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APA Citation Style Guidelines

General information

Citation styles are standardized systems for crediting and citing the sources you’ve used for your research paper or assignment. Your program or degree will require you to use a specific citation style. The American Psychological Association (APA) citation style is one of many different citation styles and is the most commonly used style at NAIT.

You must give credit to every source that you use in your research paper.

Brief citations included in the text of your paper are called “in-text” citations. APA in-text citations are usually made up of the author, date and page number(s) of the source cited.

Full citations are always included in the References list at the end of your paper. Full citations are longer as they include all the citation elements. For example, a book citation includes the author, date, title, edition, place, and publisher.

Each source used as an-text citation must appear in the References list, and each entry in the References list must have a matching in-text citation.

The guidelines in this document will help you to cite your research sources in APA style. Included are examples of both in-text citations and References list citations.

These guidelines are based on the sixth edition (2010) of the *Publication Manual of the American Psychological Association* and the FAQs on the APA website (www.apastyle.org/faqs.html#3).

Important: Always ask your instructor what citation style is required for your assignment.
# In-Text Citations

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>Variations</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by one author</td>
<td><strong>Paraphrase with a signal phrase:</strong></td>
<td>According to Walker (2007), a tired dog is a happy dog.</td>
</tr>
<tr>
<td></td>
<td>A <a href="signal_phrase">signal phrase</a> is a short phrase that indicates when an external source is being used. When using a signal phrase to introduce your quote or paraphrase, the year (in parentheses) follows the author’s name. When referring to an author in-text, use only their last name.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Direct Quote with a signal phrase:</strong></td>
<td>According to Walker (2007), “plentiful exercise is the best way to maintain your dog’s health and well-being” (p. 46).</td>
</tr>
<tr>
<td></td>
<td>When citing a direct quote, always use quotation marks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When quoting something directly, you must indicate the page number of the original text. Page numbers are also recommended when paraphrasing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Paraphrase without a signal phrase:</strong></td>
<td>A tired dog is a happy dog (Walker, 2007).</td>
</tr>
<tr>
<td></td>
<td>If you do not introduce the author (in a signal phrase) before quoting or paraphrasing them, the author’s name and the year go in parentheses at the end.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Direct Quote without a signal phrase:</strong></td>
<td>“Plentiful exercise is the best way to maintain your dog’s health and well-being” (Walker, 2007, p. 46).</td>
</tr>
<tr>
<td></td>
<td>If you are citing a direct quote, use quotation marks and indicate the page number of the original text.</td>
<td></td>
</tr>
<tr>
<td>One work by two authors</td>
<td><strong>Paraphrase with a signal phrase</strong></td>
<td>Walker and Allen (2010) state that cats are better house pets than birds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Direct Quote with a signal phrase</strong></td>
<td>Walker and Allen (2010) state that “cats are more able to bond with humans and other animals than birds” (p. 102).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two (or more) works with the same author, published in different years</td>
<td>Paraphrase without a signal phrase</td>
<td>Cats are better house pets than birds (Walker &amp; Allen, 2010).</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Direct Quote without a signal phrase</td>
<td>“Cats are more able to bond with humans and other animals than birds” (Walker &amp; Allen, 2010, p. 102).</td>
</tr>
<tr>
<td>Two (or more) works with the same author, published in same year</td>
<td>Arrange works by the same author(s) by the year of publication. Give the author’s surname(s) once, along with the date for each work cited.</td>
<td>In a public vote, UK citizens opted to withdraw from the EU (BBC, 2016, 2019).</td>
</tr>
<tr>
<td></td>
<td>Works by the same author, published in the same year are differentiated by the addition of a, b, c, d, etc. These lower case letters are assigned in the reference list and used for the in-text citation(s).</td>
<td>Several press releases indicate that we are developing space suits (NASA, 2019a) and other technology (NASA, 2019b) to support the exploration of Mars.</td>
</tr>
<tr>
<td>Corporate/group authors</td>
<td>Paraphrase with a signal phrase</td>
<td>According to a report by the University of Earthsea (2016), more and more students are opting to take online classes.</td>
</tr>
<tr>
<td></td>
<td>Direct Quote with a signal phrase</td>
<td>According to a report by the University of Earthsea (2016), “online students are fast outnumbering face to face students in terms of enrollment” (p. 380).</td>
</tr>
<tr>
<td></td>
<td>Paraphrase without a signal phrase</td>
<td>More and more students are opting to take online classes (University of Earthsea, 2016).</td>
</tr>
<tr>
<td></td>
<td>Direct Quote without a signal phrase</td>
<td>“Online students are fast outnumbering face to face students in terms of enrollment” (University of Earthsea, 2016, p. 380).</td>
</tr>
</tbody>
</table>
### Corporate/group authors whose name is readily identifiable as an acronym

