

APA Quick Reference



Learning Commons
F.H. Collins
Carrefour d'apprentissage

1. APA Document Formatting Essentials

Font	Times New Roman 12 (recommended)
Margins	1 inch (2.54 cm) – top, bottom, sides
Spacing	Double spaced throughout the document
Paragraph	Beginning indented 1” or (5-7 spaces)
Page Numbers	Top right-justified
Running Head	Top left-justified (short title of your assignment - 50 characters or less)

2. APA Reference Guide

<ul style="list-style-type: none"> - use “References” as a title at the top center of the reference page - order alphabetically by the author’s last name - “sentence case” capitalize only the first letter of the title and proper names in the “References” list - if a single reference is more than one line, indent the second line (5-7 spaces) - all titles are in italics, except for journals articles where only the journal title is in italics - (n.d.) include this as the date if you do not find the date or the webpage/image/article - no author – write the title or the article/book/photograph in the author’s place
<p>Article (journal) Hays, D. (2016). School discipline: giving chocolate is not the answer. <i>Klondike Time Magazine</i>, 120 (12), 75-82.</p>
<p>Blog YuKonstruct Team. (2016, September 29). <i>Seamus’ telegraph to tweet project</i>. [Web log post]. Retrieved December 8th, 2016 from: http://yukonconstruct.com/2016/09/29/seamus-project/</p>
<p>Book Emery, M. (2016). <i>APA formatting: A guide for students and teachers</i>. Whitehorse: Klondike Book Publishing Co.</p>
<p>Image (author unknown) <i>First nations beadwork and tools</i> [Online Image]. (n.d.). Retrieved Oct 7th, 2016, from: http://www.macbridemuseum.com/permanentcollection.html</p>
<p>Image (with author) Leuw, R. (2003). <i>Douglas C-47B crash in Haines Junction in the Ruby mountains</i>. [Online Image]. Retrieved October 7th, 2016, from: http://www.ruudleuw.com/dc3_mystery.htm</p>
<p>Interview Smith, J. (2016, Nov 13th). Personal interview (Write the interview type – email, phone, personal interview)</p>
<p>Newspaper Toews, M. (2016, October 7). <i>Cycling in -40 weather: Survival tips and challenges</i>. Whitehorse Daily Star, 116 (195), p.18-19.</p>
<p>Power Point Presentation Millar, N. (2014). <i>Yukon freshwater fisheries: Presentation to YFWMB</i> [Power Point Slides]. Retrieved October 7th, 2016, from: www.yfwmb.ca/wp-content/.../2014.04-Presentation-to-YFWMB-Yukon-Fisheries.pptx</p>
<p>Video File Wilson, G. (2008, April 17). <i>Yukon river break up</i>. [Video File]. Retrieved November 27th, 2016, from: https://www.youtube.com/watch?v=z6pz8x-63f0</p>
<p>Website F.H. Collins School. (2016, October). <i>Demolition of the old FH Collins school building</i>. Retrieved October 7th, 2016, from: http://www.fcollins.ca/ Yukon Conservation Society. (2016). <i>The Peel Watershed</i>. Retrieved October 7th, 2016 from: http://yukonconservation.org/programs/land-use-planning/the-peel-watershed</p>
<p>Wikipedia Yukon river basin. (2016) <i>In Wikipedia</i>. Retrieved November 13th, 2016. Retrieved January 12th, 2017, from: https://en.wikipedia.org/wiki/Yukon_River_Basin</p>

Citations in Text – APA Format

- **Direct quotations** requires the author, year, and page number.
 - **Paraphrasing** requires only the author and year. If you can, provide a page #.
 - Include a complete reference of all works in the References page
-

Short Citation (less than 40 words)

Incorporate citation into the text. Use “quotations marks” at the beginning and end of the cited text. Put the (author, year, page #) in between parenthesis. Add the final punctuation after the parenthesis.

There is consensus in the scientific community that global warming is real and that “human activity has continued to influence biodiversity in the Arctic in ways we have never seen before” (Smith, 2016, p.44).

Short Citation - Name of the Author Incorporated

Smith (2016) identified the degradation of the Arctic habitat as “a tragic consequence of human civilization on natural environments”. (p.32)

Long Citation – (more than 40 words)

Start the quotation on a new line. Indent entire citation 5 spaces from the margin. No quotation marks are required. Final punctuation should be at the end of text cited.

The NRC (National Research Council) engages in research with diverse stakeholders in the Mining and Natural Resources sector.

NRC Energy, Mining and Environment delivers advanced technology solutions to Canada's resource and utility sectors. Our unique technology risk management capabilities help companies develop and maintain a globally competitive position and support quality improvements in the mining sector. (National Research Council, 2016, p.3)

Citation – Work with 2 authors – use both names...

As demonstrated in a recent research by Brown and Fox (2016, p.25), FH Collins students are increasingly using the correct APA format in their school assignments.

Citation – Work with 3-5 authors – List all authors in the first citation is text. Use et al. in subsequent citations from the same work.

Hays, Toews, Thomson, Shaw, and Emery (2016, p.5) all agree that the correct APA format should be applied by students in all of their assignments. (... somewhere further in the text...) Results demonstrated by Hays et al. (2016, p.9) suggest that students have an increased success rate during exams when they have at least 8 hours of uninterrupted sleep.