
This guide is only to be used as a quick reference tool. Students are expected to directly refer to The Publication Manual of the American Psychological Association (APA) 6th Edition text as necessary.

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Academic Integrity

Academic integrity involves honesty and responsibility within the academic setting. This includes the use of proper documentation, the ethical use of research and data, and the following of academic standards set within a program area. Niagara College has a complete policy on academic integrity, and it includes a detailed section regarding Academic Misconduct. The following is taken directly from the Niagara College website: “Student academic misconduct is a serious offence and will not be tolerated. It may take many forms, including plagiarism, the use of unauthorized aids in assignments or examinations, and the willful distortion or fabrication of experimental results or data. It is important for each student to become familiar with this policy.”

Use this link to access the Student Academic Misconduct document or Search for Academic Misconduct on the Niagara College Website.
APA standard formatting for essays, reports, and articles requires these considerations:

- **Typeface**
  - Use a “serif” typeface, such as Times New Roman, with a 12 pt. font size.

- **Line Spacing**
  - Double space between all lines of the manuscript.
  - Double space after every line in the title, headings, footnotes, quotations, and references.
  - Do not use single-spacing except in tables or figures.
  - Use two spaces after each sentence.

- **Margins**
  - Use 1 in. (2.54 cm) margins at the top, bottom, left, and right of each page. The margins setting in your word processor is usually set to this.

- **Line Length**
  - Do not justify lines.
  - Use flush-left formatting.
  - Do not divide words at the end of a line.

- **Paragraphs and Indentation**
  - Indent the first line of every paragraph 5-7 spaces (1/2 in). The TAB key is usually set to this width.
  - Use a uniform left-hand margin for other lines, with the exception of:
    - Abstract
    - Block quotations
    - Bulleted lists
    - Titles and headings
    - Table titles and notes
    - Figure captions

- **Running head**
  - A running head appears on each page, flush left.
  - Page numbers are located flush right on the same line as the Running head.

- **Headings**

- **Abbreviations**
  - Common Latin abbreviations can only be used inside parentheses or brackets (e.g., i.e., etc.)
  - If abbreviating a title, use full title the first time it’s used, followed by the abbreviation in parenthesis. Example: “The College of Nurses of Ontario (CNO) provides…”
  - Shortened words which appear in the dictionary are acceptable (i.e. AIDS, HIV, IQ, ACTH, REM, etc.)
In-text Citations

*see sections 6.11-6.21 of the APA 6th Edition Manual for details

In-text citations must be used when including information from another resource. They must accompany EACH direct quotation or paraphrase used.

Source Samples

The following sources were used to generate samples for this handout.

Sample #1
For each of us, one of the most important things in life is our own and our family’s health. I believe that this concern, and the responsibility that we each take for our own health, should be the basis for improving the health of everyone across the nation.

Reference page entry for sample #1.

Sample #2
In a brief signed by 15 relatives, the Rouleau family appealed for legislative changes to make euthanasia legal. "In our opinion, if euthanasia had been legal, Laurent, strengthened by the knowledge he could live and die with dignity, that he would be able to choose the moment, would certainly have continued living for some time, maybe a few months, maybe a few years,” they wrote.

Reference page entry for sample #2.

*NOTE: see p. 177 of the APA 6th Edition Manual for information regarding sources with multiple authors.
Quotation
A direct quotation incorporates the author(s) exact words into your text. Regardless of method, the author, year, and page number must be included.

**Block Quotation.** A block quotation is a quotation of 40 or more words. It is incorporated into your writing as just that – a block. No quotation marks are required with a block quotation.

Spurr (2007) explains the situation:

> For each of us, one of the most important things in life is our own and our family’s health. I believe that this concern, and the responsibility that we each take for our own health, should be the basis for improving the health of everyone across the nation. (p. 72)

There are numerous ways that people can improve their health. These include …

Spot Quotation
A spot quotation is a quotation of less than 40 words. There are a variety of ways to incorporate a spot quotation.

