

QUICK TIPS

In an assignment, when you use someone else's idea or information by quoting directly or by re-phrasing the material in your own words, you must acknowledge and identify the source. This is done in two places:

- In the body of the assignment, where you insert a quotation or re-phrase an idea, you provide a brief reference to the source in an **in text citation** (the reference is enclosed in parentheses or brackets).
- At the end of your assignment, you provide complete publication information about the source in a **References** list.

The **in text citations** and the **References** list work together. The **in text citation**, a brief reference to a work, enables the reader to identify the source of an idea quickly and easily. Knowing the author's last name (or the title) from the **in text citation**, a reader can locate the complete publication information for that work in the alphabetically arranged **References** list. An **in text citation** must point clearly to a specific source in **References**.

GUIDELINES FOR PREPARING A REFERENCES PAGE

- List only the resources to which you have specifically referred, not those merely consulted
- Place the page of references at the end of your assignment on a separate page titled **References**
- Use authors' names in the order they appear on the title page; do not alphabetize multiple authors of a source
- Invert authors' names and include only initials of first and middle names (i.e. Adam Smith becomes Smith, A.) Use an ampersand (&) to connect two authors' names (e.g. Spacey, K., & Butler, G.)
- Use commas to separate authors and an ampersand for the last author if there are three to six authors
- List the first six authors and then **et al.** if there are more than six
- Begin the reference with the title of the work if no author is given
- Arrange the list alphabetically; if there is no author and the title begins with *a*, *an*, or *the*, alphabetize by the second word
- Begin each entry with a hanging indent (first line begins at the left margin and all other lines are indented ½ inch)
- Double space within and between entries in your list of references
- Capitalize only the first word in the title and the first word after a colon

WANT MORE HELP? KEEP READING...

HELP: FIVE CHOICES...

Help is always available through the Library@Mohawk.

1. Visit the Library in person. You can chat with staff on the Information Desk or grab a copy of the Library's handout on APA. Handouts are available at all locations and on TheBRAIN.
2. Follow the link ***Cite Your Sources*** for:
 - Direct access to RefWorks (see choice 5!)
 - Templates for help with formatting
 - Interactive tutorials
 - Information on Academic Integrity issues
3. Use the ***Ask Us!*** button on TheBRAIN's homepage to submit questions via chat, email, or phone.
4. A print copy of the *Publication Manual of the American Psychological Association* is available in the Library @ Mohawk's collection (**call number Ref. BF 76.7.P83 2010**). Other print resources are also available to help you with the research process and using APA style. Search the Library's catalogue or browse the shelves at and around call number BF 76.
5. **The Library @ Mohawk now offers RefWorks.** This online tool manages your research and allows you to create bibliographies in seconds.

DISCLAIMERS WE HAVE TWO...

1. This brief guide highlights how to cite sources most commonly used by Mohawk College students as agreed upon by Library staff. The manual outlines far more resources and sources. When in doubt, consult the manual for full citation details and apply good judgement.
2. It is important to remember individual instructors may choose to modify these guidelines or use an earlier edition of the manual. To avoid confusion (and disappointment with your grade) use instructions communicated in your course.

Examples of Resources in APA Format

NOTE: Examples of “In Text Citation” are single spaced, but your document text would be double-spaced.

Print Format	References	In Text Citation
<p>Book - single author</p> <p>Section 6.11 Example 18 (p. 203)</p>	<p>Johnson, S. (2006). <i>Everything bad is good for you: How today's popular culture is actually making us smarter</i>. New York: Riverhead Books.</p>	<p>“Environmental complexity is not limited to ...” (Johnson, 2006, p. 146).</p>
<p>Book – multiple authors</p> <p>Section 6.12 Follow example 18 (p.203)</p>	<p>Tapscott, D., & Williams, A. (2006). <i>Wikinomics: How mass collaboration changes everything</i>. New York: Portfolio.</p>	<p>“If you consider the vernacular, the term ‘open’ is loaded...” (Tapscott & Williams, 2006, p. 200).</p>
<p>Dictionary/Encyclopedia entry</p> <p>Section 7.02 Example 27 (p. 204)</p>	<p>Hall, C. (1968). Dreams. In <i>International encyclopedia of the social sciences</i> (Vol. 4, pp. 258-264). New York: Macmillan Company & The Free Press.</p>	<p>“Freud hypothesized that the dream...” (Hall, 1968, p. 261).</p>
<p>Journal/Periodical article</p> <p>Section 7.01 Example 3 (p. 199)</p>	<p>Anucha, U. (2005). We are not just rent receipts. <i>Canadian Social Work Review</i>, 22(1), 189-210. NOTE: Italicize the volume number, but not the issue.</p>	<p>“The magnitude of the homelessness problem... by its dynamic nature” (Anucha, 2005, p. 190).</p>
<p>Magazine article</p> <p>Section 7.01 Example 7 (p. 200)</p>	<p>Farran, S., & Keller, T. (2007, April 2). What can 70,000 students teach you? <i>Maclean's</i>, 120, 28-37.</p>	<p>“On the whole, small schools ... better than larger institutions” (Farran & Keller, 2007, p. 32).</p>
<p>Newspaper article</p> <p>Section 7.01 Example 10 (p. 200)</p>	<p>Moko, L. (2007, April 2). Smooth moves; Mohawk honours outstanding athletic, academic Mountaineers. <i>The Hamilton Spectator</i>, p. SP10.</p>	<p>Moko's (2007) article covers contributions and backgrounds (p. SP10).</p>

