# THE BUSINESS WRITING FOR RESULTS PROGRAM

Citations Style Guide

How to write persuasive business reports







# Citation styles McMaster University

#### Purpose of this Guide

To provide general citation examples for different types of government publications. For more detailed information see:

Garner, Diane L. <u>The Complete Guide to Citing Government Information Resources: a Manual for Writers & Librarians</u>. Revised edition. Bethesda, MD: Congressional Information Service, 1993. (MILLS Reference Z 7164 .G7G37 1993)

Li, Xia and Nancy B. Crane. . 2nd ed. Medford, N.J.: Information Today, 1996. (MILLS Reference PN 171 .F56L5)

Also consulted in the preparation of this guide was:

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations.6th edition. Chicago: University of Chicago Press, 1996. (MILLS Reference LB 2369 .T8)

#### Composition of Bibliographic Citations

Because of the varied nature of government documents, bibliographic citations are not always straightforward. However, in general, citations should include certain pieces of information so that others can quickly identify the sources. Listed below are the details that should be given if present in the publication at hand. (Not all of these will necessarily be present in the publication). The order in which they are listed is the order in which you would include them in a bibliographic citation.

1. Issuing body (the government body issuing the document).

The name is usually composed in a hierarchy going from the largest to the smallest unit:

**Begin with** a) the political jurisdiction (country, province, municipality or international body)

**Note:** If the name of the country forms part of the government body name, the country at the beginning may be omitted (e.g. Bank of Canada instead of Canada. Bank of Canada)

Follow with b) the government agency (department, legislative body, commission, task force, etc.) e.g. Canada. Health Canada

*Follow with* c) the sub-division within the government agency (division, branch, etc.) e.g. Canada. Health Canada. Health Protection Branch.

#### 2. Title.

In cases where the name of the government body (already given as issuing body) forms part of the title, it may be omitted from the title. (e.g. Report, instead of Report of the Task Force on Broadcasting Policy).

- 3. Personal author or non-government body (e.g. consultants).
- 4. Report title and number.
- 5. Medium type (CD-ROM, microfiche, microfilm, etc.)
- 6. Number of Part or Volume/Issue number.
- 7. Edition.
- 8. Place of Publication, Publisher, and Date

A government agency issuing a document is usually also the publisher of the document. In these cases, the publisher information may be omitted or abbreviated to a phrase such as "The Department." However, if the name of the central government printing office or distribution agency is given (e.g. Queen's Printer, Canadian Government Publishing, or Supply and Services Canada), this may be used in the publisher statement.

**Note:** Use the form of name as it appears on the item. For example, Minister of Supply and Services Canada.

- 9. Series title and number
- 10. Notes (can include: format, catalogue number, microform collection title and number, data format, number of disks, system requirements, software included, system documentation)

#### Format for a Bibliography

(Actual citations will not necessarily include all the elements shown below)

Issuing body. *Title*, Personal Author. (Report number; medium). Edition. Place of publication: Publisher, Date. (Series title, number). (Notes).

#### Example:

Canada. Environment Canada. Canadian Wildlife Service. *The Ecology, Status and Conservation of Marine and Shoreline Birds of the Queen Charlotte Islands*, edited by Kees Vermeer and Ken H. Morgan. Ottawa: Minister of Public Works and Government Services Canada, 1997.

(Occasional Paper No. 93).

#### Format for a Footnote

Issuing body, *Title*, Personal Author. (Report number; medium). Edition. (Place: Publisher, Date. (Series title, number). (Notes)), Page number(s).

#### Example:

Canada. Environment Canada. Canadian Wildlife Service, *The Ecology, Status and Conservation of Marine and Shoreline Birds of the Queen Charlotte Islands*, edited by Kees Vermeer and Ken H. Morgan. (Ottawa: Minister of Public Works and Government Services Canada, 1997. (Occasional Paper No. 93)), 85-102.

