

Plagiarism “Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source ... take careful notes as you research to keep track of your sources and cite those sources” (APA, 2010, p. 170). To use other’s work without giving credit is to plagiarize.

General Guidelines for Essay Format from <http://owl.english.purdue.edu/owl/resource/560/01/>

Essays should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. Use 12 point Times New Roman font or a similar font (Purdue OWL, 2010). Non-serif for Figures. Indent your paragraphs 5 spaces using the **Tab Key**. To make it easier to read, use two spaces after the period between sentences.

FIRST add a Page Number to all pages, even title page: Insert → Page Number → Top → Right.

THEN include a Running head in UPPER CASE at the top of every page: Insert → Header → type TITLE OF YOUR PAPER in CAPS flush left. Click in body of text to CLOSE the Header. At school, you may be able to use the same header all through. Correct APA, has the words “Running head:” at the beginning of the TITLE on Page 1 only. To do this, insert a Header on Page 2 first, then going back to Page 1. Click in Header, choose Different First page, and type “Running head: TITLE OF PAPER”.

- The **entire paper** including References, should be **DOUBLE-SPACED**.
- **To add Double Spacing to the Whole Document in Microsoft Word:**
Select ALL → Home → Paragraph → Line Spacing: “Double” → Spacing Before/After “0 pt”
- **Hint:** Write your whole paper in single-spacing, including headings and the References page, select ALL (Ctrl+A), right click and Format paragraph to double-space. Check your Page Breaks, then print.
- Use a Hanging Indent on the References page. Be sure to press “Enter” at the end of each reference.
- **To add a Hanging Indent to ONLY the References Page in Microsoft Word:**
Select and Highlight the References Page → Home → Paragraph dropdown → Special “Hanging”

Book Basic Format:

Author last name, first initial. (Year of publication). *Book title in italics and only the first word capitalized*

unless it's a proper name. City of Publication, the State in USA - or Country otherwise: Publisher.

Book with One author:

Lane, B. (2010). *Crime & detection*. Toronto, Canada: Stoddart.

Two authors:

Lane, B., & Jones, J.F. (2008). *Write me a book*. Calgary, Canada: Fresh Press.

No author:

Reader's Digest illustrated great world atlas. (1997). Montreal, Canada: Reader's Digest.

Two to six authors:

Francis, R.D., Jones, R., & Smith, D.B. (1988). *Destinies: Canadian history since Confederation*. Toronto, Canada: Holt.

Seven or more authors: list the first six and then use "et al." (no quotes) for remaining author(s).

Book with Editor(s):

Glenday, C. (Ed.). (2009). *The Guinness 2006 book of records*. London, England: Guinness.

Glenday, C., & Jones, F.S. (Eds.). (1997). *Perfect People*. Edmonton, Canada: Free Press.

Essay or article in an edited book (Actual author is named first; editor named later):

Hernandez, L. (2005). Mechanisms of the short-term memory. In E.H. Nguyen & R. Sakos (Eds.),

Splendors of the mind (pp. 221-128). Sacramento, CA: Republic Books.

Printed Encyclopedia with author:

Author, First Initials. (year). Article title. *Encyclopedia name*. (vol. #, pp. ##-##). City, State: Publisher.

Cho, S.H. (2010). Karate. *The World Book encyclopedia* (Vol.11, pp. 246-247). Chicago, IL: World Book.

Print Encyclopedia, no author: (place title of article in the author position before date)

Solomon Islands. (1998). *The World Book encyclopedia of people and places* (Vol. 5, pp.1190-1191).

Boston, MA: World Book.

Online Encyclopedia: (Note: No period at end of URL or Internet Address – no underline)

Bothwell, R. (2007). Alberta Politics. *World Book online reference center*. Retrieved from

<http://www.worldbookonline.com/wb/Article?id=ar419280>

No date: Insert (n.d.). instead of (2007).

Journal Article, Periodical, Magazine, Newspapers, e-zines Basic Format:

Author's last name, first initial(s). (Year of publication). Article title with uppercase on first word only.

Journal Title in italics, volume number(issue number), pages of entire article no spaces.

Print Journal Article:

Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.

Online Journal Article from a database with Digital Object Indicator (doi) Assigned:

Stulz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal*

of Orthopsychiatry, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

(Note: doi may be hidden under vender names like "Article," or "Cross Ref," or "Pub Med.")

