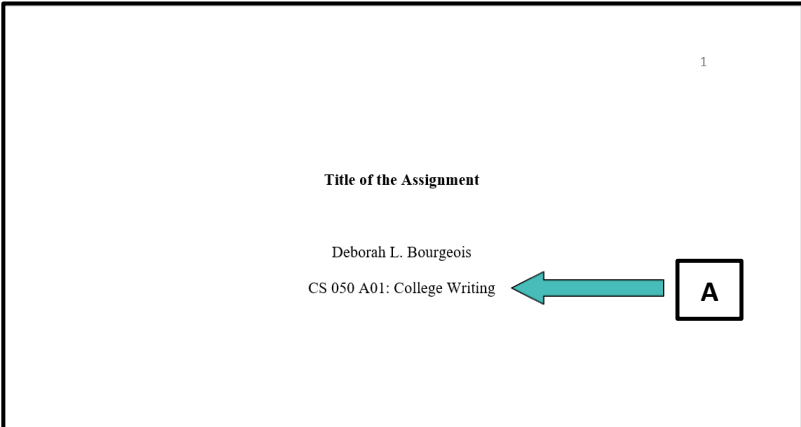
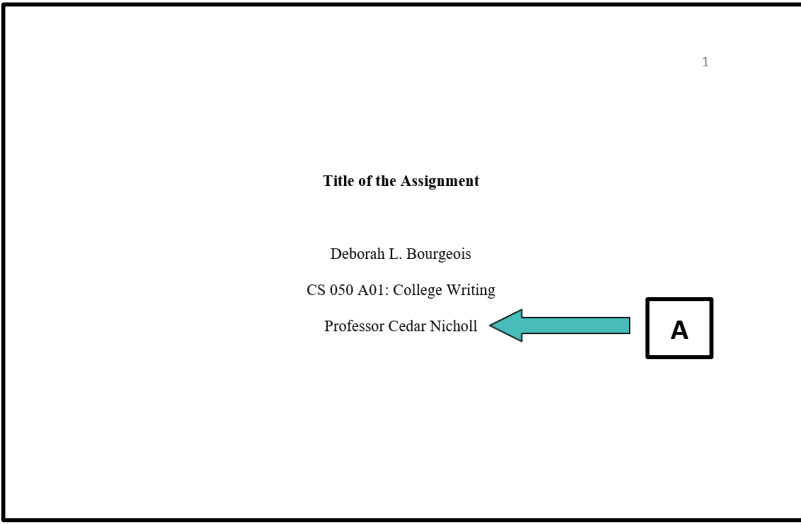
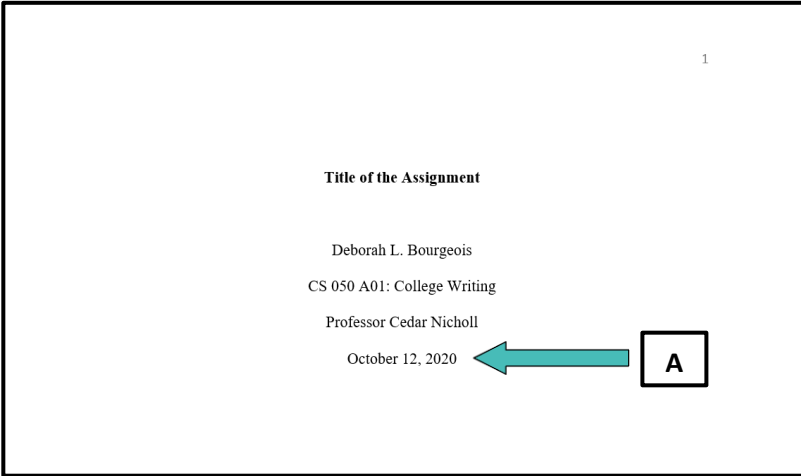


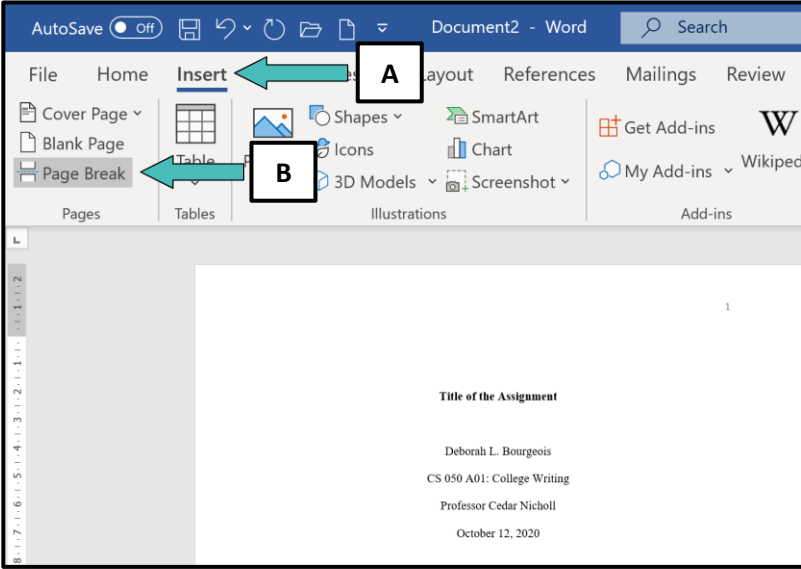
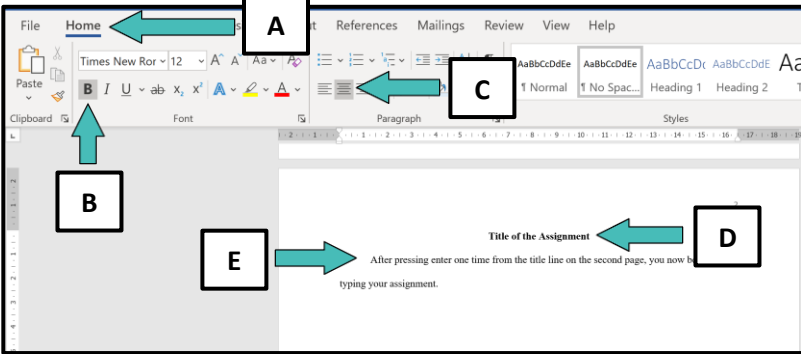
Figure 6
How to Create an APA Title Page in Microsoft Word

Step	What it Looks Like in Microsoft Word
<p>1. A) Click the “Insert” tab</p> <p>B) Click the “Page Number” drop down menu</p> <p>C) Hold your mouse over the “Top of the Page”</p> <p>D) Click the “Plain Number 3” option</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. A green arrow labeled 'A' points to the 'Insert' tab. Another green arrow labeled 'B' points to the 'Page Number' dropdown menu. A third green arrow labeled 'C' points to the 'Top of Page' option in the dropdown menu. A fourth green arrow labeled 'D' points to the 'Plain Number 3' option in the 'Top of Page' submenu.</p>
<p>2. A) Double click under the “Header” area to access the first line of the title page</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Header' area highlighted. A green arrow labeled 'A' points to the 'Header' area.</p>
<p>3. A) Click the “Home” tab</p> <p>B) Click the “No Spacing” button</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Home' tab selected. A green arrow labeled 'A' points to the 'Home' tab. Another green arrow labeled 'B' points to the 'No Spacing' button in the 'Styles' group.</p>

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>4. A) Click the “Home” tab</p> <p>B) Click the “Spacing” button</p> <p>C) Select the 2.0 line spacing option</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Home' tab selected. A green arrow labeled 'A' points to the 'Home' tab. Another green arrow labeled 'B' points to the 'Spacing' button in the Paragraph group. A third green arrow labeled 'C' points to the '2.0' line spacing option in the dropdown menu.</p>
<p>5. From the first line of the document, press the “Enter” key on your keyboard two times, which will bring your cursor to the fourth line of the document.</p> <p>A) Click the “Home” tab</p> <p>B) Click the “Bold” button</p> <p>C) Click the “Centre” button</p> <p>D) In title case (see definitions page), type in the title of your assignment</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Home' tab selected. A green arrow labeled 'A' points to the 'Home' tab. Another green arrow labeled 'B' points to the 'Bold' button in the Font group. A third green arrow labeled 'C' points to the 'Centre' button in the Paragraph group. A fourth green arrow labeled 'D' points to the text 'Title of Assignment' in the document.</p>

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>6. From the title line, press the “Enter” key on your keyboard two times, which will bring your cursor four lines below the title line.</p> <p>A) Click the “Bold” button to remove the bold font. Type your first name and last name, as it appears on your Confederation College registration documents. If this is a group assignment, type all group members’ names. Use a comma to separate each name.</p>	 <p>The screenshot shows a Microsoft Word document with a title line and an author line. The title line is 'Title of the Assignment' and the author line is 'Deborah L. Bourgeois'. A teal arrow points from a box labeled 'A' to the author line.</p>
<p>7. Press the “Enter” key on your keyboard once from the author line.</p> <p>A) Type in the course information in the following format: Course Code Section Number: Course Name</p>	 <p>The screenshot shows a Microsoft Word document with a title line and an author line. The title line is 'Title of the Assignment' and the author line is 'Deborah L. Bourgeois'. Below the author line is the course information: 'CS 050 A01: College Writing'. A teal arrow points from a box labeled 'A' to the author line.</p>

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>8. Press the “Enter” key on your keyboard one time from the course line.</p> <p>A) Type in your course instructor’s preferred name</p>	 <p>The screenshot shows a Microsoft Word document with a page number '1' in the top right corner. The text is centered and reads: 'Title of the Assignment', 'Deborah L. Bourgeois', 'CS 050 A01: College Writing', and 'Professor Cedar Nicholl'. A teal arrow points from a box labeled 'A' to the line 'Professor Cedar Nicholl'.</p>
<p>9. Press the “Enter” key on your keyboard one time from the professor line.</p> <p>A) Type in the due date of the assignment in the following format: month date, year</p>	 <p>The screenshot shows a Microsoft Word document with a page number '1' in the top right corner. The text is centered and reads: 'Title of the Assignment', 'Deborah L. Bourgeois', 'CS 050 A01: College Writing', 'Professor Cedar Nicholl', and 'October 12, 2020'. A teal arrow points from a box labeled 'A' to the line 'October 12, 2020'.</p>

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>10. With your cursor placed at the end of the date line, do the following:</p> <p>A) click the “Insert” tab</p> <p>B) Press the “Page Break” button. This will bring you to the first line of the second page of your assignment file.</p>	
<p>11. FOR ESSAYS ONLY: On the first line of the second page, do the following:</p> <p>A) Click the “Home” tab</p> <p>B) Click the “Bold” button</p> <p>C) Click the “Centre” button</p> <p>D) Type in the title of the assignment</p> <p>E) Press the “Enter” key on your keyboard once, left align the text, and begin typing your assignment.</p>	

APA References Page

The References page contains a list of all of the sources that you paraphrased, quoted, or summarized in your paper. See the “Avoiding Plagiarism” section for more information about what sources you need to cite and reference. See the “References” section of this guide for more information about how to format the References page and how to create each reference entry

APA Research Essay: Formatting & Organization

Essay Spacing

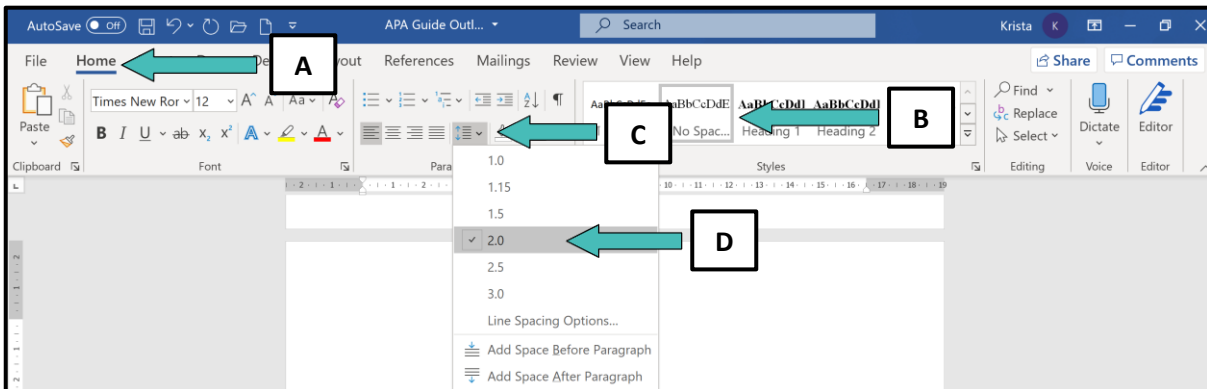
Academic essays must be double-spaced. There are no extra spaces between the paragraphs.

How to Double Space an Academic Essay

Click the “No Spacing” button (B) under the “Home” tab (A). Next, click the spacing button under the “Home” tab (C), and then click the “2.0” option (D) from the spacing drop-down menu, as shown in Figure 7.

Figure 7

How to Double Space an Academic Essay



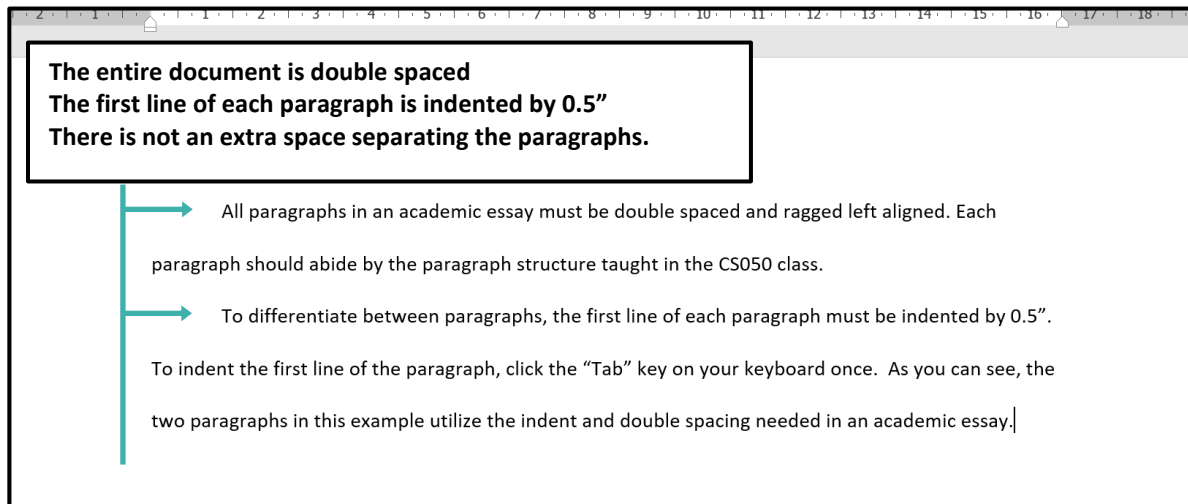
Essay Paragraphs

Each paragraph must be indented by 0.5 inches (0.5”).

How to Indent Paragraphs in an Essay

To indent a paragraph by 0.5”, press the “Tab” button once on your computer keyboard. See Figure 8 for an example.

Figure 8
Example of Indented Paragraph Format for Essays



Essay Parts & Order

A research essay written in APA format must contain mandatory components: title page, essay, and a references page. Unless you have been instructed otherwise by your professor, organize your essay in the order outlined in Figure 9.

Figure 9
APA Essay Order

Essay Part	Position in Essay	Specifications	Level of Heading
Title Page	1 st	APA formatting Has its own page	Specific formatting required
Essay	2 nd	Begins indented and double spaced on the second page, one double spaced line below the title of the assignment, which is written in bold and centred on the first line of the second page.	No headings
References Page	7 th	APA formatting Has its own page	Level 1 Heading Specific formatting required

APA Formal, Informal, & Lab Reports: Formatting & Organization

Report Spacing

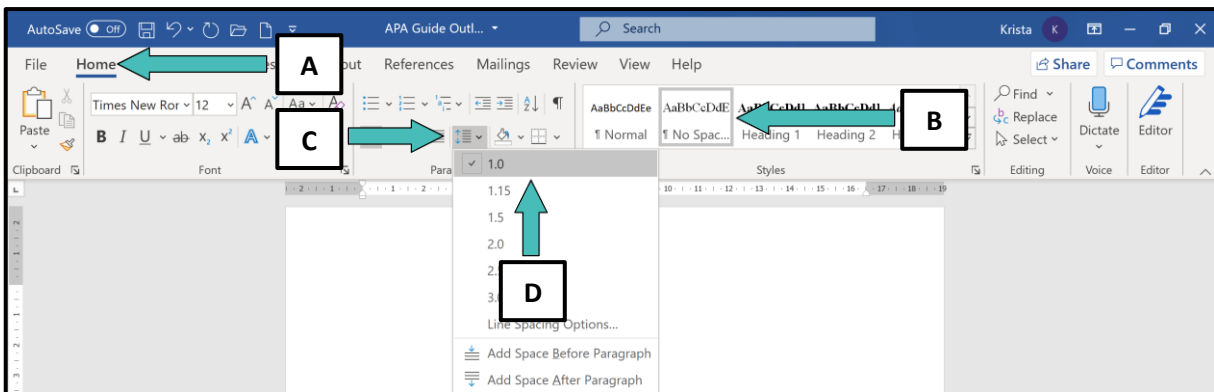
Formal or informal report must be single-spaced. There is one extra space between paragraphs as shown in Figure 11.