**Full sentence spot quotations**
Please note punctuation (none, comma, colon)

1. Spurr (2007) believes that “one of the most important things in life is our own and our family’s health” (p. 72).
2. The researcher believes that “one of the most important things in life is our own and our family’s health” (Spurr, 2007, p. 72).
3. According to Sue Spurr (2007), “one of the most important things in life is our own and our family’s health” (p. 72).
4. Spurr (2007) believes that well-being is essential: “One of the most important things in life is our own and our family’s health” (p. 72).

**Word or phrase spot quotations**
Please note punctuation (quotation marks, ellipses, square brackets).

5. According to Spurr (2007), the priority is “our own and our family’s health” (p. 72).
6. The priority is “our own and our family’s health” (Spurr, 2007, p. 72).
7. The priority is “our own and our family’s health” and “this concern … should be the basis for improving [everyone’s health] across the nation” (Spurr, 2007, p. 72).
In-text Citation Special Cases *see sections 6.08-6.21 of APA 6th Edition Manual

- Modifying a quotation
- Citing a source with multiple authors
- Citing a multiple sources
- Citing a source referred to within a source
- Citing a source with no identified author
- Citing personal communication

Citing an online source with no pagination

- Include the number of the paragraph in which the quotation was found.
- Use the abbreviation “para.” in your citation.

Some families have become advocates for changing the legalities surrounding euthanasia. For example, “the Rouleau family appealed for legislative changes to make euthanasia legal” (Hamilton, 2010, para. 5).

Paraphrases

A paraphrase restates someone else’s ideas using your own words. Paraphrase should be used more frequently than direct quotations. While APA recommends using a page number for paraphrased material, common practice is to use only the author(s) surname and year.

*How to Cite a Paraphrase Using a Reporting Expression/Signal Phrase*

Spurr (2007) notes that we all want good health for ourselves and our families, and that we are each responsible for achieving that, with the government’s support.

*How to Cite a Paraphrase without Using a Reporting Expression/Signal Phrase*

We all want good health for ourselves and our families, and we are each responsible for achieving that goal (Spurr, 2007).
Commonly Used In-Text Citations: Templates

This is a selection of commonly used sources. Please refer to section 7 of the APA 6th Edition Manual for the complete list.

**Work by One Author**
(Name, Year, p. #)

**Work by Two Authors**
(Name & Name, Year, p. #)

**Work by Three, Four, or Five Authors**
(Name et al, Year, p. #) *BUT list all authors the first time the source is cited*

**Work by Six or More Authors**
(Name et al, Year, p. #)

**Citing Multiple Works**
(Name, Year; Name, Year)

**Group/Organization as an Author**
(Organization [Acronym], Year) *BUT use (Acronym, Year) after first use*

**Work with an Unknown Author**
(“Title of Work,” Year, p. #)

**Author Designated “Anonymous”**
(Anonymous, Year, p. #)

**Standard Internet Source**
(Name, Year, para. #)

**Internet Sites without a Name or without a Date**
(“Article Title,” Year, para. #) *or (Author, n.d., para. #)*
Reference(s) Page

*see sections 2.11, and 6.22-6.32 of the APA 6th Edition Manual for details

You must cite your sources, with complete referencing information, at the end of your essay or report.

The Reference or References page is always on a separate sheet of paper (numbered as part of the document), even if it includes only one or two entries. Its title should be centered at the top of the page:

Reference(s)

So that readers can find the original source, you generally include at least the following information:

Author. (Publication date). Article or essay title. Name of publication, vol(issue), Page number(s).

doi: ##

Last name, first initial. *use commas between names in a series

Use lower case for book and article titles (first word capitalized; italicize book titles)

Use issue number only if every issue begins with p.1

Include doi number (journal articles) or “Retrieved from Name of Database” or “Retrieved from URL” (website).

