

The Basics of Documentation

This paper is a simplified guide to documenting sources correctly.

We will endeavour to keep this document up-to-date as style guides change. Please help us do so by emailing the Write Site Coordinator at writesite@athabascau.ca if you notice an error. In addition, please share suggestions for anything you would like to see added to the document.

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1. Why should I cite (provide references for) material?

First, you want to provide references for sources that you have used in your writing because it is the ethical thing to do. It is not fair to use anyone else’s words and/or ideas as if they were your own.

Second, by citing these sources, you are telling your audience that you have researched your topic, and you give the immediate impression of increased credibility.

Finally, you are entering into a particular discipline or academic endeavor by using and documenting sources, and therefore, you are gaining experience as a scholar. Failure to cite sources correctly can lead to charges of plagiarism, which has a variety of consequences (academic ones—such as a zero on a paper or expulsion from an educational institution, professional ones—such as being fired from a place of employment, or credibility issues—loss of trust in you by your reader). To

learn more about intellectual honesty and avoiding plagiarism here:
<http://elab.athabascau.ca/workshop/academic-integrity-avoiding-plagiarism>.

2. When should I cite material?

You do not have to cite items of common knowledge, such as the establishment of the Dominion of Canada in 1867 or the fact that many people have dogs as pets. However, if you are not sure that what you are talking about is common knowledge (e.g., a majority of Canadians reject the idea of private health care insurance), support the material with a source. Be sure to document any material that indicates an opinion, an interpretation, or anything debatable.

3. When should I quote directly?

You should quote when something is particularly well said, or when you want to draw on the authority of the speaker as a recognized expert in the field, or when paraphrasing (restating in your own words) would be difficult because the idea is so plainly said in the first place. For example, it is unlikely that the quotation "Crime rates have decreased" could be restated more clearly or simply.

In some disciplines, such as literature, quotations are used frequently to support interpretations of a primary text, whereas in other disciplines, such as sociology, most of the material is paraphrased because the sources are studies and not primary texts.

4. Whom should I cite (i.e., whose sources should I use)?

Everyone whose work you use should be cited, of course, but you may need to *evaluate* whether the source should be used. You want to use sources by credible authors, preferably experts in the field or eye-witnesses.

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As you are likely aware, not all sources are credible and valuable for your research.

i) Authors.

Authors should be recognized experts in their field. A doctorate or a designation of M.D. is not enough on its own to ensure a credible source since certainly not all those holding advanced degrees are respected experts. For example, in 1990, a professor at the University of Alberta published a paper in which he “proved” that students who grow up in two career families are more likely to cheat in their university courses. However, he was a chemistry and physics professor who had no training in sociology, and his bibliography contained only articles he himself authored. Therefore, he was not a credible source for a paper on the effects two working parents have on their children, and an outraged scientific community demanded that the journal print an apology for publishing the article in the next issue.

If you are not sure that an author is an expert, do some research to find out what else he or she has published and whether other experts refer to the author.

Articles without authors can be credible sources if there is clearly a legitimate group taking responsibility for the material (such as a medical board).

ii) Books.

Ensure that the research that appears is sound and that it has been properly documented throughout. Be aware that even the newest books are often out of date on current issues because it can take years for a finished manuscript to go from the author to a finished product on a shelf. If you were doing research on a current topic, you would be wiser to choose journal articles instead.

iii) Journals and other periodicals.

Make sure you are using journals, preferably peer-reviewed (which means the articles have been approved by experts other than the author before they are printed), rather than magazines intended for non-academic audiences. If you are unsure whether the periodical you wish to use is scholarly, you can follow the

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guidelines given on Cornell University's site called "Distinguishing Scholarly Journals from Other Periodicals" at <https://guides.library.cornell.edu/scholarlyjournals>.

For example, you should choose an article on treatment for anorexia appearing in *The International Journal of Psychology*, which is peer-reviewed, rather than one from *Psychology Today* or *People* magazine, which are not intended for academic research.

Additional tips for evaluating Internet sources

Because material on the Internet can be produced by anyone with rudimentary computer skills, you need to be more careful when using this kind of source than in using most others. While there is excellent research available, there is also much misinformation and many biased opinions.

Here are some warning signs that the material presented should **not** be used for serious research:

1. There is no author or group identified as responsible for the material that appears. If there is someone taking responsibility for producing the material, there should be contact information (a postal address and phone number, and less importantly, an email address) and verifiable credentials given. Legitimate sites, such as the Mayo Clinic's website, have credible articles that do not have authors but are produced by various boards, and those responsible for the article, though not named, may be contacted for further information on the subject matter. Ideally, the author or group should be associated with a research institution.
2. There may be authors, but they do not control how the material appears. An example of this kind of website would be Wikipedia, which is an open source, meaning a variety of people can contribute to the entries, whether they are experts on the subject or not. Although the site is moderated, there has been much controversy over its overall reliability. Students are advised not to use Wikipedia for scholarly work.
3. The source has not been recently updated (sites hang around for years). Ideally, the site should have been updated within the last few months.

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4. The source is not linked to sources that you know are credible or the links don't work (in which case the source has not been kept up to date). Legitimate sites also often appear as links on other credible sites.
5. The source has no bibliographical information so that its research could be verified. A good site will offer its sources and opportunities to follow up on the information it gives.
6. The source targets consumers or clients for products and or services offered. You should not be encouraged to buy anything.
7. There are pop-ups (such as those inviting you to seek high school classmates). Some legitimate sites use pop-ups to direct you through their site, but pop-ups to watch out for are those that try to get you to buy something or answer a quiz (or believe you have won money).
8. The site asks you to fill out any forms or provide personal information. At best, you may have your inbox filled with spam; at worst, you could be a victim of identity theft.
9. The site does not allow you to skip animated sections (such as introductions). Some legitimate sites do use flash animation, but they allow the user to skip the sections.
10. The arguments made contain logical fallacies or are in any other way suspicious. Claims are not backed up with credible evidence.
11. There are significant errors in grammar and punctuation, as well as typos. Even a good site may have an error or two, but the writing should generally be clear and correct. A legitimate site will have had the benefit of editors and proofreaders to ensure the site is as error-free as possible.

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5. What should I cite?

As above, everything that you use outside of common knowledge should be documented. For sources, you can choose from a number of primary sources (such as original works, testimony, figures, records, etc.) and secondary sources (such as analyses, reviews, critiques, etc.), depending on the purpose of your paper. You could cite anything from a billboard you saw on your way to work to a published study in a journal. Again, you should evaluate your source (see above) to ensure it is a credible one.

6. Where should my documentation appear?

In two of the most common documentation styles, MLA (Modern Language Association) and APA (American Psychological Association), sources are cited in the text of your paper, which means that a brief reference to each source appears in a parenthetical citation in or at the end of your sentence. You should ask your instructor or tutor which document style is preferred for papers in your course. In MLA format, footnotes and endnotes should only be used if you have additional material you want to include that will have interest only to some members of your audience. In APA format, endnotes are used for this purpose.

On a separate page at the end of your paper, you should provide a Works Cited (MLA) or References (APA) page in which you give fuller information about your sources in alphabetical order by the author's surname. If there is no author for the source, use the title (excluding any initial article—"a," "an," or "the") when alphabetizing the list of sources.

A third style, Chicago (also called Turabian) is increasingly used in some disciplines, such as history and the natural sciences and consists of two sub-styles: notes/bibliography or author/date. In Chicago notes/bibliography style, sources appear either as footnotes at the bottom of the page or as end notes at the end of the text. In the Chicago author/date style, source citations appear in parentheses in the text and provide the author's last name, the date of publication, and the page

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number of the quote or paraphrase (similar to APA style in-text citations, though formatted slightly differently). For both sub-styles, you should also include a separate page with full publication details. In Chicago notes/bibliography style, this list is called a Bibliography. In the author/date style, it is a References list. If your instructor has asked you to use Chicago style, be sure to ask which sub-style you should use, and if you're to use notes/bibliography, ask whether to use footnotes or endnotes.

Some examples of both sub-styles are provided below; however, the examples in Appendix C in this resource are **all** Chicago notes/bibliography style. To see more examples of the author/date version, visit The Chicago Manual of Style online, available here, free of charge to AU students through the AU Library: www.chicagomanualofstyle.org.aupac.lib.athabascau.ca/home.html. Contact the library for more information.

7. How should I cite the sources I have used?

i) How do I use parenthetical citations?

In **MLA format**, the author (or a shortened version of the title, if there is no author) appears first in a parenthetical citation, followed by a page number, if there is one, as in (Brown 35). If you are using more than one source by the same author, you will need to include both the author's name and the short title, as in (Brown, *Learning Styles* 35).