How to Single Space an Informal or Formal Report

To make your informal or formal report follow proper APA spacing guidelines, your report must be single spaced, block left aligned. To ensure your assignment is block left aligned, under the “Home” tab (A), click the “No Spacing” button (B). Next, click the spacing button (C) under the “Home” tab, and then click the “1.0” button (D) from the spacing drop-down menu, as shown in Figure 10.

Figure 10

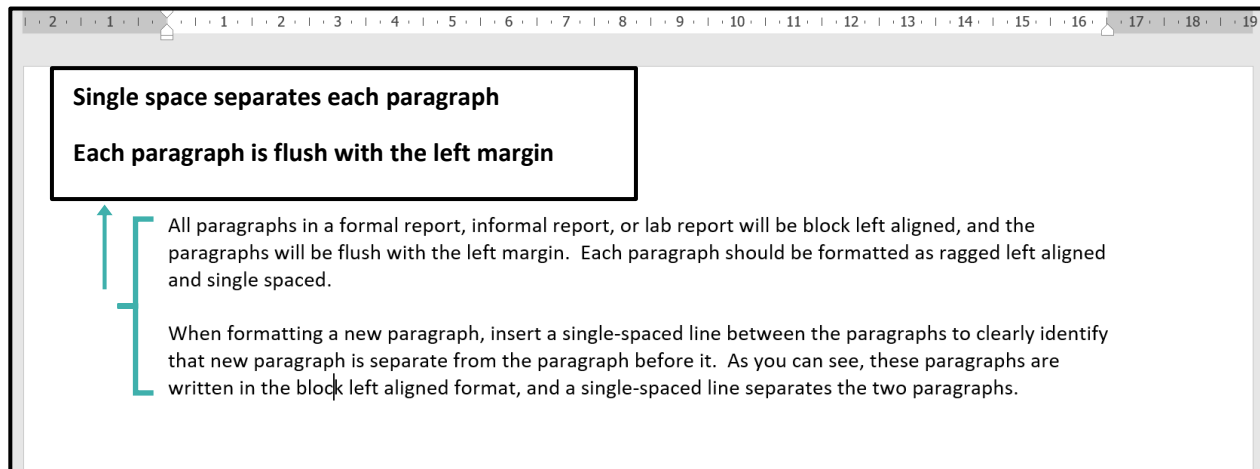
How to Block Left Align an Informal or Formal Report



Formal & Informal Report Paragraphs

All paragraphs are block left aligned, and there is one extra space between paragraphs. Paragraphs are not indented. See figure 11 for an example.

Figure 11
Example of Block Left Aligned Paragraph Format for Formal, Informal, and Lab Reports



Formal Report Parts & Order

Unless otherwise stated by your Confederation College professor, organize your formal report in the order outlined in Figure 12.

Figure 12
Organization of a Formal Report

Report Part	Position in Report	Specifications	Level of Heading
Title Page	1st	APA formatting Has its own page	Specific formatting required
Abstract	2nd	Has its own page	Level 1 Heading
Introduction	3rd	Starts on the first page after the Abstract. Has the title of the assignment written in bold font, centred on the first line of the page, before the text of the introduction.	No heading
Method	4th	APA formatting Continues after last line of previous paragraph.	Level 1 Heading
Findings / Results	5th	APA formatting Continues after last line of previous paragraph.	Level 1 Heading

Discussion	6th	APA formatting Continues after last line of previous paragraph.	Level 1 Heading
References Page	7th	APA formatting Has its own page	Level 1 Heading Specific formatting required
Footnotes	8th	See instructor's directions	Level 1 Heading
Tables / Figures	9th	See instructor's directions	Level 1 Heading
Appendices	10th	See instructor's directions	Level 1 Heading

Headings Within a Report

In any academic assignment where you will require headings, like a formal or informal report, you must use proper APA heading formats, as listed and illustrated in Figure 13. If you are writing an informal or formal report, your mandatory report components, except for the Introduction, will use the first level heading format listed in Figure 13.

Figure 13

Format for the Five Levels of Headings in APA Style

<p>First Level Heading</p> <p>The first level heading is centred, has bold font, and is written in title case. All mandatory and major sections of the assignment will use first level headings. The paragraph following the heading starts as a new paragraph, like this paragraph has. First level headings function to separate all major sections of the assignment.</p> <p>Second Level Heading</p> <p>The second level heading is left aligned, has bold font, and is written in title case. The paragraph following the heading starts as a new paragraph, like this paragraph has. Second level headings function to separate secondary parts of each major section of the assignment.</p> <p>Third Level Heading</p> <p>The third level heading is left aligned, has bold and italic font, and is written in title case. The paragraph following the heading starts as a new paragraph, like this paragraph has. Third level headings function to separate tertiary parts of each major section of the assignment.</p> <p>Fourth Level Heading. The fourth level heading is indented, has bold font, is written in title case, and ends with a period. The paragraph begins on the same line as the fourth level heading, after the period, like this paragraph does. Fourth level headings function to separate quaternary parts of each major section of the assignment.</p> <p>Fifth Level Heading. The fifth level heading is indented, has bold and italic font, is written in title case, and ends with a period. The paragraph begins on the same line as the fifth level heading, after the period, like this paragraph does. Fifth level headings function to separate quinary parts of each major section of the assignment.</p>
--

Formatting Graphics & Tables Within an Assignment

Graphics effectively communicate a lot of information using a visual representation of the data. Graphics must always communicate information related to the assignment topic. When incorporating a graphic into your assignment, whether you create a graphic or the graphic is taken from a secondary source, you must follow APA formatting and, if applicable, citation guidelines.

Graphic / Table Placement

Unless you have been instructed to put graphics and tables into an appendix, all graphics and tables placed in the body of the assignment must be left-aligned and flush with the left margin. If a table runs onto a second page, you must repeat the headings on the second page.

Graphic / Table Placement Format. Once you have left-aligned your graphic, input one, double-spaced line above the “Figure # line” and below the “Figure Note / Table Note” text box to separate the graphic from the written content before and after it, as shown in Figure 13. The graphic / table should be positioned as close to the callout paragraph as possible.

Callout

You should never input a graphic/table into your paper without first addressing and discussing it, which is commonly referred to as the “callout”. Because final editing and formatting of your paper can change the layout of your assignment, never say, “the table below” or “the table on page 5” in a callout. See the callout in Figure 14 for an example.

Figure 14
Callout Example

paper. My callout would look something like this: As indicated in Table 1, as of March 17, 2020, Ontario had the highest number of confirmed cases of COVID-19 while Nova Scotia and Newfoundland and Labrador did not have any confirmed cases of the virus.

Table 1

Provincial COVID-19 Cases as of March 17, 2020
Areas in Canada with cases of COVID-19 as of March 17, 2020, 10:30 am EST

Province, territory or other	Number of confirmed cases	Number of probable cases
British Columbia	103	0
Alberta	74	0
Saskatchewan	2	5
Manitoba	7	0
Ontario	177	0
Quebec	50	0
Newfoundland and Labrador	0	1
New Brunswick	2	5
Nova Scotia	0	5
Prince Edward Island	1	0
Repatriated travellers	8	0
Total cases	424	16

From Coronavirus Disease (COVID-19): Outbreak Update, by Government of Canada, 2020 (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>). In the public domain.

Once you have made the callout and addressed the graphic by name, you need to format the graphic in a specific way. You should attempt to place the graphic as close to the callout as you can, either closer to the top or bottom of the page. Do not put the graphic on a separate page from the callout unless you absolutely have to.

The callout is written before the graphic and refers to the graphic by table number or figure number.

Figure Number (for any graphic or image except for a table)

Every graphic must be labelled appropriately with a figure number. The first graphic that appears in an assignment is labelled Figure 1, the second graphic that appears in an assignment is Figure 2, and so on.

Figure Number Format. Once you have pasted the graphic into your paper and determined its position number, type the Figure # in bold font, above the graphic. Left align the Figure # line to the left margin of the page. Input a double-spaced blank line between the previous paragraph and the Figure # line, as shown in Figure 15.

Table Number (for tables only)

Every table you input into your paper must be labelled appropriately with a table number. Table numbers are determined by the table's position in the paper in relation to other tables' positions. For example, the first table that appears in an assignment is labelled Table 1, the second table that appears in an assignment is Table 2, and so on.

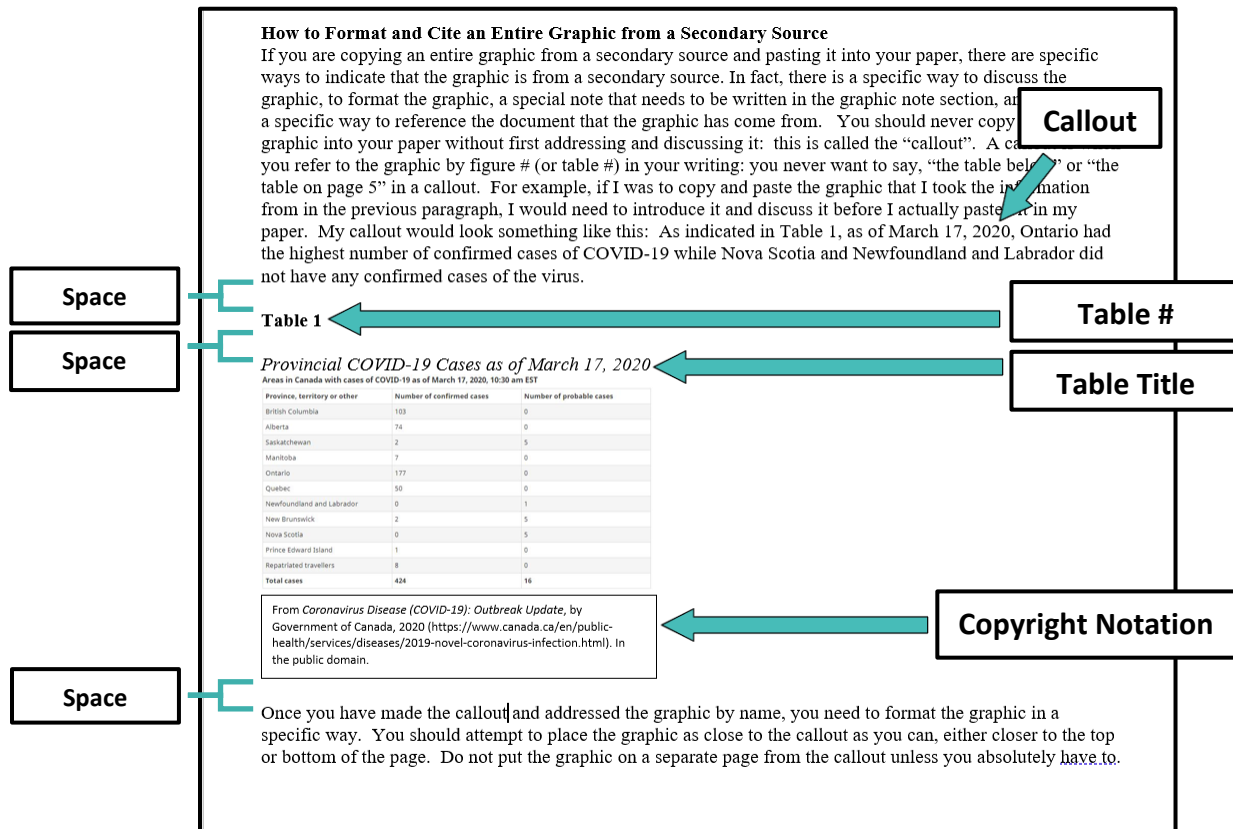
Table Number Format. Once you have pasted the table into your paper and determined its position number, type the Table # in bold font, above the table. Left align the Table # line to the left margin of the page. Input a double-spaced blank line between the previous paragraph and the Table # line, as shown in Figure 15.

Graphic and Table Titles

You must give all graphics and tables a title. The title should be short and should concisely reflect the topic of the information presented in the graphic / table.

Graphic and Table Title Format. The graphic / table title is located one double-spaced line below the "Figure #" or "Table #" line, and one single spaced line above the graphic or table. The title must be written in title case and in italic font, as shown in Figure 15.

Figure 15
Example of a Taken Graphic



General Graphic and Table Notes

A general table note explains or provides more details about information listed in the table / graphic that may need explaining. For example, the definition of a special symbol or an explanation of an uncommon abbreviation would be located in a table/graphic note.

Mandatory Graphic and Table Notes

A graphic / table note is mandatory if you have taken or adapted a graphic from a secondary source. Rather than an in-text citation, a taken or adapted graphic must have a copyright attribution statement written in the graphic note or table note section, as shown in Figure 13.

The format of the copyright attribution depends on the type of source you have taken or adapted the graphic from, so you will need to use Table 1 to correctly format the copyright notation. A graphic is considered “taken” if you have cut and pasted the graphic, exactly as it was printed in the original source, into the text of your paper. A graphic is considered “adapted” if you have re-created the graphic using your own word processor, or if you have modified the graphic and/or the information within it in any way.

A permission statement, as shown in Table 1, is not needed as long as you are using the graphic for an educational purpose, you will not be making a profit by using the graphic, and you give full credit to the original author using a copyright notation and reference entry.

Please note that all taken graphics must have a matching reference entry on the References page; **a copyright notation does not replace the need to have a reference entry.**

How to Create a Graphic / Table Note Area. In Microsoft Word, click the “Insert” tab. Next click the “Text Box” button, and then click the “Draw Text Box” button. Using your cursor, drag and draw a box under the graphic that you have inserted into your paper. Ensure that the text box is the same width as the graphic. Place the text box immediately under the graphic.

How to Format a General Note In the graphic/table note area, type “*Note.*”, in italics. After the period, write the explanation using non-italicized font.

Table 1
Copyright Notation Formats

Mandatory Notation Components			Source-Dependent
Reprinted / adapted status	Source information	Copyright status	Permission statement (include only if you need permission because your work is not under “fair use” policy)
Journal article, magazine article, or newspaper article			
From <i>Or</i> Adapted from	“Title of Article,” by A. Author and B. Author, year, <i>Title of Article/magazine/newspaper</i> , Volume(Issue)*, p. x (DOI or URL).	Copyright year by Name of Copyright Holder. <i>Or</i> In the public domain. <i>Or</i> Creative Commons License. (e.g. CC BY-NC)	Reprinted with permission. <i>Or</i> Adapted with permission.
¹Example of a Copied Graphic from a Scholarly Journal Article Notation From “Wrestling the Curve: Will Canada’s efforts to lessen the spread of COVID-19 push down our trajectory?,” by P. Treble, 2020, <i>Macleans</i> , (May), p. 31 https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=edsgao&AN=edsgcl.621442502&site=eds-live&scope=site). Copyright 2020 by Rogers Media.			
Authored book or report			
From <i>Or</i> Adapted from	<i>Title of Book or Report</i> (p. x), by A. Author and B. Author, year, Publisher (DOI or URL).	Copyright year by Name of Copyright Holder. <i>Or</i> In the public domain. <i>Or</i> Creative Commons License. (e.g. CC BY-NC)	Reprinted with permission. <i>Or</i> Adapted with permission.
Example of a Copied Graphic from a Textbook From <i>Language and Mathematics: An Interdisciplinary Guide</i> (p. 5), by M. Danesi, 2016, Mouton https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1250727&site=eds-live&scope=site). Copyright 2016 by Walter de Gruyter Mouton Inc.			
Edited book chapter (ie. Textbook)			
From <i>Or</i> Adapted from	“Title of Chapter,” by A. Author and B. Author, in E. Editor and F. Editor (Eds)., <i>Title of Book</i> (any edition or volume #, p. x), year, Publisher (DOI or URL).	Copyright year by Name of Copyright Holder. <i>Or</i> In the public domain. <i>Or</i> Creative Commons License. (e.g. CC BY-NC)	Reprinted with permission. <i>Or</i> Adapted with permission.
Example of an Edited Book Chapter, if Copyrighted and if permission is needed ² From “Pharmacokinetics,” by V. Yellpeddi, in K. Whalen (Ed.), <i>Pharmacology</i> (6 th ed., p. 2), 2015, Wolters Kluwer. Copyright 2015 by Wolters Kluwer. Reprinted with permission.			
Webpage or website			
From <i>Or</i> Adapted from	<i>Title of Webpage</i> , by A. Author and B. Author, year, Site Name (DOI or URL). <i>Or</i> <i>Title of Webpage</i> , by Group Author Same as Site Name, year (DOI or URL).	Copyright year by Name of Copyright Holder. <i>Or</i> In the public domain. <i>Or</i> Creative Commons License. (e.g. CC BY-NC)	Reprinted with permission. <i>Or</i> Adapted with permission.
Example of an Adapted Graphic from a Webpage Adapted from <i>Coronavirus Disease (COVID-19): Outbreak Update</i> , by Government of Canada, 2020 (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html). In the public domain.			
Adapted from <i>Concise Guide to APA Style: The Official APA Style Guide for Students</i> (p. 209), by American Psychological Association, 2020, The American Psychological Association. Copyright 2020 by The American Psychological Association.			