Some types of publications include additional information. Refer to the examples in this document, to the Publication Manual of the American Psychological Associated (6th ed.), or to other APA style guides available online or in books. The following is the link for the Niagara College Library’s “Citation Help” webpage: http://nclibraries.niagaracollege.ca/citations

Reference page entries are listed alphabetically, based on the first letter of the author’s last name. Each entry begins flush left, with every additional line indented. This type of indentation is called a hanging indent. Most word processors include an automatic hanging indent feature to make formatting easier. Each new entry is indicated by the flush left alignment; no extra space is included between entries.

*review the sample essay provided for an example of a References page.
Full Citation Templates for “Top 11” Commonly Used Sources

This is a selection of commonly used sources. Please refer to section 7 of the APA 6th Edition Manual for the complete list.

Journal Articles

**Article with a DOI number assigned**

**Article with no DOI assigned**

* Use retrieval dates only for information that may change (e.g. blog).
**If no doi is assigned and the source was retrieved from a database, common practice is to include “Retrieved from Name of Database”. If the source is an online source, include “Retrieved from URL”.

Electronic Books

**Entire book**

**Book chapter**

Lecture notes

Fact sheet

Presentation slides
Newspaper article
Print

Online

Online Encyclopedia

Online magazine article

Article on website, no date

Book, print
Book

Chapter within an edited book

Work by a Government Agency or Corporate Author
*In this case, "author”” indicates that the publisher is the same as the author.
Sample APA Style Research Essay

Running head: LEARN TO READ

“Running head:” only appears on page 1
ALL CAPS; shortened title; less than 12 words

How Children Learn to Read (i.e. Essay Title)
Submitted by: John Smith
4920897 (i.e. Student ID#)
Presented to: Professor’s name
Date
Course Number and Name

Centered in upper portion of page
Mixed Case; Descriptive or Informative Title; max 12 words
How Children Learn To Read

Reading is the basis for all other learning. One must learn to read in order to be successful in school and everyday life. Reading is everywhere. Every time one goes onto a computer, goes shopping, or goes for a drive, one encounters words that must be read in order to fully understand the messages and meanings all around. The most effective way to learn to read is to start young. Children learn to read by letter recognition, memorization, and finally practice. Through this process, a child will learn to read successfully.

Teaching a child to read starts with learning the alphabet and understanding letter meanings. Watson (2007) notes that children first sing the alphabet song and engrain the 26 letters into their mind through the amusing melody. Now aware of letters, children continue examining each letter individually and learning the sounds. Once the separate sounds become familiar, the child must put combinations of letters together and explore how the sound is altered to form a new sound. According to Bodnar, Buetter, and Butt (2008), mastering the letter sounds and the awareness of each sound, alone and with other letters, is the beginning of learning to read.

Once children have learned the alphabet and all the letter sounds, the next step is memorizing words that do not follow the basic rules (Reye, n.d.). While learning the English language, a child must “become aware that some words do not follow any phonetic rules and are spelt according to family custom and popular trends at the time” (Shields, 2008, p. 33). Homonyms also cause some confusion for children (Bodnar et al., 2008). Learning that two different words with different meanings and different spellings have the same pronunciation requires the child to learn both the meaning and the word’s spelling in order the read the word in context (Shields, 2008). Memorizing words that do not follow the phonics rules is essential in learning to read.
The final and possibly the most important step in reading is practicing everything previously learned. Shields (2008) stresses that the child must be continuously exposed to written texts, both by being read to and reading aloud. This reinforces the lessons previously learned. The skills can be practiced by reading everything, everywhere, whenever possible. This allows children to become familiar with all different types of words and language used within their community. Children can further build their confidence in reading by “writing out words, keeping a journal, or composing their own stories” (Shields, 2008, p. 17). All of these techniques will give the child alternative ways to acquire the necessary skills to read. Practicing reading is a good way to retain all the steps learned while improving the quality of reading.

Teaching children to read is a process that involves alphabet recognition, memorization, and continuous practice. Through these steps, children will soon master reading and will be building their vocabulary daily, and reading provides the fundamentals to all other learning.

**SPECIAL NOTE: While section 6.04 of the APA 6th Edition Manual encourages the use of page and paragraph numbers for paraphrased material, common practice is to use only the author and year.**
References