In **APA format**, the author (or shortened title, if there is no author) appears first in a parenthetical citation, followed by the year, and a page number, if there is one, as in (Brown, 2005, p. 35). If you are using more than one source by the same author published in the same year, you will need to add a letter after the year to identify the source, as in (Brown, 2005a, p. 35). The source will use the same letter on your References page.

In **Chicago notes/bibliography format**, the first and last name of the author appears in the endnote or footnote, followed by the title of the source. The publication place, company and year appear next in parentheses, followed by a

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page reference, as in this example: John Brown, *Learning Styles for the 21st Century* (New York: Penguin, 2005) 35. In **author/date format**, the last name of the author appears in the in-text citation, followed by the year of publication and the page reference, as in this example: (Brown 2005, 35). Note that while this sub-style is similar to APA, no comma appears between the author and the date and “p.” is not used.

a) Indirect or Secondary Sources

If the source you are using refers to another source for its information, you need to acknowledge the original source in an *indirect citation*. You should not pretend to have seen the original source and include it in your Works Cited, Bibliography, or References. Instead, you refer to the original source, ideally earlier in your sentence, and indicate in your parenthetical reference that the author is citing another source.

Note that best practice is to try to find and use the original source. Often, if you have a reason to reference the source indirectly, you will find even more useful information in the original.

Let’s say that Brown refers to another source in *Learning Styles* on page 35. The original quotation is “Lesh and Moore’s study argues that no matter what learning style students have, they will learn best in a small classroom,” which Brown cites as from page 410 from Lesh and Moore’s book, *Classroom Management*, published in 1999. In **MLA format**, you could cite the material this way: According to Lesh and Moore’s study, “no matter what learning style students have, they will learn best in a small classroom” (qtd. in Brown 35). In **APA format**, you could cite the material this way: According to Lesh and Moore’s study (1999), “no matter what learning style students have, they will learn best in a small classroom” (as cited in Brown, 2005, p. 35). You should not include any more information about the study unless it was particularly relevant to your paper.

In **Chicago notes/bibliography style**, you would cite this same reference in the footnote or endnote like this: Lesh and Moore, *Classroom Management* (Chicago: University of Chicago Press, 1999), quoted in John Brown, *Learning Styles for the 21st Century* (New York: Penguin, 2005), 35. In **author/date format**, you would cite the

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source in the text, like this: In their 1999 book, "Classroom Management," (quoted in Brown 2005, 35) Lesh and Moore "argue that no matter what learning style students have, they will learn best in a small classroom."

ii) How do I integrate quotations?

Starting a sentence with a quotation forces your readers to try to figure out why the quotation is there (what is it supporting?) and who is speaking. Instead, you should always introduce the quotation with your own words. This is called *integrating* your quotation.

Each quotation should not only be introduced with your own words, but it should also be part of your own sentence, fitting in both logically and grammatically (i.e., if the quotation marks were removed, your sentence should still make sense). If you need to make any changes to the sentence, use ellipses (...) for one or more words taken out and square (editorial) brackets to indicate something has been added or changed.

There are three basic methods of integrating quotations. You will be using various versions of these methods in your papers. The two books referred to below are 1) Behan Adzuki's textbook, *Educational Psychology Today* and 2) Margaret Laurence's novel, *The Stone Angel*. Hagar is the protagonist in Laurence's novel.

a) Signal Phrase

Here, you introduce the author before the quotation. In this style, the sentence will always support the previous sentence in your paper.

MLA

- According to Adzuki, "The theory Robinson developed is based on common sense and observation, and it is easily applied" (321).
- Hagar thinks to herself, "I'll try to breathe more softly so my breath won't mask any outside noise" (Laurence 161).

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APA

- According to Adzuki (2005), “The theory Robinson developed is based on common sense and observation, and it is easily applied” (p. 321).
- Hagar thinks to herself, “I’ll try to breathe more softly so my breath won’t mask any outside noise” (Laurence, 1964, p. 161).

Chicago (N/B)

- According to Adzuki, “The theory Robinson developed is based on common sense and observation, and it is easily applied”¹
- Hagar thinks to herself, “I’ll try to breathe more softly so my breath won’t mask any outside noise.”²

Chicago (A/D)

- According to Adzuki, “The theory Robinson developed is based on common sense and observation, and it is easily applied” (2005, 321).
- Hagar thinks to herself, “I’ll try to breathe more softly so my breath won’t mask any outside noise” (Laurence 1964, 161).

b) Explanatory statement

In this style of integration, you begin with a statement that you will back up or expand on in the last part of your sentence. Remember that a colon must always be preceded by an independent clause (i.e., you should always be able to put a period where you have a colon).

MLA

-
- 1 Behan Adzuki, *Educational Psychology Today* (New York: Alfred A. Knopf, 2005), 321.
 - 2 Margaret Laurence, *The Stone Angel* (Toronto: McClelland & Stewart, 1964), 161.

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- Not all theories of child development are complicated: “The theory Robinson developed is based on common sense and observation, and it is easily applied” (Adzuki 321).
- Hagar is afraid that she won’t hear any approaching danger: “I’ll try to breathe more softly so my breath won’t mask any outside noise” (Laurence 161).

APA

- Not all theories of child development are complicated: “The theory Robinson developed is based on common sense and observation, and it is easily applied” (Adzuki, 2005, p. 321).
- Hagar is afraid that she won’t hear any approaching danger: “I’ll try to breathe more softly so my breath won’t mask any outside noise” (Laurence, 1964, p. 161).

Chicago (N/B)

- Not all theories of child development are complicated: “The theory Robinson developed is based on common sense and observation, and it is easily applied.”¹
- Hagar is afraid that she won’t hear any approaching danger: “I’ll try to breathe more softly so my breath won’t mask any outside noise.”²

Chicago (A/D)

- Not all theories of child development are complicated: “The theory Robinson developed is based on common sense and observation, and it is easily applied” (Adzuki 2005, 321).

1 Behan Adzuki, *Educational Psychology Today* (New York: Alfred A. Knopf, 2005), 321.

2 Margaret Laurence, *The Stone Angel* (Toronto: McClelland & Stewart, 1964), 161.

- Hagar is afraid that she won't hear any approaching danger: "I'll try to breathe more softly so my breath won't mask any outside noise" (Laurence 1964, 161).

c) Partial quotation

In the third, most sophisticated style of integrating quotations, you use part of a quotation within your sentence. Since the last part of the sentence about Adzuki is not from the source material, the parenthetical citation follows the quotation. In the quotation from Laurence's novel, the rest of the sentence is a paraphrase from the same source, so the citation comes at the end.

MLA

- Robinson's theory of child development, which "is based on common sense and observation" (Adzuki 321), has been used as part of Educational Psychology 200's curriculum for thirty years.
- Hagar remembers the rain of the past, "when the lightning would rend the sky like an angry claw at the cloak of God," as she lies in the cannery (Laurence 161).

APA

- Robinson's theory of child development, which "is based on common sense and observation" (Adzuki, 2005, p. 321), has been used as part of Educational Psychology 200's curriculum for thirty years.
- Hagar remembers the rain of the past, "when the lightning would rend the sky like an angry claw at the cloak of God," as she lies in the cannery (Laurence, 1964, p. 161).

Chicago (N/B)

- Robinson's theory of child development, which "is based on common sense and observation,"¹ has been used as part of Educational Psychology 200's curriculum for thirty years.
- Hagar remembers the rain of the past, "when the lightning would rend the sky like an angry claw at the cloak of God,"² as she lies in the cannery.

Chicago (A/D)

- Robinson's theory of child development, which "is based on common sense and observation" (Adzuki 2005, 321), has been used as part of Educational Psychology 200's curriculum for thirty years.
- Hagar remembers the rain of the past, "when the lightning would rend the sky like an angry claw at the cloak of God," as she lies in the cannery (Lawrence 1964, 161).

Block Quotations

If you are quoting four lines or more (MLA), forty words (APA), or more 5 lines or 100 words (Chicago), you need to set your quotation off by ten spaces in a *block quotation*. A block quotation is not enclosed in quotation marks, and any end punctuation comes before, not after, the parenthetical citation. These examples use the second strategy illustrated above that starts with an explanatory statement that acts as a complete sentence and ends on a colon (:). Note that in Chicago, though the rest of the document may be double-spaced, the block quote is single-spaced.