¹All examples are being written from a student perspective, where permission would not be needed because the purpose of using the graphic is considered “fair use”.

² (American Psychological Association, 2020, Table 8.4)

APA In-Text Referrals: Referring to a Source Within Your Assignment

An in-text referral simply means that you are writing the title of a secondary source within the text of your paper. It is never appropriate to write, for example, “the book says ...”. You need to write the title using APA formatting guidelines. The way in which you format the title of a written work will depend on the type of written work that you are referring to. The formatting rules for texts are listed in Table 2.

Table 2
In-text Referral Formatting

Type of Work	Formatting for In-Text Referral	Example
<i>Stand-Alone Works</i>		
Book Title	Italicize the title and write it in title case.	When J. K. Rowling wrote <i>Harry Potter and the Philosopher’s Stone</i> , she used a...
Published Report	Italicize the title and write it in title case.	There were over 300 interviews in <i>Assessment Practices in the Elementary Classroom: Perspectives of Stakeholders</i> , all of which highlight ...
Webpage Name	Italicize the title and write it in title case.	<i>Wikipedia</i> is not a credible secondary source because ...
Periodical / Journal Title	Italicize the title and write it in title case.	<i>The Lancet</i> retracted Andrew Wakefield’s study that linked vaccines to autism ...
Brochure	Italicize the title and write it in title case.	<i>Help Reduce the Spread of COVID-19</i> outlined the necessary steps to flatten the curve ...
Film	Italicize the title and write it in title case.	The patriarchal gender norms in <i>The Incredibles</i> serve to further ...
<i>Work that is a part of a Stand-Alone Work</i>		
Periodical Article	Put double quotations before and after the title of the article. Write the title in title case.	Liao, Lai, and Chang’s (2019) article, “Nutrition Literacy is Associated with Healthy-Eating Behaviour among College Students” outlined...

Chapter	Put double quotations before and after the name of the Chapter. Write the title in title case.	In “Mechanics of Style,” the nuances of punctuation is ...
Article from a News Site / Newspaper	Put double quotations before and after the title of the article. Write the title in title case.	Cullen and Everson (2020) in “Canadians Who Don’t Qualify for CERB are Getting it Anyway – and Could Face Consequences” outlined the consequences of fraudulent ...

Avoiding Plagiarism

Confederation College defines plagiarism as “an act of **knowingly or unknowingly** representing another person’s words or ideas as one’s own” (“Academic Integrity”, 2015, p. 1). When writing an assignment, you must always acknowledge when the words and/or ideas and/or information have been taken from a source, whether it is a digital or physical source.

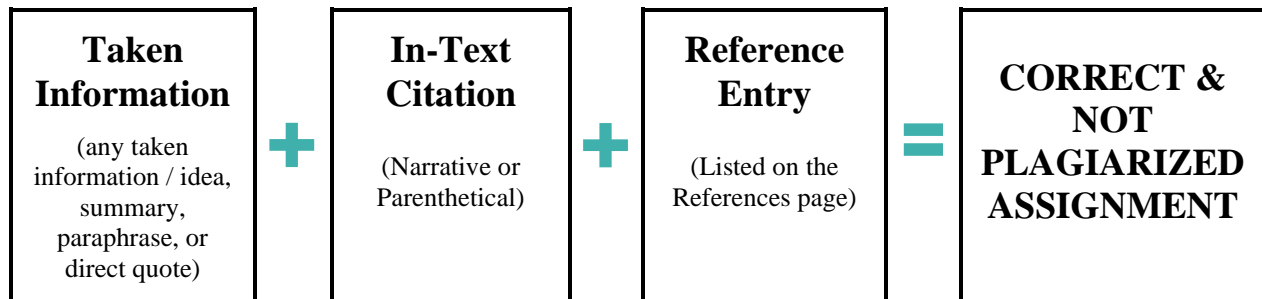
Sometimes, students will accidentally plagiarize by not correctly using APA in-text citations, not paraphrasing or summarizing properly, or failing to properly document taken information in the References page. On the other hand, students typically knowingly plagiarize when they hand in an entire assignment or a portion of an assignment that is not their own.

The consequences of plagiarism vary, based on the severity of the incident. However, at Confederation College, if a student knowing or unknowingly plagiarizes from another source, any of the following consequences can occur:

- The student receives a 0 for the assignment in question
- The student fails the course
- The incident gets reported in the Academic Integrity Reporting System
- The student will be put on academic probation
- The student receives a permanent note put on their academic transcript, which will impact the student’s application consideration at other academic institutions
- The student is suspended from Confederation College
- The student is expelled from Confederation College

To prevent unknowingly plagiarizing, when writing any assignment, every student at Confederation College must follow the “Anti-Plagiarism Formula” shown in Figure 16.

Figure 16
Anti-Plagiarism Formula



Taken Information

It is okay to use the research, words, and/or ideas of others to incorporate into your assignments, as long as you abide by the Anti-Plagiarism Formula: provide an in-text citation in the body of your assignment, and a matching reference entry on the references page.

If you are taking information from another source, you can present that information in three ways: a summary of the information, a paraphrase of the taken information, or a direct quotation.

Summary

A summary is when you briefly recap the general points of information that was made in the source that you are borrowing your information from. Summaries must have an in-text citation; however, because summaries can cover an entire work, a page or paragraph number is not needed in the in-text citation.

How to Create an In-Text Citation for a Summary

Once you have summarized the information, you need to create an in-text citation (parenthetical or narrative) for the summarized material. For a narrative in-text citation, in the signal phrase, input the original source's publishing date in round brackets immediately after the last author's surname to identify that you have summarized the information that follows it from another source. For a parenthetical in-text citation, only list the author's surname and the year of publication.

Paraphrase

When borrowing any idea or information from another source, it is best practice to paraphrase the information into your own words, which is the overall expectation when writing an assignment for an instructor at Confederation College. Paraphrasing ensures writing-style continuity in your assignment rather than awkwardly inserting a direct quotation with a different writing style. Paraphrasing taken information also highlights your comprehension of the information that you are borrowing from the secondary source.

How to Paraphrase Correctly

Read through the source that you are borrowing the information from, and in a bulleted list (1-2 words / item), write down the important points, the most relevant details that you want to

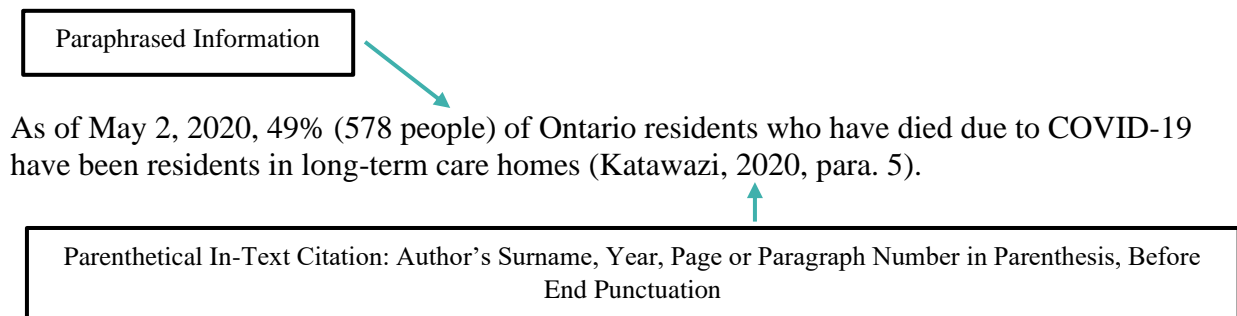
borrow, and the page number(s) that the information is located on. Next, close the original source that you are borrowing from so that you only have your list in front of you; this will help to avoid accidentally plagiarizing by creating sentences that are too similar to the original. Write out the information in your own words, using your own syntactical structures. Replacing original words with synonyms is plagiarism, not paraphrasing.

How to Create an In-Text Citation for a Paraphrase

Once you have paraphrased the information, you need to create an in-text citation (parenthetical or narrative) for the paraphrased material. **Parenthetical In-Text Citation.** Type the paraphrased information. Before the end punctuation, in round brackets (parenthesis), type the author's surname, the year of publication, and the page or paragraph number that the taken information is located on. Add end punctuation after the end bracket of the in-text citation. See Figure 17 for an example.

Figure 17

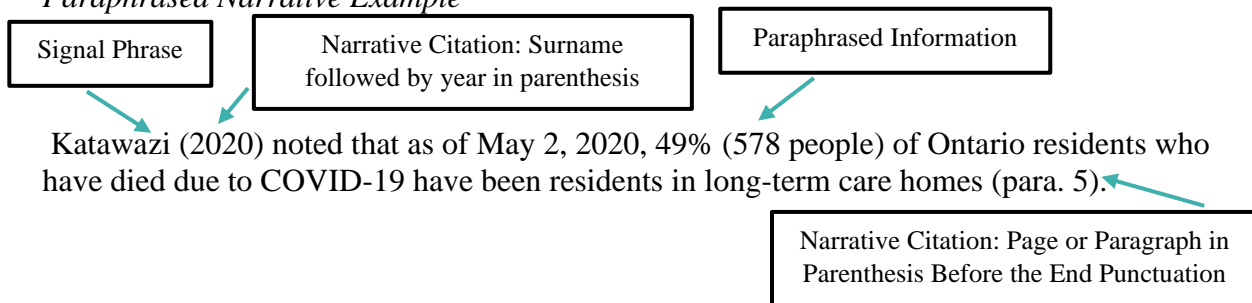
Paraphrased Parenthetical Example



Narrative In-Text Citation. In the signal phrase, input the original source's publishing date in round brackets immediately after the last author's surname to identify that you have paraphrased the information that follows it from another source. Next, in round brackets immediately after the paraphrased information, input the page(s) or paragraph(s) number that the taken information is located on. Add end punctuation after the end bracket of the in-text citation. See Figure 18 for an example.

Figure 18

Paraphrased Narrative Example



Direct Quotation

A direct quotation is used when you are using the exact words of another source in your assignment. Direct quotations should be used sparingly and only when necessary. While it is the expectation that students paraphrase rather than directly quote a source, there are scenarios that a direct quotation is more suitable: an exact definition, a complex or concise piece of information, or when you are writing to something someone has directly stated.

Some modifications to a direct quotation may be necessary, as per the examples in Table 3. A common modification that needs to be made in direct quotations occurs when there are already double quotation marks within the direct quotation. All double quotation marks in the original source must be changed to single quotation marks. If you need to remove content from the middle of a direct quote, you must put a pair of ellipsis with three periods between them, which notifies your reader that you have removed content. If there is a spelling error in the original source, write out the spelling error, but immediately following the error, insert *sic* surrounded by square brackets to indicate that the error was not a typo on your part. If you need to insert an explanation or an addition into a direct quote, surround the addition in square brackets to indicate to the reader that the addition is not from the original source.

Table 3

Modifying a Direct Quotation

Modification	Original Quotation (as written in the original document)	Modified Quotation
A Quotation Within a Quotation	Premier Doug Ford's stance on the matter is clear: "People have to practice social distancing. They just have to. We've come all this way. Why go backwards based on having warm weather?"	"Premier Doug Ford's stance on the matter is clear: 'People have to practice social distancing. They just have to. We've come all this way. Why go backwards based on having warm weather?'" (Crawley & King, 2020, para. 7).
Remove Content	There has been an increase in the total number of novel coronavirus cases in Ontario to 17,119, including 1,176 deaths and 11,390 recoveries.	"the total number of novel coronavirus cases in Ontario to 17,119, including (...) 11,390 recoveries" (Katawazi, 2020, para. 2).
Identifying an Error in the Source's Quotation	As of Saturday, there are 977 people in hospital	"As of Saturday, there are 977people <i>[sic]</i> in hospital" (Katawazi, 2020, para. 12).
Inputting Content	As of Saturday, there are 977 people in hospital	"As of Saturday <i>[May 2, 2020]</i> , there are 977people <i>[sic]</i> in hospital" (Katawazi, 2020, para. 12).

How to Use a Short Direct Quotation (Fewer than 40 Words) Correctly

You must put double quotation marks around any words that you use from your source. Your quoted material must be **exactly** the same as in the original source. Once you have written out the direct quotation into your paper, you need to create an in-text citation (parenthetical or narrative) for the quoted information.

Figure 19

Embedded, Short, Direct Quotation Example

Embedded, Short, Direct Quotation



As of May 2, 2020, Ontario health officials identified an increase in “the total number of novel coronavirus cases in Ontario to 17,119, including 1,176 deaths and 11,390 recoveries” (Katawazi, 2020, para. 2).

Parenthetical In-text Citation

How to Use a Long Direct Quotation (More than 40 Words) Correctly

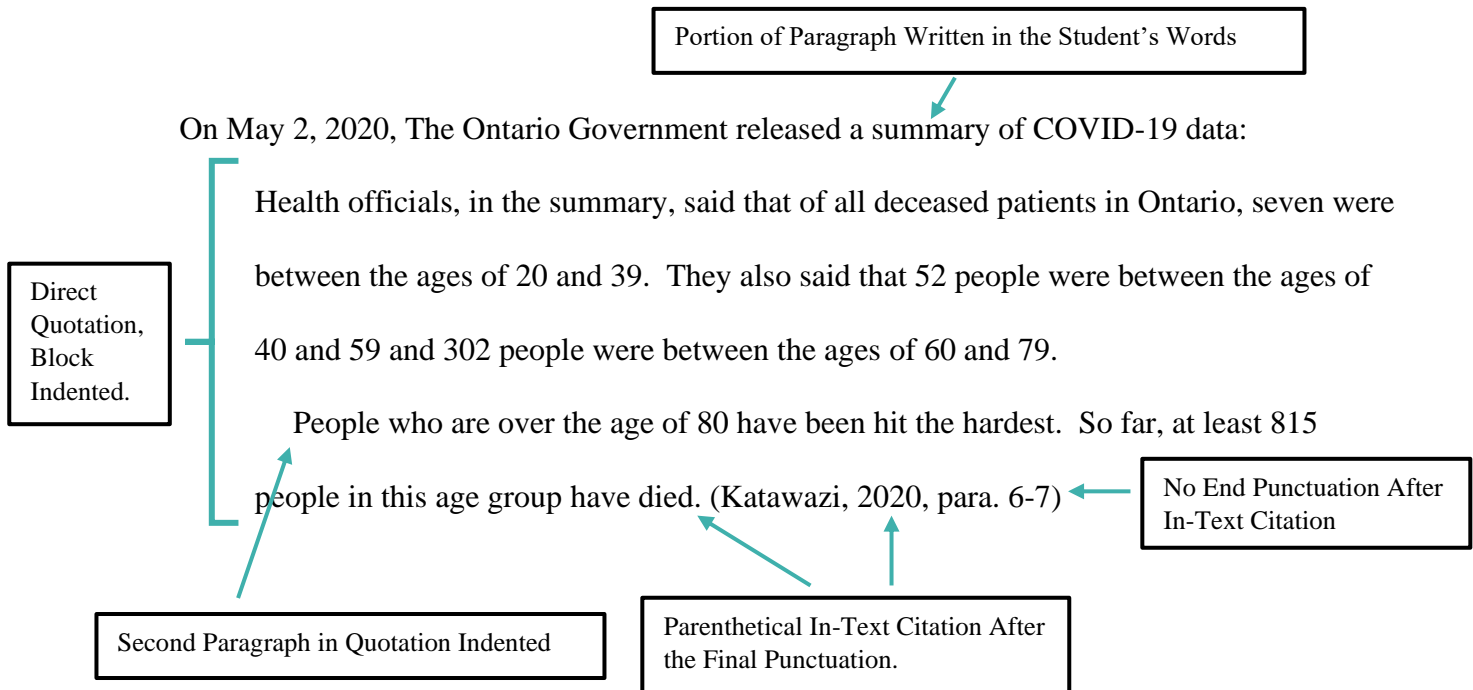
Long quotations should not be used unless it is necessary, especially in shorter assignments. Unlike a short quotation, a quotation of more than 40 words does not have double quotation marks surrounding it, and it is formatted in a block style. When inputting the long quotation in a paragraph, ensure that you do not add a space before or after the quotation. Double space the quotation and indent the entire quotation 0.5 inches (0.5”) from the left margin. If there is more than one paragraph in the quotation, indent the first line of the second and subsequent paragraphs.

How to Create an In-Text Citation for a Long Direct Quotation

After the last punctuation mark, create a parenthetical citation in round brackets, and do not put an end punctuation after the in-text citation. Press enter one time and continue writing the paragraph flush with the left margin. Please note that a paragraph should never begin with a long quotation, as shown in Figure 20.

Figure 20

Long, Direct Quotation Example



In-Text Citations

What is an In-Text Citation?

An in-text citation is the second mandatory component of the anti-plagiarism formula, listed in Figure 12. An in-text citation functions in three ways: it indicates that you have taken information and are giving credit to the author of the original source; it signals the end of the taken information; and it also acts as a road map for readers who, if used in conjunction with the reference entry, can locate your taken information easily within the original source. Please note that for every in-text citation, you must have a matching reference entry listed in the References page. As a quick tip, in most cases, the first word in a parenthetical in-text citation will be the first word of the matching reference entry.

