



Tutorials on how to cite your sources correctly

## APA 7 Coaching Sheet

The approach to using the American Psychological Association (APA) is typically, but not strictly, used in the Social Sciences and can be used in Business, Nursing and Behavioural Sciences.

- [Official APA guidelines](#)
- [Sample paper from Owl Purdue](#)

## Step 1. Confirm the documentation style guide

Check with your teacher/instructor to see if there are any special requirements.

## Step 2. Collect source information

Here are some examples of the information you need to collect.



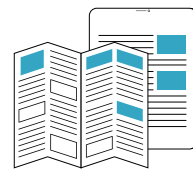
### Book / e-book

- Author's last name, first initial
- Publication year
- Title: Subtitle
- Format
- Publisher
- URL or DOI
- Date of access



### Film

- Director's name
- Year of release
- Title
- Format
- Author/editor
- Production company
- Distributor



### Journal / e-journal

- Author's last name, first initial
- Publication year
- Article title
- Journal title
- Volume and issue number
- Page-range
- URL or DOI



### Newspaper / online newspaper

- Author's last name, first initial
- Date of publication
- Article title: Subtitle
- Newspaper title
- Section and page or paragraph #
- URL



### Website

- Author's last name, first initial
- Date of publication
- Section
- Website title
- URL

## Step 3. Always show where your ideas come from

### Paraphrasing

Paraphrase by putting someone else’s idea into your own words.

- Read the original text.
- Highlight the main points.
- List the main points in your own words.
- Write a new paragraph.

### Direct quoting

For a quote using the original words of another text.

- Three lines or fewer:
  - Keep the quotation in the body of paragraph.
  - Use quotation marks.
  - Include an in-text parenthetical (or narrative) author-date-location citation, followed by a period.
  - Include an accompanying end-of-text reference listing.
- More than three lines:
  - Use a block quotation by indenting the margin of a paragraph by ½ inch.
  - Omit the quotation marks
  - Include an in-text parenthetical (or narrative) author-date-location citation, preceded by the punctuation.
  - Include an accompanying end-of-text reference listing.

Tips to fit a quote into a sentence:

- Comments or changes added to a quotation are marked with square brackets. Changes for this example could include, “Increasing numbers of graduates are overqualified and economic participation is limited”:
  - **Letter capitalization:** e.g., Increasing → [i]ncreasing
  - **Omission:** ...graduates are overqualified...
  - **Clarification:** [many] graduates are overqualified
  - **Spelling mistakes:** economic participasion [sic]
  - **Emphasis:** Increasing numbers are *overqualified* [emphasis added]

## Step 4. Cite your sources

### In-text citation

Refer to your source in parentheses immediately following the paraphrased idea or directly quoted text, generally by adding the author’s last name, the year, and the page range.

### Reference list

The reference list is a complete list of references cited, referred to, or consulted in writing a paper.

Within each listing, include a full citation for the source, starting with the author’s last name and first initial. If there are more than two authors, list the remaining authors’ last names and first initials and insert an ampersand before the last one.

Continue with the year of publication in parentheses (or “n.d.” if there is none); the title and subtitle in italics.

The list is arranged alphabetically by the first author’s last name, or title. Format it with a hanging indent. See the examples at the end of this document.

## Step 5. Format your document

### Document format

According to the basic formatting rules, the pages in APA, including the title page, are double-spaced and have 1” margins. Page numbers appear in the top right corner 0.5” down from the top. It is recommended you stick to a commonly available font that is easy to read at 10–12 points.

If needed, up to five heading levels can be used to create sections for complex papers. These can be distinguished by bold and italics, as well as centering, left alignment, and indentation.

### Title page

Students are encouraged to keep titles concise. Page number 1 appears in the top right corner.

The full title should be in bold and in title case. It should be centred and appear on the upper half of the title page. The writer’s name, course, instructor and due date are centered one after the other halfway down the page.

## Second page

All the pages following the title page also include the page number in the top right corner.

The second page contains an abstract. This is a brief explanation of the contents of the paper not exceeding 250 words. The title "Abstract" is centered at the top of the page.

## Sample citations

Template – items in **blue** will be replaced with relevant details, items in **red** represent the required formatting that must be included.

