General

In-text citation vs Reference list

No author or anonymous author

Multiple authors

No date

Citing more than one source in an in-text citation

Citing secondary sources (citing a source retrieved from another source)

Books, Articles & News items

Books & Book Chapters, print

- Book, print
- Book, print, edited
- Edition of a print book
- Article/chapter in an edited book

Electronic books

- Electronic book (online library)
- Chapter in electronic book (online library)
- Electronic book (e-reader)
- Online encyclopedia

Journal, Trade & Magazine articles, print

- Journal article, print
- Article in trade publication
- Magazine article, print

Journal, Trade & Magazine articles, electronic

- Journal article, electronic, open access

Journal article, electronic, from database, with DOI

Journal article, electronic, from database without DOI

Trade article, from database

Magazine article, from database

Magazine article, open access

Blog posts

News items

- Newspaper article, print
- Newspaper article, from newspaper website
- Newspaper article, from database
- Letter to the editor
- Online Press Release/Media Release

Business Databases

ABI/Business Premium Collection (see Journal articles, electronic or Reports)

Bloomberg

Business Source Complete (see Journal articles, electronic or Reports)

Capital IQ

Compustat North America

Conference Board of Canada

CRSP

EDGAR
Business Databases (cont.)

- EY/Passport
- Factiva
- FP Advisor (Infomart)
- Gartner Online
- Google Finance (open access)
- IBISWorld
- Mint Global, ORBIS
- MSCI ESG Research
- NetAdvantage
- OECD iLibrary
- Passport
- ReferenceGroup: Canadian Businesses
- SEDAR
- Thomson EIKON
- Thomson ONE Analyst reports

Websites, Social Media & Mobile Apps

- Websites
  - SGMA 217 Corporate Websites
- Social Media
  - Twitter
  - Facebook
  - Instagram
  - LinkedIn
- Online forums/Discussion boards
- Online reviews
- Wikis
- Mobile apps

Audiovisual Works

- Video/DVD
- Streaming video
- Audio podcasts
- Video podcasts
- TED Talk
- YouTube Video

Visual Works

- Images, figures, photographs
- Lecture notes and class PowerPoint slides

Reports

- Annual reports
- GlobalData reports
- Marketline reports
- Government reports
- Statistics Canada documents
- Technical reports

Other

- Patents
- Canadian Legal Sources
- Business cases
- Theses/dissertations
- Personal communication

Formatting

- Direct quotations
- Placement of the in-text citation
- Table of Contents
- References list
In-text citation

graduate programs. Such practices have led some critics to bemoan a citation style obsessed pedagogy, which actually stifles the author’s expression and ability to truly engage with information (Schick, 2011). Such complaints have been found in the broader context of writing, embedded in discussions of punctuation, style, and format (Watson, 2012). ... in the publishing industry and standardization of language. The 1921 annual meeting of the APA included a report from a Committee on Terminology that, over the past year, had reached “substantial agreement on about 24 psychological terms” (Boring, 1922, p. 71). The meeting was one of a new Committee on the relation of...
Articles with no author/ Anonymous author

*When the author of an article is designated as Anonymous, treat Anonymous as the author’s name. If there is no author, move the title to the author position in the reference list entry and alphabetize by the first word of the title.*

Anonymous author


In-text citation: (Anonymous, 2011)

For further information: (APA, 2020, p. 317, #3)

No Author


In-text citation: (“Alberta jewelry success,” 2015)

For the in-text citation, the first few words – usually the title – should be input in place of the author, with “double quotation marks around the title” (American Psychological Association [APA], 2020b, p. 265).

Multiple authors

Two authors – Book - Print


In-text citation: (Ferrell & Hartline, 2014)

For further information: (APA, 2020, p. 321)

Two authors - Article


In-text citation: (Patelli & Pedrini, 2015)

For further information: (APA, 2020, p. 317, #1)
3 – 20 authors


In-text citation: (Wolchik et al., 2000)

**Over 20 authors**

“When there are 21 or more authors, include the first 19 authors’ names, insert an ellipsis (but no ampersand), and then add the final author’s name” (APA, 2020b, p. 286). In the in-text citation, use the first author’s surname et al., and the date (APA, 2020b, p. 317).

No Date

Imagine Canada. (n.d.). *Caring company program*.

https://www.imaginecanada.ca/our-programs/caring-company-program

In-text citation: (Imagine Canada, n.d.)

*For further information: (APA, 2020, p. 352, #113)*

Citing more than one source in the in-text citation

*If the information you are citing comes from more than one source, include the sources within one set of parentheses separated by semi-colons. Order the works alphabetically in the same order as they appear in the References list (APA, 2020b, p. 263).*

WestJet is prepared to compete with a new entry into the Canadian airline industry, NewLeaf (Marowits, 2016; Paige, 2016).

Citing Secondary Sources (Citing within citations)

*According to APA (2020b), if you find great information being quoted or paraphrased somewhere, it’s well worth your effort to track down the original source so you can read it for yourself and therefore cite it directly ... however if can’t find the original work, you may cite the secondary source.*
Give the secondary source in the reference list; in text, name the original work and give a citation for the secondary source. “If the year of publication of the primary source is known, also include it in the text” (APA, 2020b, p. 258).