MLA

Hagar's ignorance of her own rigidity mirrors the blindness of the stone angel peering over the town:

1 Behan Adzuki, *Educational Psychology Today* (New York: Alfred A. Knopf, 2005), 321.

2 Margaret Lawrence, *The Stone Angel* (Toronto: McClelland & Stewart, 1964), 161.

Summer and winter she viewed the town with sightless eyes. She was doubly blind, not only stone but unendowed with even a pretense of sight. Whoever carved her had left the eyeballs blank. It seemed strange to me that she should stand above the town, harking us all to heaven without knowing who we were at all. But I was too young then to know her purpose. (Laurence 1)

APA

Klein (2014) argues that global warming has been known and understood since at least the 1950s, presenting evidence of its troubled acknowledgment by president Johnson's advisors:

In 1965, the concept was so widely accepted among specialists that U.S. president Lyndon B. Johnson was given a report from his Science Advisory Committee warning that, "Through his worldwide industrial civilization, Man is unwittingly conducting a vast geophysical experiment. . . . The climatic changes that may be produced by the increased CO₂ content could be deleterious from the point of view of human beings." (p. 73)

Chicago N/B

In her famous speech from the Akron, Ohio women's convention in 1851, Sojourner Truth made a passionate petition for equality between women and men, and even moreso, between people, Black and White:

That man over there says that women need to be helped into carriages, and lifted over ditches, and to have the best place everywhere. Nobody ever helps me into carriages, or over mud puddles, or gives me any best place! And ain't I a woman? Look at me! Look at my arm! I have ploughed and planted, and gathered into barns, and no man could head me! I could work as much and eat as much as a man—when I could get it—and bear the lash as well! And ain't I a woman? I have borne thirteen children, and seen them most all sold off to slavery, and when I cried out with my mother's grief, none but Jesus heard me! And ain't I a woman?¹

1 Sojourner Truth, "Ain't I a Woman?," accessed September 17, 2020, <https://www.sojournertruth.com/p/aint-i-woman.html>.

Chicago A/D

Ruddy calls upon North American educators, especially those who teach literacy, to radically transform their approach to students whose stories and lives fall outside an educator's experience by a method she calls "transnational literacy":

This method of reading students' life-stories demands a different approach to the role of the literacy teacher than the one presupposed in neoliberal policies. While these policies require the teacher to view students as "illiterates" in need of correction, transnational literacy invites the teacher to resist this rescue fantasy and to develop modes of reading that highlight the teacher's implication and intervention in the stories that students tell. In other words, the teacher must also have the opportunity to reflect upon her own positionality within those transnational processes that shape her students' lives. (2008, 17-18)

iii) How do I paraphrase correctly and effectively?

In a paraphrase, you restate the idea from your source material in your own words. This not only shows that you understand the material, but it also provides a smoother flow to your paper because it is interrupted less often by the words of others. When paraphrasing, make sure you do not just substitute some words (using a thesaurus, for example) or switch words around. A paraphrase should have your own words and your own syntax (word order). The examples which follow help to explain the differences between a correct, effective paraphrase and an unacceptable one.

Paraphrases are cited exactly as you would cite quotations (only without quotation marks). **The following examples are cited in MLA style, but the paraphrasing strategies can be used in any style.**

For example, let's take this quotation: "The Navy is using extremely powerful sonar unnecessarily, and the result is that whales—confused and suffering from organ damage—are beaching themselves all along the coast" (Orcat 42).

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a) Unacceptable paraphrase

The following example is cited in MLA style, but the paraphrasing strategies can be used in any style.

The following is an unacceptable paraphrase:

- Whales *are beaching themselves* because they are *confused and suffering* from internal injuries, both of which are a direct *result* of the Navy employing *extremely powerful sonar* (Orcat 42).

Even though the writer has cited the source, parts of the paraphrase are directly quoted (see *italicized* portions), and therefore, the paraphrase could be seen as plagiarized because it quotes the original without acknowledging that fact.

b) Literal (unacceptable) paraphrase

The following example is cited in MLA style, but the paraphrasing strategies can be used in any style.

A literal (unacceptable) paraphrase might look like this:

- The Navy is employing exceptionally strong sound waves without needing to, and the consequence is that cetaceans, which are befuddled and tormented by internal injuries, are stranding themselves on the shorelines (Orcat 42).

Compare to the original: The Navy is using extremely powerful sonar unnecessarily, and the result is that whales—confused and suffering from organ damage—are beaching themselves all along the coast (Orcat 42).

Here the writer has followed the original syntax exactly and actually made the sentence more confusing by some of the substitutions. Many academic authorities see a literal paraphrase as a form of plagiarism.

c) Acceptable paraphrase

The following example is cited in MLA style, but the paraphrasing strategies can be used in any style.

The following is an example of an acceptable paraphrase:

- The high incidents of beaching are a result of the mental and physical stress on whales caused by the Navy's intense levels of sonar use (Orcat 42).

Note how the passage was paraphrased so that it would fit into the writer's paper and not sound like someone else. This is a correct, effective paraphrase in that the writer is using his or her own sentence structure but acknowledging that the claim comes from a source. Note, too, that the writer didn't need all the information from the original quotation.

Paraphrasing is not always easy, particularly when you are using sources that are outside of your area of expertise. It is fine to begin with a literal paraphrase as a draft sentence if that helps you to understand the original quotation. Then you need to put the idea into your own words, as if you were explaining an idea you had just been told to someone else. If you find that you cannot paraphrase someone else's words in some circumstance, maybe because the idea is stated so well or so plainly that any changes would make understanding the idea more difficult for your reader, then quote the words directly.

d) Sandwiching

The following example is cited in MLA style, but the paraphrasing strategies can be used in any style.

If you are paraphrasing several sentences that come from the same source and have not added any of your own analysis between them, you do not have to cite every sentence with a parenthetical citation.

You do need to cite every sentence if your source material contains quotations, comes from different pages, and/or you are incorporating your

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own ideas into the paragraph. However, it is not enough to cite the source at the end of paraphrased material because your reader will not necessarily be able to tell where the paraphrased material begins.

The alternate technique for citing a block of paraphrased material is called ***sandwiching***. You begin the material by introducing the source and indicating the material to follow comes from this source; then you go on to explain these areas in however many sentences you need, ending with a parenthetical citation.

For example, you could say:

- Some scientists have blamed the Navy's operations for the decrease in the whale population. Dr. Orcat's study indicates three main areas of inquiry. The first is the level of damage done to whales by sonar. The second area, which takes up most of the article, is the level of responsibility the Navy has for this damage. Finally, Orcat discusses whether the strength of sonar used is necessary to meet the Navy's security requirements (Orcat 42). Studies such as these provide compelling evidence that something can be done to protect the whales.

Note how "Dr. Orcat's study" indicates that the material to follow comes from your source, and the parenthetical citation at the end of the paraphrased passage indicates that everything between "Dr. Orcat's study" and the citation comes from the source. Sandwiching the material is less intrusive than having a citation after the second, third, fourth, and fifth sentences.

8. What if I forget how to cite a source correctly?

If you forget how to cite a source (or even where you should cite it), the good news is that you can look up the information in documents like this one or the many other resources available on or linked to Athabasca University's [Write Site](#) or in your textbooks. On the rare occasions when you may be tested on your knowledge of citation, you can prepare by studying.

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Because there is such a variety of sources that need to be documented and formats are continually revised and updated, it's a good idea to look up the specifics each time until you are thoroughly familiar with the kind of citations you need to do for your particular course and your particular discipline. The main thing to remember is that you need to cite any information you find in your sources that is not common knowledge, or you will risk being seen as plagiarizing.

See the Appendices below to look up how to cite a variety of sources correctly in MLA 9, APA 6, APA 7, and Chicago.

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9. Appendices: Sample documentation

Click a link below to go to the appendix relevant to your coursework.

[Appendix A: MLA 9](#)

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Appendix A: MLA 9

Introduction to MLA 9

MLA 9 provides a basic, universal set of guidelines that can be applied to virtually any source a writer references. This means that as long as the basic pieces of information are covered and consistency is achieved, and the writer provides a clear and thorough list of sources, there is some flexibility in how the information is presented when using MLA 9.

The core pieces of information that should be covered are:

- Author
- Title of text (e.g. article)
- Title of container text (e.g. journal, textbook)
- Other contributors (e.g. editors)
- Version
- Number
- Publisher
- Date
- Location (does not refer to a place, but to relevant page numbers or URL/doi).

Below is a practice template from [the MLA Style website](#). Note the required punctuation (it will be either a period or a comma) at the end of each core element. Note, too, that not every core element will be relevant to every source; irrelevant pieces can be skipped. The second container refers to, for example, if the journal article you are referencing was found through a database. The second container would be the database, and the location of the second container would be the URL where it was found.

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MLA Practice Template

1	Author.
2	Title of source.
CONTAINER 1	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.
CONTAINER 2	
3	Title of container,
4	Other contributors,
5	Version,
6	Number,
7	Publisher,
8	Publication date,
9	Location.

From *MLA Handbook* (8th ed.), published by the Modern Language Association (style.mla.org).

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The changes to MLA are intended to make the referencing process simpler for students and academics rather than enforcing strict formatting requirements. **You can use an interactive template as seen below at <https://style.mla.org/interactive-practice-template/>.** Note that you still need to add your own punctuation (commas) between elements in each container, and a period at the end of the container.