<table>
<thead>
<tr>
<th>The first time you paraphrase a group whose name is recognized by an acronym, you will provide their full name and their acronym.</th>
<th>According to the National Aeronautics and Space Administration (NASA, 2014), space suits will enable astronauts to spend long periods of time on Mars.</th>
</tr>
</thead>
<tbody>
<tr>
<td>When directly quoting a group whose name is recognized by an acronym, provide their full name with the acronym in square brackets.</td>
<td>“Work to develop the technologies astronauts one day will use to live and work on Mars has already begun” (National Aeronautics and Space Administration [NASA], 2014, para. 2).</td>
</tr>
<tr>
<td>Each time after the first, you can use the group’s acronym in your in-text citation.</td>
<td>NASA (2014) goes on to state that space suits are advancing with the express purpose of enabling us to visit Mars. “Each iteration of the Z-series will advance new technologies that one day will be used in a suit worn by the first humans to step foot on the Red Planet” (NASA, 2014, para. 2).</td>
</tr>
</tbody>
</table>

### More than Two Authors

When citing more than two authors, you can make use of the phrase “et al.” in your in-text citation. “et al.” simply indicates that there are other, unnamed authors who are being abbreviated for the sake of space and readability. Your full reference (in your Reference List) will always include the names of all authors.

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>The first time the authors are cited in-text</th>
<th>Each time after the first</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work with 3-5 authors</td>
<td>According to Rancier, Loo, Slade and Reems (2019), a good citation is an important part of any academic paper.</td>
<td>According to Rancier et al. (2019), a good citation is an important part of any academic paper.</td>
</tr>
<tr>
<td>One work with 6 or more authors</td>
<td>Stewart et al. (2019) state that the ability to create an APA citation is an important skill to develop.</td>
<td>Stewart et al. (2019) state that the ability to create an APA citation is an important skill to develop.</td>
</tr>
</tbody>
</table>
When you’re missing one or more citation element

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>The Fix</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No author(s)</td>
<td>When a work has no identified author, create your in-text citation by using the first few words of the title in quotation marks and the year of publication. This will enable the reader to identify the source by referring to your full reference (in your Reference List).</td>
<td>Most people believe that cake is better than pie (“Study finds cake,” 2010, p. 23).</td>
</tr>
<tr>
<td>No date</td>
<td>When no publication date is provided, as commonly occurs with webpages and/or web documents, indicate that by using n.d. (for “no date”) in parentheses.</td>
<td>According to the University of Earthsea (n.d.), “over 4,000 students per year choose to enroll in online classes” (p. 201).</td>
</tr>
<tr>
<td>No page number(s)</td>
<td>If there are no page numbers (as is often the case with online sources), you can use a paragraph number in its place. The use of a paragraph number in place of a page number is indicated by using para.</td>
<td>When summarizing or paraphrasing, “APA demands that your reader knows exactly what information you got from someone else and when you start using it” (Rasmussen College, 2018, para. 1).</td>
</tr>
<tr>
<td></td>
<td>If the document has headings but no page numbers and the paragraphs are not easily counted, you can use the heading name and paragraph number to cite your quoted text.</td>
<td>According to Nicholas (2018), “there are many cases where science and history are catching up with what Indigenous peoples have long known” (Ways of Knowing, para. 1).</td>
</tr>
<tr>
<td></td>
<td>If headings are too long, you can use a shortened version of the heading in quotation marks, along with a paragraph number, to cite your quoted text.</td>
<td>Nicholas (2018) states that “there are partnerships developing worldwide with Indigenous knowledge holders and Western scientists working together” (“Opportunities,” para. 4).</td>
</tr>
</tbody>
</table>

Adapted from:

Long (Block) Quote

Direct quotations that are more than 40 words go in a free-standing block of text, without quotation marks.

- Start the quotation on a new line, indented 1/2 inch from the left margin (the same place you would begin a new paragraph).
- Type the entire quotation on the new margin, so that it is all indented.
- Maintain double-spacing throughout.
- Unlike a short quotation within your text, the in-text citation will come after the period.