How to Use an In-Text Citation

An in-text citation contains three pieces of information: the author, the date, and the page or paragraph number. You must include an in-text citation with every sentence that contains a paraphrase, summary, or quote. Except for in-text citations for summarized information, you must indicate where, in the original source, the information came from, which is typically written with a page or paragraph number. If the information has come from more than one page in the original source, write pp. and then the page range (pp. 4-5) in the in-text citation. If the information has come from more than one paragraph, write paras. and then the paragraph range (paras. 34-35) in the in-text citation.

Parenthetical In-Text Citation

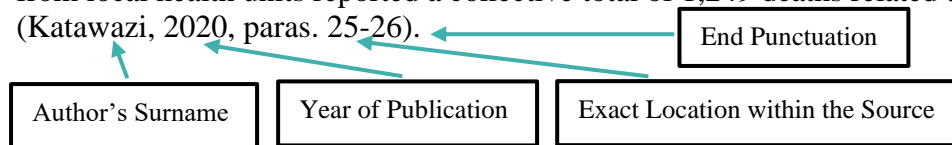
A parenthetical in-text citation has the mandatory information needed to make an in-text citation, and all of the information is located between two round brackets, immediately following the taken information, before the end punctuation.

How to Format a Parenthetical In-Text Citation. As shown in Figure 21, as soon as you input the taken information, you must put the parenthetical in-text citation immediately behind the information, before the period. If the information that you have taken is paraphrased from more than one page or paragraph, use pp. # - # or paras. # - # in the in-text citation.

Figure 21

Parenthetical in-text Citation Example

On May 5, 2020, of the 17,119 reported cases of COVID-19 in Ontario, there was a discrepancy between the province's reports and the health units' collective reports of COVID-19 related deaths. The province's report stated that there were 1,176 deaths, and the total from local health units reported a collective total of 1,249 deaths related to COVID-19 (Katawazi, 2020, paras. 25-26).



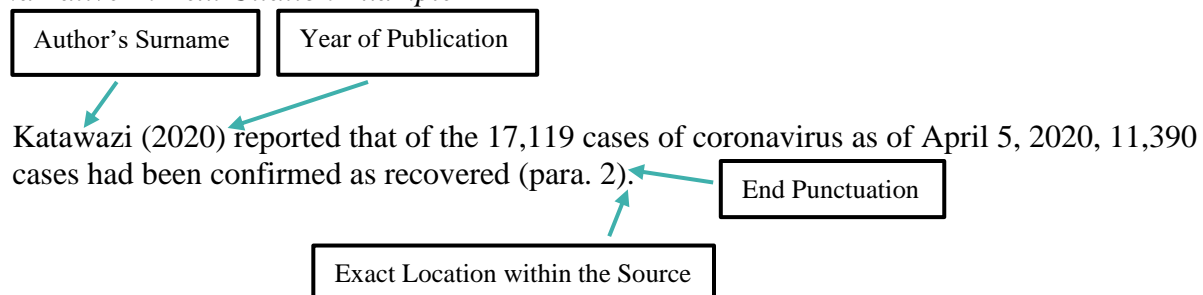
Narrative In-Text Citation

A narrative in-text citation has the mandatory information needed to make a complete in-text citation; however, the information is written in the signal phrase before the taken information and, in most cases, after the taken information, before the end punctuation.

How To Format a Narrative In-Text Citation. As shown in the signal phrase of Figure 22, identify the author in the written text of your assignment. Immediately after the last surname, input the publication year between two round brackets. After you write the taken information, before the final punctuation, insert the page or paragraph number where the taken information is located in your secondary source.

Figure 22

Narrative In-Text Citation Example



In-text Citation Examples & Guidelines

The following examples demonstrate how to format an in-text citation based on specifications of the original source. Please note that these are merely common in-text citations and do not cover all in-text citation scenarios. You can modify the author, date, or location portion of the in-text citation in accordance to the APA formats listed below. For example, you could combine an Anonymous author without a publication date in the in-text citation by combining the examples below: (Anonymous, n.d., p. C3).

In-Text Citation Date Reminder

Even if your source has an exact date, you only list the year in which the source was published within the in-text citation.

In-Text Citation Location Reminder

If there is a page number, input the page number, represented by p. #, in the in-text citation. If there is not a page number, input the paragraph #, represented by para. #, in the in-text citation. If the information is from more than one page or paragraph, input the page or paragraph span the information is from, represented by pp. #-# or paras. #-#.

Single Author

Use this format if the source you have taken the information from has one author.

(Author's Surname, Year of Publication, Location Within the Source)

Parenthetical Example: (Katawazi, 2020, para. 25)

Narrative Example: Katawazi (2020) stated ... (para. 25)

Two Authors

Use this format if the source you have taken the information from was written by two authors.

(Surname 1 & Surname 2, Year of Publication, p.#)

Parenthetical Example: (Freeman & Sanders, 2019, p. 45)

Narrative Example: Freeman and Sanders (2019) stated ... (p. 45)

Three to Twenty Authors

Use this format if the source you have taken the information from was written by three or more authors.

(Surname 1 et al., Year of Publication, p.#)

Parenthetical Example: (Bourgeois et al., 2020, para. 7)

Narrative Example: Bourgeois et al. (2020) outlined ... (para. 7)

Corporate or Group Author without an Abbreviation

Use this format if the source you have taken the information from has a group author or organization named, but an individual has not been identified as having written the document.

(Organization Name, Year of Publication, p.#)

Parenthetical Example: (Confederation College, 2020, para. 22)

Narrative Example: Confederation College (2020) identified ... (para. 22)

Corporate or Group Author with an Abbreviation

Use this format if the source you have taken the information from has a group author or an organization that has an official abbreviation. The first in-text citation must have the full name of the organization listed as the author with the abbreviation listed in square brackets immediately after the organization's name. For all subsequent in-text citations, you can use the abbreviation rather than writing out the entire organization's name.

First In-Text Citation: (Organization Name [Abbreviation], Year of Publication, p.#)

Subsequent In-Text Citations: (Abbreviation, Year of Publication, p.#)

1st Parenthetical Example: (Centers for Disease Control and Prevention [CDC], 2020, para. 5)

Subsequent Parenthetical Examples: (CDC, 2020, para. 7)

1st Narrative Example: The Centers for Disease Control and Prevention (CDC, 2020) identified ... (para. 5)

Subsequent Narrative Example: The CDC (2020) defined ... (para. 7)

No Date

Use this format's date layout if the source you have taken the information from does not have an identifiable published date or copyright date.

(Author's Surname, n.d., p. #)

Parenthetical Example: (Godin, n.d., p. 66)

Narrative Example: Godin (n.d.) stated ... (p. 66).

Authors with the Same Surname

Use this format if the sources you have taken the information from was written by two, separate authors with the same surname, with the same or differing publication years.

Author of Source 1: (First Initial. Surname, Year of Publication, p.#)

Author of Source 2: (First Initial. Surname, Year of Publication, p.#)

Parenthetical Example Source 1: (D. Shannon, 2020, p. 74)

Parenthetical Example Source 2: (L. Shannon, 2020, para. 15)

Narrative Example Source 1: D. Shannon (2020) stated ... (p. 75).

Narrative Example Source 2: L. Shannon (2020) claimed ... (para. 15)

Multiple Works with Three or More of the Same Authors

Use this format if you have taken information from two (or more) sources that have some of the same authors listed, which would make your in-text citation identical using the standard “3 + authors” format. Write out the surname of the authors in the author section until the last surname listed differs between the two sources, then write et al.

Authors of Source 1: (Same Surname 1, Same Surname 2, Differing Surname et al., Year of Publication, p.#)

Authors of Source 2: (Same Surname 1, Same Surname 2, Differing Surname et al., Year of Publication, p.#)

Parenthetical Example Source 1: (Jason, Walker, Anderson, et al., 2019, p. 75)

Parenthetical Example Source 2: (Jason, Walker, Langille, et al., 2019, p. 107)

Narrative Embedded Example Source 1: Jason, Walker, Anderson, et al. (2019) claimed ... (p. 75)

Narrative Embedded Example Source 2: Jason, Walker, Langille, et al., (2019) identified ... (p. 107)

Works with the Same Author and Same Publication Date

Use this format if you have taken information from a source that has the same author and the same publication date. To decipher between the in-text citations and reference entries, you must assign an ascending letter behind the date format, which will also correspond with the reference entry date format. Assign the letters by organizing each source by priority under the following chronological sections: Year only, specific dates. Remember, the letter format in this in-text citation will look identical to the matching reference entry.

Source 1: (Surname, Year of Publication_a, p.#)

Source 2: (Surname, Year of Publication_b, p.#)

Source 3: (Surname, Year of Publication_c, p.#)

Parenthetical Example Source 1: (McDougall, 2017a, p. 75)

Parenthetical Example Source 2: (McDougall, 2017b, p. 7)

Parenthetical Example Source 3: (McDougall, 2017c, p. 104)

Narrative Embedded Example: McDougall (2017b) provided ... (p.7)

Unknown Author

Use this format if the source you have taken the information from does not have a named author or an implied author (Group or Corporate author). In this case, the title of the work moves to the author position in the in-text citation (as well as in the reference entry). The title, no matter the type of source, must be written in title case in the in-text citation and sentence case in the reference entry. Use key words to shorten the title if it is long. If the title is italicized in the reference entry (a stand-alone piece), italicize the title in the in-text citation. If the title of the source is not italicized in the reference entry (it is a part of a larger work), put double quotation marks around the title.

Stand-Alone Source with Unknown Author (i.e. book): (*Title*, Year of Publication, p.#)

Source that is a part of a larger work (i.e. Magazine Article): (“Shortened Article Title,” Year of Publication, p.#)

Parenthetical Example - Book with no Author: (*Dissecting Grammar of Gen Zs*, 2019, p. 3)

Parenthetical Example – Magazine Article with no Author: (“Semicolons versus Colons,” 2020, p. 55).

Narrative Example - Book with no Author: In *Dissecting Grammar of Gen Zs* (2019), ... (p. 3)

Narrative Example – Magazine Article with no Author: As defined in “Semicolons versus Colons” (2020), ... (p. 55)

Anonymous Author

Only use this format if the source you have taken the information from specifically states that the author is written by “Anonymous”.

(Anonymous, Year of Publication, p.#)

Parenthetical Example: (Anonymous, 2019, p. C3)

Narrative Example: Anonymous (2019) stated ... (p. C3).

Specific Parts of a Source – Information from a Graphic/Figure/Table/Section/PowerPoint

Use this example if you are borrowing information from a specific part of a text, like information from a graphic, that you are inputting into the text of your assignment. Please note that this is not to be used for copying an entire graphic, but only some information from within a graphic to use in the narrative of your assignment.

(Author’s Surname, Year of Publication, Specific Location Within the Source)

Parenthetical Examples: (Vaccher, 2019, Table 1)
(Charlton, 2018, Figure 5)
(Langille, 2020, Slide 7)

Narrative Examples: Vaccher (2019) highlighted ... (Table 1)
According to Charlton (2018), ... (Figure 5)
Langille (2020) claimed ... (Slide 7)

An Entire Graphic/Figure/Table

If you have taken or adapted a graphic/figure/table from a source and have input that graphic/figure/table into your assignment, you will not use an in-text citation, but you will use a copyright notation in the footnote. Please see the “Graphics” section of this guide.

Dictionary / Encyclopedia Entry

Use this format if you have taken information or a definition from a dictionary or encyclopedia. Please note that you do not indicate a page or paragraph number in this form of in-text citation.

(Group Author, Year of publication)

Parenthetical Examples: (Oxford University Press, 2020)

Narrative Example: Oxford University Press (2020) defined ...

Legal Court Decisions

Use this format if the information you have taken is from a legal case or a court decision. Please note that the names of both parties are italicized, and the year listed is the year that the decision was made on the case in court. If you have taken information from a criminal court case, input the crown in the first section of the case name and the defendant in the second section of the case name. If you are borrowing information from a civil court case, input the claimant in the first section of the case name and the defendant's name in the second section of the case name.

(*Claimant v. Defendant*, year decision was made on the case)

Parenthetical Example: (Crete v. Aqua-Drain Sewer Services Inc., 2017)

Narrative Embedded Example: In Crete v. Aqua-Drain Sewer Services Inc., (2017) ...

Translated, Reprinted, Republished Source

Use this format if the information you have taken from the source was previously published in an original work. You must indicate the author of the work and the original publishing date / current source's publishing date.

(Author's Surname, Year of Original Publication/Year of Current Source's Publication)

Parenthetical Example: (Darwin, 1859/2010)

Narrative Example: Darwin (1859/2010) claimed

Ancient Greek or Roman Work(s)

Use this format if the information you have taken is from an ancient Greek or Roman work. You must indicate the author of the work, the estimated (.ca) original publishing date / current source's publishing date, and the specific section of the source.

(Author's Surname, ca. Year of Original Publication/Year of Current Source's Publication, specific section)

Parenthetical Example: (Homer, ca. 800 B.C.E./2009, 18.141)

Narrative Embedded Example: Homer (ca. 800 B.C.E./2009) depicted ... (18.141).

General Personal Interview / Personal Communications

Use this format if you are using information that you obtained in a personal interview or personal communication with a person, and that communication can not be accessed by another person (email, telephone call, etc.). This in-text citation will not have a matching reference entry because it cannot be retrieved by an outside audience. You need to input the interviewee's first initial and surname, followed by the words "personal communication," and then identify the date the communication took place using month date, year format.

(Interviewee's First Initial. Interviewee's Surname, personal communication, Month date, year)

Parenthetical Example: (L. Meyers, personal communication, April 30, 2020)

Narrative Embedded Example: L. Meyers stated ... (personal communication, April 30, 2020)

Primary Research Participant Interview

You do not use an APA in-text citation when using information in your paper that was gathered from an interview with a research participant.

Personal Interview/ Personal Communications with an Indigenous Person

Use this format if you are using information that you learned in a personal interview or personal communication with an Indigenous person. The interviewee must give consent to having his/her/their name printed in an academic paper. Please note that if you are retelling an Oral Tradition/History obtained in a personal communication, you must receive consent to use the information in your paper. In the in-text citation, you need to input the interviewee's full name and the nation or Indigenous group they belong to, their location, followed by "personal communication," and the date in the month date, year format.

(Indigenous interviewee's full name, nation or Indigenous group, interviewee's location, personal communication, Month date, year)

Parenthetical Example: (Maddy Skye, Migisi Sahgaigan, Dryden, Ontario, Canada, personal communication, March 22, 2019)

Narrative Embedded Example: Maddy Skye identified ... (Migisi Sahgaigan, Dryden, Ontario, Canada, personal communication, March 22, 2020)

Film / DVD

Use this format if the information you have taken is from a standalone film or DVD. In the author's position, input the director's name. If the director's name is not listed or credited, input the executive producer's name.

(Director's Surname, Year of release date, Time Information was Presented in Hour: Minute: Second format)

Parenthetical Example: (Cooper, 2018, 01:20:21)

Narrative Embedded Example: Cooper (2018) ... (01:20:21)

TED Talk

Use this format if you have taken information from a TED Talk video.

(Speaker's Surname, Year of publication, Time Information Was Presented in Hour: Minute: Second format)

Parenthetical Examples: (Nott, 2019, 0:25:12)

Narrative Embedded Example: Nott (2019) discussed ... (0:25:12)

YouTube Video

Use this format if you have taken information from a YouTube video. Please note that the person who uploaded the video is credited as the author, even if that person is not the original creator of the video. If you know the Author's surname, input the surname in the author position. If you do not know the author's surname, input the YouTube username in the author position.

(YouTube Account Holder's Surname, Year of Upload, Time Information Was Presented in Hour: Minute: Second format)

Parenthetical Example: (Bruce, 2017, 0:05:22)

Narrative Embedded Example: Bruce (2017) outlined ... (0:05:22)

Podcast Episode

Use this format if you have taken information from a podcast.

(Podcast Host’s Surname, Year of publication, Time Information Was Presented in Hour:
Minute: Second format)

Parenthetical Example: (Murie, 2020, 1:10:36)

Narrative Embedded Example: Murie (2020) defined ... (1:10:36)

References

What is a Reference Entry?

A reference entry works, in conjunction with an in-text citation, to show the reader exactly where to get the source’s document that you have taken information from. A reference entry is mandatory for any taken information, as this is a way that you are academically giving credit to the author for his/her/their ideas and research.

If you have an in-text citation but are missing a reference entry, or vice versa, your assignment is deemed plagiarized. Always check to ensure the first surname or first key word listed in a reference entry has a matching in-text citation using that same surname or key word within the body of the assignment. The reference entries are formatted in a specific way on the References page: see section “APA Assignment Format” for formatting instructions.

What Information Does a Reference Entry Contain?