Example 1:

Dubois’ work is cited in a work that you have read by Bell. You did not read the original work by DuBois.

Thus Bell is the secondary source and Dubois is the original author. Include the work by Bell in the reference list.

In text, use the following citation format:

DuBois noted that, “It is a peculiar sensation, this double-consciousness, this sense of always looking at one’s self through the eyes of others” (as cited in Bell, 1990, p. 461).

Reference list:


Example 2:

You read an article by Alex Reid, in which he cites information from a previous study by Seidenberg and McClelland.

In text:

Seidenberg and McClelland’s study (as cited in Reid, 2007) found that the paranormal...

Reference list:


**Books, Articles & News items**

**Books & Book Chapters, print**

See multiple author examples above

One author – Book - Print

In-text citation: (DesJardins, 2007)  
*For further information*: (APA, 2020, p. 321, #21)

**Book, print, edited**


In-text citation: (Weisband, 2008)  
*For further information*: (APA, 2020, p. 322, #25)

**Edition of a printed book**


In-text citation: (Harris, 2001)  
*For further information*: (APA, 2020, p. 322, #25 & p. 321, #20)

**Article/Chapter in an edited book**


In-text citation: (Livingstone & Wilson, 2011)  
*For further information*: (APA, 2020, p. 326, #39)

**Electronic books**

**Electronic book retrieved from an online library like EBook Central**


In-text citation: (Hall, 2005)
Chapter in an edited book, electronic retrieved from an online library like EBook Central


In-text citation: (Rutkowski, 2010)

Electronic book retrieved through an e-reader such as Kindle, Kobo, Sony etc.


https://www.amazon.com/s?k=unbroken+a+world+war+II+story+of+survival+resilience+and+redemption&i=stripbooks-intl-ship&ref=nb_sb_noss_2

In-text citation: (Hillenbrand, 2010)

Online encyclopedia


https://www.routledge.com/books/details/9781856177146/

In-text citation: (Parsa, 2010)

For further information: (APA, 2020, p. 328, #48)
Journal, trade and magazine articles – Print

For further information: (APA, 2020, p. 316-321)

Journal article, print


In-text citation: (Patelli & Pedrini, 2015)

Article in trade publication


In-text citation: (Trebilcock, 2014)

Magazine article, print


In-text citation: (Brown, 2015)

For magazines, newsletters, and newspapers give the year and exact date of the publication (month or month and day). If the date is given as a season, give the year and the season (APA, 2020b, p. 289).

Journal, trade and magazine articles - Electronic

Journal article, open access


https://libjournals.mtsu.edu/index.php/jsbs/article/view/1267/1130

In-text citation: (Smith et al., 2019)
Journal article, retrieved from a database, with a DOI

(Databases may include: ABI Inform Complete, Business Source Complete, Environment Complete, EconLit, ScienceDirect, JSTOR, CBCA Complete, etc.)


In-text citation: (Dunes & Pras, 2013)

For further information: (APA, 2020, p. 299, 9.35)

Journal article, retrieved from a database, without a DOI

(Databases may include: ABI Inform Complete, Business Source Complete, Environment Complete, EconLit, ScienceDirect, JSTOR, CBCA Complete, etc.)


In-text citation: (Hollier et al., 2013)

“For works without DOIs from most academic research databases, do not include a URL or database information in the reference” (APA, 2020b, p. 299).

Trade publication, retrieved from a database


In-text citation: (Hyter & Tapia, 2015)

“For works without DOIs from most academic research databases, do not include a URL or database information in the reference” (APA, 2020b, p. 299).
**Magazine article, retrieved from a database**


In-text citation: (Keene, 2013)

“For works without DOIs from most academic research databases, do not include a URL or database information in the reference” (APA, 2020b, p. 299).

**Magazine article, online, open access**


In-text citation: (Brown, 2019)

“For works without DOIs from websites (not including databases), provide a URL in the reference” (APA, 2020b, p. 299).

**Blog Posts**


In-text citation: (Nowak, 2015)

For further information: (APA, 2020, p. 320, #17)


In-text citation: (Freakonomics, 2014)

For further information: (APA, 2020, p. 320, #17)
News items

Newspaper article, print
In-text citation: (Tait, 2015)
For further information: (APA, 2020, p. 320, #16)

Newspaper article, retrieved from newspaper’s website


In-text citation: (Kemp, 2015)
For further information: (APA, 2020, p. 320, #16)

Newspaper article, retrieved electronically through a database

In-text citation: (Kaskey & Donville, 2014)
For further information: (APA, 2020, p. 317, #3)

Letter to the editor (newspaper)
In-text citation: (Moore, 2015)

Online Press Release/Media Release
When you find press releases on an organization’s own website without a specific author, you can assume the organization to be the author. Press releases also may be indexed on commercial distribution services, such as PR Newswire. However, PR Newswire is not the author of the release; it is the publisher—the author is actually indicated at the bottom of the release.” (Lee, 2010, para. 2-3).