Example:

As Lin and Yoda (2017) explained,

The bridge structures are important component in highway, railway, and urban road and play important roles in economy, politics, culture, as well as national defense. Especially for medium span and larger span bridges, they are generally served as “lifeline” engineering due to their vital functions in the transportation network. Therefore, the bridge structures should be carefully planned and designed before the construction. (p. 32)

Indirect (Secondary) Source

Occasionally, you may want to quote a source within a source. You’ll need to give credit to the original author as well as the source in which you found it. To do so, “in your reference list, provide a reference for the source you read. This is known as the secondary source because it is one step removed from the original source of the idea or quotation” (McAdoo, 2010, para. 9). Then, in the text of your paper or presentation, name the original author, use the phrase “as cited in,” and cite the secondary source.

Example:

If Smith is the original source, and I found Smith’s words or ideas in an article by Jones (published in 2010), I would create a full reference (in my reference list) for Jones’ article. Then, in the text of my paper or presentation, I would give Smith credit:

Smith argued that, whenever possible, supper should be eaten at 6:00 p.m. (as cited in Jones, 2010).
DOIs

A digital object identifier (doi) is sometimes assigned to an online publication, such as a journal article or ebook in a database. A doi can appear in either of these formats:

1. “New-style” = starting with https://dx.doi.org/ (e.g.: https://doi-org.libezproxy.nait.ca/10.1201/9780203752142)

2. “Old-style” = starting with 10 followed by a period (e.g: 10.1037/a0028240)

DOIs are often used instead of a URL for scholarly journal articles and ebooks. If you have both a doi and a URL, you only need to include one in your reference, and the doi is preferred.

When citing an article or ebook with the “old-style” doi, place the word doi (all lower-case) and a colon before the string of numbers:

doi: 10.1037/a0028240

When using the “new-style” doi (starting with https://dx.doi.org/), you don’t need to preface the doi with “retrieved from” or “doi:” – just copy and paste the doi and remove the hyperlink.
Reference Lists

- The References page is usually located at the end of your assignment.
- The References page lists the sources you cited in your paper. Every reference list entry must have at least one corresponding in-text citation.
- Name the page “References.” The word “References” should be centered at the top of the page.
- Author's first names are NOT included in the entries; include only the initials of given name(s). For example: Wells, A.
- Alphabetize entries in the Reference list by the authors' last names.
- If a work has no author, place the title first and put it in alphabetical order by the title.
- The date of publication appears immediately after the first element of the citation (usually the author’s name). For example, Wells, A. (2005).
- If there is no date, use (n.d.).
- The references list is double-spaced within and between citation entries.
- Use the hanging indent format: each entry begins flush left, and any additional lines are indented one-half inch (or five spaces).
- Capitalization matters. In titles and subtitles, only the first word is capitalized, in addition to proper names. However, each significant word in the titles of journals, newspapers and magazines (for example, Canadian Journal of Earth Sciences) is capitalized and italicized.
- For print sources, use only the name of the publishing company (do not include "Company" or "Inc." etc.).
- URLs/web addresses should not be hyperlinked, unless your instructor requests it. The APA default is to remove the hyperlink, so it appears as plain black text.
- For print sources, the country of publication will be indicated (instead of the state) if it was published in a country other than the U.S.
References


Books

- **Print**
- **Electronic (eBook)**
- **Article or Chapter in Anthology or Edited Book**

**Print Book**

Elements required and general format:

Author(s) or editor(s). (Year). *Title of book: Subtitle of book* (Edition). City, State abbreviation or Country of publication: Publisher.

**Examples:**

**One author:**


**One editor:**


**Multiple authors:**


**Multiple editors:**

Electronic Book (eBook)

Elements required and general format:

Author(s) (if editor, include (Ed.) after name). (Year). Title of eBook: Subtitle of eBook (Edition). Retrieved from URL OR doi

Examples:

One author, with URL:


One author, with DOI:

Article or Chapter in an Anthology/Edited Book

Elements required and general format:

Author(s) or editor(s) of the chapter/case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), Title of book (pp. xx-xx). City, State abbreviation or Country of publication: Publisher.

Examples:

Entry in an anthology (where LaFollette is the editor of the whole book, and Warren is the author of that one chapter/essay):


Case study in a textbook (where Ness is the author of the whole book, and Pederson is the author of that case study):

Journal Articles

- Journal Article with a DOI (Digital Object Identifier)
- Journal Article with a URL

Note: Sometimes an electronic article will be given a doi by the publisher. If an article does not have a doi, it is acceptable to provide a direct, stable link (also known as a permalink or persistent URL) to the article instead. Please double-check with your instructor if you are not sure of their preference.

