Citation Quick Guide

APA (7th ed.) citation basics

Citation asks who, what, when, and where your sources came from. Asking yourself these questions will help ensure you have all the elements you need. Basic elements of citation include:

Author Last name, First initial. Example: Power, S.

Date Usually the year is enough, but when citing a newspaper video, or blog, which is updated more often, include (Year, Month Day).

Title Titles are written in sentence case. Capitalize only for first letter of first word, after a colon, or for a proper noun.

Publisher Publisher is the name of the journal or magazine an article appears in, or the name of the publishing company if citing a book.

Volume & issue Formatted as *Vol*(Iss), pages. Note the italics used for volume. Example: *78*(2), 23-36.

URL or DOI If using an online source, include the URL or DOI (digital object identifier). DOI is preferable since this type of link is more stable.

Two elements of citation: In-text and reference list

PART ONE: *In-text citations*
- Where you show evidence to support your claims
- Include author, year, and page #; Example: (Power, 2022, p.34)
- Direct quoting *and* paraphrasing both require citation
- If work has more than 3 authors, write the first author and "et al." (example below)

PART TWO: *Reference list*
- Gives your reader additional information to establish credibility of the source
- Helps your reader locate the source
- Different punctuation call tell you what type of resource is being cited
- Include names of all authors

PART ONE: In-text citations

How you format your in-text citation varies. Sometimes, simply inserting the quote is enough, other times, you may need to include a "signal phrase". A signal phrase signals to your reader that they are about to read another person's idea. Notice how **both** citations include **author, date,** and **year**.

Author/date style (no introduction)

"We found that food-insecure households were much more likely to delay bill payments and to ask for financial help from friends and family than to access a food bank." (Tarasuk et al., 2019, p. 7).

Signal phrase

Tarasuk et al.'s (2019) study on food insecurity in Canada revealed that "food-insecure households were much more likely to delay bill payments and to ask for financial help from friends and family than to access a food bank." (p. 7).

PART TWO: Reference list

Pay close attention to format and punctuation! This tells your reader what *type* of source you are citing. For example:

- If we see **(Eds.)** in a citation, we know the source is part of an **edited collection** (see "chapter in a book" below).
- When something is in *italics* means the word in italics is **a longer work**, like a book or a journal.
- Additional date information **(Year, Month Day)** tells us this is a source that is **published more frequently** - like a newspaper, blog, or magazine article. Academic articles take longer to publish, so only the year is included.
- Sometimes **[square brackets]** are required to tell your reader exactly what **type of source** is being cited. Generally used for videos, photographs, or artwork (see YouTube example below).

Examples

Scholarly journal article Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Journal*, *volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy	***Newspaper article*** Author, A. (Year, Month Day). Title of article. *Newspaper*. URL.
Book Author, A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)	***YouTube video*** Person or group who uploaded video. (Year, Month Day). *Title of video* [Video]. YouTube. URL
Chapter or essay in a book Author, A. A. (year). Title of chapter or essay. In A.A. Editor & B.B. Editor (Eds.), *The title of the book* (pp. 12-34). Publisher.	***Page on a website*** Author or group name. (Year, Month Day). *Title of page.* Site name. URL

No date? If the date of publication is unknown, use (n.d.), which stands for "not dated".

Get help!

Remember that Librarians and Learning Strategists are always available to provide guidance. If you are unclear on how to cite, visit Centennial Libraries Citation Guide, Purdue OWL APA Guide, or visit the Centennial Libraries home page and "click to chat" with library staff. You can also book a one-on-one appointment with a librarian. Visit library.centennialcollege.ca/help-services/research-help/ and select "1 on 1 Research Help" to book!