American Psychological Association

The APA provides writers with a system for referencing information sources. Writers use a standard set of conventions to properly document the oral, written, and electronic works of others. If credit is not given to an author or organization, plagiarism may be suspected.

Subject use → *accounting, business, geography, health science, math, sociology, science, and technology*

A. In-Text Citing

An in-text citation is a reference that appears adjacent to a quote or paraphrased statement in a research report.

Thomas (2004) states . . . signal phrase
(Thomas, 2004) parenthetical citation

If you are quoting from a work, include the author, year of publication, and page number. If you are paraphrasing an idea from a work, you only need to reference the author and year of publication.

Prior to 1999, West Nile virus was isolated in the Middle East (Thomas, 2004, p. 60). ← *author's last name, year of publication, and page number*

For direct quotes from works that do not have page numbers, include a chapter, section, table, or paragraph number.

Research studies (Johnston, 2001) revealed that the incidence of encephalitis varied across the region (Table 3). ← *table number*

If the work does not have an author and it was written by an organization, mention the name of the organization in the signal phrase or parenthetical citation.

According to the World Health Organization (2021), 1 in 10 patients will get an infection while receiving care in a medical facility.

In the absence of an author or organization, cite the information source by its title.

Wash hands with soap, warm water, and friction for at least 30 seconds ("Hand Hygiene," 2021). ← *article title and year of publication*

B. Inserting Graphics

Any type of graphic, other than a table, should be identified as a Figure in a report. Figures include charts, diagrams, drawings, graphs, images, and photographs. Graphics should be placed as close as possible to the parts of the text to which they relate. Above the graphic, include a figure number and title or caption. Below the graphic, include source information. If you provide a source with your graphic, you do not need to provide it on your References page.

Figure 1. Wash your hands to reduce the spread of COVID-19

Public Health Agency of Canada. "Reduce the spread of COVID-19" *Government of Canada.* 13 May 2021. www.canada.ca/en/public-health/publications/diseases-conditions/reduce-spread-covid-19.html

C. References

A list of sources that appears at the end of a research report or slideshow. It provides the information necessary for a reader to locate and retrieve any source cited in the body of the report. References should be listed alphabetically (by author's last name), double spaced, and the second and subsequent lines of each reference should be indented.

References

Website (with author)

Author ↓ *Year, month day* ↓ *Title of article or page (in italics)* ↓ *Name of website* ↓

Rosano, M. (2018, July 26). *How climate change is transforming Canada*. Canadian Geographic.

https://www.canadiangeographic.ca/article/photos-climate-change-transforming-canada

↑ *Website URL address (with hyperlink)*

Website (author unknown)

If the resource was written by a group or organization, use the name of the group or organization as the author. If the author and the website name are the same, omit the website name from the citation. If the date of publication is not provided, use the abbreviation (n.d.)

Name of organization ↓ *Date* ↓ *Title of article or page (in italics)* ↓

World Health Organization. (2021). *Infection prevention and control*.

https://www.who.int/teams/integrated-health-services/infection-prevention-control

↑ *Website URL address (with hyperlink)*

Tweet

If the tweet includes a video or link to another source, indicate that information in brackets after the content description.

Author (organization) ↓ *@username* ↓ *Date of posting* ↓ *Content of the post (up to the first 20 words)* ↓

The Globe and Mail [@globeandmail]. (2021, September 1). *Pollution likely to cut 9 years of life expectancy of 40 percent of Indians* [Tweet; thumbnail link to article]. Twitter.

↑ *Name of website*

https://twitter.com/globeandmail/status/1432932363797884930

↑ *Website URL address (with hyperlink)*

YouTube video

Author ↓ *Date posted (uploaded)* ↓ *Title of video (in italics)* ↓

CBC News. (2021, September 1). *Ontario rolling out vaccine passport system on September 22*.

YouTube. https://www.youtube.com/watch?v=-xiV7EhmVDY

↑ *Name of website* ↑ *Website URL address (with hyperlink)*