Journal Article With DOI (Digital Object Identifier)

Elements required and general format:

Author(s). (Year). Title of article. Title of Journal, Volume(Issue), page number(s). doi of article

Examples:

Multiple authors, with volume and issue number, with “new-style” DOI (letters and numbers):


Multiple authors, no issue number, with “old style” DOI (just numbers):

Journal Article With URL

Elements required and general format:

Author(s). (Year). Title of article. Title of Journal, Volume(Issue), page number(s). Retrieved from URL of article

Example:

One author, with volume and issue number, with URL:


Multiple authors, no volume or issue number, with URL:

Multimedia

Images

- Image with a creator/photographer
- Image without a creator/photographer

Images with a creator/photographer

Note: The following applies to stand-alone images. If, for example, you are referencing a screenshot from a video game, or of a piece of software, you will instead provide a reference for the whole video game or software.

Elements required and general format:

Creator(s) of the image or artwork [Screenname if applicable]. (Year image was created, Month Day if available). Title of image or artwork [Type of work]. Retrieved from URL

Examples:

Photograph, one creator:


Photograph, one creator, no title, no date:

Note: If there is no title, create a description and place it (in square brackets) where the title should be.


https://www.nationalgeographic.com/animals/mammals/a/african-elephant/#/african-elephant_01.JPG

Diagram, no date:

Earthbound Farm. (n.d.). Post-consumer recycled PET lifecycle [Diagram]. Retrieved from

https://www.greenerpackage.com/sites/default/files/PCR-PET-lifecycle-lg.jpg
Images without a creator or title (Google Images)

**Note:** If there is no creator and no title, create your own description and put that as the first part of the citation. If you are using Google images, click the image and visit the website to find a URL.

Elements required and general format:

[Descriptive title of image] [Format]. (Publication date). Retrieved from URL

**Example:**

Image found on Google Images, no photographer and no title:

[Four dogs with tongues out] [Photograph]. (n. d.). Retrieved from http://www.ox.ac.uk/news/2016-06-02-dogs-were-domesticated-not-once-twice%E2%80%A6-different-parts-world

**Captioning Images**

Every image needs a caption. If the photograph you’re citing does not have a title, you will need to create a description.

**Example:**

![New York City skyline](image-url)

*Figure 4. New York City skyline, pre-9/11. Source: Lennihan, 2000.*

An image must also have a full reference in your reference list. The information that you include in the caption after **Source** or **Source Data** must be enough to find that full reference. If you found the image or data in a book or journal article, include the page number after the year in the caption.
Videos

- Video from Library Database
- YouTube and Vimeo Videos

Video from Library Database

Elements required and general format:

Name of Producer(s) or Director(s). (Responsibility, such as Producer or Director). (Year, Month Day of production). Title of streaming video: Subtitle of streaming video [Video file]. Retrieved from URL

Examples:

One producer:


Producer and director:


YouTube or Vimeo Video

Locating a video on the internet often depends upon knowing the name or screenname of the person who posted the video; for this reason, on a source like YouTube, use the person who posted the video as the author. If there is no real name, use the screen name in its place, without brackets.

Elements required and general format:

Last name, First initials [Screen name]. (Year, Month Day). Title of streaming video: Subtitle of streaming video [Video file]. Retrieved from URL
Examples:

Real name given:


No real name, screen name only:


Corporate name and screen name are the same:

TED. (2019, June 3). Sleep is your superpower: Matt Walker [Video file]. Retrieved from https://www.youtube.com/watch?v=5MuIMqhT8DM
Podcasts

Use the URL that points to the podcast homepage rather than the individual podcast episode, as the homepage link is more likely to remain stable and active.

Elements required and general format:

Author(s), (Author responsibility such as Author, Host, or Producer). (Year, Month Day of publication or production). Title of podcast: Subtitle of podcast [Audio podcast]. Retrieved from the URL for podcast homepage

Example:

One author, host or producer:

Webpages, Web documents (PDFs) & Blogs

Webpage or Document from a Website

*Note:* you only need to include retrieval dates for websites with content that changes frequently and without warning (such as Google maps).

From *The APA Style Guide to Electronic Sources* (2012): “Do not italicize the titles of blog posts, online forum messages, comments, status updates, and so on. Do italicize titles of reports and other standalone documents. If the distinction is unclear […] authors should use their own judgement to decide whether to italicize. Err on the side of not italicizing” (p. 32).

