

## APA Referencing Guide

### Basic Guidelines

- Must appear on a separate page at the end of your finished product
- Centre the title, Reference List, at the top of the page (same size/font as rest of text)
- Order all entries alphabetically by the author's surname or the organization
- If the entry goes onto a second line, indent five spaces – this is called a hanging indent
- Double-space the entire document
- Do not number or categorise entries
- Follow the format **precisely**, including italics, punctuation and capitalization

### Reference List

Hasan, H. (2016). *Caffeine and nicotine*. New York: Rosen Publishing. Book

O'Brien-Fehr, K. (2018). Medical drug abuse. In *The Canadian Encyclopedia*.

Retrieved from <http://www.thecanadianencyclopedia.com> Encyclopedia

Smith, L. (May 31, 2017). Energy drinks make children fatter, not fitter.

*The Chronicle*. Retrieved from <http://sks.sirs.com> Database

Tanner, B. (2017). *Global human rights*. Available from

<http://www.actnow.gov> eBook

World Health Organization. (2018). *Ageing*. Retrieved from

<http://www.who.int> Web

## APA (In-text Citations)

In-text citations do not replace a Reference List, but rather, supports it. The in-text citation does two things. First, it gives credit to the source you cite. Second, it tells the reader where that citation can be found.

### **What must be cited:**

1. Direct quotations
2. Statistics/specific numbers
3. Facts that are not considered common knowledge
4. Anything that is not yours (idea, opinion, map, graph etc.)
5. Academically controversial material

### **How to do it:**

*Put the in-text citation, in brackets, at the end of the sentence that contains the cited material before the final punctuation.*

1. Sources with page numbers (print or electronic)

*Include name of author or editor, year of publication and page number(s).*

Prime Minister King ensured parliament's support of World War II when he said, "Conscription if necessary, but not necessarily conscription" (Fielding, 2017, p. 184).

2. Sources without page numbers (print or electronic)

*Include name of author or sponsoring organization and year.*

Accidents involving children during the Industrial Revolution in Great Britain were frequent. In one such case, a girl named Mary Bucktrout lost her arm when it was pulled into a machine she was cleaning (Spartacus Educational, 2018).

**Remember that not citing your information is a form of plagiarism!!!**