1 Author.
Blake, William.

2 Title of source.
"The Lamb."

+ OPTIONAL ELEMENT.

3 Title of container,
The Harbrace Anthology of Poetry,

4 Other contributors,
edited by Jon C. Stott, Raymond E. Jones, and Rick Bowers,

5 Version,
3rd edition,

6 Number,

Your Citation

Blake, William. "The Lamb."
The Harbrace Anthology of Poetry, edited by Jon C. Stott, Raymond E. Jones, and Rick Bowers, 3rd edition, Nelson, 2002, 97.

KEY

Author. Title of source. Optional element. Container 1. Container 2. Container 3. Optional element.

For all the parenthetical citations below, the page numbers are chosen as examples only (i.e., you would use the page number where the quotation or paraphrase was found). The URLs used may also be fictional.

j) Examples of References in MLA 9 format

1. Book

For a book, you should begin with the **author** (surname, comma, first name), period, the **title** of the book (italicized or underlined), period, **other contributors** (first name followed by last name), comma, the book's **edition** (if noted), comma, the **publisher**, comma, the **year** the book was published, period. Note that place of publication (i.e. city and state) has been removed in MLA 9, as in APA 7.

a) Book with one author

Brown, Charlize. *Learning Styles*. Macmillan, 2005.

- In your essay, this would be cited as (Brown 34).

b) Book with two authors

Lesh, Klare, and Benjamin Moore. *Classroom Management*. Albion, 1999.

- In your essay, this would be cited as (Lesh and Moore 144).

c) Book with three or more authors

In MLA format, when there are three or more authors for a work, only the first author's name is given, followed by "et al." (which means "and others"). In the following example, the book was written by Nell Wynken, Jeremy Blynken, Toby Nod, and Romita Knight.

Wynken, Nell, et al. *Insanity and Insomnia*. Time Square Books, 2000.

- You name Wynken because this author appeared first on the book. Do not choose the author order based on alphabetical order. Your parenthetical citation would be (Wynken et al. 123).

2. Work in an anthology or chapter in a book

a) Individual work in an anthology

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In the following example, you are citing an individual poem from an anthology, edited by three people. The page number at the end is where the poem is found.

Blake, William. "The Lamb." *The Harbrace Anthology of Poetry*, edited by Jon C. Stott, Raymond E. Jones, and Rick Bowers, 3rd edition, Nelson, 2002, 97.

- The citation for a poem uses the line number for the in-text citation of your essay: (line 4).

b) Individual chapter in a book (where the chapters are written by different authors)

Follow the same format as for the poem above.

Adzuki, Behan. "A Review of Studies in Educational Psychology from 1990-2000." *Educational Psychology*, edited by Chayan Choudhury and Ishaan Chakrabarty, Houghton Mifflin, 2002, 55-63.

- The citation would be (Adzuki 57) in the text of your essay.

3. Journal article

Here the order is **author** (if there is an author), period, **title of article** in quotation marks with the period coming before the closing quotation marks, **title of journal** in italics, comma, **vol. number**, comma, **no. of issue**, comma, **date**, comma, **page number(s)**, period.

Albertson, Jeff. "The Greatest Comic Book Hero Ever." *Popular Culture*, vol. 51, no. 3, 2000, 23-40.

- The parenthetical citation would be (Albertson 33).

4. Newspaper article

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The order of the newspaper article citation is similar to the journal article. The order is **author** (if there is an author), period, **title of article** in quotation marks with the period coming before the closing quotation marks, **title of newspaper** in italics, **date** (day, abbreviated month, year), comma, **page number(s)**, period.

Weber, Bob. "Alberta Waited a Month to Declare Emergency Response to Kearn Oilsands Releases: Document." *Global News*, 4 Apr. 2023.
<https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>.

- The parenthetical citation would be (Weber). Nothing is given in place of a page number when no page numbers are available, such as with an online news article.

5. Personal interview

For an interview, give the **name** of the person interviewed, period, add **personal interview**, period, then give the **date** of the interview (day, abbreviated month, year), period.

Groening, Matt. Personal interview. 18 Nov. 1989.

- This is cited in the text of your essay as (Groening). If you have already named the person earlier in your sentence, you do not need to have a parenthetical citation at the end.

6. Website

For a website, give the **author** (if there is an author), period, **title** of the page in quotation marks with the period or closing punctuation coming before the closing quotation marks, period, **title of the website** (italicized), comma, **publisher** if given or different from website title, comma, **date on the page or site** (day, abbreviated month, year), comma, **URL**, period.

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Abernathy, Eleanor, and T. S. Eliot. "The Problem with Cats." *Famous Cat People*, 15 Mar. 2004, famouscatpeople.com/problems.html.

- The parenthetical citation would be (Abernathy and Eliot).

If there is no author, use the title of the page at the beginning of the reference. This example has a page number in the parenthetical citation because it is a PDF with a page number on each page.

"Anorexia: Early Signs and Diagnosis." Anorexia Nervosa Treatment Center, 21 Oct. 2002, <http://antc.com/articles/anorexiaearlysigns.pdf>.

- The parenthetical citation would be ("Anorexia" 2). Note how a shortened version of the title has been used.

7. Online Periodical

For an online periodical, give the **author** (if there is an author), period, **title of article** in quotation marks with the period or closing punctuation coming before the closing quotation marks, period, **name of the website** in italics, comma, the **website publisher** if different from the website name, comma, the **date of publication**, comma, **URL**, period.

Timson, Judith. "Forget about Tiger's Privacy: What about Yours?" *Globe and Mail*, 7 Dec. 2009, globeandmail.com/1034827/tigersprivacy.htm.

- The parenthetical citation would be (Timson).

8. Online Database Scholarly Journal Article

Here, the order is **author** (if there is an author), period, **title of article** in quotation marks with the period coming before the closing quotation marks, period, **title of journal** in italics, comma, **vol.** number, comma, **no.** of issue, comma, **date**, comma, **page number(s)**, period, **Database name** in italics, comma, **URL**, period.

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Small, Dan. "Amazing Grace: Vancouver's Supervised Injection Facility Granted Six-Month Lease on Life." *Harm Reduction Journal*, vol. 5, no. 3, 2008, 1-6.
Academic Search Complete,
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>.

- The parenthetical citation would be (Small 3).

9. Encyclopedia or dictionary entry

Treat this somewhat like a journal article or webpage. It may not have an author, so you can use the entry title at the beginning.

"Capoeira." *Microsoft Encarta*, 2006.

"Capoeira." *Webster's dictionary*, 8th edition, Webster's Press, 1999, 211.

"Capoeira." *Merriam-Webster Online*, 8 Sept. 2009, merriam-webster.com/dictionary/capoeira.

- The parenthetical citation would be ("Capoeira").

10. Film

For a film citation, include the **film's title**, period, **director**, comma, **studio**, comma, **date** of release, period.

Fight Club. Directed by David Fincher, Twentieth Century Fox, 1999.

Assuming you have given the italicized title of the film in your discussion about it, no in-text citation should be needed because you have already captured the information (*Fight Club*) that allows the reader to find the corresponding reference on the Works Cited page.

ii) Sample Works Cited in MLA 9

A Works Cited page comes on its own page at the end of the document. The title Works Cited is centered, but it is not underlined, bolded, or italicized. Note that the page is double-spaced throughout and that there are no extra spaces between references. All lines after the first line of each reference are indented (hanging indent). The list is in alphabetical order. **See the following page for a sample Works Cited page.**

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Works Cited

Abernathy, Eleanor, and T. S. Eliot. "The Problem with Cats." *Famous Cat People*, 15

Mar. 2004, famouscatpeople.com/problems.html.

Adzuki, Behan. "A Review of Studies in Educational Psychology from 1990-2000."

Educational Psychology, edited by Chayan Choudhury and Ishaan Chakrabarty,

Houghton Mifflin, 2002, 55-63.

Albertson, Jeff. "The Greatest Comic Book Hero Ever." *Popular Culture*, vol. 51, no. 3,

2000, 23-40.

"Anorexia: Early Signs and Diagnosis." Anorexia Nervosa Treatment Center, 21 Oct.

2002, antc.com/articles/anorexiaearlysigns.pdf

Blake, William. "The Lamb." *The Harbrace Anthology of Poetry*, edited by Jon C. Stott,

Raymond E. Jones, and Rick Bowers, 3rd edition, Nelson, 2002, 97.

Brown, Charlize. *Learning Styles*. Macmillan, 2005.

"Capoeira." *Webster's dictionary*, 8th edition, Webster's Press, 1999, 211.

Fight Club. Directed by David Fincher, Twentieth Century Fox, 1999.

Groening, Matt. Personal interview. 18 Nov. 1989.