The information given in a reference entry will differ, depending on the type of source the taken information has come from. However, you can pretty much assume that the following information will be required in any reference entry (plus or minus some details depending on the source type):

1. First Name’s Initial and Last Name of Each Author
2. Title of the Article
3. Title of the Standalone Book
4. Title of a Periodical
5. Specific Date
6. Publisher’s Name
7. Page Range (for an article)
8. URL

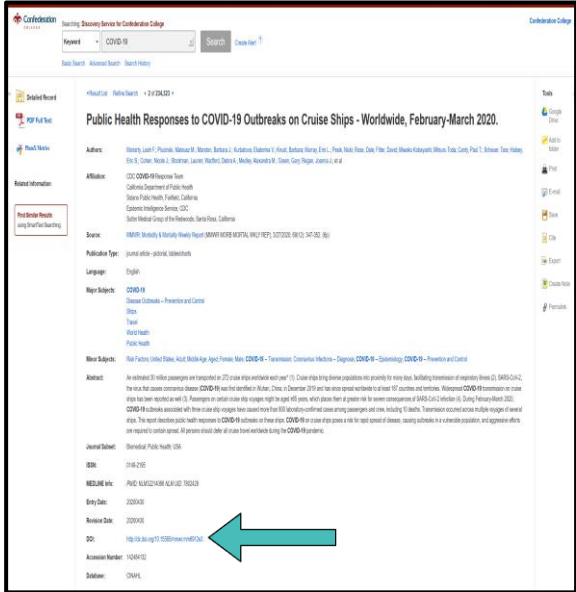
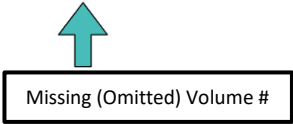
General Guidelines When Finding and Formatting Reference Entry Components

Please see the following tips surrounding compiling and formatting components in a reference entry.

Table 4*Quick Reference Guidelines*

Tip / Guideline	Example
Author's Name	
An author's name, unless otherwise stated, is always written in the following format within the reference entry: Surname, 1 st initial of first name.	Andersen, J.
Never include an author's position or rank within the reference entry. For example, you would remove "Dr." before inputting a doctor's name into the reference entry.	Dr. Mark Long = Long, M.
<p>If you are not sure which name is the author's first name and which is the author's last name, use the following guidelines:</p> <ol style="list-style-type: none"> 1. Chris Jason: If there is no comma separating the name, the first name listed is the first name and the second name listed is the surname. 2. Jason, Chris: If there is a comma separating the name, the first name listed is the surname and the second name listed is the first name. 3. If you cannot decipher the difference between the first and last name, research another published work by the same author to decipher the difference between first and last name. 	<pre> graph TD subgraph "Scenario 1: No comma" direction TB A[1st Name] --> C[Chris] B[Surname] --> J[Jason] C --- J end subgraph "Scenario 2: With comma" direction TB D[Surname] --> J[Jason] E[1st Name] --> C[Chris] J --- C end </pre> <p>1. Chris Jason</p> <p>2. Jason, Chris</p>
If the author's surname is two words or if it is hyphenated, write the name as it appears in the source.	<p>Krista Sanders-Freeman = Sanders-Freeman, K.</p> <p>Nicole Robinson Stein = Robinson Stein, N.</p>
If you have two authors, separate the authors using "&".	Nicholl, L., & Bourgeois N.
If you have three to twenty authors, separate the authors using a comma, and after the second last listed author, insert a comma and a &.	Nicholl, L., Bourgeois, N., Shannon, D., & Cooke, C.
If the author is a group or organization, do not reverse the wording. State the group author's name as it appears on its publication document.	Confederation College

If the author has directly identified himself/herself/themselves as “Anonymous,” input the word Anonymous in the author’s position in the reference entry.	Anonymous.
If there is no known author, and the author has not represented him/her/themselves by using the name “Anonymous,” input the title of the source in author’s position in the reference entry.	COVID-19 Update
Date	
For a book or stand-alone source, use the copyright year as the date in the reference entry. This information should be found on the copyright page of the document.	©2020 = (2020)
When an exact date is given and required, use the year, month date format.	(2020, May 5)
Tip / Guideline (Cont’d)	Example Cont’d
Date Cont’d	
If only the year and month is given, use the year, month date format. If a combined month publication is given, use the year, month / month format.	(2020, May) (2020, May/June)
If the source is published by season or by month, use the year, season or year, month format.	(2020, Spring) (2020, March)
If the source does not have a publication date, input n.d. into the date component of the reference entry.	(n.d.)
Title	
Whether you are writing the title of an article or a stand-alone source, write the title in sentence case.	Stand-alone source: <i>Cites and sources</i> Article: Liberals are spending a fortune
URL	
The URL in a reference entry must be an active link (your reader should be able to click on it), and it must be in good working order. You must always click on the URL to ensure that it will bring your reader straight to the source that you have taken the information from. If the webpage is continually updated, and the webpage that you have provided the link to, could have changed in content, provide a retrieval date statement (Retrieved Month Date, Year, from) before the URL.	https://www.cbc.ca/news/politics/agri-food-covid-liberals-1.5555591 ... Retrieved May 5, 2020, from https://www.cbc.ca/news/canada/coronavirus-covid19-may6-canada-world-1.5557336

Tip / Guideline (Cont'd)	Example Cont'd
Digital Object Identifier (DOI)	
<p>A DOI is the best standard for providing a digital retrieval URL than using a “Permalink” URL. If you are given the option to use a DOI link, which will be listed on the “Overview” page of the source, use it over the URL in the reference entry. Double check to ensure that the DOI links directly to the source that you have taken your information from.</p>	
Missing Volume Number or Issue Number	
<p>If the source that you are referencing is missing a volume or issue number, then only state the information that is provided in your reference entry. If the volume and issue numbers are both missing, then you cannot provide either in your reference entry.</p>	<p>...<i>Journal Title</i>, 6, 44-77.</p> 

How to Format the References Page

An APA references page has mandatory formatting, which requires attention to detail. Follow the short instructions in Figure 24 or the long instructions in Figure 25 to properly format your References page. If your References page does not have identical formatting to the example in Figure 23, you have made a mistake.

Figure 23
APA References Page Example

5

References

Hughes, N., & Schwab, I. (Eds). (2010). *Teaching adult literacy: Principles and practice*. Open University Press.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=466496&site=eds-live&scope=site>

Robinson, S. A. (2018, April). A study designed to increase the literacy skills of incarcerated adults. *Journal of Correctional Education*, 69(1), 60-72.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1185211&site=eds-live&scope=site>

Society for the Scientific Study of Reading. (2002). *Reading development in adults: A special issues of scientific studies of reading*. Routledge.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=90942&site=eds-live&scope=site>

Stuart-Smith, V. (2003, June). Using functional grammar to teach academic literacy skills to adults with language-related learning difficulties. *Australian Journal of Language and Literacy*, 26(2), 69-81.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=edsind&AN=edsind.146494976046844&site=eds-live&scope=site>

Format Instructions for the References Page

Figure 24

APA References Page: Short Instructions

The diagram illustrates the format for an APA References page. It features a central list of references with three callout boxes providing specific instructions. A vertical line on the left side of the reference list has an upward-pointing arrow, indicating alphabetical order. A horizontal line above the list has a rightward-pointing arrow, indicating double spacing and hanging indents. A diagonal line from the top right points to the first line of the first reference, indicating that the title should be centered, bolded, and followed by one double space.

Reference entries are listed in alphabetical order

Reference entries are double spaced and have hanging indents.

Title is centred, written in bold font, on the first line of the References page. One double space between title and first reference entry.

References

Hughes, N., & Schwab, I. (Eds). (2010). *Teaching adult literacy: Principles and practice*. Open University Press.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=466496&site=eds-live&scope=site>

Robinson, S. A. (2018, April). A study designed to increase the literacy skills of incarcerated adults. *Journal of Correctional Education*, 69(1), 60-72.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1185211&site=eds-live&scope=site>

Society for the Scientific Study of Reading. (2002). *Reading development in adults: A special issues of scientific studies of reading*. Routledge.

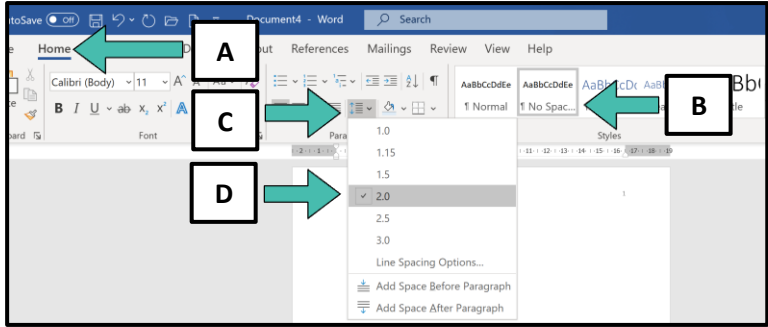
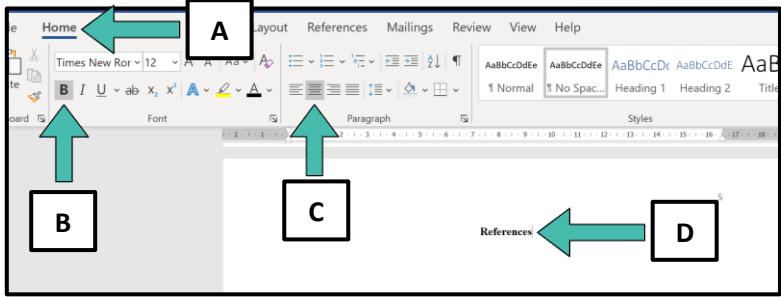
<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=90942&site=eds-live&scope=site>

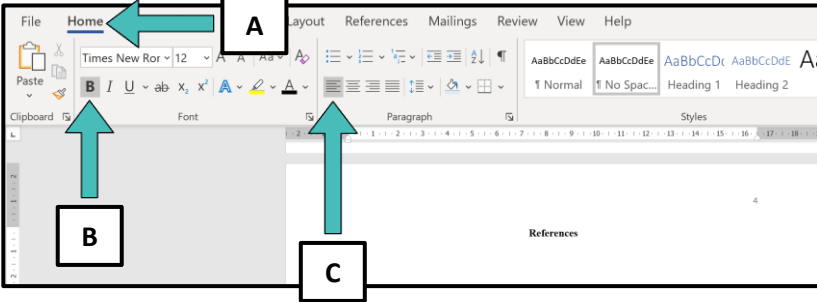
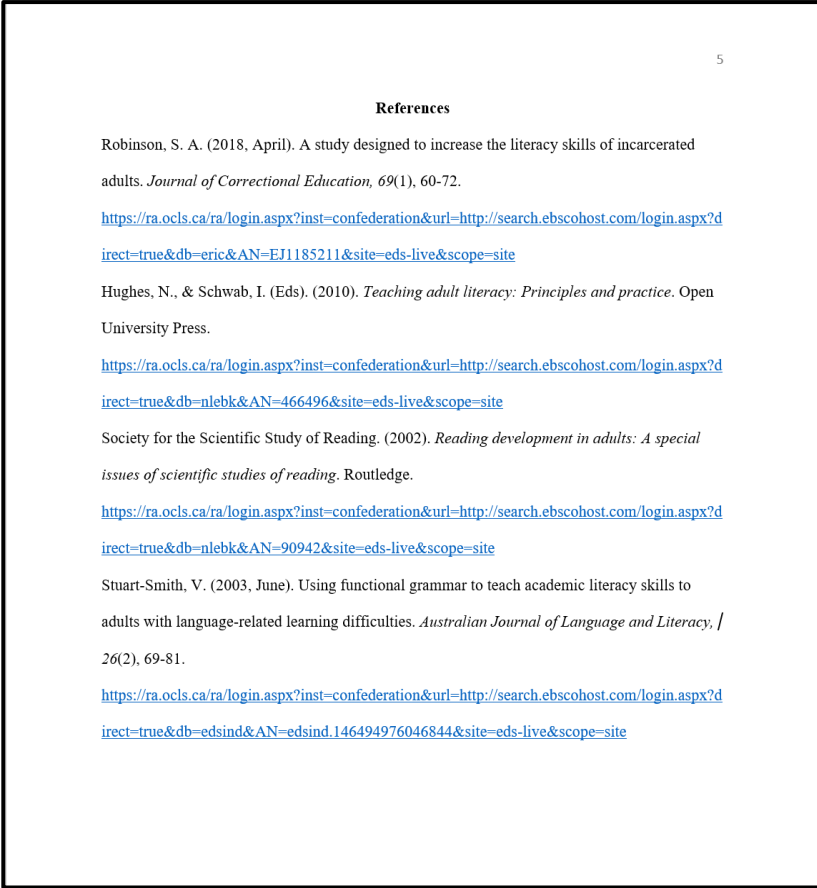
Stuart-Smith, V. (2003, June). Using functional grammar to teach academic literacy skills to adults with language-related learning difficulties. *Australian Journal of Language and Literacy*, 26(2), 69-81.

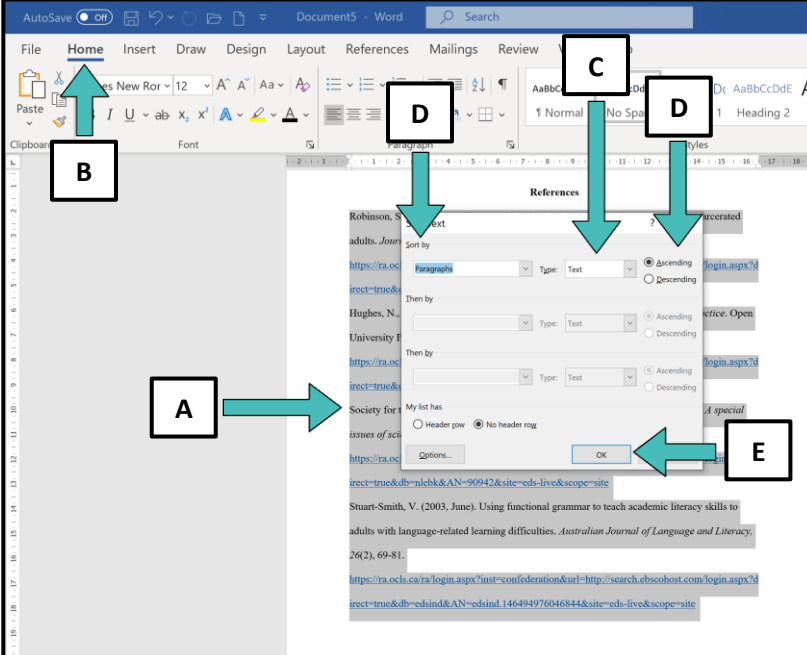

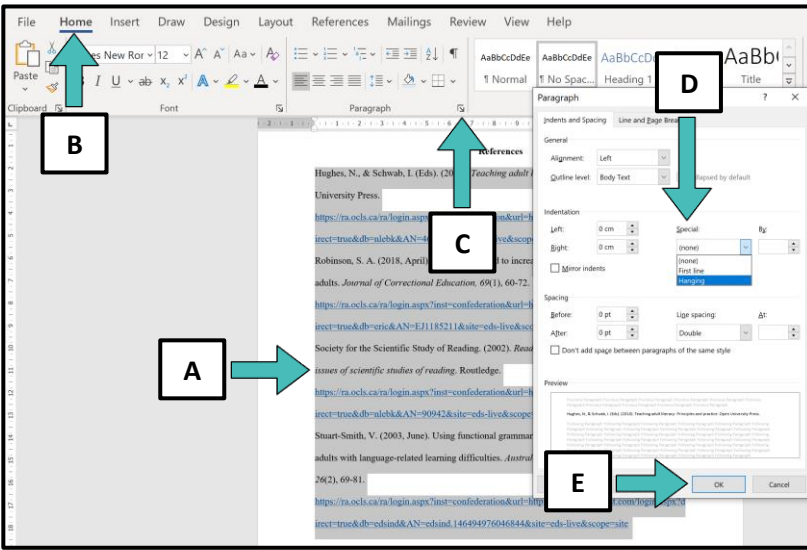
<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=edsind&AN=edsind.146494976046844&site=eds-live&scope=site>

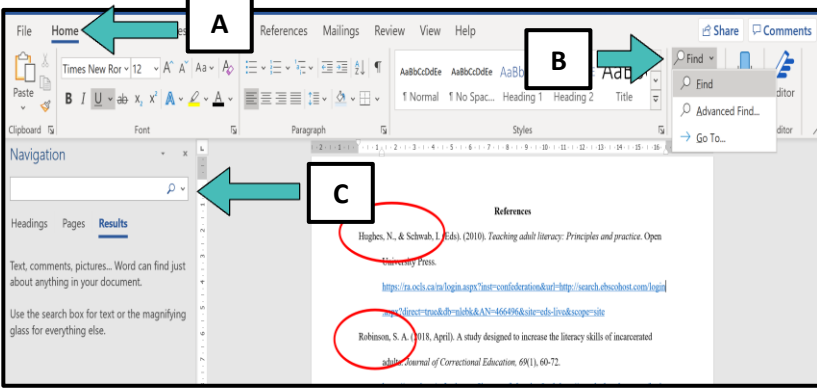
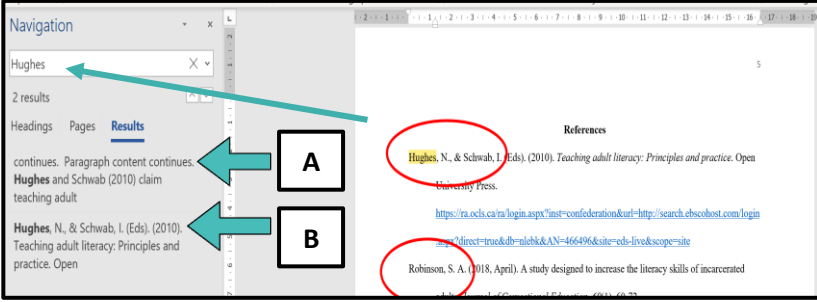
Figure 25

