Referencing APA Style

The following are general guidelines only. Check with your instructor to ensure that the style you use is what is required.

I. Use correct set-up format for all pages including title page, references and appendices.

II. Check assignment for specific requirements about the number and type of sources that you are required to use. Sources may be books, journals, magazines, newspapers and on-line sources.

III. Most American periodicals and journals are available on line. Also check library databases (the database for RRC is EBSCOHost). These have reliable, peer-reviewed sources. Other reliable sources include internet organizations such as MB Health and government departments.

IV. Once you’ve found a source, record pertinent information for your list of references.

*Book:* Names of all authors, title of book and chapter, date and place of publication and publisher’s name.

*Journal or periodical:* Title of publication and article, volume and issue numbers (may be shown as a seasonal issue “Spring” or “Fall”) and page numbers.

*Newspaper:* Title of newspaper and title of article, author’s name (if given), section in which text is found, and page numbers.

*On-line sources:* Website name (group or organization), page numbers from original print source, (look for PDF or html version where page numbers will be given), retrieval date, URL

References are made in two places in your paper: by in-text citations, and by a list — References — that is included on a separate page at the end of your essay. Samples of each type of reference are shown on the reverse.
In-text Citations

When you quote the words or ideas from a source, you must include an in-text citation. If you quote directly, for quotes of 40 words or less, copy the passage as it appears in the original text and enclose it in quotation marks. As near to the quoted material as possible, cite the author’s name, the date of the publication, and the page number. (Smith, 2003, p.45).

When quoting a passage of 40 words or more, instead of using quotation marks, indent the passage 5 spaces from the left margin. Use a parenthetical citation as you normally would for short quotes.

When paraphrasing information from the source, you must also cite the source using the author(s) last name(s) and date of publication, but you don’t need to enclose the information in quotation marks or include the page number. Incorporate the author’s name in the text, followed by the date - According to Smith (2003) - or put the citation at the end of the paraphrase - (Smith, 2003).

Reference Page

Below are samples of full references written at the end of the essay, where all necessary information is included so the reader can locate the researched source.

(Book)

(Journal Article)

(Magazine Article)

(Newspaper Article)

(Government Report)

(On-line document)