Lesh, Klare, and Benjamin Moore. *Classroom Management*. Albion, 1999.

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Small, Dan. "Amazing Grace: Vancouver's Supervised Injection Facility Granted Six-

Month Lease on Life." *Harm Reduction Journal*, vol. 5, no. 3, 2008, 1-6.

Academic Search Complete,

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>.

Timson, Judith. "Forget about Tiger's Privacy: What about Yours?" *Globe and Mail*, 7

Dec. 2009, <http://globeandmail.com/1034827/tigersprivacy.htm>.

Weber, Bob. "Alberta Waited a Month to Declare Emergency Response to Kearn

Oilsands Releases: Document." *Global News*, 4 Apr. 2023.

<https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>.

Wynken, Nell, et al. *Insanity and Insomnia*. Time Square Books, 2000.

Appendix B: APA 6

i) Examples of References in APA 6 format

Here are examples of some of the most commonly used kinds of sources. To document other kinds of sources, see other resources for APA documentation in *The Publication Manual of the American Psychological Association*, 6th ed. or the Purdue OWL website at

https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_formatting_and_style_guide/general_format.html. This link will only be available until 2021.

For all the parenthetical citations, the page numbers are chosen as examples only (i.e., you would use the page number where the quotation or paraphrase was found). Note that an author's first name is identified by initial(s) and that only the first word and proper nouns are capitalized in titles. The page numbers in the examples shown are chosen as if they were the pages used.

1. Book

For a book, you should begin with the **author** (surname first), period, the **year** the book was published, period, then the **title** of the book (italicized), then the book's **edition** (if noted) in parentheses, period, the **place of publication**, colon, and the **publisher**, period.

a) Book with one author

Brown, C. (2005). *Learning styles*. Toronto, ON: Macmillan.

- In your essay, a quotation would be cited in the following form: (Brown, 2005, p. 34). A paraphrase would be cited as (Brown, 2005).

b) Book with two authors

Lesh, K., & Moore, B. (1999). *Classroom management*. London, UK: Albion.

- In your essay, this would be cited as (Lesh & Moore, 1999, p. 144).

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c) Book with three or more authors

In APA 6 format, when there are three to five authors for a work, all the authors' surnames are given the first time the source is cited. In subsequent references to the same work, only the first author is given and "et al." (meaning "and others") added. On the References page, all the authors' names are given. If there are six or more authors, then only the first author is given, followed by et al. in the text of the essay, and the first six authors' names are given (followed by et al. if there are more than six) in the References.

Wynken, N., Blynken, J., Nod, J., & Knight, R. (2000). *Insanity and insomnia*. New York, NY: Time Square Books.

You cite Wynken first because this author appeared first on the book. Do not choose the author order based on alphabetical order.

- Your first parenthetical citation would be (Wynken, Blynken, Nod, & Knight, 2000, p.123). Subsequent references would be (Wynken et al., 2000, p. 123).

2. Work in an anthology or chapter in a book

a) Individual work in an anthology

The following example gives a full citation for a poem from an anthology, edited by three people. You would use the same format if this were a single essay or chapter in a book that was edited by another author. The page number after the edition number shows where the poem is found.

Blake, W. (2002). The lamb. In J. C. Stott, R. E. Jones, & R. Bowers (Eds.), *The Harbrace anthology of poetry* (3rd ed., p. 97). Toronto, ON: Nelson, 2002.

- The citation would be (Blake, 2002, p. 97). Check with your instructor, who may prefer that you also include the year that the poem was first published, in which case you would cite it as (Blake, 1789/2002, p. 97).

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b) Individual chapter in a book (where the chapters are written by different authors)

Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Boston, MA: Houghton Mifflin.

- The citation would be (Adzuki, 2002, p. 57) in the text of your essay.

3. Journal article

Here the order is **author** (if there is an author), period, **date**, period, **title of article**, period, **title of journal** in italics, comma, **volume number** in italics, **issue number** in parentheses, comma, **page number(s)**.

Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.

- The parenthetical citation would be (Albertson, 2000, p. 33).

3a. Online journal article with a DOI

The general structure for a reference list entry of an online journal is much the same as for a paper-based journal except that the online journal entry must provide a locator: either a DOI (Digital Object identifier) or a URL. In the following example of an entry using an DOI, note that the letters “doi” appear in lower case. Use upper case only when mentioning a DOI in the text, as in this sentence.

Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Boston, MA: Houghton Mifflin. doi: 15.1050/18311122520002787415

- The parenthetical citation would be the same as for a paper journal, illustrated above.

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3b. Online journal article with a URL

Use the URL as an identifier only when a DOI is not available and include the words "Retrieved from" in your entry. Note that you do NOT need a retrieval date, according to APA Manual 6th edition guidelines. Also note that for all online journals, the entries should retain the page ranges if the online issue is paginated, as in these examples.

Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Boston, MA: Houghton Mifflin. Retrieved from <http://www.apa.org/pubs/journals/edu/index.aspx>

4. Newspaper article

Similar to the reference for a journal article, the order is **author** (if there is an author), period, **date** (including the month and day), period, **title of article**, period, **title of newspaper** in italics, comma, **page number** preceded by "p."

Weber, B. (2023, April 4). Alberta waited a month to declare emergency response to Kearn oilsands releases: Document. *Global News*, <https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>

- The parenthetical citation would be (Weber, 2023).

5. Personal communication (interview)

Personal interviews are not listed on your References page unless the interview is from an archived collection. (See section 7.10 in the APA Manual, 6th ed. for more information about archived materials).

If the interview is NOT archived, then it is considered a personal communication and is cited in your text only, as in the example below. Email, personal letters,

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telephone conversations, and any other media that does not provide recoverable data are also considered personal communications and are cited in the same way.

- (M. Groening, personal communication, November 18, 1989).

6. Website

For a website, use the same order as for a book. The date used is that found on the site for an individual article, or if the page itself is cited, then the last update for the site is used. If there is no date available, use "n.d." After the title, end the reference with "Retrieved from" and the URL.

Abernathy, E., & Eliot, T. S. (n.d.). The problem with cats. Retrieved from <http://www.famouscatpeople.com/problems.html>

- The parenthetical citation would be (Abernathy & Eliot, n.d.). There would be no page numbers because the source is a website without page numbers. If you quote directly, count the number of paragraphs and provide the information as (Abernathy & Eliot, n.d., para. 15). If the source were available in PDF form, page numbers would be available, as in the example below.

If the page is an article that belongs to a larger collection on a website, give the name of the body responsible for the collection in place of the author. If there is no one responsible, then use the title first, before the date. In the example below, the Center is responsible for compiling the articles on the site.

Anorexia Nervosa Treatment Center. (2002, March 15). Anorexia: Early signs and diagnosis. Retrieved from <http://www.antc.com/articles/anorexiaearlysigns.pdf>

- The parenthetical citation would be (Anorexia Nervosa Treatment Centre, 2002, p. 2).

7. Online Periodical

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Timson, J. (2009, December 7). Forget about Tiger's privacy: What about yours? *Globe and Mail*. Retrieved from <http://www.globeandmail.com/1034827/tigersprivacy.htm>

- The parenthetical citation would be (Timson, 2009).

8. Online Database Scholarly Journal Article

Here the change from the earlier version of APA is that neither the date of access nor the library database is included. Include the DOI if available, otherwise use the URL to show where the article was retrieved from.

Small, D. (2008). Amazing grace: Vancouver's supervised injection facility granted six-month lease on life. *Harm Reduction Journal*, 5(3), 1-6. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>

- The parenthetical citation would be (Small, 2008, p. 3). Of course, if the quotation came from any of the other pages, you would substitute that page number in parentheses.

9. Encyclopedia or dictionary entry

This source may not have an author, so you can use the entry title at the beginning.

Capoeira. (2006). *Microsoft Encarta* [CD-ROM]. Redmond, WA: Microsoft.

Capoeira. (1999). In *Webster's dictionary* (8th ed., p. 211). Chicago, IL: Webster's Press.

- The parenthetical citation would be ("Capoeira," 1999, p. 211). Note that if the title is very long, it can be shortened to a single phrase of a few words.

10. Film on videocassette or DVD

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Begin with the name of the **producer**, with “Producer” in parentheses, comma, ampersand, the name of the **director**, with “Director” in parentheses, period, **date** the year the film was originally released in parentheses, period, **title** of the film in italics, **medium** in editorial brackets, period, **place** of studio, colon, and the **studio name**.

Prior, D. (Producer), & Fincher, D. (Director). (1999). *Fight Club* [DVD]. Los Angeles, CA: Twentieth Century Fox.