Business Databases

Bloomberg


https://www.bloomberg.com/

In-text citation: (Bloomberg, 2015)

For further information: (APA, 2020, p. 338, #75)

Capital IQ


https://www.standardandpoors.com/

In-text citation: (Standard & Poor’s, 2016)

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In-text citation: (Standard & Poor’s, 2016)
Standard & Poor’s. (2016). *Integrated oil and gas, Canada: Key stats & ratios.*

https://standardandpoors.com

In-text citation: (Standard & Poor’s, 2016)

“When the publisher is the same as the author ... omit the publisher from the source element” (APA, 2020b, p. 329).

**Compustat North America**


In-text citation: (Standard & Poor’s, 2016)

For further information: (APA, 2020, p. 338, #75)

**Conference Board of Canada**


In-text citation: (Audet, 2016)

For further information: (APA, 2020, p. 330, #51)

**CRSP**


In-text citation: First citation: (Center for Research in Security Prices [CRSP], 2014); subsequent in-text citations: (CRSP, 2014)

For further information: (APA, 2020, p. 338, 10.9-75)
**EDGAR**

https://www.sec.gov/Archives/edgar/data/77476/000007747616000066/pepsico201510-k.htm

In-text citation: (Pepsico Inc., 2016)

*For further information: (APA, 2020, p. 330, #54)*

**EY/Passport**


In-text citation: (Ernst & Young, 2011)

*For further information: (APA, 2020, p. 329, #50)*

**Factiva**

**Articles retrieved from Factiva database**


In-text citation: (McLoughlin, 2015)

*For further information: (APA, 2020, p. 316, #3)*

**Companies/Markets information retrieved from Factiva database**

https://www.factset.com

In-text citation: (FactSet Research Systems Inc., 2016)
FP Advisor (Infomart)

In-text citation: (Infomart, 2018)
For further information: (APA, 2020, p. 329, #50)

Gartner Online


In-text citation: (Sussin & Maoz, 2014)
For further information: (APA, 2020, p. 330, #51)

Google Finance

Google Inc. (2020). Enbridge Inc.: Historical daily prices from 04/01/2015 to 04/01/2016 [Dataset].
https://www.google.ca/search?tbm=fin&q=NYSE:+ENB&stick=H4sIAAAAAAAAOXgecRoyi3w8s
c9YSmdSWhmU4-lKzsgvd80rySypFJLgYoOy-
KR4uLj0c_UNzKtyUqoseRaxcvpFBtaKb76OQEArVJodEYAAAA&sa=X&sqi=2&pfj=1&ved=2ahUKEw
j6sfLiwiqv7nAhXXI54KHW1YAooQlq4CMAJ6BAgDEBE&biw=1920&bih=937&dpr=1#scso=_YXk0Xu
3yDo6J-gTO1rHACA7:642&wptab=OVERVIEW
In-text citation: (Google Inc., 2020)
For further information: (APA, 2020, p. 338, #75)
IBISWorld


IBIS World. https://www.ibisworld.com

In-text citation: (Alvarez, 2015)

*For further information: (APA, 2020, p. 330, #51)*

MintGlobal, ORBIS (Bureau van Dijk)


https://www.bvdinfo.com

In-text citation: (Bureau van Dijk, 2016)

*For further information: (APA, 2020, p. 330, #50)*

MSCI ESG direct


In-text citation: (MSCI Inc., 2016)

*For further information: (APA, 2020, p. 330, #50)*

NetAdvantage

NetAdvantage Stock Reports, analyst name provided


https://www.cfraresearch.com

In-text citation: (Marcus, 2019)

*For further information: (APA, 2020, p. 330, #51)*
**NetAdvantage Stock Reports, analyst name not provided**


https://www.cwdresearch.com

In-text citation: (Watchdog Research, Inc., 2019)

*For further information:* (APA, 2020, p. 330, 10.4-50)

**NetAdvantage Industry Reports**


https://www.cfraresearch.com

In-text citation: (Corridore & Chuah, 2018)

*For further information:* (APA, 2020, p. 330, #51)

**OECD iLibrary**


https://doi.org/10.1787/9789264221796-en

In-text citation: (OECD, 2014)

*For further information:* (APA, 2020, p. 321, #20)

__________________________________________________


In-text citation: (Yanitsky et al., 2013)

*For further information:* (APA, 2020, p.326, #38)

__________________________________________________

In-text citation: (International Energy Agency, 2015)

*For further information: (APA, 2020, p. 326, #20)*

**Passport (Euromonitor International)**

Report


In-text citation: (Euromonitor International, 2019)

*For further information: (APA, 2020, p. 330, #50)*

**ReferenceGroup. Canadian Businesses**


In-text citation: (ReferenceGroup, 2014)

*For further information: (APA, 2020, p. 338, #75)*

**SEDAR**

Trimac Transportation Ltd. (2014). *Trimac Transportation Ltd. annual information form 2013*. SEDAR. https://www.sedar.com

In-text citation: (Trimac Transportation Ltd., 2014)

*For further information: (APA, 2020, p. 330, #54)*
Thomson EIKON

Single company


In-text citation: (Thomson Reuters, 2014)

*For further information: (APA, 2020, p. 338, #75)*

Multiple companies


In-text citation: (Thomson Reuters, 2016)

*For further information: (APA, 2020, p. 338, #75)*

Thomson ONE Analyst Reports

Analyst(s) named


In-text Citation: (Chamoun & Cochrane, 2016)

*For further information: (APA, 2020, p. 330, #51)*

Analyst(s) unnamed


In-text citation: (Moody’s Investors Service, 2016)
Websites, Social Media & Mobile Apps

Websites

When mentioning an entire website in general, it is sufficient to give the name of the website and url in parentheses (APA, 2020b, p. 350).