**Note:** For Author-date footnote citations, the government body (author), does not need to begin with the name of the country, province/state or municipality unless it is not obvious from the text. An author-date footnote for the example above would therefore appear as:

Canadian Wildlife Service, 1997, 85

#### Basic Format for CD-ROMs and Floppy Disks

Issuing body. *Title* (CD-ROM or Floppy Disk). Edition. Place (if available): Supplier, Date (if available). (Note (optional) physical details, e.g. number of diskettes, system requirements, access software, accompanying documentation, database identifier or number, etc.)

#### Basic Format for the Internet

Issuing body. *Title* (Online). Edition. Place: Supplier, Date (if available). Available: URL or web address [Date accessed].

## Sample Citations - Canadian Government Publications Published Report

Canada. Health Canada. Environmental Risk Assessment and Case Surveillance Division.

Economic Burden of Illness in Canada 1993, by Rachel Moore and others. Ottawa: Minister of Public Works and Government Services Canada, 1997.

#### Chapter in a Document

Coulter, Rebecca Priegert. "An introduction to aspects of the history of public schooling in Ontario, 1840-1990," pp. 1-19. In Ontario. Royal Commission on Learning. For the Love of Learning: Background Papers for the Royal Commission on

Learning, compiled by Nancy Watson, Joyce Scane and George Bedard. Toronto: The Commission, 1995.

#### Census Publication

Canada. Statistics Canada. *A National Overview: Population and Dwelling Counts.*Ottawa: Minister of Industry, 1997. (1996 Census of Canada). (Catalogue no. 93-357).

#### Publication Included in a Microform Collection

Toronto. Community Services. Community Housing Initiatives Section. *State of Homelessness Report 1996/1997: Report on Homeless Initiatives.* (microfiche). Toronto, The Section, 1997. (Microlog 98-05584).

#### Periodical Article

Clark, Warren. "Religious observance, marriage and family," *Canadian Social Trends*, no. 50 (autumn 1998) pp. 2-7.

#### Royal Commission Report (Multivolume)

Canada. Royal Commission on Aboriginal Peoples. *Report.* 5 vols. Ottawa: Minister of Supply and Services Canada, 1996.

#### Separately Titled Volume in a Multivolume Set

Canada. Royal Commission on Aboriginal Peoples. *Report*. Volume 1, *Looking Forward*, *Looking Back*. Ottawa: Minister of Supply and Services Canada, 1996.

#### Municipal Document

Regional Municipality of Hamilton-Wentworth. *Red Hill Watershed Study: Fisheries:*Phase 1, Background Inventory, prepared by C. Portt and Associates. [Hamilton, Ont.]: The Municipality, 1997.

#### Parliamentary

Myers, Lynn. "[Victims" rights]." In Canada. Parliament. House of Commons. *Debates*. 36th Parliament, 1st Session, Vol. 135 (May 26, 1998) pp. 7239-7241. Ottawa: Canadian Government Publishing, 1998.

Canada. Parliament. House of Commons. Standing Committee on Natural Resources. Streamlining Environmental Regulation for Mining: Final Report. Ottawa: Publishing, Public Works and Government Services, Canada, 1996. (Minutes of Proceedings of the Standing Committee ... Issue no. 4, Oct. 24, 1996).

Ontario. Legislative Assembly. *Ninth Report of the Superintendent of Neglected and Dependent Children of Ontario, 1901.* Toronto: L.K. Cameron, 1902. (Sessional Papers 1902, No. 43).

#### Legislative (bills, statutes, etc.)

Canada. Parliament. House of Commons. "An Act Respecting Advertising Services Supplied by Foreign Periodicals Publishers." Bill C-55, 36th Parliament, 1st Session, 1997-98. Ottawa: Public Works and Government Services Canada - Publishing, 1998. (1st Reading, October 8, 1998).