- The film would be cited as (Prior & Fincher, 1999).

ii) Sample References in APA 6 format

A References page comes on its own page at the end of the document. The title References is centered, but it is not underlined, bolded, or italicized. Note that the page is double-spaced throughout and that there are no extra spaces between references. References are indented ½ inch (hanging indent). The list is in alphabetical order. **For a sample References list, see the following page.**

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References

- Abernathy, E., & Eliot, T. S. (n.d.). The problem with cats. Retrieved from <http://www.famouscatpeople.com/problems.html>
- Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Boston, MA: Houghton Mifflin.
- Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.
- Anorexia Nervosa Treatment Center. (2002, March 15). Anorexia: Early signs and diagnosis. Retrieved from <http://www.antc.com/articles/anorexiaearlysigns.pdf>
- Blake, W. (2002). The lamb. In J. C. Stott, R. E. Jones, & R. Bowers (Eds.), *The Harbrace anthology of poetry* (3rd ed., p. 97). Toronto, ON: Nelson, 2002.
- Brown, C. (2005). *Learning styles*. Toronto, ON: Macmillan.
- Capoeira. (2006). *Microsoft Encarta* [CD-ROM]. Redmond, WA: Microsoft.
- Klein, N. (2014). *This changes everything: Capitalism vs. the climate*. Toronto, ON: Simon & Shuster.
- Lesh, K., & Moore, B. (1999). *Classroom management*. London, UK: Albion.

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- Prior, D. (Producer), & Fincher, D. (Director). (1999). *Fight Club* [DVD]. Los Angeles, CA: Twentieth Century Fox.
- Small, D. (2008). Amazing grace: Vancouver's supervised injection facility granted six-month lease on life. *Harm Reduction Journal*, 5(3), 1-6. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>
- Timson, J. (2009, December 7). Forget about Tiger's privacy: What about yours? *Globe and Mail*. Retrieved from <http://www.globeandmail.com/1034827/tigersprivacy.htm>
- Weber, B. (2023, April 4). Alberta waited a month to declare emergency response to Kearl oilsands releases: Document. *Global News*, <https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>
- Wycken, N., Blynken, J., Nod, J., & Knight, R. (2000). *Insanity and insomnia*. New York, NY: Time Square Books.

Appendix C: APA 7

i) Examples of References in APA 7 format

Here are examples of some of the most commonly used kinds of sources. To document other kinds of sources, see other resources for APA documentation in *The Publication Manual of the American Psychological Association*, 7th ed. or the APA website at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

For all the parenthetical citations, the page numbers are chosen as examples only (i.e., you would use the page number where the quotation or paraphrase was found). Note that an author's first name is identified by initial(s) and that only the first word and proper nouns are capitalized in titles. The page numbers in the examples shown are chosen as if they were the pages used.

1. Book

For a book, you should begin with the **author** (surname first), period, the **year** the book was published, period, then the **title** of the book (italicized), then the book's **edition** (if noted) in parentheses, period, the **publisher**, period. Note that place of publication (i.e. city and state) is no longer needed in APA 7.

a) Book with one author

Brown, C. (2005). *Learning styles*. Macmillan.

- In your essay, a quotation would be cited in the following form: (Brown, 2005, p. 34). A paraphrase would be cited as (Brown, 2005).

b) Book with two authors

Lesh, K., & Moore, B. (1999). *Classroom management*. Albion.

- In your essay, this would be cited as (Lesh & Moore, 1999, p. 144).

c) Book with three or more authors

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In APA 7 format, when there are three or more authors for a work, only the first authors' surname is given in all in-text citations. It will be followed by "et al." (meaning "and others"). On the References page, all the authors' names are given (up to 20 authors). If there are 21 or more authors, then only the first 19 names are given, followed by an ellipsis (. . .) and the final author's name.

Wynken, N., Blynken, J., Nod, J., & Knight, R. (2000). *Insanity and insomnia*. Time Square Books.

You cite Wynken first because this author appeared first on the book. Do not choose the author order based on alphabetical order.

- Your parenthetical citation would be (Wynken et al., 2000, p. 123).

2. Work in an anthology or chapter in a book

a) Individual work in an anthology

The following example gives a full citation for a poem from an anthology, edited by three people. You would use the same format if this were a single essay or chapter in a book that was edited by another author. The page number after the edition number shows where the poem is found.

Blake, W. (2002). The lamb. In J. C. Stott, R. E. Jones, & R. Bowers (Eds.), *The Harbrace anthology of poetry* (3rd ed., p. 97). Nelson, 2002.

- The citation would be (Blake, 2002, p. 97). Check with your instructor, who may prefer that you also include the year that the poem was first published, in which case you would cite it as (Blake, 1789/2002, p. 97).

b) Individual chapter in a book (where the chapters are written by different authors)

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Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Houghton Mifflin.

- The citation would be (Adzuki, 2002, p. 57) in the text of your essay.

3. Journal article

Here the order is **author** (if there is an author), period, **date**, period, **title of article**, period, **title of journal** in italics, comma, **volume number** in italics, **issue number** in parentheses, comma, **page number(s)**.

Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.

- The parenthetical citation would be (Albertson, 2000, p. 33).

3a. Online journal article with a DOI

The general structure for a reference list entry of an online journal is much the same as for a paper-based journal except that the online journal entry must provide a locator: either a DOI (Digital Object identifier) or a URL. In the following example of an entry using an DOI, note that the letters “doi” appear in lower case. Use upper case only when mentioning a DOI in the text, as in this sentence. Note that in APA 7, DOIs should be hyperlinked so the reader can click on them.

Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Houghton Mifflin. <https://doi.org/15.1050/18311122520002787415>

- The parenthetical citation would be the same as for a paper journal, illustrated above.

3b. Online journal article with a URL

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Use the URL as an identifier only when a DOI is not available. Note that for all online journals, the entries should retain the page ranges if the online issue is paginated, as in these examples. Note that in APA 7, URLs should be hyperlinked so the reader can click on them.

Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Houghton Mifflin. <http://www.apa.org/pubs/journals/edu/index.aspx>

4. Newspaper article

Similar to the reference for a journal article, the order is **author** (if there is an author), period, **date** (including the month and day), period, **title of article**, period, **title of newspaper** in italics, comma, **page number** preceded by "p."

Weber, B. (2023, April 4). Alberta waited a month to declare emergency response to Kearl oilsands releases: Document. *Global News*, <https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>

- The parenthetical citation would be (Weber, 2023).

5. Personal communication (interview)

Personal interviews are not listed on your References page unless the interview is from an archived collection. (Click [for more information about archived materials](#)).

If the interview is NOT archived, then it is considered a personal communication and is cited in your text only, as in the example below. Email, personal letters, telephone conversations, and any other media that does not provide recoverable data are also considered personal communications and are cited in the same way.

- (M. Groening, personal communication, November 18, 1989).

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6. Website

For a website, use the same order as for a book. The date used is that found on the site for an individual article, or if the page itself is cited, then the last update for the site is used. If there is no date available, use “n.d.” After the title, period, and the name of the website, period, end the reference with the URL. Note that “Retrieved from” is no longer necessary in APA 7. Note also that in APA 7, URLs should be hyperlinked so the reader can click on them.

Abernathy, E., & Eliot, T. S. (n.d.). *The problem with cats*. Famous Cat People.
<http://www.famouscatpeople.com/problems.html>

- The parenthetical citation would be (Abernathy & Eliot, n.d.). There would be no page numbers because the source is a website without page numbers. However, if you quote directly, you must provide a different way to locate the information. You can count the number of paragraphs and provide it as (Abernathy & Eliot, n.d., para. 15) Alternatively, you can provide a heading or section name, abbreviated if necessary: (Abernathy & Eliot, n.d., Pros section.) If the source were available in PDF form, page numbers would be available, as in the example below.

If the page is an article that belongs to a larger collection on a website, give the name of the body responsible for the collection in place of the author. If there is no one responsible, then use the title first, before the date. In the example below, the Center is responsible for compiling the articles on the site.

Anorexia Nervosa Treatment Center. (2002, March 15). *Anorexia: Early signs and diagnosis*. <http://www.antc.com/articles/anorexiaearlysigns.pdf>

- The parenthetical citation would be (Anorexia Nervosa Treatment Centre, 2002, p. 2).

7. Online Periodical

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Note that in APA 7, URLs should be hyperlinked so the reader can click on them.

Timson, J. (2009, December 7). *Forget about Tiger's privacy: What about yours?* Globe and Mail. <http://www.globeandmail.com/1034827/tigersprivacy.htm>

- The parenthetical citation would be (Timson, 2009).

8. Online Database Scholarly Journal Article

Treat the article as if it were a print article. Note that in APA 7, URLs should be hyperlinked so the reader can click on them.

Small, D. (2008). Amazing grace: Vancouver's supervised injection facility granted six-month lease on life. *Harm Reduction Journal*, 5(3), 1-6.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>

- The parenthetical citation would be (Small, 2008, p. 3). Of course, if the quotation came from any of the other pages, you would substitute that page number in parentheses.