Example:

Kidspsych is a wonderful interactive website for children (http://www.kidspysych.org).

If you quote or paraphrase from a number of pages on a website, your reference list would include a unique reference for each (APA, 2020b, p. 350). See example for “Citing a page ....” below.

Your instructor may prefer that you include only one reference list entry for a corporate website regardless of the various pages on that site from which you retrieved information. In this case refer to the example below: For SGMA 217- Corporate Websites.

Citing a page or section of a corporate/organization website


https://www.goldcorp.com/English/Responsible-Mining/default.aspx

In-text citation: (Goldcorp Inc., 2016)

For further information: (APA, 2020, p. 351, #111)

Citing a stand-alone document from a corporate/organization website


In-text citation: (Air Canada, 2015)

For further information: (APA, 2020, p. 351, #111)

https://www.mckinsey.com/~/media/mckinsey/industries/automotive%20and%20assembly/our%20insights/how%20carmakers%20can%20compete%20for%20the%20connected%20consumer/competing_for_the_connected_customer.ashx

In-text citation: (McKinsey & Company, 2015)

*For further information: (APA, 2020, p. 351, #111)*

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### For SGMA 217- Corporate Websites

For your reference list, **ONLY** cite the company website **ONCE** using the homepage for your citation. If the website pages you use list different years include those as a part of your reference. Please include in your reference for the company website the number of times you cited the corporate website in your paper.


In-text citation: (company name – title of web page, year). If there is more than one title on the page use the most specific. E.g. For a news release on a media page, use the title of the news release.

(Air Canada – In the Community, 2017)

The only exception is material found on the website that is **NOT** a web page (E.g. a stand-alone pdf document or video). See examples of how to site videos in this guide.

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### Social Media

**Two ways to cite:**

1. **General mentions** – if you are simply mentioning that a company has an app, for example, then simply give the name of the app along in text (APA, 2020b, p. 338).
e.g. The Haskayne School of Business offers various undergraduate and graduate programs which are outlined on their website (https://haskayne.ucalgary.ca) and keeps students informed through its Facebook app and Twitter app.

2. In-text citations and reference list entries – if you quote or paraphrase retrievable information from social media (APA, 2020b, p. 339).

Social media page (when referring to an individual’s or company’s social media page)

“Do not alter the spelling and capitalization in a social media reference” (APA, 2020, b, p. 348).

The name associated with the account should be used as the name in the reference. The title is generated from the first 20 words of the post. A link, hashtag, or emoji will each count as one word and are to be included in the title of the reference if they occur within the first 20 words (APA, 2020b).


In-text citation: (Barrick Gold Corporation, n.d.)

For further information: (APA, 2020, p. 349, #106)

Twitter

Twitter profile


In-text citation: (Haskayne School, n.d.)

For further information: (APA, 2020, p. 349, #104)

Tweet, individual author


https://twitter.com/PTertzakian

In-text citation: (Tertzakian, 2014)

For further information: (APA, 2020, p. 348, #103)
Tweet, group author


https://twitter.com/calgaryeconomic

In-text citation: (Calgary Economic Development, 2014)

*For further information:* (APA, 2020, p. 348, #103)

Facebook

Facebook page


In-text citation: (Haskayne Career Center, n.d.)

*For further information:* (APA, 2020, p. 349, #106)

Facebook post (individual author)

Gates, B. (2020, February 4). *I’m excited to team up with Roger Federer again for the Match in Africa Friday in Cape Town.* [Federer Gates Noah Nadal Video] [Status update]. Facebook.

https://www.facebook.com/BillGates

In-text citation: (Gates, 2020)

*The name associated with the account should be used as the name in the reference. The title is generated from the first 20 words of the post. A link, hashtag, or emoji will each count as one word and are to be included in the title of the reference if they occur within the first 20 words (APA, 2020a).*

Facebook post (Group author)

WestJet Airlines Ltd. (2014, March 12). *We are thrilled to be named Value Airline of the Year by Air Transport World* [Status update]. Facebook. https://www.facebook.com/westjet

In-text citation: (WestJet Airlines Ltd., 2014)
Instagram photo or video
Haskayne CUS [@haskaynecus]. (2020, March 17). *Hey Haskayne! In light of the recent news regarding COVID-19, the CUS and HSA will be cancelling the Haskayne Year-End* [Photograph]. Instagram. 
https://www.instagram.com/p/B92arv_pla4/

In-text citation: (Haskayne CUS, 2020)