Ontario. Legislative Assembly. "An Act to Revise the Law Related to Social Assistance By Enacting the Ontario Works Act ...." Bill 142, 36th Legislature, 1st Session, 1997. [Toronto]: The Assembly, 1997. (Assented to Nov. 28, 1997).

"Public Service Staff Regulations Act." In *Revised Statutes of Canada*, 1985, Vol. 7, Chapter P-35. Ottawa: Queens Printer for Canada, 1985.

"Tobacco Sales to Young Persons Act." In *Statutes of Canada*, 1993, Chapter 5.

Ottawa: Queens Printer for Canada, 1993.

#### Legal Citations

General Guidelines: Include the following information in the order given:

Title of the case (plaintiff"s name v. defendant)

Volume of the law report

Title of the law report (followed by series number, if present)

Date of the decision

Page number

#### Example:

R. v. Oakes, 26 Dominion Law Reports. (4th) (28 February 1986) pp. 200-230.

Using a legal format, the above case may alternatively be cited as:

R. v. Oakes (1986), 26 D.L.R. (4th) 200.

#### Sample Citations - United Nations Documents

#### Masthead (Formerly Mimeographed) Documents

Masthead comprise perhaps the largest number of documents issued by the United Nations. They are usually printed in limited quantities for UN and other officials and therefore not meant for wide public distribution. However, these and other United Nations documents are available in a commercial collection referred to in the text below as Readex.

#### Format for a Citation in a Bibliography

Name of main U.N. body, session (if one). Subsidiary body, session (if one). *Title* (Document number). day month year of publication. (Document type i.e. Masthead or Mimeo). (Notes,i.e. microform collection note).

#### Examples:

U.N. General Assembly, 52nd Session. *Strengthening the Coordination of Humanitarian and Disaster Relief.*..*Emergency Assistance to the Sudan: Report of the Secretary-General* (A/52/525). 24 October 1997. (Masthead). (1997 Readex microfiche).

U.N. Security Council. *Report of the Secretary-General on the United Nations Iraq-Kuwait Observation Mission* (S/1998/269). 25 March 1998. (Masthead). (1998 Readex microfiche).

U.N. Economic and Social Council. Commission on Human Rights, 52nd Session. *Further Promotion and Encouragement of Human Rights...Human Rights and Mass Exoduses: Report of the Secretary-General* (E/CN.4/1996/42). 8 February 1996. (Masthead). (1996 Readex microfiche).

U.N. Economic and Social Council. Committee on Economic, Social and Cultural Rights, 17<sup>th</sup> Session. *Summary Record of the First Part (Public) of the 41st Meeting*(E/C12/1997/SR.41). 5 February 1998. (Masthead). (1998 Rea dex microfiche).

#### Official Records

The permanent published records of the United Nations main bodies (e.g. General Assembly, Security Council, Economic and Social Council), they comprise three main types of documents: meeting records, annexes and supplements.

#### Format for a Citation in a Bibliography

Name of main U.N. body, session number or year (if one). Subsidiary body and session (if one).

*Title and meeting number* (if one), meeting date (if one) (document number). Document type, i.e. Official Record. Place and date of publication (if given). (Notes, e.g. microform collection note)

#### Examples:

U.N. General Assembly, 52nd Session. [Provisional Verbatim Record], 83rd Plenary Meeting, 27 April 1998 (A/52/PV.83). Official Record. (1998 Readex microfiche).

U.N. General Assembly, 52nd Session, First Committee. [Provisional Verbatim Record], 3rd Meeting, 13 October 1997 (A/C.1/52/PV/3). Official Record. (1997 Readex microfiche).

U.N. Economic and Social Council. Commission on the Status of Women, 42nd Session. *Report on the Forty-second Session (2-13 March 1998)* Supp. No.7 (E/1998/27). Official Record. New York, 1998.

#### Resolutions

U.N. resolutions may appear either as separate masthead/mimeographed documents or in published form in the Official Records. Examples of each are given below.