9. Encyclopedia or dictionary entry

For an encyclopedia or dictionary entry, you do not require an author (unless specified for your entry).

Capoeira. (2006). *Microsoft Encarta* [CD-ROM]. Microsoft.

Capoeira. (1999). In *Webster's dictionary* (8th ed., p. 211). Webster's Press.

- The parenthetical citation would be ("Capoeira," 1999, p. 211). Note that if the title is very long, it can be shortened to a single phrase of a few words.

10. Film on videocassette or DVD

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Begin with the name of the **producer**, with “Producer” in parentheses, comma, ampersand, the name of the **director**, with “Director” in parentheses, period, **date** the year the film was originally released in parentheses, period, **title** of the film in italics, **medium** in editorial brackets, period, **studio name**, period.

Prior, D. (Producer), & Fincher, D. (Director). (1999). *Fight Club* [DVD]. Twentieth Century Fox.

- The film would be cited as (Prior & Fincher, 1999).

ii) Sample References in APA 7 format

The References page has its own page at the end of the document. The title References is centered, but it is not underlined, bolded, or italicized. Note that the page is double-spaced throughout and that there are no extra spaces between references. References are indented ½ inch (hanging indent). The list is in alphabetical order. **For a sample References list, see the following page.**

[Return to top of APA 7.](#)

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References

- Abernathy, E., & Eliot, T. S. (n.d.). *The problem with cats*. Famous Cat People.
<http://www.famouscatpeople.com/problems.html>
- Adzuki, B. (2002). A review of studies in educational psychology from 1990-2000. In C. Choudhury & I. Chakrabarty (Eds.), *Educational Psychology* (pp. 55-63). Houghton Mifflin.
- Albertson, J. (2000). The greatest comic book hero ever. *Popular Culture*, 51(3), 23-40.
- Anorexia Nervosa Treatment Center. (2002, March 15). *Anorexia: Early signs and diagnosis*. <http://www.antc.com/articles/anorexiaearlysigns.pdf>
- Blake, W. (2002). The lamb. In J. C. Stott, R. E. Jones, & R. Bowers (Eds.), *The Harbrace anthology of poetry* (3rd ed., p. 97). Nelson, 2002.
- Brown, C. (2005). *Learning styles*. Macmillan.
- Capoeira. (2006). *Microsoft Encarta* [CD-ROM]. Microsoft.
- Klein, N. (2014). *This changes everything: Capitalism vs. the climate*. Simon & Shuster.
- Lesh, K., & Moore, B. (1999). *Classroom management*. Albion.
- Prior, D. (Producer), & Fincher, D. (Director). (1999). *Fight Club* [DVD]. Twentieth Century Fox.

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Small, D. (2008). Amazing grace: Vancouver's supervised injection facility granted six-month lease on life. *Harm Reduction Journal*, 5(3), 1-6.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2233622/>

Timson, J. (2009, December 7). *Forget about Tiger's privacy: What about yours?* Globe and Mail. <http://www.globeandmail.com/1034827/tigersprivacy.htm>

Weber, B. (2023, April 4). Alberta waited a month to declare emergency response to Kearl oilsands releases: Document. *Global News*,

<https://globalnews.ca/news/9601276/alberta-energy-regulator-emergency-response-kearl/>

Wynken, N., Blynken, J., Nod, J., & Knight, R. (2000). *Insanity and insomnia*. Time Square Books.

Appendix D: Chicago 17

i) Examples of references in Chicago 17 format

(Notes and Bibliography Style)

Here are examples of some of the most commonly used kinds of sources in the Notes and Bibliography version of Chicago style. To document other kinds of sources or to see examples of the Author-Date version, visit The Chicago Manual of Style online, available here, free of charge to AU students through the AU Library: www.chicagomanualofstyle.org.aupac.lib.athabascau.ca/home.html

Note that in Chicago format, Notes and Bibliography, documentation elements include a superscript number, a footnote OR endnote, and usually a bibliography. If you are required to include a bibliography, a shortened form of the citation may be used in the note, as in the examples below. A shortened form is also used in the notes for a second mention of the same reference.

Although the Chicago Handbook recommends that all notes and bibliographic entry examples be double spaced, all the examples in this resource appear single-spaced in the interest of space. Please note that not all instructors and professors require double spacing, and despite the Handbook's recommendation, some may even request single spacing. If in doubt, check with your instructor.

1. Book

For a book, the **author's name** is inverted (surname first) in the bibliography, but **not** in the notes.

Shortened forms for notes use only the author's last name and omit the publication details.

Follow the models below for punctuation and publication information. Note that only the city of publication (no state or country) is required for place.

a) Book with one author

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Notes:

1. Carolyn Brown, *Learning Styles* (Toronto: Macmillan, 2006), 34-35.
2. Brown, *Learning Styles*, 34.

Bibliographic entry:

Brown, Carolyn. *Learning Styles*. Toronto: Macmillan, 2006.

- In your essay, a quotation would be cited by attaching a superscript number¹ to the cited material in the text, and then entering the note either at the bottom of the page for a footnote (as illustrated on this page), or at the end of the article, book chapter, or book for endnotes. The shortened version of the note is also illustrated at the bottom of this page.²

b) Book with two authors

Note that in the bibliography entries for a book with two authors, the first author's name is inverted, but the second author's name is NOT.

Notes:

1. Karen Lesh and Barbara Moore, *Classroom Management* (London: Albion, 1999), 144.

Bibliographic entry:

Lesh, Karen, and Barbara Moore. *Classroom Management*. London: Albion, 1999.

c) Book with three or more authors

In Chicago format, when there are **three authors** for a work, all the authors' names appear in first-name, last-name order **in the notes**, including the short-form notes, as illustrated below. In the bibliographic entry, the first author's name is inverted, and the remaining names appear in first-name, last-name order.

1 Carolyn Brown, *Learning Styles*. (Toronto: Macmillan, 2006), 34-35.

2 Brown, *Learning Styles*, 34.

For books with four or more authors, **in the note**, the first author only is given, followed by et al. **In the bibliographic entry for four or more authors**, all the authors are listed in the same name order as for three authors. If there are more than ten authors, the bibliography entry only requires the first seven, followed by et al.

Notes:

1. Nancy Wynken et.al., *Insanity and insomnia* (New York, NY: Time Square Books, 2000), 123.
2. Wynken et al., *Insanity*, 123.

Bibliographic entry:

Wynken, Nancy, John Blynken, Jane Nod, and Rodney Knight. *Insanity and Insomnia*. New York: Time Square Books, 2000.

2. Chapter in an edited book (where the chapters are written by different authors)

To cite a chapter or section of an edited book, use the chapter's author for the citation and use quotation marks around the title of the chapter. Also provide the name of the editor and the name of the book, preceded by "in" in both the note and the bibliographic entry, as illustrated below. The name of the editor is not required for a short-form note. The page number is included in a note (both long and short-form), and the page **range** is included in the bibliographic entry.

Notes:

1. Bartholomew Adzuki, "A Review of Studies in Educational Psychology from 1990-2000," in *Educational Psychology*, eds. C. Choudhury and I. Chakrabarty (Boston: Houghton Mifflin, 2002), 56.
2. Adzuki, "A Review of Studies," 56.

Bibliographic entry:

Adzuki, Bartholomew. "A Review of Studies in Educational Psychology from 1990-2000." In *Educational Psychology*, edited by C. Choudhury and I. Chakrabarty, 55-63. Boston: Houghton Mifflin, 2002.

3. Journal article

In a journal, include the volume number, issue number, date of publication, and page number in the long-form note. Like a chapter in a book, the bibliographic entry must include the entire page range of the article. The title of the article appears in quotations, while the title of the journal appears in italics.

Notes:

1. John Albertson, "The Greatest Comic Book Hero Ever," *Popular Culture* 51, no. 3 (July 2000): 24.
2. Albertson, "The Greatest Comic Book Hero," *Popular Culture*, 24.

Bibliographic entry

Albertson, John. "The Greatest Comic Book Hero Ever," *Popular Culture* 51, no. 3 (July 2000): 23-40.

4. Online journal article

If a journal article is online, citing a DOI (Digital Object Identifier) is preferable to citing a URL. In both the notes and the bibliographic entry, the letters, "doi," appear in lower case after the page or page range, as in the examples below.

a.) Article with a DOI

Notes:

1. William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113 (June 2008): 758, <https://doi.org/10.1086/ahr.113.3.752>.
2. Novak, "Myth," 770.

Bibliographic entry:

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. <https://doi.org/10.1086/ahr.113.3.752>.

b.) Article with a URL

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Use a URL only if a DOI is not available. A DOI is preferable because any reader can click on it and find it. A URL may be restricted to only users from your institution.