Elements required and general format:

Author(s). (Year). Title of webpage or document: Subtitle. Retrieved from URL that goes directly to the document

**Examples:**

One author, blog post:


Company or organization as author, standalone document:

Lecture Notes & Handouts

If you are citing information from your personal notes, treat it as a personal communication; refer to it only in-text, not in the reference list. Official lecture notes or handouts from your instructor should be cited both in-text and in the reference list.

Elements required and general format for online resource:

Author(s). (Year). Title of handout or presentation [Type of resource]. Retrieved from URL

Elements required and general format for print resource:

Author(s). (Year). Title of handout or presentation [Type of resource]. Program or Department, Name of Institution, City, State Abbreviation or Country.

Examples:

Presentation from instructor, online:


Handout from instructor, offline:

Newspapers & Magazines

Online Newspaper Article

Elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. *Title of Newspaper* [Edition if applicable], page number(s) or section letter(s). Retrieved from URL of article

Example:

*Note:* Do not abbreviate the month when citing online magazines. Include p. or pp. for page number(s).

One author:


Retrieved from

http://search.proquest.com.libezproxy.nait.ca/docview/442171876?accountid=12654

Online Magazine Article

Elements required and general format:

Author(s). (Year, Month Day). Title of article: Subtitle of article. *Title of Magazine, Volume*(Issue), page number(s). Retrieved from URL of article

Example:

One author:

Leetaru, K. (2019, August 29). AI correctness is not the same as AI ethics. *Forbes*. Retrieved from

Case Studies

- Harvard Business School
- Ivey Business School
- Textbook Case Study

Harvard Business School Case Study

Elements required and general format:

Author(s). (Year). Title of case study. HBS No. number of case study. Retrieved from URL.

Examples:

One author:


Two authors:

Ivey Business School Case Study

Elements required and general format:

Author(s). (Year). Title of case study. Ivey ID: number of case study. Retrieved from URL

Example:

Two authors, online case study:


Textbook Case Study

Elements required and general format:

Author(s) or editor(s) of the chapter or entry or case study. (Year of book). Title of chapter or entry or case study. In First initial. Last name, & First initial. Last name (Eds.), Title of book (pp. xx-xx). City, State abbreviation or Country of publication: Publisher.

Example:

One author:


Note: For a textbook case study (essentially as source within a source, your in-text citation should follow the format for an Indirect/Secondary source.)
Company Profiles or Industry Reports

Elements required and general format:

Author(s). (Year). Title of company profile or industry report. Retrieved from URL of the article (case study)

Reference list example – Online company profile or industry report

Use the corporate author (for example, MarketLine).

Company profile:


Conference Papers

**Note:** The country of publication will be indicated (instead of the state) if the conference/symposium is in a country other than the U.S.

Elements required and general format of paper with DOI:


doi:DOI of paper

Elements required and general format of paper without DOI:


Retrieved from URL

**Example:**

Conference paper found online, no DOI:

Government Documents

Elements required and general format for online documents:

Author. (Year of publication). Title of report: Subtitle of report (Catalogue or Publication No. #, if provided). Retrieved from name of government website if necessary and URL

Elements required and general format for print documents:

Author. (Year of publication). Title of report: Subtitle of report (Catalogue, Report or Publication Number, if provided). Location: Publisher/department.

Examples:

Online, level of gov’t not indicated in department/agency name:


Online, level of gov’t indicated in department name:


Online, personal author, gov’t included in retrieval statement:


http://www.transportation.alberta.ca/Content/docType30/Production/bgmgtstrgyg.pdf
Interviews (Personal Communications)

Includes personal interviews, telephone conversations, e-mail messages, private letters, etc.

Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide an exact date, if possible.

No personal communication is included in your reference list, unless the communication is recoverable (e.g., an archived interview transcript); in this case the materials should be cited as archival materials (see section 7.10 of the official APA Manual).

In-text citation example – Personal communications

The cost of corn in America has been rising substantially as cars running on biofuels have risen in popularity (G. A. Smith, personal communication, October 5, 2018).

G. A. Smith (personal communication, October 5, 2018) argues that the popularity of biofuel vehicles has triggered a rise in the cost of corn.
Legal Materials

The APA Publication Manual recommends that you provide your legal material references in the conventional format of The BlueBook system of legal citation. Because The BlueBook is US-centric, within Canada it is also acceptable to refer to the McGill Guide, which provides the standards for uniform Canadian legal citation.