**Note:** Resolutions may not always have an actual title. If there is no title, make up a descriptive title and enclose it in square brackets.

#### Masthead Document

U.N. Security Council, 3413th Meeting. "Resolution 940 (1994) [On the Question Concerning Haiti]" (S/RES/940). 31 July 1994. (Masthead). (1994 Readex microfiche).

#### Official Record

U.N. Security Council, 49th Year. "Resolution 940 [On the Question Concerning Haiti]" 31 July 1994, pp. 51-52. In *Resolutions and Decisions of the Security Council 1994* (S/INF/50). Official Record. New York, 1996.

#### Sample Citations - Electronic Formats

Some citation details are unique to electronic formats e.g. the date the source was accessed must be included since the information on the Internet is often subject to change. The date gives a reference to the document at a particular point in time.

As far as possible, use the information found in the source itself. If the information cannot be found in the CD-ROM or floppy disk, use other means, such as printed documentation or the library catalogue for details.

#### Examples:

#### Complete work on CD-ROM

World Bank. *World Development Indicators 1998* (CD-ROM). Washington, DC: International Bank for Reconstruction and Development/The World Bank, 1998. (Win \*STARS version 4.01). **Part of a Work on CD-ROM** 

Thomas, Jake. "Recital of the Great Law of the Iroquois Confederacy." Available on: For Seven Generations: an Information Legacy of the Royal Commission on Aboriginal People (CD-ROM).

Public Consultations/Public Hearings/Akwesasne, ONT 93-05-03. Ottawa: Libraxus, 1997. **United Nations Document** 

U.N. General Assembly, 52nd Session. "50th Plenary Meeting (A/52/PV.50)." 20 November 1997.

Available on: *Index to United Nations Documents* (1990-1998) (CD-ROM). [Newsbank/Readex, 1998].

#### Examples:

#### Complete Work

Canada. Human Resources Development Canada. *Post-TAGS Review Report*(Online). [Ottawa], 1998. Available: http://www.hrdc-drhc.gc.ca/hrib/tags/lm489/toc1.shtml [Dec. 20,1998].

#### Part of a Work

Canada. Statistics Canada. "Census families in private households by family structure, showing number of families...." In 1996 Census. Nation Tables - Families (Part 1: Number Type and Structure - 20% Data) (Online). Statistics Canada, 1998. Available: http://www.statcan.ca/english/census96/oct14/fam1.htm [Jan. 5, 1999].

#### Parliamentary Debates

Harris, Michael D. "Employment insurance." In Ontario. Legislative Assembly. Legislative Debates (Hansard). 36th Parl., 2nd Sess. (October 6, 1998) (Online) Available: http://www.ontla.on.ca/hansard/hansardindex.htm [Jan. 6, 1999].

#### **United Nations Document**

U.N. General Assembly, 53rd Session. "Resolution 4 (1998) Necessity of Ending the Economic, Commercial and Financial Embargo Imposed by the United States of America Against Cuba" (A/RES/53/4). 22 October 1998. (Online) Available: http://www.un.org/Depts/dhl/resfiles/a53r004.pdf [Jan. 8, 1999].

#### Statistics Canada

Statistics Canada. "Household Internet Use Survey" (Matrix #4432, D380002) Available: CANSIM II (March 1, 2003)

Natural Resources Canada, Geo Access Division. "Principal Values, elevation and area, the provinces and territories" in: *Canadian Statistics: Geography* (Online)

Available: http://www.statcan.ca/english/Pgdb/phys05.htm

Statistics Canada. "Education in Canada" (81-229-XIB) 2000 (PDF-1289K)

Available: Statistics Canada downloadable (March 7, 2003)

Source: McMaster University

#### Concordia University

#### APA citation style

#### Introduction

This guide provides a basic introduction to the APA citation style. It is based on the <u>6th</u> <u>edition of the Publication Manual of the American Psychological Association</u> published in 2010 (2009). Copies of the manual are available at the Vanier and Webster Libraries' Reference Desks, Reference Collections and on 3-hour Reserve. The call number for the manual is *BF 76.7 A46 2010*.