Notes:

1. Jarene Fluckiger et al., "Formative Feedback: Involving Students as Partners in Assessment to Enhance Learning," *College Teaching* 58, no. 4 (October/December 2010): 136, <http://0-web.ebscohost.com.aupac.lib.athabascau.ca/ehost/detail?vid=3&hid=111&sid=ec838732-6023-46a6-9fdb-629faac55043%40sessionmgr114&bdata=JkF1dGhUeXBIPXVybCxpC1aWQmc2l0ZT1laG9zdC1saXZl#db=eft&AN=508186271>.

2. Fluckiger et al, "Formative Feedback," 136.

Bibliographic entry:

Fluckiger, Jarene, Yvonne Vigil, Rebecca Pasco, and Kathy Danielson. "Formative Feedback: Involving Students as Partners in Assessment to Enhance Learning." *College Teaching* 58, no. 4 (October/December 2010): 136-140. <http://0-web.ebscohost.com.aupac.lib.athabascau.ca/ehost/detail?vid=3&hid=111&sid=ec838732-6023-46a6-9fdb-629faac55043%40sessionmgr114&bdata=JkF1dGhUeXBIPXVybCxpC1aWQmc2l0ZT1laG9zdC1saXZl#db=eft&AN=508186271>.

5. Unpublished interviews

The Chicago Handbook suggests that unpublished interviews be cited in a note and not in the bibliography. The name and title of the interviewee should be included along with the date and place where the interview took place, as noted below. "The author" refers to you, the writer. A personal communication does not require the title of the person you communicated with. A personal communication also does not have a short form.

Notes:

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1. Maureen Groening (unit manager, 5S, St. Mary's Health Centre, Chicago, Illinois), personal interview with the author, November 18, 1988.
2. Groening, personal interview.
3. Jim Book, email message to author, September 17, 2020.

6. Website

It is sometimes enough to just mention a website in your text, for example if you are referring to a whole website. Always include either an access date or a "last modified date" from the website. Note that even the mention within the text provides a date of access.

Mentioned in text:

Athabasca University's home page as of September 17, 2020 prominently displayed a video celebrating the full, diverse lives of Athabasca students.

Notes:

1. "Privacy Policy," Privacy & Terms, Google, last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
2. Google, "Privacy Policy."

Bibliographic entry:

Google. "Privacy Policy." Privacy & Terms. Last modified March 11, 2009.
<http://www.google.com/intl/en/privacypolicy.html>.

7. Periodical (print or online)

News articles and magazine articles are cited as follows. The difference between an online or print periodical is that online periodicals include the URL or database while print periodicals include the page numbers in the note. Page numbers are omitted from the bibliographic entry.

Notes:

Online

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1. Judith Timson, "Forget about Tiger's privacy: What about yours?," *Globe and Mail*, December 7, 2009, <http://www.globeandmail.com/1034827/tigersprivacy.htm>.
2. Timson, "Forget about Tiger."

Print

1. Judith Timson, "Forget about Tiger's privacy: What about yours?," *Globe and Mail*, December 7, 2009, B8.
2. Timson, "Forget about Tiger."

Bibliographic Entry:

Online

Timson, Judith. "Forget about Tiger's privacy: What about yours?" *Globe and Mail*, December 7, 2009.
<http://www.globeandmail.com/1034827/tigersprivacy.htm>.

Print

Timson, Judith. "Forget about Tiger's privacy: What about yours?" *Globe and Mail*, December 7, 2009.

8. Blog Post

Blog posts are cited similarly to online periodicals.

Notes:

1. Canine Jane, "Why mutts make the best companions for humans," *Dog Lovers Blog*, November 17, 2010, <http://forums.petlovers.com/vb/83719290394>.
2. Canine Jane, "Why mutts."
3. Dog Lovers Blog, "Best breeds for apartment dwellers," November 15, 2010, <http://forums.petlovers.com/vb/574839210292>.
4. Dog Lovers Blog, "Best breeds."

Bibliographic Entry:

Canine Jane. "Why mutts make the best companions for humans." *Dog Lovers*, November 17, 2010. <http://forums.petlovers.com/vb/83719290394>.

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Dog Lovers Blog. "Best breeds for apartment dwellers." November 15, 2010.
<http://forums.petlovers.com/vb/574839210292>.

9. Comment (e.g. on blog post or news article)

Mention the comment in your text or provide a note as shown below, as a comment does not require a bibliographic entry. However, you must provide a bibliographic entry that references the original material commented upon. There is no shortened note form for comments.

Mentioned in text:

In his blog comment on the care of American Terriers on *The Dog Lover's Blog*, Dogboy warned, "This is an active breed." (November 15, 2010).

Notes:

1. Dogboy, November 15, 2010, comment on Dog Lover's Blog, "Best breeds."

Bibliographic entry:

Dog Lovers Blog. "Best breeds for apartment dwellers." November 15, 2010.
<http://forums.petlovers.com/vb/574839210292>.

10. Social media content

The Chicago Handbook recommends citing social media content in the running text whenever possible. However, if it does not seem possible to direct readers to the material through your text, consider including a note. A bibliographic entry will be rare. Provide a bibliographic entry if you are discussing the social media content in depth. Because of the temporary nature of social media, best practice is to take and save a screenshot of the material.

Note that these guidelines only apply to material appearing publicly. Any material posted privately constitutes a personal communication.

Mentioned in text:

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In his Instagram post regarding the care of American Terriers, Dogboy warned those who live in small urban spaces, "This is an active breed" (@dogboy, November 15, 2010).

Notes:

1. Dogboy (@dogboy), "Be warned, apartment dwellers: This is an active breed," Instagram photo, November 15, 2010, <https://www.instagram.com/d/574839210292>.
2. Dogboy, "Be warned."

Bibliographic entry:

Dogboy (@dogboy). "Be warned, apartment dwellers. This is an active breed." Instagram photo, November 15, 2010, 8:10 p.m. <https://www.instagram.com/d/574839210292>.

ii) Sample Bibliography in Chicago 17

The Bibliography comes on its own page at the end of the document. Note that the word "Bibliography" is centered over the list entries. All entries are arranged in alphabetical order by author name or by title, where applicable. For more information on formatting requirements in Chicago, Notes/Bibliography style, visit the Chicago Handbook sample here: http://0-www.chicagomanualofstyle.org.aupac.lib.athabascau.ca/16/ch14/ch14_fig08.html.

See the following page for a sample Bibliography in Chicago 17.

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Bibliography

- Adzuki, Bartholomew. "A Review of Studies in Educational Psychology from 1990-2000." In *Educational Psychology*, edited by C. Choudhury and I. Chakrabarty, 55-63. Boston: Houghton Mifflin, 2002.
- Albertson, John. "The Greatest Comic Book Hero Ever," *Popular Culture* 51, no. 3 (July 2000): 23-40.
- Brown, Carolyn. *Learning Styles*. Toronto: Macmillan, 2006.
- Canine Jane. "Why mutts make the best companions for humans." *Dog Lovers*, November 17, 2010. <http://forums.petlovers.com/vb/83719290394>.
- Dog Lovers Blog. "Best breeds for apartment dwellers." November 15, 2010. <http://forums.petlovers.com/vb/574839210292>.
- Fluckiger, Jarene, Yvonne Vigil, Rebecca Pasco, and Kathy Danielson. "Formative Feedback: Involving Students as Partners in Assessment to Enhance Learning." *College Teaching* 58, no. 4 (October/December 2010): 136-140. http://0-web.ebscohost.com.aupac.lib.athabascau.ca/ehost/detail?vid=3&hid=111&sid=ec838732-6023-46a6-9fdb_629faac55043%40sessionmgr114&bdata=jkF1dGhUeXBIPXVybcXpcCx1aWQmc2l0ZT1laG9zdC1saXZI#db=eft&AN=508186271.
- Google. "Privacy Policy." Privacy & Terms. Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.
- Lesh, Karen, and Barbara Moore. *Classroom Management*. London, UK: Albion, 1999.
- Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. <https://doi.org/10.1086/ahr.113.3.752>.

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Ruddy, Karen. "Teaching in the Global City: Feminist Literacy Education in Transnational Times." *Transformations: The Journal of Inclusive Scholarship and Pedagogy* 19, no. 1 (2008): 14-39.

Timson, Judith. "Forget about Tiger's privacy: What about yours?" *Globe and Mail*, December 7, 2009.

Truth, Sojourner. "Ain't I a Woman?" *Sojourner Truth*. Accessed September 17, 2020. <https://www.sojournertruth.com/p/aint-i-woman.html>

Wynken, Nancy, John Blynken, Jane Nod, and Rodney Knight. *Insanity and Insomnia*. New York, NY: Time Square Books, 2000.