LinkedIn post (Group author)
Haskayne Commerce Undergraduate Society. (2020, March 11). *In case you haven’t heard, This is it! is returning on April 3rd at the Red & White Club! Tickets* [Post]. LinkedIn. 
https://www.linkedin.com/posts/haskayne-commerce-undergraduate-society_in-case-you-havent-heard-this-is-it-is-activity-6643553107806564352-t_SU

In-text citation: (Haskayne Commerce Undergraduate Society, 2020)

Online Forums/Discussion Boards
https://www.reddit.com/r/IAmA/duplicates/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_something/

In-text citation: (National Aeronautics and Space Administration, 2018)
Online Reviews

Medical Laboratory Assistant (Current Employee). (2017, June 17). Calgary Laboratory Services. [Online forum post]. indeed. https://ca.indeed.com/cmp/Calgary-Laboratory-Services/reviews?id=3e32d0a8ac35e41c

In-text citation: (“Medical Laboratory Assistant,” 2017)

For further information: (APA, 2020, p. 350, #109)


https://www.glassdoor.ca/Reviews/Employee-Review-Shaw-Communications-RVW32373198.htm

In-text citation: (“Former Intern,” 2020)

Wikis


In-text citation: (“Costa Rica,” 2015)

Input date “by selecting ‘View history’ and ... [using] the time and date of the version you used” (APA, 2020b, p. 329).

Porter’s five forces analysis. (2014, December 25). In Wikipedia.

https://en.wikipedia.org/w/index.php?title=Porter%27s_five_forces_analysis&oldid=639607583

In-text citation: (“Porter’s five forces,” 2014)

Input date “by selecting ‘View history’ and ... [using] the time and date of the version you used’” (APA, 2020b, p. 329).
Mobile Apps

Citation for a whole app:

https://www.apple.com/itunes/

In-text citation: (Skyscape, 2013)

For further information: (APA, 2020, p. 340, #79)

Citation for an entry in a reference work app:


In-text citation: (Epocrates, 2019)

For further information: (APA, 2020, p. 340, #79)

Audio-visual

Videocassette/DVD


In-text citation: (Kenneally et al., 2013)

For further information: (APA, 2020, p. 342, #84)

Streaming video from online database like Films on Demand


https://fod.infobase.com/
In-text citation: (Films for the Humanities & Sciences, 2014)

For further information: (APA, 2020, p. 344, #90)

**Netflix episode**

Korsh, A. (Writer & Director). (2013, September 10). Bad faith (Season 3, Episode 9) [TV series episode].

In D. Liman & D. Bartis (Executive Producers), *Suits*. Untitled Korsh Company; Universal Cable Productions; Open 4 Business Productions.

In-text citation: (Korsh, 2013)

For further information: (APA, 2020, p. 343, #87)

**Audio Podcasts**


https://www.npr.org/series/423302056/hidden-brain

In-text citation: (Vedantam, 2015-present)

For further information: (APA, 2020, p. 345, #93)


https://www.cbc.ca/radio/thecurrent

In-text citation: (Tremonti, 2014)

For further information: (APA, 2020, p. 345, #93)

**Video Podcasts**


[Video podcast]. NASACast Video. http://www.nasa.gov/content/space-to-ground-4182014/#.U1VbgT_h5Vk

In-text citation: (Cloutier-Lemasters, 2014)

https://www.cbc.ca/player/

In-text citation: (Attenborough, 2015)

**TED Talk**


https://www.ted.com/talks/adam_grant_the_surprising_habits_of_original_thinkers

In-text citation: (Grant, 2016)

*For further information*: (APA, 2020, p. 343, #88)

**YouTube Video**


https://www.youtube.com/watch?v=4UBWlCtlFQ0

In-text citation: (Pagan, 2012)

*For further information*: (APA, 2020, p. 344, #90)

**Reports**

**Annual Reports**

In most cases annual reports are published after the end of the calendar year - for example 2014 annual reports will be released early in the year 2015. In some cases however the annual report is published before the end of the calendar year and so the publication date is the same as the year represented in the annual report (2014 annual report with a publication date of 2014). Make sure you check the “filing date” in SEDAR and EDGAR to determine when the report was actually published.

**Annual report retrieved from corporate website**

In-text citation: (Suncor Energy Inc., 2016)

**Annual report retrieved from SEDAR database**


SEDAR. https://www.sedar.com

In-text citation: (Canadian National Railway Company, 2016)

**Annual report retrieved from EDGAR database**


https://www.sec.gov/Archives/edgar/data/310158/000031015816000063/mrk1231201510k.htm

In-text citation: (Merck & Co., Inc., 2016)

**GlobalData reports**


https://www.globaldata.com/

In-text citation: (GlobalData, 2013)

*For further information:* (APA, 2020, p. 329, #50)

**MarketLine reports**


In-text citation: (MarketLine, 2015)

*For further information:* (APA, 2020, p. 329, #50)

**Government reports (electronic)**


https://www2.aer.ca/t/Production/views/PipelinePerformanceReport2019/10-
In-text citation: (Alberta Energy Regulator, 2019)

For further information: (APA, 2020, p. 329, #50)

https://www.chrc-ccdpc.ca/eng/content/report-equality-rights-women

In-text citation: (Canadian Human Rights Commission, 2014)

Statistics Canada documents

(For detailed guide and examples of Statistics Canada citations, see: https://www150.statcan.gc.ca/n1/pub/12-591-x/2009001/ex-eng.htm

Table retrieved from Statistics Canada website

(Catalogue No. 98-316-XWE92-591-XWE).