### Book/e-book

In-text citation	
Template	(Author's last name, year, p. #).
Example	...(Chadwick, 2023, p. 33).

Reference listing (use URL/DOI for e-book only)	
Template	Author's last name, first initial. (Year). <i>Title: Subtitle</i> . Publisher. URL/DOI
Example	Chadwick, W. (1993). <i>Significant Others</i> . Thames and Hudson. <a href="http://www.thpublications.org">http://www.thpublications.org</a>

### Film/online film

In-text citation	
Template	(Director's last name & Executive producer's last name, year, time stamp).
Example	...(Chadwick & Booth, 2000, 0:45:19).

Reference listing (use URL/DOI for online film only)	
Template	Director's last name, first initial. (Director), & Producer's last name, first initial. (Producer). (Year, Month Day or Year). <i>Movie title</i> [Format]. Production company; Distributor. URL/DOI
Example	Chadwick, W. (Director) & Booth, B. (Producer). (2000). <i>Significant Others</i> [film]. Thames Motion Pictures; InterFlix. <a href="http://www.interflix.com">http://www.interflix.com</a>

## Journal/e-journal

In-text citation	
Template	(Author's last name, year, pp. #).
Example	...(Chadwick, 2023, pp. 33–34).

Reference listing (use URL/DOI for e-journal only)	
Template	Author's last name, first initial. (Year). Article title. <i>Journal title</i> , Volume (Issue number), Page-range. URL/DOI
Example	Chadwick W. (2023). Significant Others. <i>Thames Entomological Science</i> . 24 (3), 33–40. <a href="https://doi.org/01098.76/">https://doi.org/01098.76/</a>

## Newspaper/online newspaper

In-text citation	
Template	(Author's last name, year).
Example	...(Chadwick, 2023).

Reference listing (use URL for online newspaper only)	
Template	Author's last name, first initial. (Year, Month Day). Article title. <i>Newspaper title</i> . Section letter and page #. URL
Example	Chadwick, W. (2023, July 28). Significant others. <i>Thames Times</i> . <a href="http://thamestimes.com/1079653/en/2023">http://thamestimes.com/1079653/en/2023</a>

## Website

In-text citation	
Template	(Author's last name, year).
Example	...(Chadwick, 2023).

Reference listing	
Template	Author's last name, first initial. (Year, Month Day). Article title. Website title. Section letter and page #. URL
Example	Chadwick W. (1999, Jan 23). <i>Others who are significant</i> . Science Network. <a href="http://www.science.net/6789/">http://www.science.net/6789/</a>

## Article in an edited collection/online edited collection

In-text citation	
Template	(Author's last name, year, p. #).
Example	...(Chadwick, 2023, p. 33).

Reference listing (use URL/DOI for online edited collection only)	
Template	Author's last name, first initial. (Year). Title of chapter. In Book editor's first initial and last name (Eds.), <i>Book title</i> (pp. page-range). Publisher. URL/DOI
Example	Chadwick W. (2023). Significant Others. In B. Booth, & S. Olivier (Eds.), <i>Creativity and Intimate Partnership</i> (pp. 30–45). Hudson Publishing. <a href="http://www.hudsonpublishing.com/ChadW/">http://www.hudsonpublishing.com/ChadW/</a>

## Photograph or work of art/online photograph or work of art

In-text citation	
Template	(Artist's last name, year).
Example	...(Chadwick, 1993).

Reference listing (use URL for online photograph or work of art only)	
Template	Artist's last name, first initial. (Year). <i>Title</i> [Medium or format]. Name of institution, Location of institution. URL
Example	Chadwick, W. (1993). <i>Significant others</i> [gelatin silver print]. Museum of Photography Press, London. <a href="http://www.museumofphoto.co.uk/chadwick">http://www.museumofphoto.co.uk/chadwick</a>

## Wiki entry

In-text citation	
Template	("Article title," Date).
Example	...("Significant other," 2022).

Reference listing	
Template	Title of entry. (Year, Month Day last updated). In Name of wiki. URL
Example	Significant other. (2022, March 5). In <i>Wikipedia</i> . <a href="https://en.wikipedia.org/wiki/Significant_other">https://en.wikipedia.org/wiki/Significant_other</a>