Online Journal Article from a database with NO Digital Object Indicator (doi) Assigned:

Moulton, I. F. (2006, Spring). Romeo and Juliet: Texts and contexts. *Shakespeare Quarterly*, 57(1),

86. Retrieved from <http://www.abcdefgh.edu/mno>

NOTE No Retrieved date is referenced** if the article is not likely to change. For an Online Journal Article from a database, whose full text is available only by subscription, give the home page exact URL.

Newspapers Print:

Henderson, M. (2006, December 22). Largest euro-saur found in Spain. *Calgary Herald*, p. A12.

Newspaper Online:

Dutta, A. (2007, February 27). Oil sitting comfortably above \$60 a barrel. *Calgary Herald On-line*.

Retrieved from <http://www.canada.com/calgaryherald/news/story.html=0bec11321&k=51781>

From the INTERNET: List as much of the following information as possible. You may have to hunt to find information. Try going to the bottom of the page, 'home' page, or 'about us'.

Basic format:

Author. (Date of Web site). *Web page title*. Retrieved from (give name of Web site url) no period

Author and organization responsible for web site (note the ":" before the URL)

Lamb, A. & Johnson, L. (2003, October). *Bridge building*. Retrieved from eXplore Web site:

<http://www.42explore.com/bridge.htm>

No author (and no organization responsible for web site):

Buddhism now. (2005). Retrieved from <http://www.buddhism.com/buddhism.html>

Internet Message Board, Electronic Mailing List, Online Community:

Author, A. A. (Year, Month day). Title of post [Description of form]. Retrieved from <http://www.xxxx>

Corporate author:

Centre for Systems Science at Simon Fraser University. (2006). *Great Canadian scientists*. Retrieved from <http://fas.sfu.ca/css/gcs/main.html>

Electronic Images Basic Format for an Electronic Image (Author):

Artist, First Initial. (Role of Artist e.g: Architect, Artist). (Year image created if known). Title of work, [Type of work]. Retrieved from Database or URL address of website URL (no period)

O'Keeffe, G. (Painter). (1931). Red, white, and blue, [Image of oil painting]. Retrieved from <http://www.metmuseum.org/collections/view1.asp?dep=21&item=52%2E203>

Basic Format for an Electronic Image (No Author):

Title of work [Type of work]. (Year image was created if known). Retrieved from URL

Alfred the Great. [Photograph of statue]. Retrieved from <http://www.engmonarchs.co>

Basic Format for an Electronic Image (No Author, No Title, No Date):

[Subject and type of work]. Retrieved from URL

[Untitled photograph of a lion]. Retrieved from <http://www.lcUSD.net/lce/lion.jpg>

An informal citation under a picture on a high school project might simply be:

"Source: Google images: www.metrodog.com" (Get teacher approval for this shortened form.)

Film, Television or Radio Program, Audio Recording, CD, Chart, Slides, Video, DVD

Nye, B. (Producer). (1996). *Earthquakes* [Video]. California: Disney Educational.

MacMillon, J. (Director). (1990). *Changing times* [Motion Picture]. United States; Warner Brothers.

Bakshi, R. (Director). (2000). *Heavy traffic* [DVD]. Los Angeles, CA: Metro Goldwyn Entertainment.

Television or Radio

Berg, L. (Reporter). (2010, June 19). Lost [Television series episode]. In B. Robinson (Producer). *The fifth estate*. Toronto, Canada: Canadian Broadcasting Corporation.

Music:

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording like CD/MP3]. Location: Label. (Recording date if different from © date).

Shocked, M. (2002). Over the waterfall. On *Arkansas traveler* [CD]. New York: PolyGram Music.

Goodenbough, J. B. (1982). Tails and trotters [Recorded by G. Bok, A. & E. Trickett]. On *And so will we yet* [CD]. Sharon CT: Folk-Legacy Records. (1990). (Recording Artist other than writer.)

Personal Communication – never goes on References page. **See In Text Citations.**

Example of Formal List of References: APA Format**Important reminders:**

1. Start a **new page** and Centre the title References at the top of your page, no underline.
2. **Alphabetize the list:** In Word 2010 → Home → Sort arrow↓ → Paragraphs → Ascending
3. Double space and hanging indent – see directions on Page 1.
4. Italicize reference book titles when computer processed. Underline titles when handwritten.
5. Capitalize ONLY the first word in the title, unless words are proper nouns.