The *Publication Manual* is generally used for academic writing in the social sciences. The manual itself covers many aspects of research writing including selecting a topic, evaluating sources, taking notes, plagiarism, the mechanics of writing, the format of the research paper as well as the way to cite sources.

Another useful resource is the *APA Style Guide to Electronic References* (restricted to Concordia users).

This guide provides basic explanations and examples for the most common types of citations used by students. For additional information and examples, refer to the *Publication Manual*.

#### In-text citations - overview

When using your own words to refer indirectly to another author's work, you must identify the original source. A complete reference must appear in the Reference List at the end of your paper.

Further examples and explanations are available in Sections 6.05, 6.11-6.21 and Chapter 7 of the *Publication Manual*.

#### Authors

#### One author

• In most cases, providing the author's last name and the publication year are sufficient:

Smith (1997) compared reaction times...

Within a paragraph, you need not include the year in subsequent references.

Smith (1997) compared reaction times. Smith also found that...

#### Two authors

• If there are two authors, include the last name of each and the publication year:

...as James and Ryerson (1999) demonstrated...

...as has been shown (James & Ryerson, 1999)...

#### 3 - 5 authors

• If there are three to five authors, cite all authors the first time; in subsequent citations, include only the last name of the first author followed by "et al." and the year:

Williams, Jones, Smith, Bradner, and Torrington (1983) found... Williams et al. (1983) also noticed that...

#### Corporate authors

 The names of groups that serve as authors (e.g. corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. If it will not cause confusion for the reader, names may be abbreviated thereafter:

First citation: (National Institute of Mental Health [NIMH], 1999) Subsequent citations: (NIMH, 1999)