Court Decisions/Case Law

Elements required and general format:

Name v. Name, Year Court Number.

Examples:

Supreme Court of Canada:

Mustapha v. Culligan of Canada Ltd., 2008 SCC 27

Court of Queen’s Bench -- Alberta:

D’Aoust v. Lindsay, 2000 ABQB 52

In-text citation examples – Court decisions

In-text citations include case name, year, and paragraph numbers of citing a direct quote. In the second and subsequent in-text citations, you may use an abbreviation of the case name.

... as the “distinction between physical and mental injury is elusive and arguably artificial in the context of tort” (Mustapha v. Culligan, 2008, para. 8).

... additionally, “must show that it was foreseeable that a person of ordinary fortitude would suffer serious injury from seeing the flies in the bottle of water” (Mustapha, 2008, para. 18).
CANLII

CANLII follows the “Neutral Citation for Case Law” example above. A reference to CANLII is added in parentheses after the neutral citation.

Example:

D’Aoust v. Lindsay, 2000 ABQB 52 (CANLII)

Alberta Statutes

According to the Alberta Queen’s Printer (n.d.), “Acts (Statutes) are referred to by their titles” (“How do I cite,” para. 1).

A statute citation will include the title and, in parentheses, the most recent date and the “chapter number of the Act” (“How do I cite,” para. 1). The most recent date is either:

- The most recent statute revision in which that Act was included
  - cited as Revised Statutes of Alberta, 2000 - abbreviated as RSA 2000

- The year in which the Act was enacted (received Royal Assent)

Example:

Business Corporations Act (RSA 2000 cB-9)

Alberta Regulations

According to the Alberta Queen’s Printer (n.d.), “a Regulation may be cited by its title, or as ‘Alberta Regulation’ or ‘Alta. Reg.’ or ‘AR’ followed by its number, a slash and the last two figures of the calendar year of the filing of the regulation” (“How do I cite,” para. 8).

Example:

Seat Belt Regulation, Alberta Regulation 258/87
Statistical Tables & Datasets

Elements required and general format:

Author. (Year of publication). Table number Title of the dataset: Subtitle of the dataset. Retrieved from URL

Example:

Statistics Canada. (n.d.). Table 303-0045 Footwear production, by type of footwear, semi-annual (pairs).


Captioning Graphs and Charts

Include a caption below a graph or chart to make it clear to the reader what they are looking at, and to give the reader enough information to find the original source.

Graphs and charts must also have a reference list citation at the end of your paper. The information that you include in the caption after Source or Source Data must be enough to find the original source in the reference list. If you found the data in a book or journal article, include the page number after the year in the caption.

1) The data used was found by the author (for example, by administering a survey) and the graph was created by the author.

![Figure 1. Favourite household pets, Edmonton, AB.](image-url)
2) The data used was found on a website, but the graph was created by the author.

Figure 2. Favourite household pets, Edmonton, AB. Source Data: City of Edmonton, 2013.

3) The data and graph were found on a website. Nothing was created directly by the author.

Figure 3. Favourite household pets, Edmonton, AB. Source: City of Edmonton, 2013.
Wikipedia Entries

Most scholarly research should rely on peer-reviewed or other academic works. **Ensure that the use of Wikipedia entries is approved by your Instructor.**

Wikipedia entries are dynamic and created as a collaborative effort. As such, no one author can be given credit for any entry and no creation date can be determined. **Because of their dynamic nature, the citation for any Wikipedia entry must contain a retrieval date, which indicates when the information was accessed.**

Elements required and general format:

Title of Wikipedia article. (n.d.). In Wikipedia. Retrieved Month Day, Year, from URL.

**Example:**

Blueprints

If the blueprints were accessed through a private engineering/architectural company, follow the format below and modify retrieval information to: Retrieved from Name of Interviewee, Company, personal communication.

Elements required and general format:

Author(s). (Year, Month Day). *Title of drawing* (Drawing/Plan No. ##, if provided) [Technical drawing].

Retrieved from URL of drawing

Example:

Blueprint retrieved online:


I don’t see my source type listed: Now what?

Your first step is always going to be to check other APA guides – no guide is comprehensive, and sometimes you will need a combination to get you through a complicated reference list. Some suggestions:

- Google your question (“APA style two publication dates”)
- Search the official APA Style Blog
- Check out the other resources listed on the NAIT Library’s Citations & Style Guides page
- Ask a librarian