REFERENCING WITH APA



Why do we reference sources?

Citing your sources is an important part of the Inquiry process, and helps you to:

- sidestep plagiarism
- give credit to authors
- detail the extent of your research
- offer a reading list to people wishing to learn more about your topic

When do I reference?

- When including the words or ideas of others (direct quotations and paraphrases), include a reference
- When including 'common knowledge' -- no need to reference

When do I use direct quotations?

- Whenever you use 3 or more words (in a row) from a source, add quotation marks

How do I format my pages?

- Double-spaced
- 1" margins on all sides (this is the default setting in Google Docs and Microsoft Word)
- Include a header at the top of every page with the page number. New in APA 7: You don't have to include the title of your paper at the top of every page.
- Acceptable fonts include: Times New Roman (12), Calibri (11), Georgia (11)

What does my title page look like?

- Include the following, double-spaced, centered, on separate lines: Title (in bold), Your Name, School, Course Number and Name, Instructor Name, Assignment Due Date

How do I include a parenthetical citation?

- Use author-date sequence for paraphrases: i.e., (Ractliffe, 2026)
- Use author-date-page number sequence for direct quotations from books: i.e. (Ractliffe, 2026, p. 35)

- Use author-date-paragraph number sequence for direct quotations from electronic sources: i.e. (Norris, 2026, para. 5)

How do I make a Reference list?

- Type your list on a separate page with the title References in bold and centered at the top
- Author names should be inverted (i.e. last name first)
- Use initials, followed by a period, for first and middle names
- Arrange your sources alphabetically by the author's last name
- Punctuation is important! Follow each punctuation mark with one space
- Indent every line (except for the first) by five spaces -- this is called HANGING INDENT
- Double space every line
- Hyperlinks may or may not be active – either is fine

Book Sample

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name.

Orwell, G. (1977). *1984.* Signet.

Web Page Sample

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

Pacchioni, G. (2019, September 4). *The Road to Fusion.* Scientific American.

https://www.scientificamerican.com/article/the-road-to-fusion/

Journal Sample

Lastname, F. M. (Year). Title of article. *TItle of Article*. Journal Name. Retrieved Month Day, Year, from

URL

Mobbs, D., Lau, H. C., Jones, O. D., & Frith, C. D. (2007). Law, responsibility, and the brain. Journal of

Criminal Psychology. Retrieved September 28, 2021 from https://link.gale.com/apps/doc/A1659

Youtube Video Sample

Last Name, F. M. (Year, Month Date). *Title of video* [Video]. Streaming Service. URL

BBC (2019, August 10). *The Secrets of Light and Energy* [Video]. Youtube.

https://youtu.be/TvUb_-Nl58M?list=TLPQMDkwNjIwMjCaPAsT4rD-Xg

For more information: See your teacher, teacher librarian, visit OWL Purdue – http://owl.purdue.edu or APA Style – https://apastyle.apa.org/