In-text citation: (Statistics Canada, 2012)

CANSIM

Statistics Canada. (2014). Table 203-0021 - Survey of household spending (SHS), household spending, Canada, regions and provinces, annually (dollars). CANSIM.
http://dc.chass.utoronto.ca/cansimdim/

In-text citation: (Statistics Canada, 2014)

For further information: (APA, 2020, p. 329, #50)
Technical reports

Technical report, print


In-text citation: (Nigh, 2014)

For further information: (APA, 2020, p. 330, #51)

Technical report, electronic


In-text citation: (National Energy Board, 2014)

For further information: (APA, 2020, p. 329, #50)

Other

Patents


In-text citation: (Gentieu et al., 2013)

“The url of the patent is optional but may be included in the reference list entry if available” (APA, 2020b, p. 366).

Legal Sources (Canadian)

Statutes

For further information: (APA, 2020, p. 366, #22)

Federal legislation

Pre 1986:


In-text citation: (Criminal Code, 1985)

Post 1985:


In-text citation: (Canada Consumer Product Safety Act, 2010)

Other examples:


In-text citation: (Employment Equity Act, 1995)
In-text citation: (Corporations Returns Act, 1985)

Provincial Legislation


In-text citation: (Alberta Personal Income Tax Act, 2000)
For further information: (APA, 2020, p. 363, #13)

In-text citation: (Traffic Safety Act, 2000)
For further information: (APA, 2020, p. 363, #13)

Court Cases (Electronic Sources)

(For further information: APA, 2020, p. 359, #2)

Neutral citation

These citations are assigned by the court as they deliver their judgments. These cases are therefore identified without a reporting service or database. Neutral citations do not provide the information required to actually locate the case (i.e. the reporter information)

Clearbrook Ironworks Ltd. v. Letourneau, 42 (FCA 2006).

In-text citation: (Clearbrook Ironworks Ltd. v. Letourneau, 2006)
(Note the case title is italicized in the in-text citation above (APA, 2020b, p. 358).

Cases reported by a legal reporting service
Dominion Law Reports

In-text citation: (KOS Oilfield Transportation Ltd. v. Mitchell, 2010)
(For further information: APA, 2020, p. 359 #3)

Canada Supreme Court Reports

In-text citation: (Thibodeau v. Air Canada, 2014)
(For further information: APA, 2020, p. 359 #1)

Cases found in online databases
WestlawNext Canada

In-text citation: (Phipps v. Canada Post, 2015)
CanLII


Style of cause
“R” refers to The Crown

Reporter: CanLII

Court identifier:
Alberta Provincial Court

*R refers to the Crown (federal and provincial)*

*Year in parentheses – date the judgement/decision was issued*

In-text citation: (*R. v. Precision Drilling Canada Limited, 2015*)

**Business cases**

**Business case (print)**


In-text citation: (Campbell et al., 2014)

*For further information: (APA, 2020, Ch.8.1; p. 330, #51)*

**Business case (online)**


In-text citation: (Mathur & Berman, 2014)

*For further information: (APA, 2020, p. 330, #51)*

**Theses/dissertations retrieved from database**

In-text citation: (Anosike, 2014)

For further information: (APA, 2020, p. 334, #65)

**Personal Communication**

Include in-text citations for personal communications (e.g., emails, telephone calls, interviews or conversations). Because these sources are not recoverable, do not include them in the reference list. Include the communicator’s initial(s) and surname in the in-text citation. It is unnecessary to specify the type of communication within your citation (APA, 2020b, p. 260).

e.g. In-text: In 2012, the agency’s grants doubled (G. Brown, personal communication, May 17, 2014).

e.g. In-text: According to the agency’s director, G. Brown, the agency’s grants doubled in 2012 (personal communication, May 17, 2014).

**Lecture notes and class PowerPoint slides**

**Lecture**

Information gathered from a lecture is usually non-recoverable and is therefore cited as personal communication. In such instances, only an in-text citation would be given and there would be no listing in the reference list (APA, 2020b, p. 260).

A. Smith (personal communication, May 2, 2014) indicated that psychodynamic principles ...

Alternatively, you could note the nature of the material in your text description, for example,

As proposed by A. Smith (personal communication, May 2, 2014) in her presentation on the integration of attachment theory and psychodynamic principles . . .

**Recoverable course material**

If course material is recoverable by others, for example, on a course website etc., it should be cited in-text and included in the reference list. Include the description "Lecture notes" in brackets following the title of the lecture or course (APA, 2020b, p. 347).