How to Format an APA References Page in Microsoft Word: Long Instructions

Step	What it Looks Like in Microsoft Word
<p>1. Start your APA References page on the first blank page after the last paragraph of your assignment. Place your cursor on the first line of the new page.</p> <p>A) Click the “Home” tab</p> <p>B) Click the “No Spacing” button</p> <p>C) Click the “Line Spacing” button</p> <p>D) Click the “2.0” button from the drop-down menu</p>	
<p>2. Place your cursor on the first line of the page.</p> <p>A) Click the “Home” tab</p> <p>B) Click the “Bold” button</p> <p>C) Click the “Centre” button</p> <p>D) Capitalize the word “References” on the first line of the document</p>	

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>3. From the title line, press the “Enter” key on your keyboard one time.</p> <p>A) Click the “Home” tab</p> <p>B) Click the “Bold” button to remove the bold font</p> <p>C) Click the “Left Align” button</p>	
<p>4. Using your APA guide, type out your properly formatted reference entries.</p> <p>*Press the “Enter” key on your keyboard at the end of each reference entry and begin the next reference entry on the next line. Do not insert extra line spaces between the reference entries*</p>	

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
<p>5. Once you have typed out all of your reference entries, you now need to place your reference entries in alphabetical order.</p> <p>A) Highlight all of the reference entries, excluding the title line</p> <p>B) Press the “Home” tab</p> <p>C) Press the “Sort Text” button</p> <p>D) In the “A-Z Sort Text” pop up window, click Sort By “Paragraph” in “Ascending” order</p> <p>E) Press the “OK” button</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The 'Sort Text' dialog box is open, showing 'Sort by Paragraph' and 'Ascending' order. The 'OK' button is highlighted. Arrows labeled A through E indicate the steps: A points to the reference list, B points to the 'Home' tab, C points to the 'Sort Text' button, D points to the 'Sort by Paragraph' and 'Ascending' options, and E points to the 'OK' button.</p>
<p>6. Now add a hanging indent for each entry.</p> <p>A) Highlight all of the reference entries, excluding the title line</p> <p>B) Press the “Home” tab</p> <p>C) Press the “” button within the “Paragraph” toolbar</p> <p>D) In the “Paragraph” pop up window, click the “Special” drop-down menu and select “Hanging” by 1.27 cm</p> <p>E) Click the “OK” button</p> <p>F) Check to ensure all URL links work</p>	 <p>The screenshot shows the Microsoft Word interface with the 'Home' tab selected. The 'Paragraph' dialog box is open, showing the 'Special' drop-down menu set to 'Hanging' by 1.27 cm. The 'OK' button is highlighted. Arrows labeled A through F indicate the steps: A points to the reference list, B points to the 'Home' tab, C points to the 'Paragraph' button in the toolbar, D points to the 'Special' drop-down menu and 'Hanging' option, E points to the 'OK' button, and F points to the reference list to check URL links.</p>

Step (Cont'd)	What it Looks Like in Microsoft Word (Cont'd)
PLAGIARISM CHECK: VERY IMPORTANT	
<p>7. Your last step is to double check to ensure that all of your reference entries have matching in-text citations. The easiest way to do this is to search by the first surname or keyword of each reference entry.</p> <p>A) Press the “Home” tab</p> <p>B) Press the “Find” button under the “Editing” toolbar, and then press the “Find” button from the drop-down list</p> <p>C) Under the pop-up “Navigation” window, type in the surname of the author from your first reference entry.</p>	 <p>The screenshot shows the Microsoft Word interface. A green arrow labeled 'A' points to the 'Home' tab in the ribbon. Another green arrow labeled 'B' points to the 'Find' button in the 'Editing' group of the ribbon. A third green arrow labeled 'C' points to the 'Navigation' pane on the left side of the window. The 'Navigation' pane shows search results for 'Hughes', with the first result highlighted. The 'References' list on the right side of the window shows the corresponding reference entry for 'Hughes, N., & Schwab, I. (Eds). (2010). Teaching adult literacy: Principles and practice. Open University Press.'</p>
<p>8. Once you have typed the first author's surname into the “Navigation” search bar, you should see at least two results:</p> <p>A) the in-text citation you used within your document</p> <p>B) the reference entry from your References page</p> <p>*Repeat this step for every reference entry in your list*</p>	 <p>The screenshot shows the Microsoft Word interface. A green arrow labeled 'A' points to the 'Navigation' pane on the left side of the window. The 'Navigation' pane shows search results for 'Hughes', with the first result highlighted. A second green arrow labeled 'B' points to the 'References' list on the right side of the window. The 'References' list shows the corresponding reference entry for 'Hughes, N., & Schwab, I. (Eds). (2010). Teaching adult literacy: Principles and practice. Open University Press.'</p>

PLAGIARISM TRIPLE CHECK!

If you have not found an in-text citation for each reference entry, you have made a critical mistake and must do one of the following:

A) input the missing in-text citation

B) double check to ensure you have a properly formatted each in-text citation for each reference entry

Once you have confirmed you have at least one in-text citation for each reference entry, your references page is complete. The format should look identical to the References page in Figure 9.

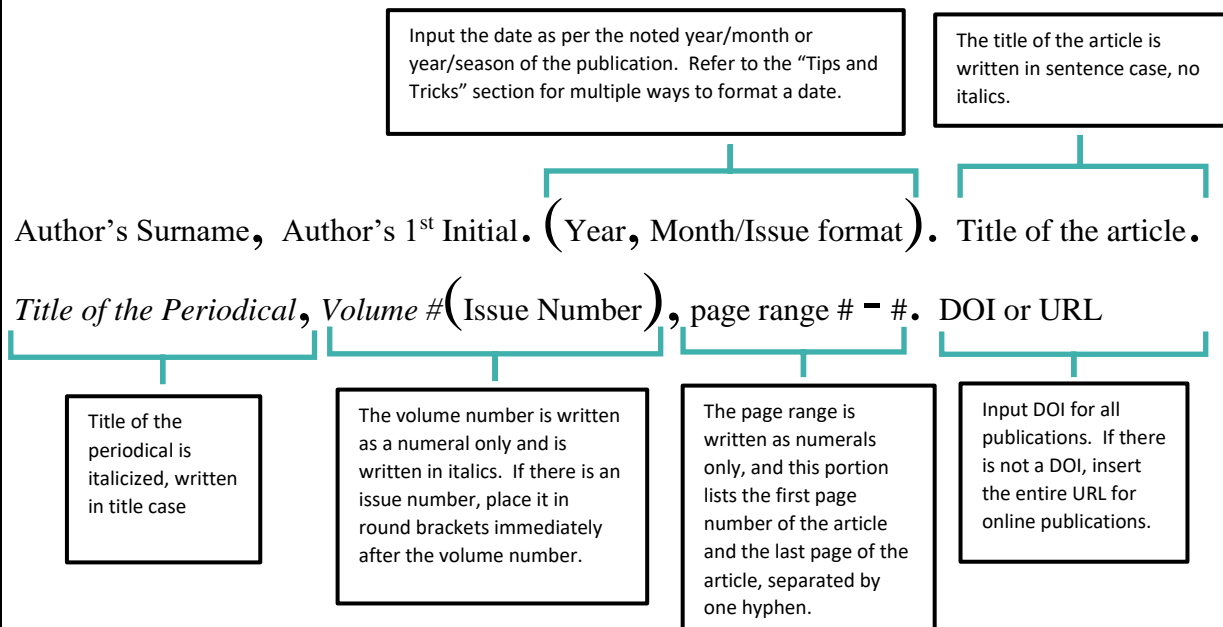
Reference Examples & Guidelines

Use this section to mimic the format of the reference entry by the type of source that you have taken information from. If you do not see your type of source on the list, consult the APA Manual: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Journals

Article with One Author – Basic Format

If you have taken information from an article by one author that was published in a periodical (peer-reviewed journal), use this format to create the reference entry.



Example:

Leydet, D. (2019, Summer). The power to consent: Indigenous peoples, states, and development projects. *University of Toronto Law Journal*, 69(3), 371-403.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=136789668&site=eds-live&scope=site>

Article with Two Authors

If you have taken information from an article by two authors that was published in a periodical (peer-reviewed journal), use this format to create the reference entry.

Input the author's names as they are listed on the overview sheet of the article. Separate the two authors using "&". The rest of the format is identical to that of an "article with one author".

First Author's Surname, First Author's 1st Initial., & Second Author's Surname, Second Author's 1st Initial. (Year, Month/Issue format). Title of the article. *Title of the Periodical*, Volume # (Issue Number), page range # - #. DOI or URL

Example:

Mayor, C., & Suarez, E. B. (2019, Spring). A scoping review of the demographic and contextual factors in Canada's educational opportunity gaps. *Canadian Journal of Education*, 42(1), 42-87.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1210293&site=eds-live&scope=site>

Article with Three to Twenty Authors

If you have taken information from an article written by three to twenty authors, you must list all of the authors' names in the reference entry. Separate each author in the reference entry by using a comma, and insert a “, &” to separate the second last and last author. Please see the in-text citation Example for “three to twenty authors” to properly format the in-text citation for this type of reference entry.

List the authors as they are presented on the overview page of the article. Separate all authors in the list with a comma and continue the “Surname, 1st initial,” format until the last author. Separate the 2nd last and last authors with “, &”. The rest of the format is identical to that of an article with one author. If you have a document listed with 20 authors, all 20 authors must be listed in this section of the reference entry.

First Author's Surname, First Author's 1st Initial., Second Author's Surname, Second Author's 1st Initial., & Last Author's Surname, Last Author's 1st Initial. (Year, Month/Issue format). Title of the article. *Title of the Periodical*, Volume # (Issue Number), page range # - #. DOI or URL

Example:

Anthes, R. A., Maier, M. W., Ackerman, S., Atlas, R., Callahan, L. W., Dittberner, G., Edwing, R., Emch, P. G., Ford, M., Gail, W. B., Goldberg, M., Goodman, S., Kummerow, C., Onsager, T., Schrab, K., Velden, C., Vonderhaar, T., & Yoe, J. G. (2019, September). Developing priority observational requirements from space using multi-attribute utility theory. *Bulletin of the American Meteorological Society*, 100(9), 1753-1774. <http://dx.doi.org/10.1175/BAMS-D-18-0180.1>

Article from a Special Issue of a Journal

If you have taken information from an article that was published in a special issue of a periodical (peer-reviewed journal), use this format to create the reference entry.

Author's Surname, Author's 1st Initial. (Year, Month/Issue format). Title of the article
[Special issue]. *Title of the Periodical*, Volume # (Issue Number), page range # – #. DOI
or URL

Immediately after the title of article, write a description, in sentence case, of the special identifier in square brackets. The rest of the format follows "Article by one author" example.

Example:

Dong, B., Zhu, Y., Xu, Z., Zhang, R., & Yi, G. (2019). Pollution characteristics and risk levels of the chemical toxin microcystin on coastal areas [Special section]. *Journal of Coastal Research*, 94(1), 87-90. <http://dx.doi.org/10.2112/S194-016.1>

Books

Online Book – Basic Format (EBook)

If you have taken information from an EBook, you must include the DOI or URL that links directly to the online copy of the book at the end of the reference entry. You can add the URL or DOI to the end of any "Book" Example formats listed below.

Author's Surname, 1st Initial. (Copyright Year). *Title of the book*. Publisher's Name. DOI
or URL

Italicize Title

Example:

Call, N. & Featherstone, S. (2010). *The thinking child*. Continuum International Publishing Group. <https://ebookcentral-proquest-com.eztest.ocls.ca/lib/confederation-ebooks/detail.action?docID=601534>

Book by One Author (hardcopy)

If you have taken information from a hardcopy book by one author, use the format below to format your reference entry.

Italicize Title

Author's Surname, 1st Initial. (Copyright Year). *Title of the book*. Publisher's Name.

Example:

Tanaka, M. T. D. (2016). *Learning & teaching together: Weaving Indigenous ways of knowing into education*. UBC Press.

Book by Two or More Authors

If you have taken information from a hardcopy book by two or more authors, use the format below to format your reference entry.

Separate authors with "comma" and a "&"

1st Author's Surname, 1st Initial., & 2nd Author's Surname, 1st Initial. (Copyright Year). *Title of the book*. Publisher's Name.

Example:

Motley, J. B., & Randall, A. R. (2009). *Early education*. Nova Science Publisher Inc..

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=281154&site=eds-live&scope=site>

Added URL for eBook

Book with an Author and a Named Editor

If you have taken information from a hardcopy book by one author with a named editor on the cover, use the format below to format your reference entry.

Author's Surname, 1st Initial. (Copyright Year). *Title of the book* (Editor's 1st Initial. Editor's Surname, Ed.). Publisher's Name.

"Ed." is required because it means editor. For more than one editor, use "Eds." for editors.

Example:

Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). Chelsea Green Publishing.³

Book with an Editor(s) and Without a Named Author

If you have taken information from a book with a named editor on the cover but without a named author, use the format below to format your reference entry.

Place the editor's name in the author's spot of the entry. After the first initial, write (Ed.) to identify the person is an editor, not an author. If there is more than one editor, list the editors by surname and first initial, and input (Eds.) after the last editor's first initial to indicate they are all editors.

Editor's Surname, 1st Initial. (Ed.). (Copyright Year). *Title of the book*. Publisher's Name.

Example:

Hindmarch, S., Orsini, M., & Gagnon, M. (Eds.). (2018). *Seeing red: HIV/AIDS and public policy in Canada*. University of Toronto Press.

Added URL for eBook

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1809913&site=eds-live&scope=site>

³ (APA, 2020, p. 322)

Book that has been Translated

If you have taken information from a book by one author with a named translator on the cover, use the format below to format your reference entry.

Author's Surname, 1st Initial. (Copyright Year). *Title of the book* (Translator's 1st Initial. Translator's Surname, Trans.). Publisher's Name.

Trans. Is required because it means translator.

Example:

Kanape Fontaine, N. (2016). *Assi Manifesto* (H. Scott, Trans.). Mawenzi House Publishers Ltd.

Added URL for eBook

https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1590504&site=eds-live&scope=site&ebv=EB&ppid=pp_iii

Book within a Series of Volumes

If you have taken information from a book within a multivolume collection, use the format below to create your reference entry.

Place the volume editor(s)'s name in the author's spot of the entry. After the first initial, write (Ed.) to identify the person is an editor, not an author. If there are more than one editor, list them in the same format as 3 + Authors and input (Eds.) to indicate they are all editors.

Italicize Series' Title followed by a colon

Editor's Surname, 1st Initial. (Ed.). (Copyright Year). *Series title*: Vol. #. *Volume title*.
Publisher's Name.

Input volume # *Vol. #.* then italicize the volume's title.

Example:

Rickly, J. M., & Vidon, E. S. (Eds.). (2018). *Tourism social science series: Vol. 24.*

Authenticity & tourism: Materialities, perceptions, experiences. Emerald Publishing Ltd.

Added URL for eBook

https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1717716&site=eds-live&scope=site&ebv=EB&ppid=pp_iv

Book with an Edition

If you have taken information from a hardcopy book with an edition number listed on the front cover, use the format below to format your reference entry.

Author's Surname, 1st Initial. (Copyright Year). *Title of the book* (# ed.). Publisher's Name.

Use ordinal formatting (1st, 2nd, 3rd) when indicating the edition number. Follow this by ed., which means edition.

Example:

Meyers, C. (2017). *Communicating for results: A Canadian student's guide* (4th ed.). Oxford University Press Canada.

Specific Chapter or Article from an Edited Book

If you have taken information from a book within a multivolume collection, use the format below to create your reference entry.

Author's Surname, Author's 1st Initial. (Copyright Year). Title of chapter. In Editor's 1st Initial. Editor's Surname (Ed.), *Title of book* (pp. #-#). Publisher's Name.

The word "In" must precede editor's first initial

Page span of the first to the last page of the chapter, written numerically

Title of chapter, written in title case, regular font

Example:

Sunderland, M. (2016). Crying & separations. In M. Burley (Ed.), *The science of parenting: How today's brain research can help you raise happy, emotionally balanced children* (2nd ed., pp. 34-63). Penguin Random House.

Works with the Same Author and Same Publication Date

If you have taken information from two or more sources that have the same author and the same publication year, use this date format in combination with the correct reference entry format for the type of source you are referencing. Also see “Works with the Same Author and Same Publication Date” in-text citation example.

Put the reference entries in alphabetical order. Assign each reference entry a letter based on its chronological appearance in the reference page. Place the letter immediately behind the year in the date component of the reference entry. Do this for each reference entry with the same author and year of publication.

Source 1: Author’s Surname, Author’s 1st Initial. (Copyright Year^a). Title of article. *Title of Source*. URL

Assign the first entry an “a”, the second entry a “b”, and so on.