#### Citing specific parts (pages, sections, & paragraphs)

• To cite a specific part of a source, indicate the page, chapter, figure, table or equation at the appropriate point in the text:

```
(Czapiewski & Ruby, 1995, p. 10)
(Wilmarth, 1980, Chapter 3)
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• For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the ¶ symbol or abbreviation para. If neither is visible, cite the heading and the number of the paragraph following it to direct the reader to the quoted material.

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

• For electronic sources such as Web pages, provide a reference to the author, the year and the page number (if it is a PDF document), the paragraph number if visible or a heading followed by the paragraph number.

"The current system of managed care and the current approach to defining empirically supported treatments are shortsighted" (Beutler, 2000, Conclusion section,  $\P$  1)

#### Indirect citations

 When citing a work which is discussed in another work, include the original author's name in an explanatory sentence, and then include the source you actually consulted in your parenthetical reference and in your reference list.
 Smith argued that...(as cited in Andrews, 2007)

#### Quotations

#### Direct quotations of sources

Direct quotations allow you to acknowledge a source within your text by providing a reference to exactly where in that source you found the information. The reader can then follow up on the complete reference in the Reference List page at the end of your paper.

#### Short direct quotations

 Quotations of less than 40 words should be incorporated in the text and enclosed with double quotation marks. Provide the author, publication year and a page number. She stated, "The 'placebo effect,' ...disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but he did not clarify which behaviors were studied.

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner" (p. 276).

#### Long direct quotations

 When making a quotation of more than 40 words, use a free-standing "block quotation" on a new line, indented five spaces and omit quotation marks.
 Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited, even when reel [sic] drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect. (p. 276)

Further examples and explanations are available in Section 6.03 of the *Publication Manual*.

#### Reference list - overview

The alphabetical list of references that appears at the end of your paper contains more information about all of the sources you have used allowing readers to refer to them, as needed. The main characteristics are:

- The list of references must be on a new page at the end of your text
- The word References should be centered at the top of the page
- Entries are arranged alphabetically by the author's last name or by the title if there is no author
- Titles of larger works (i.e. books, journals, encyclopedias) are italicized
- Entries are double-spaced (for the purposes of this handout, single-spacing is used)
- For each entry, the first line is typed flush with the left margin. Additional lines are indented as a group a few spaces to the right of the left margin (hanging indent)
   Below are some examples of the most common types of sources including online sources (Web and databases).

#### Books

#### Book with one author

Bernstein, T. M. (1965). The careful writer: A modern guide to English usage(2nd ed.). New York, NY: Atheneum.

#### Flectronic book

Replace place and publisher information with the DOI.

Anderson, C.A., Gentile, D.A., & Buckley, K.E. (2007). Violent video game effects on children and adolescents: Theory, research and public policy.doi:10.1093/acprof:oso/9780195309836.001.0001

#### Work with two authors

Beck, C. A. J., & Sales, B. D. (2001). Family mediation: Facts, myths, and future prospects. Washington, DC: American Psychological Association.

#### Two or more works by the same author

• Arrange by the year of publication, the earliest first.

Postman, N. (1979). Teaching as a conserving activity. New York, NY: Delacorte Press.

Postman, N. (1985). Amusing ourselves to death: Public discourse in the age of show business. New York, NY: Viking.

• If works by the same author are published in the same year, arrange alphabetically by title and add a letter after the year as indicated below.

McLuhan, M. (1970a). Culture is our business. New York, NY: McGraw-Hill. McLuhan, M. (1970b). From cliché to archetype. New York, NY: Viking Press.

#### Book by a corporate author

 Associations, corporations, agencies, government departments and organizations are considered authors when there is no single author

American Psychological Association. (1972). Ethical standards of psychologists. Washington, DC: American Psychological Association.

#### Anthologies, Coursepacks, & Encyclopedias

#### Anthology or compilation

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). Children of color: Psychological interventions with minority youth. San Francisco, CA: Jossey-Bass.

#### Work in an anthology or an essay in a book

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III, & F. I. M. Craik (Eds.), Varieties of memory & consciousness (pp. 309-330). Hillsdale, NJ: Erlbaum.

#### Work in a coursepack

Goleman, D. (2009). What makes a leader? In D. Demers (Ed.), AHSC 230: Interpersonal communication and relationships (pp. 47-56). Montreal, Canada: Concordia University Bookstore. (Reprinted from Harvard Business Review, 76(6), pp.93-102, 1998).

#### Work in a dictionary

Indicate whether you are citing a noun, verb, adjective, etc., if there are multiple types of the word. The in-text citation would be (Protest, 1971).