**Lecture notes posted to D2L**


https://d2l.ucalgary.ca

In-text citation: (Smith, 2014)
Class PowerPoint slides

*PowerPoint slides are considered recoverable:*


In-text citation: (Smith, 2013)

Images or Figures (Graphs, charts, maps, drawings, photographs)

According to APA (2020b), “you must include a copyright attribution in the table note or figure note indicating the origin of the reprinted or adapted material in addition to a reference list entry for the work” (p. 198). Figures are numbered consecutively throughout the document e.g. Figure 1, Figure 2 etc. Include a caption directly below the figure that serves as the title of the figure (p. 227).

Figure 1

*Non-Significant Interaction Effect Between “Subject” and “Relationship”*

![Diagram](image_url)

*Note. Adapted from What’s the harm in being unethical? These strangers are rich anyway! Exploring underlying factors of double standards, by T. De Bock, I. Vermier, & P. Van Kenhove, 2013. Journal of Business Ethics, 112(2), 234.*

Written permission from the copyright holder is not required to reproduce content if for educational purposes (APA, 2020b, p. 387).

Reference list entry:


For further information: (APA, 2020, p. 244, 7.14)
Figure 2

Wall Street Bull


Written permission from the copyright holder “is not required to reprint ... [the] work ... when it has a Creative Commons license ...; however, a copyright attribution is still required in most cases” (APA, 2020b, p. 387).

Reference list entry:


For further information: https://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-4.html

Formatting

Direct Quotations

APA format for a quoted passage <40 words.
Include the page number for quotations in the in-text citation. Put the end punctuation AFTER the citation (APA, 2020b, p. 272).

Example 1:

One approach to this question is that “every general election in modern times has been won by the party most trusted with the economy or on the matter of leadership” (Astill, 2015, p. 105).
Example 2:

Lund and Marinova (2014) found that “retail managers should plan their investments in direct marketing and service performance as a function of the servicescape” (p. 116).

(In this example, the source (authors) and date are cited in the lead-in sentence, so only the page number is required in the in-text citation)

APA format for a quoted passage >40 words.

Use block indent (indent 5 spaces on the left) without quotation marks. Do not indent the right margin. Put the closing punctuation BEFORE the citation (APA, 2020b, p. 272).

Example 1:

Others have contradicted this view:

In the corporate brand EP scenario, we find that EP effects in one category carry over into adjacent categories without and EP association and that increased EP prevalence does little to enhance the residual carryover effect. In the house-of-brands EP context, we find an inverse relationship between relative brand strength and incremental gains from EP across categories. (Henderson & Arora, 2010, p. 54)

Example 2:

Webber (2006) links managers’ over-reliance on numbers to questionable business practices:

American corporations have for some time been engaged in what can be described as cynical behavior: taking aggressive accounting measures, engaging in short-term expediencies to improve results, too often displaying little concern for the impact of their actions on employees and communities. (p. 7)
(In this example, the in-text citation provides only the page number because the author and date have been provided in the lead-in statement).

**Direct quotations of online material without pagination**

*If paragraph numbers are visible use them in place of page numbers or count the paragraphs and use the abbreviation: para. (APA, 2020b, p. 273).*

Example 1:

“Although the strengthening US dollar mitigates part of those savings for some importers, it's still a massive stimulus--on the order of what was delivered by governments during the financial crisis of 2008-9” (Styles, 2015, para. 4).

Example 2:

*If page numbers are not visible, and the document includes headings, include the heading in the citation and the number of the paragraph after the heading to direct the reader to the location of the quoted material (APA, 2020b, p. 273).*

“The level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Verbunt et al., 2008, Discussion section, para. 1).

**Placement of the in-text citation (do I need to cite after every sentence if the information comes from the same source?)**

*If you have a series of short sentences, all of which derive from the same source, it is not necessary to cite every sentence as long as the syntax makes it clear that all the statements refer to the same source. Include a citation at the end, so that the reader knows where the paraphrased content ends and your thought begins. For example, you may begin the paraphrased content with the author of the information, and include a proper in-text citation at the end of the paraphrased content -- this implies to the reader that everything between the author's name and the in-text citation comes from that source (APA,. 2020b, p. 265).*

*If the paragraph is lengthy, repeat the author’s name at intervals to avoid confusion over which information is cited.*

Smith and Jones (2014) approached the problem in this way. -----------------------------------------------

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. Smith and Jones also found ---------------------------------------------------------

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(Smith & Jones, 2014).

**Table of contents**

The APA Manual does not cover correct formatting for a Table of Contents. It is recommended that students consult their instructors as to the preferred format for the Table of Contents.
According to the OWL at Purdue University:

“The table of contents contains a guide to the contents of the whole report. It lists the preliminary pages such as the letter of transmittal and the acknowledgements, and it includes all headings and subheadings used in the report, exactly as they appear in the report.

The table of contents also includes the page numbers for all parts. Use lower case roman numerals (i, ii, iii, etc.) for all preliminary pages and arabic numerals (1, 2, 3, etc.) for all pages in the body of the report, starting with page 1 for the introduction of the body” (Purdue University, 2020, Table of Contents section).