Source 2: Author’s Surname, Author’s 1st Initial. (Copyright Year^b). Title of article. *Title of Source*. Publisher’s Name.

Example:

Wells, P. (2020a, April 6). Can the forces of globalization ever hope to outlast the coronavirus?. *Macleans*. <https://www.macleans.ca/politics/worldpolitics/can-the-forces-of-globalization-ever-hope-to-beat-the-coronavirus/>

Wells, P. (2020b, April 7). Quebec’s coronavirus infection outlook: Short-term pain. *Macleans*. <https://www.macleans.ca/politics/quebecs-infection-outlook-short-term-pain/>

Ancient Greek or Roman work

If you have taken information from an ancient Greek or Roman work, you have not taken that information from the original source, but you have taken it from a reprinted, translated version. Therefore, your reference entry must include the original author's name as well as the publishing information of the new work. Please see the in-text citation for "Ancient Greek or Roman work" for a matching in-text citation format.

Author of the original work. If the author only goes by one name, list the one name.

Title of the work the author wrote.

Author's Surname, 1st Initial. (Copyright Year Reprinted Book). *Title of the original work*
(Translator's 1st Initial. Translator's Surname, Trans.). Title of Republished Source.
URL (Original work published ca. year)

Identify the translator with Trans. after the name.

Use ca., which means estimated, to identify the estimated, original published year.

Example:

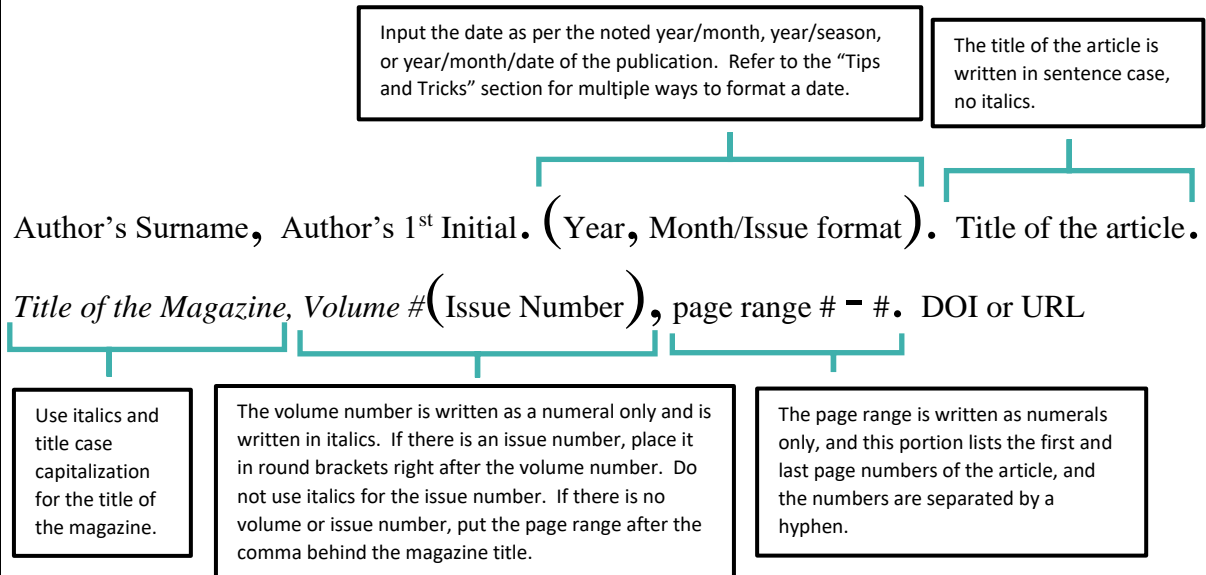
Homer. (2009). *The Iliad* (S. Butler, Trans.). The Internet Classics Archive.

<http://classics.mit.edu/Homer/iliad.18.xviii.html> (Original work published ca. 800 B.C.E.)

Magazines

Online Magazine Article with One Author – Basic Format

If you have taken information from an article by one author that was published in a magazine, use this format to create the reference entry.



Example:

Alter, C. (2020, April 20). A shift with Medic 61. *Time*, 195(14), 36-39.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=fth&AN=142644688&site=eds-live&scope=site>

Online Magazine Article with Two Authors

If you have taken information from an article by two authors that was published in a magazine, use this format to create the reference entry.

Input the author's names as they are listed on the overview sheet of the article. Separate the two authors using ", &". The rest of the format is identical to that of an article with one author.

First Author's Surname, First Author's 1st Initial., & Second Author's Surname, Second Author's 1st Initial. (Year, Month/Issue format). Title of the article. *Title of the Magazine*, Volume # (Issue Number), page range # – #. DOI or URL

Example:

Taylor-Vaisey, N., & Markusoff, J. (2020, April). 444 Days. *Macleans*, 133(3), 26-31.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=fth&AN=142058982&site=eds-live&scope=site>

Online Magazine Article with Three to Twenty Authors

If you have taken information from an article written by three to twenty authors, you must list all of the authors' names in the reference entry. Separate each author in the reference entry by using a comma, and insert a “, &” to separate the second last and last author. Please see the in-text citation Example for “three to twenty authors” to properly format the in-text citation for this type of reference entry.

List the authors as they are presented on the overview page of the article. Separate all authors in the list with a comma and continue the “Surname, 1st initial,” format until the last author. Separate the 2nd last and last author with “, &”. The rest of the format is identical to that of an “article with one author”. If you have a document listed with 20 authors, all 20 authors must be listed in this section of the reference entry.

First Author's Surname, First Author's 1st Initial., Second Author's Surname, Second Author's 1st Initial., & Last Author's Surname, Last Author's 1st Initial. (Year, Month/Issue format). Title of the article. *Title of Magazine, Volume #*(Issue Number), page range # – #. DOI or URL

Example:

Hutchins, A., Smith, M-D., Markusoff, J., Taylor-Vaisey, N., Gonzales, C., Mitchell, A., & Nath, I. (2020, May). Quarantine nation. *Macleans*, 133(4), 12-29.

<https://ra.ocls.ca/ra/login.aspx?inst=confederation&url=http://search.ebscohost.com/login.aspx?direct=true&db=fth&AN=142571717&site=eds-live&scope=site>

Magazine Article with an Unknown Author

If you have taken information from an article that was published in a magazine that does not have an author, use this format to create the reference entry. Please see the in-text citation example, “Unknown Author” to properly format a matching in-text citation for this type of reference entry.

Input the title of the article, written in sentence case, in what is typically the author’s position in the entry. Write the word “In” in regular text immediately before the name of the magazine. The rest of the reference entry should follow the same format as the “magazine article with one author” format.

Title of the article. (Year, Month/Issue format). In *Title of the Magazine*, Volume # (Issue Number), page range # - #. DOI or URL

Example:

Discipline hearings. (2020, March). In *Professionally Speaking*, 55-59.

<https://www.oct.ca/publications/professionally/speaking/2020-03/2020-03-table-of-contents-PS.asp>

Note: this example’s magazine, *Professionally Speaking*, does not have volume or issue numbers, so that information is omitted from the reference entry.

News Publications

Article in a Newspaper

If you have taken information from an article in a printed newspaper, use this format to create the reference entry.

Input the date as per the noted year/month/date of the publication. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the article is written in sentence case, no italics.

Author's Surname, Author's 1st Initial. (Year, Month Date). Title of the article. *Title of the Newspaper*, page #.

Title of the newspaper is italicized, written in title case.

The page number that the article is located on is written as an alphanumeric or numeral only.

OR

Author's Surname, Author's 1st Initial. (Year, Month Date). Title of the article. *Title of the Newspaper*. URL.

If the article is from an online newspaper, input the URL instead of a page number.

Example:

If there are double quotation marks used in a title, replace them with single quotation marks.

Mascoll, P., & Rankin, J. (2005, March 31). The day black police officers told Toronto's police chief: 'Racial profiling exists'. *Toronto Star*, A20.

Shapiro, E. (2020, September 21). Finally, some students will return to New York city's classrooms. *New York Times*. <https://www.nytimes.com/2020/09/21/nyregion/prek-school-reopening-nyc.html?action=click&module=Top%20Stories&pgtype=Homepage>

Article in a Newspaper with No Mentioned Author

If you have taken information from an article that was published in a newspaper that does not have an author, use this format to create the reference entry. Please see the in-text citation example “Unknown Author” to properly format a matching in-text citation for this type of reference entry.

Input the title of the article, written in sentence case, in what is typically the author’s position in the entry. Write the word “In” in regular text immediately before the name of the magazine. The rest of the reference entry should follow the same format as the “newspaper article in a printed newspaper” format or the “article from a news website” format.

Title of the article. (Year, Month Date). In *Title of the Newspaper*, page #.

Example:

SIJHL Players head off to college. (2020, April 17). In *The Chronicle Journal*, B-01.

Article from a News Website

If you have taken information from an article/webpage from an online news website, use this format to create the reference entry. Please note that if the webpage/article is continually updated, you need to input a retrieval date statement before the URL.

Input the date as per the noted year/month/date of the publication. If there are two dates listed, use the "Last Updated" date. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the article is written in sentence case and italic font.

Author's Surname, Author's 1st Initial. (Year, Month Date). *Title of the article*. Title of the News Website. URL

Title of the news website is written in title case and italic font.

If the article or webpage on a news website is constantly updating, input a retrieval statement before the URL:
Retrieved Month Date, Year, from URL.

Individual Author Example 1:

Evans, P. (2020, May 6). *Shopify surges to within \$1B of Royal Bank for title of most valuable company in Canada*. CBC. <https://www.cbc.ca/news/business/shopify-earnings-1.5557473>

Government and Corporate Documents

Article/webpage on a Government / Government Agency / Organization Website

If you have taken information from an article/webpage from a government's website, use this format to create the reference entry. Please note that if the webpage/article is continually updated, you need to input a retrieval date statement before the URL.

Input the date as per the noted year/month/date of the publication. If there are two dates listed, use the "Last Updated" date. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the article is written in sentence case, italics.

Author's Surname, Author's 1st Initial OR Group Author. (Year, Month Date). *Title of the work*. Publisher's Name. URL

Typically, this will be the same as the group author, and therefore, will not be incorporated into a reference entry with a group author.

If the article or webpage is constantly updating, input a retrieval statement before the URL: Retrieved Month Date, Year, from URL.

Group Author Example 1:

Government of Canada. (2020, March 13). *Government of Canada takes action on COVID-19*. Retrieved May 6, 2020, from <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse/government-canada-takes-action-covid-19.html>

Individual Author(s) Example 2:

Messacar, D., & Morissette, R. (2020, May 6). *Work interruptions and financial vulnerability*.

Statistics Canada. <https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00010-eng.htm>

Report by Government Agency or Other Organization

If you have taken information from a report from a government agency's website or an organization's website, use this format to create the reference entry.

Input the date as per the noted year/month/date of the publication. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the report is written in sentence case, italics. If needed, use a description of the document [Report #] in square brackets, immediately after the last word of the title.

Group Author OR Organization's Name. (Year, Month Date). *Title of the report*

[Description]. Publisher's Name. URL

Typically, this will be the same as the group author, and therefore, will not be incorporated into a reference entry with a group author.

Example:

Children's Aid Society of Toronto. (2019). *Building bridges, brightening lives* [Annual Report]. https://www.torontocas.ca/sites/torontocas/files/CAST_Annual_2018_EN.pdf

Brochure by a Government Body or Organization

If you have taken information from a brochure published by an organization, use this format to create the reference entry.

The title of the brochure is written in sentence case, in italics. Immediately after the last word of the title, insert the word "Brochure" between two square brackets; this is a description of the document you have taken your information from.

Group Author. (Copyright Year). *Title of the brochure* [Brochure]. Publisher's Name. URL

Typically, the publisher will be the same as the group author, and therefore, will not be incorporated into a reference entry with a group author.

Example:

Canadian Centre on Substance Use and Addiction. (2018). *Canada's low-risk alcohol drinking guidelines* [Brochure]. <https://www.ccsa.ca/canadas-low-risk-alcohol-drinking-guidelines-brochure>

Reference Materials

Dictionary / Encyclopedia Entry

If you have taken information from an online dictionary or encyclopaedia, use this format to create the reference entry.

If the online dictionary or encyclopaedia is constantly updated, use n.d. in the copyright year portion of the entry and use a retrieval statement before the URL.

Input the name of the entry, written in sentence case.

The title of dictionary/encyclopedia is written in sentence case, in italics. Input the word "In" before identifying the title of the dictionary/encyclopedia.

Group Author. (Copyright Year). Entry title. In *Title of the online dictionary*. Publisher's Name. Retrieval date, URL

If the source is updated regularly, input a retrieval statement before the URL. The URL must bring the reader directly to the definition that you have taken your information from.

Typically, the publisher will be the same as the group author, and therefore, will not be incorporated into a reference entry with a group author.

Example:

Oxford University Press. (n.d.). Canadian colleges. In *Oxford learner's dictionaries*.

Retrieved May 5, 2020, from

<https://www.oxfordlearnersdictionaries.com/definition/english/literacy>

Websites

Webpage Article from a Website with an Individual Author

If you have taken information from a webpage with an individual author, use this format to create the reference entry.

Input the date as per the noted year/month/date of the publication. If there are two dates listed, use the "Last Updated" date. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the webpage is written in italics, in sentence case

Author's Surname, Author's 1st Initial. (Year, Month Date). *Title of the webpage article.*

Website Name. URL

If the article or webpage is constantly updating, input a retrieval statement before the URL: Retrieved Month Date, Year, from URL.

The website name that houses the webpage should be listed in the header of the website. It may also be listed in the first part of the URL (www.hrrreporter.com/).

Example:

Dobson, S. (2019, September 16). *Edible cannabis could mean fresh challenges for employers: Newly available products stronger, last longer than inhaled ones.*

Canadian HR Reporter. <https://www.hrrreporter.com/focus-areas/training-and-development/edible-cannabis-could-mean-fresh-challenges-for-employers/304573>

Webpage Article From a Website With a Group Author

If you have taken information from a webpage with a group author, use this format to create the reference entry.

Input the date as per the noted year/month/date of the publication. If there are two dates listed, use the "Last Updated" date. Refer to the "Tips and Tricks" section for multiple ways to format a date.

The title of the webpage is written in italics, in sentence case

Group Author. (Year, Month Date). *Title of the webpage article*. Website Name. URL

The website name that houses the webpage should be listed in the header of the website. It may also be listed in the first part of the URL (www.cbc.ca/). If the group author's name is the same as the website's name, omit the website name portion of the entry.

If the article or webpage is constantly updating, input a retrieval statement before the URL: Retrieved Month Date, Year, from URL.

Example:

Mayo Clinic Staff. (2019, August 21). *Women's health*. Mayo Clinic.

<https://www.mayoclinic.org/healthy-lifestyle/womens-health/basics/womens-health/hlv-20049411>

Webpage Article From A Website With No Date

If you have taken information from a webpage without a noted copyright or posting date, use this format to create the reference entry. Aside from the date section of the entry, the reference entry will be formatted in the same format as the webpage by an individual or group author, depending on your source.

Input "n.d." between the round brackets in the date section of the reference entry because it stands for no date.

Group Author. (n.d.). *Title of the webpage article*. Website Name. URL

The website name that houses the webpage should be listed in the header of the website. It may also be listed in the first part of the URL (www.cbc.ca/). If the group author's name is the same as the website's name, omit the website name portion of the entry.

Example:

Dancing to Eagle Spirit Society. (n.d.). *Smudging and the four sacred medicines*.

<http://www.dancingtoeaglespiritsociety.org/medicines.php>

Webpage Article from a Website That is Designed to Constantly Update

If you have taken information from a webpage designed to constantly update, use this format to create the reference entry. Aside from the URL portion of this example, the reference entry will be formatted in the same format as the webpage by an individual or group author, depending on your source.

Author's Surname, Author's 1st Initial. (Year, Month Date). *Title of the webpage article.*

Website Name. Retrieved Month Date, Year, from URL

For a webpage that is designed to constantly update (election results, COVID-19 daily tally, etc.), in the URL portion of the reference entry, write "Retrieved" followed by the date that you accessed the information on the webpage, followed by the word "from" and then the URL that directly links to the updating webpage.

Example:

Messacar, D., & Morissette, R. (2020, May 6). *Work interruptions and financial vulnerability.*

Statistics Canada. Retrieved May 6, 2020, from

<https://www150.statcan.gc.ca/n1/pub/45-28-0001/2020001/article/00010-eng.htm>

Visual Media & Audio-Visual Media

Graphic (Complete) From A Source

If you have taken an entire graphic from a source and have input/adapted that graphic in your assignment, use the reference entry format for the type of document that you have taken the graphic from.

Infographic

If you have taken information from an infographic published by an organization, use this format to create the reference entry.

The title of the infographic is written in sentence case, in italics. Immediately after the last word of the title, insert the word "Infographic" between two square brackets; this is a description of the document you have taken your information from.

Group Author. (Copyright Year). *Title of the infographic* [Infographic]. Publisher's Name. URL

Typically, the publisher will be the same as the group author, and therefore, will not be incorporated into a reference entry with a group author.