**An EXCELLENT APA resource is Concordia <http://library.concordia.ca/help/howto/apa.php>

OR **Search online for “APA Citations”.

OR **Resources on QE web → Library Learning Commons → *****Research Links***** OR Research Help.

NOTE: Website URLs are NOT underlined!

References

Bothwell, R. (2007). Alberta Politics. *World Book online reference center*. Retrieved from

<http://www.worldbookonline.com/wb/Article?id=ar419280>

Cho, S. H. (1999). Karate. *The World Book encyclopedia* (Vol.11, pp. 246-247). Chicago, IL: World Book.

Craufurd-Lewis, M. (2007). Nunavut. *The Canadian encyclopedia online*. Canada: Historica Foundation.

Retrieved from <http://www.thecanadianencyclopedia.com/index.cfm?PgNm=A1ARTA0005849>

Dutta, A. (2001, February 27). Oil sitting comfortably above \$60 a barrel. *Calgary Herald On-line*.

Retrieved from <http://www.canada.com/calgaryherald/news/story.html?id=a9c7-1321&k=51781>

Henderson, M. (2006, December 22). Largest euro-saur found in Spain. *Calgary Herald*, p. A12.

Lamb, A. & Johnson, L. (2003, October). *Bridge building*. Retrieved from 4 2 eXplore Web site:

<http://42explore.com/bridge.htm>

Lane, B. (1998). *Crime & detection*. Toronto, Canada: Stoddart.

Moulton, F. (2006, Spring). Othello: Texts and contexts. *Shakespeare Quarterly*, 57(1), 86. doi: 1897562

Nye, B. (Producer). (1996). *Earthquakes* [Video]. Los Angeles, CA: Disney Educational.

O'Keeffe, G. (Painter). (1931). *Red, white, and blue*, [Image of oil painting]. Retrieved from

<http://www.metmuseum.org/collections/view1.asp?dep=21&item=52%2E203>

Reader's Digest illustrated great world atlas. (1997). Montreal, Canada: Reader's Digest.

Romeo and Juliet [CD-ROM]. (1997). New York, NY: Columbia Productions.

Savage, C. (1999, January/February). Winter's warmest beasts. *Canadian Geographic*, 119, 30-32.

Stouck, D. (2007, February-March). The puck stops here. *The Beaver: Exploring Canada's History*, 87,

12. Retrieved from CPI.Q (Gale) database.

IN TEXT CITATIONS are right in the paragraphs of your writing and show where you got research information. They take the form (author's last name, publication year, page number or paragraph number) and the full reference is given in your reference list.

If a **quotation is less than 40 words**, it is included in the sentence. You "end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence" (American Psychological Association, 2010, p. 171) like this.

If the **quotation appears at the END of the sentence**, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period... OUTSIDE the final parenthesis" (APA, 2010, p. 171).

If the **author's name is given in the sentence**, there is no need to repeat it in the in text citation. Johnston and Cutchins (1988) state that "life is hard for animal babies of all kinds, but for young reptiles, surviving their first year is especially difficult" (p. 36).

- To put two authors in the brackets, you must use the ampersand "&" symbol.
(Johnston & Cutchins, 1988, p. 36)
- For more than 3 authors, you may use the Latin phrase "et al" which means "and the rest"
(Abrams, et al, 1999, p. 345)

For **electronic** sources that have **NO page numbers**:

Use the paragraph number if available, preceded by the paragraph symbol ¶ or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material.

(Myers, 2000, ¶ 5) **OR** (Beutler, 2000, Conclusion section, para. 1)

LONG QUOTES: For a long quote of:

more than forty words, display it in a freestanding block of text and omit the quotation marks.

Start such a block quotation on a new line and indent the block about half inch from the left margin... cite the quoted source...after the final punctuation mark. (APA, 2010, p. 171)

PERSONAL COMMUNICATION

Cite personal communications **ONLY** in the text of paper and **NOT** in the reference list (S. McGowan, personal communication, March 4, 2010). **OR**

Mrs. S. McGowan shows how to cite personal communications (personal communication, March 4, 2010). Use the author's initials with the last name, and give as exact a date as possible.