References List (For further information: APA, 2020, p. 303, 9.43)

- See pages 3 and last page of this document for references list examples
- the reference list should be on a separate page at the end of the paper, titled “References” (bolded and centered at the top of the page)
- only resources cited in the paper are included in the reference list and vice-versa – if a resource appears in the reference list, it must be cited in the text of the paper
- double-space the list of references
- First line of each reference entry is left-aligned and subsequent lines have a hanging indent – see “Create a hanging indent”.

- Ordering the Reference List (For further information: APA, 2020, p. 304 & 305)
  - Arrange entries in alphabetical order.
  - Alphabetize letter by letter
  - Several works by the same author – arrange by year of publication with the earliest year first:
    Example:
    Johnson, B. (2014)
    Johnson, B. (2016)
  - Same author, one with no publication date and the other with a publication date – n.d. comes before a date (For further information: APA, 2020, p. 304, 9.45)
    Example:
    Gagnon, R. (n.d.).
- Several works by the same author and published in the same year. First, compare the dates. References with only a year precede those with more specific dates, and specific dates are placed in chronological order. Place lower case letters – a, b, c and so on – immediately after the year within the parentheses and be sure to include these letters in the in-text citation as well. (For further information: APA, 2020, p. 305, 9.47)

- Example 1:


- For identical dates, arrange alphabetically by title (excluding “A,” “An,” or “The”).

- Example 2:

  Johnson, B. (2014a). *The handbook of* ...

  Johnson, B. (2014b). *Measuring the value of* ...

  (“*h*” comes before “*m*” and “*The*” is excluded when alphabetizing)

- Example 3:

  Agrium Inc. (2016a). *Agrium: Annual information form 2015* ...

  Agrium Inc. (2016b). *Agrium: Cultivating excellence: 2015 annual report.* ...

  Agrium Inc. (2016c). *Corporate website.* ...

  (“*a*” comes before “*c*”)

- No author – begin the reference list entry with the title (including “A” or “The”) and alphabetize the entry by the first significant word

- Example:

  Johnson, B. (2012) ....


Appendices

According to the APA (2020b), material that supplements article content but may not be appropriate in the body of the paper, may be included in appendices. This type of material may include financial statements, tables, graphs, detailed description of a product or piece of equipment, detailed demographic information etc. If you have “one appendix, label it ‘Appendix’” (p. 41). If you have “more than one appendix, label each ... with a capital letter, (e.g., ‘Appendix A,’ ‘Appendix B’) in the order” that they are mentioned in the paper (p. 41). Each appendix must have a title, but refer to the appendices by their labels in the text of the paper. E.g. Company financial data indicates that total revenue increased in 2020 (see Appendix A for complete financial statement). Begin each appendix on a separate page. Centre and bold type the word Appendix (and letter if appropriate) at the top of the page and centre and bold type the title below. Use Title Case format (APA, 2020b). See APA, 2020, p. 167, 6.17 for details.

Appendices come at the end of the report, after the references (APA, 2020b, p. 43) unless otherwise specified by your instructor.

How to cite sources used for an appendix:
Use parenthetical in-text citations in your appendix
Include all sources cited in your appendix in your larger alphabetical References section

“The APA Publication Manual does not give explicit direction on how to cite external sources that are used within appendices. However, APA style favors the idea of keeping all sources cited in a single reference list. A good practice would be to cite your source information in your appendix with an in-text parenthetical citation, like you would in the body of your paper, and include the source in the alphabetical list with everything else in your References section. With a grey area like this, where the manual does not have explicit direction, it is often a good idea to check in with your instructor to ensure that your approach will align well with their expectations” (Gabe, 2020, p. 1).

Footnotes

In APA (2020b), footnotes are used to provide additional content or to acknowledge copyright permission. “Content footnotes supplement or enhance substantive information in the text: they should not include complicated, irrelevant, or nonessential information. ... When authors reproduce lengthy quotations and/or test or scale items in the text, a copyright attribution is usually required and should be presented in a footnote” (APA, 2020b, p. 40).

- “Number all footnotes consecutively in the order ... [they] appear in the [manuscript] with superscript Arabic numerals” (APA, 2020b, p.40).
- “Footnotes may be placed “at the bottom of the page on which it is discussed”... or “in consecutive order on a separate page after the references” (APA, 2020b, p. 40).
Abbreviations

You may abbreviate a lengthy company name, organization name, government department name etc. “if the abbreviation is well-known, will help avoid cumbersome repetition, or will appear at least three times in the paper” (APA, 2020b, p. 268).

If there is no official abbreviation for the name you may create one (make sure the abbreviation is meaningful).

The first time you use an abbreviation in the text, present both the spelled-out version of the name and the short form - put the abbreviation in parentheses after the full name.

Example:

Brookfield Asset Management Inc. (Brookfield) is a Canadian company focused on property, renewable power, infrastructure, private equity and residential development.

In-text citation – once you have indicated that you will be using an abbreviated form of the full name, you may also use the abbreviation in in-text citations.

Example:

The company is valued at over $41 billion and operates in many countries around the world (Brookfield, 2016).

References list: Do not use the abbreviated form of the name in the References list.

Example:

References