Example:

Health Canada. (2019). *Canada's food guide* [Infographic]. <https://food-guide.canada.ca/en/food-guide-snapshot/>

Film / Video

If you have input information from a film or video into your assignment, use this format to create the reference entry.

Input the director's name in the author portion of the reference entry. If it is a video, input the artist's information.

Input the title of the film/video in italic font, written in sentence case. Immediately after the title, in square brackets, write the word "Film" or "Video" in the description area of the reference entry.

Director's Surname, Director's 1st Initial. (Copyright Year). *Title of the film* [Film].

Production Company's Name. URL

Input a URL only if the film can be accessed online.

Input the production company's name for a film or the publishing website's name in the publisher's position in the reference entry.

Example:

David, B., & Bravo, E. (2017). *In a heartbeat* [Film]. Ringling College of Art and Design.

<https://www.nytimes.com/2017/08/04/movies/in-a-heartbeat-movie.html>

Image / Photograph

If you have input an image or photograph into your assignment, use this format to create the reference entry. Reminder: you will need to have a copyright notation immediately under the taken photograph in the body of your assignment.

Input the photographer's name in the author portion of the reference entry.

Input the title of the photograph in italic font, written in sentence case. Immediately after the title, in square brackets, write the word "Photograph" in the description area of the reference entry. If the photograph does not have a title, only include the description area, and choose a short description of the photograph that you have taken.

Photographer's Surname, Photographer's 1st Initial. (Copyright Year). *Title of the image / photograph* [Photograph]. Publisher's Name. URL

Typically, the publisher will be the name of the website that you retrieved the photograph from.

Example:

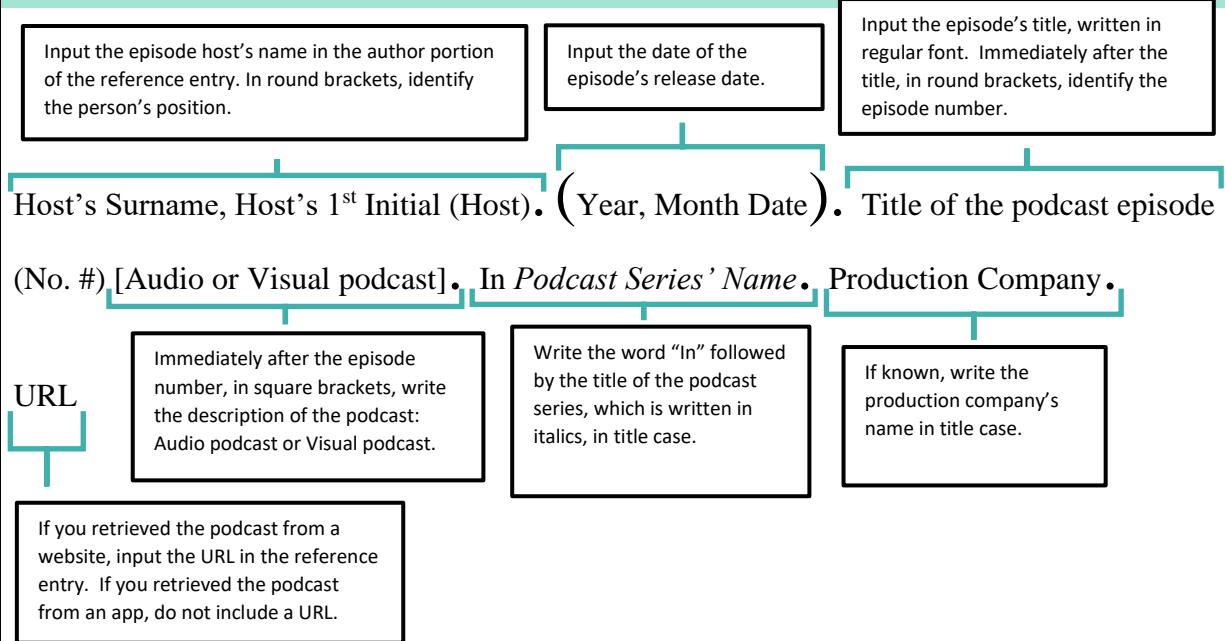
Rees, S. (2020, May 7). *The coronavirus has wiped out 95 per cent of demand for*

Greyhound's routes in Canada [Photograph]. CBC.

<https://www.cbc.ca/news/business/greyhound-canada-coronavirus-1.5559180>

Podcast Episode in a Series

If you have taken information from a podcast episode in a series, use this format to create the reference entry.



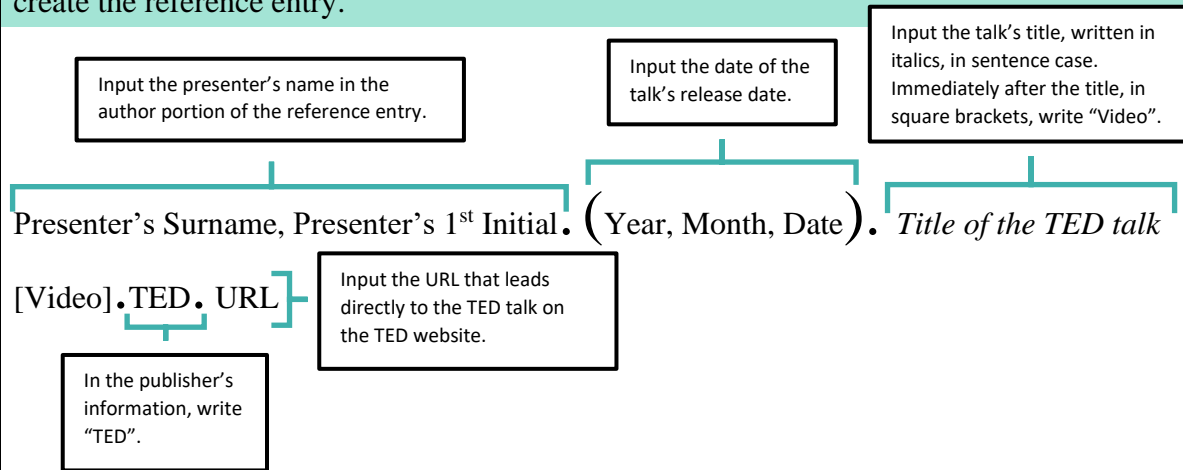
Example:

Milano, A. (Host). (2020, March 9). Congressman David Cicilline (No. 45) [Audio podcast].

In *Sorry Not Sorry*. <https://sorrynotsorrypod.com/episodes/congressman-david-cicilline/>

TED Talk

If you have taken information from a TED Talk from the TED website, use this format to create the reference entry.



Example:

Rosenthal, A., & Thordarson, P. (2020, May). *Which is better: Soap or hand sanitizer?*

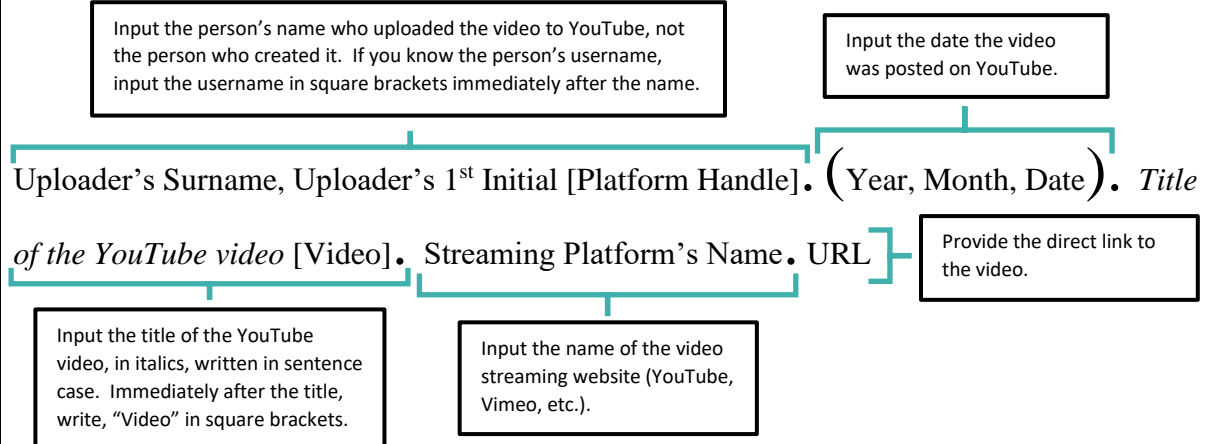
[Video]. TED.

https://www.ted.com/talks/alex_rosenthal_and_pall_thordarson_which_is_better_soap_or_hand_sanitizer

Social Media & Blogs

YouTube Video

If you have taken information from a YouTube video from YouTube, use this format to create the reference entry.



Example:

Writing Class. (2009, April 11). *Schoolhouse rock prepositions* [Video]. YouTube.

<https://www.youtube.com/watch?v=yfExXGMX2JM>

Twitter or Instagram Post

If you have taken information from a Twitter or Instagram post, use this format to create the reference entry.

Input the person's (or group's name) who uploaded the post to Twitter or Instagram. Input the @username in square brackets immediately after the name.

Input the date the post was uploaded to the platform.

Author's Surname, Author's 1st Initial. [@username]. (Year, Month, Date). *Up to 20*

words of the content post [Description of audiovisuals]. Platform Name. URL

In the title area of the reference entry, write the post's words to convey the general idea of the post (up to 20 words). If there is an image or audiovisual file accompanying the post, write its description in square brackets, immediately after the title.

Input the name of the platform's website (Twitter, Instagram, etc.)

If the post is likely to be removed, input a retrieval statement with the URL.

Example:

Trump, D. [@realDonaldTrump]. (2020, May 7). *As you know, I designated this day to be a*

National Day of Prayer [Prayer photograph]. Twitter. Retrieved May 7, 2020, from

<https://twitter.com/realDonaldTrump/status/1258432889303248896>

Facebook Page

If you have taken information from a Facebook page, use this format to create the reference entry.

Input the person's (or group's) name who created the Facebook page.

If you have received information from the general page, input n.d. for the date. If a date is given, however, input the date the page was uploaded or changed.

Author's Surname, Author's 1st Initial. *Or* Group Name. (Year, Month, Date). *Page title*

[Description of audiovisuals]. Platform Name. URL

If the page is likely to be removed or changed, input a retrieval statement with the URL.

In the title area of the reference entry, write the page's title. If there is a description to better help finding the information, input it in square brackets.

Input the name of the social media platform's website (Facebook)

Example:

Confederation College. (2020, May 7). *Posts* [Facebook Page]. Facebook. Retrieved May 7, 2020, from <https://www.facebook.com/confederation>

Internet Forum Post

If you have taken information from an online forum post, use this format to create the reference entry.

Input the person's (or group's name) who uploaded the post to the online forum. Input the username in square brackets immediately after the name. If you do not have access to a real name, input the username as the author position.

Input the date the post was uploaded to the forum.

Author's Surname, Author's 1st Initial. [@username] OR Username. (Year, Month, Date).

Up to 20 words of the content post [Online forum post]. Forum's Name. URL

In the title area of the reference entry, write the post's words to convey the general idea of the post (up to 20 words), in italics. Write "online forum post" in square brackets, immediately after the title.

Input the forum's name.

If the post is likely to be removed, input a retrieval statement with the URL.

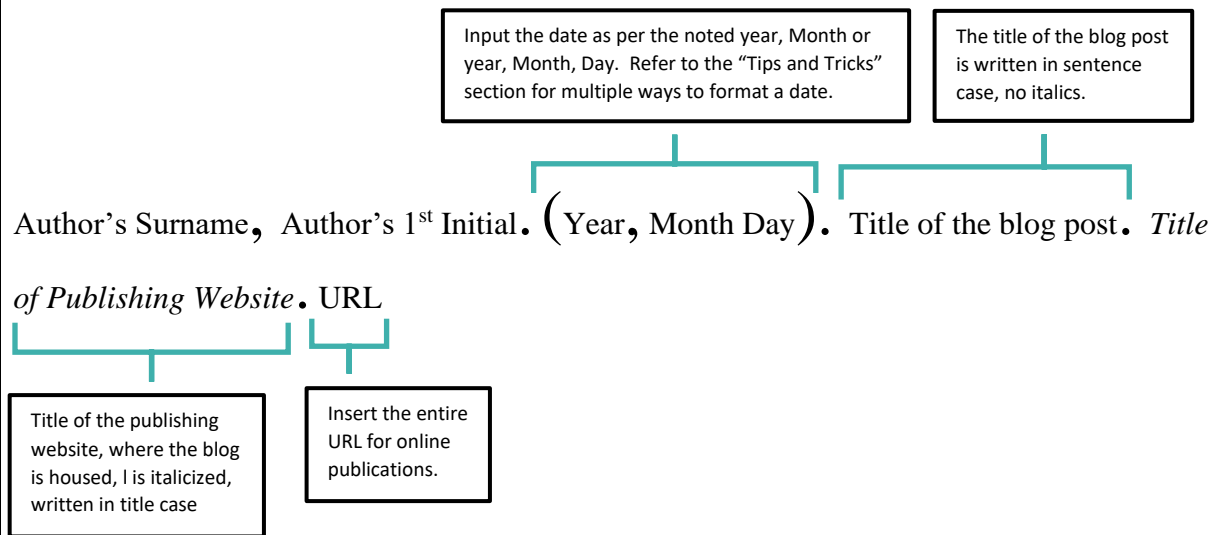
Example:

Onguardforthee. (2021, January 3). *Canadian anti-mask Facebook group openly calling for the assassination of Prime Minister Justine Trudeau* [Online forum post]. Reddit.

https://www.reddit.com/r/onguardforthee/comments/kppaog/members_of_a_canadian_antimask_facebook_group/

Blog Post

If you have taken information from a blog, use this format



Example:

Grinspoon, P. (2020, December 22). The health effects of too much gaming. *Harvard Health Publishing: Harvard Medical School*. <https://www.health.harvard.edu/blog/the-health-effects-of-too-much-gaming-2020122221645>

Legal References

Treaty

If you have taken information from a treaty, use this format to create the reference entry.

Put the treaty's full title in the author position.

Input the signing date or approval date in the date component.

Name of the Treaty, Month Date, Year, URL

Reference Example:

Robinson-Superior Treaty, September 7, 1850, <https://www.rcaanc-cirnac.gc.ca/eng/1360945974712/1544619909155>

Parenthetical In-Text Citation Example: (Robinson-Superior Treaty, 1850)

Provincial Law or Act

If you have taken information from a passed provincial law or act, use this format to create the reference entry.

Put the law/act's full title in the author position.

Input the year the law was passed in the date component.

Name of Act or Law, Title Source § Section Number (Year). URL

Reference Example:

Highway Traffic Act, O. Reg. 160/20 § 2 (1990). <https://www.ontario.ca/laws/regulation/200160>

Parenthetical In-Text Citation Example: (Highway Traffic Act, 1990)

Provincial (State) Supreme Court Decision

If you have taken information from a provincial supreme court case, use this format to create the reference entry.

Input the name of the case. Most often, this is one party v. another party.

Input the volume and page information from the reporter.

In parenthesis, input the acronym for the jurisdiction of the court case. For example, BC SC means British Columbia Supreme

Input the year the decision was made on the case.

Name v. Name, Volume # and Reporter Page (Precise Jurisdiction of the Court) (Court Year). URL

Reference Example:

Century Oils (Canada) Inc. v. Davies, CanLII 2956 (BC SC) (1988).

<https://www.canlii.org/en/bc/bcsc/doc/1988/1988canlii2956/1988canlii2956.html?searchUrlHash=AAAAAQAXZGF2aWVzIHVuIGNlbnR1cnkgb2lscyAAAAAAQ&resultIndex=3>

Parenthetical In-Text Citation Example: (Century Oils (Canada) Inc. v. Davies, 1988)

Federal Law or Act

If you have taken information from a passed federal law or act, use this format to create the reference entry.

Put the law/act's full title in the author position.

Input the year the law was passed in the date component.

Name of Act or Law, Title Source § Section Number (Year). URL

Reference Example:

Access Canada Act, C.13 § 55 (2019). <https://laws-lois.justice.gc.ca/eng/tablepublicstatutes/A.html>

Parenthetical In-Text Citation Example: (Access Canada Act, 2019)

Federal Supreme Court Decision

If you have taken information from a Federal Supreme Court case, use this format to create the reference entry.

Input the name of the case. Most often, this is one party v. another party.

Input the volume and page information from the reporter.

In parenthesis, input the acronym for the jurisdiction of the court case. For example, S.C.C. means Supreme Court of Canada.

Input the year the decision was made on the case.

Name v. Name, Volume # and Reporter Page (Precise Jurisdiction of the Court) (Court Year).
URL

Reference Example:

Brooks v. Canada Safeway Ltd., 10 C.H.R.R. d/6183 (S.C.C.) (1989). https://www.cdn-hr-reporter.ca/hr_topics/sex-discrimination/sex-discrimination-includes-pregnancy

Parenthetical In-Text Citation Example: (Brooks v. Canada Safeway Ltd., 1989)

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Note from the Authors

If you have not found the APA formatting that you require, please consult the American Psychological Association's 7th Edition manual: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>