The examples used are based on the *Publication Manual of the American Psychological Association* 6thth ed. (2010). The relevant section of the manual is included for each entry. Consult the manual for further explanation and clarification.

Digital Format	References	In Text Citation
<p>Online document – general form</p> <p>Section 6.31 Examples 33 (p.206); 61 (p.212); 76 & 77 (p. 215)</p>	<p>O'Reilly, T. (2005). <i>What is Web 2.0?: Design patterns and business models for the next generation of software</i>. Retrieved from http://www.oreillynet.com/pub/a/oreilly/2005/09/30/what-is-web-20.html</p>	<p>“In the year and a half since, the term "Web 2.0" has clearly taken hold, with more than 9.5 million citations in Google” (O’Reilly, 2005, ¶ 3).</p>
<p>Online document (no author or date)</p> <p>Section 6.31</p>	<p><i>Guide to physical activity</i>. (n.d.). Retrieved from http://www.nhlbi.nih.gov/health/public/heart/obesity/lose_wt/phy_act.htm</p>	<p>“Most weight loss occurs because of decreased caloric intake” (“Guide,” n.d., ¶ 1).</p>
<p>Online document - Government report</p> <p>Section 6.31 Example 31 (p. 205)</p>	<p>Health Canada. (2006). <i>The national strategy: Moving forward - the 2006 progress report on tobacco control</i>. Retrieved from http://www.hc-sc.gc.ca/hl-vs/pubs/tobac-tabac/prtc-relct-2006/index_e.html</p>	<p>“Canada is internationally recognized for its success in legislating the tobacco industry” (Health Canada, 2006, Policy section, ¶ 1).</p>
<p>Dictionary/Encyclopedia entry</p> <p>Example 29 (p. 205)</p>	<p>Harrison, T. (2007). Popular music. In <i>The Canadian encyclopedia</i>. Retrieved from http://thecanadianencyclopedia.com</p>	<p>“In 1996, 3 of the top recording artists were women” (Harrison, 2007, ¶ 1).</p>
<p>Journal article With DOI</p> <p>Section 6.31 Example 1 (p.198)</p>	<p>Hard, S., Conway, J., & Moran, A. (2006). Faculty and college student beliefs about the frequency of student academic misconduct. <i>Journal of Higher Education</i>, 77 (6), 1058-1080. doi: 10.1037/0278-6133.24.2</p>	<p>The researchers hypothesized ... behaviour would influence their own misconduct. (Hard, Conway & Moran, 2006, p. 1059).</p>
<p>Online Newspaper article</p> <p>Example 11 (p. 200)</p>	<p>\$1 Salaries for Google billionaires. (2007, April 5). <i>The Hamilton Spectator</i>, p. A22. Retrieved from http://www.thespec.com/</p>	<p>“Schmidt, Page and Brin have refused to take anything more than a token paycheque ...” (“\$1 Salaries,” 2007, ¶ 4).</p>
<p>Audiovisual Media</p> <p>Example 49 (p.209)</p>	<p>Schonbach, G. (Producer), & Sharpe, J. (Director). (2005). <i>Weird sex and snowshoes: A trek through the Canadian cinematic psyche</i>. [DVD]. Vancouver, BC: Omni Film Productions.</p>	<p>Schonbach (2005) in <i>Weird sex</i> dives deeply into Canadian contributions... Fall 2009</p>