 Protest, v. (1971). Compact edition of the Oxford English dictionary (Vol. 2, p. 2335).
 Oxford: Oxford University Press.

#### Article in a reference book or an entry in an encyclopedia

• If the article/entry is signed, include the author's name; if unsigned, begin with the title of the entry

Guignon, C. B. (1998). Existentialism. In E. Craig (Ed.), Routledge encyclopedia of philosophy (Vol. 3, pp. 493-502). London, England: Routledge.

#### Articles

Article in a journal - for electronic articles retrieved online, <u>see below</u>

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. Psychological Bulletin, 126, 910-924.

• Note: List only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then list the issue number as well.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. Consulting Psychology Journal: Practice and Research, 45(2), 10-36.

#### Article in a newspaper or magazine

Semenak, S. (1995, December 28). Feeling right at home: Government residence eschews traditional rules. Montreal Gazette, p. A4.

Driedger, S. D. (1998, April 20). After divorce. Maclean's, 111(16), 38-43.

#### Article from an electronic source

- Provide the same information as you would for a printed journal article and add a retrieval statement that will identify the source of this information.
- In general, it is not necessary to include database information (APA, 2010, p. 192).
- You can identify your source by including **ONE** of the following:

#### 1. DOI (digital object identifier)

A DOI is an alphanumeric string used to identify journal articles and other documents published electronically. Always include the DOI when it is available instead of the URL or the database name. It is often found with the bibliographic information, such as the journal title and volume. It may also be included at the top or bottom of the first page of the article. Try searching for the DOI of an article at <a href="CrossRef.org">CrossRef.org</a>

Zhao, S., Grasmuck, S., & Martin, J. (2008). Identity construction on Facebook: Digital empowerment in anchored relationships. *Computers in Human Behavior,* 24(5), 1816-1836. doi:10.1016/j.chb.2008.02.012

More information on <u>how to find a DOI and create permanent links to online</u> articles is available.

#### 2. URL for an online periodical

If there is no DOI for an article found in an online periodical, include the URL for the journal home page.

Cooper, A., & Humphreys, K. (2008). The uncertainty is killing me: Self-triage decision making and information availability. *E-Journal of Applied Psychology, 4*(1). Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap/

**NOTE:** For more information about electronic sources, please refer to the *APA style guide to electronic references* (restricted to Concordia users)

#### Multimedia

#### Television or radio program

MacIntyre, L. (Reporter). (2002, January 23). Scandal of the Century [Television series episode]. In H. Cashore (Producer), The fifth estate. Toronto, Canada: Canadian Broadcasting Corporation.

#### Film, videorecording or DVD

Kubrick, S. (Director). (1980). The Shining [Motion picture]. United States: Warner Brothers.

### YouTube videos (For more information see the <u>APA Style Blog</u>) With author's name and screen name

Apsolon, M. [markapsolon]. (2011, September 9). Real ghost girl caught on Video Tape 14 [Video file]. Retrieved from http://www.youtube.com/watch?v=6nyGCbxD848

#### With only screen name

Bellofolletti. (2009, April 8). Ghost caught on surveillance camera [Video file]. Retrieved from http://www.youtube.com/watch?v = Dq1ms2JhYBl&feature=related

#### Online Lecture Notes and Presentation Slides (such as Moodle)

Cress, C. M. (2009). Curricular strategies for student success and engaged learning [PowerPoint slides]. Retrieved from http://www.vtcampuscompact.org/2009/TCL\_post/presenter\_powerpoints/Christine%20 Cress%20-%20Curricular%20Strategies.ppt

#### Web pages

**NOTE**: For more information about electronic sources, please refer to the <u>APA style</u> <u>guide to electronic references</u> (restricted to Concordia users)
Web pages & non-periodical documents on the Internet

- Include the author, title of the document, and if available, always include the date
  the material was updated or posted online. If the page may be changed or moved,
  include the date of retrieval. Include the URL of the document cited.
- If there is no author, place the title in the author position.

- If there is no date, replace the date with (n.d.) to signify that there is no date for the material.
- Add a description of the source in square brackets after the title, if this is necessary to clarify the type of source e.g. [Bibliography] [PowerPoint slides] [Multimedia presentation]

Library and Archives Canada. (2008). Celebrating women's achievements: Women artists in Canada. Retrieved from http://www.collectionscanada.gc.ca/women/002026-500-e.html

• If the source material is likely to change over time (e.g. wikis), include the retrieval date.

Geography of Canada. (2009, September 29). In Wikipedia, the free encyclopedia. Retrieved September 30, 2009, from http://en.wikipedia.org/wiki/Geography\_of\_Canada

Further examples and explanations are available in sections 6.22-6.26 (basic rules), sections 6.31-6.32 (electronic sources) and chapter 7 (examples and more information) of the *Publication Manual of the American Psychological Association*.

#### Patents

Garner, F. D. (1991). U.S. Patent No. 05058369. Alexandria, VA: U.S. Patent and Trademark Office.

**Note:** The in-text citation for the above patent would be: (U.S. Patent No. 05058369, 1991)

Source: Concordia University