

Common Citation & Reference Resource Types

APA @Conestoga 7th Edition updated February 2023

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Citation (in-text)

- Occurs in the body of your work. Must be included each time you use other people's / companies' ideas. Occurs at the end of a quoted or paraphrased sentence.
- If quoting >40 words long, add after quotation's final punctuation.
- For paraphrasing, add after first paraphrased sentence and if it is clear that the material is from the same source, it is not needed again.

Template (most common)

(Author Last Name, Year, p. / para. #).

Examples:

Single Author: (Khan, 2018, p. 4).

Two Authors: (Islahi & Petrov, 2019, p. 201).

Corporate Author (often found on a Website): (Conestoga College, n.d., para. 6).

Dictionary: (Miriam-Webster, n.d.. p.).

Reference

Occurs at the end of your paper / presentation. Listed in alphabetical order by author's last name. Key formatting feature is a hanging indent and double spacing. Now use sentence case, not title case.

Template (most common)

Author, A. (Year). Title of article. *Title of Journal*, volume (issue), #-#. DOI **OR** URL

- If there is no Date of Issue (DOI) treat it as a print article and don't include a retrieval statement.

Resource Type: Website

Template In-Text Citation:

(Author Last Name, Year, p. / para. #).

Example:

(Givetash, 2012, para. 5).

Reference Template

Author, A. (Year). *Title of web document*. URL

Example:

Chignall, N. (2018, March 28). *Outdoor play and child development*.

<https://www.tis.edu.mo/vision/outdoor-play-and-child-development/>

Resource Type: Personal Interview, Emails, Texts, Speeches, Conversations

Personal communication citations only occur in the body of a work; they don't go in the Reference section.

Template In-Text Citation

Title of Interview/Document. (Person interviewed First Initial, Last Name, personal communication, month, day, year, of interview).

Example:

"The company gives new employees a 12-day training session." (C. Blucher, personal communication, July 1, 2020).

Resource Type: Journal Article

Template In-Text Citation:

(Author Last Name, Year, p. / para. #).

Example:

(Givetash, 2012, para. 5).

Reference Template Reference:

Author, A. (Year). Title of article. *Title of Journal*, volume (issue), #-#. DOI **OR** URL

- If there is no Date of Issue (DOI) treat it as a print article and don't include a retrieval statement.

Example:

Banerje, D., Chakraborty, S. K., & Bhattacharyya, S. (2008). Modeling of road traffic noise in the industrial town of Asansol, India. *Transportation Research: Part D*, 13(8), 539-541. doi10.1016/j.trd.2008.09.008

Resource Type: Online Newspapers

Template In-Text Citation:

(Author Last Name, Year, p. / para. #).

Example:

(Givetash, 2012, para. 5).

Reference Template:

Author, A. (Year, Month, Day). Title of web document. *Publication Name*. URL

Example:

Givetash, L. (2012, June 28). CIGI campus wins architectural award. *The Record*.

<https://www.therecord.com/news-story/2605630-cigi-campus-wins-architectural-award/>

Resource Type: YouTube Video or News Story – Television or Radio

(this would also work for a video found on any news station, example, CBC, CTV, BBC; if this was from a radio broadcast, you would just change [Video file] to [Audio file]):

Template In-Text Citation:

(Organization Name, Year, Time stamp).

Example:

(BBC News, 2020, 1:30).

Note: the 1:30 is the time stamp for when the quote of the narrator of the video first starts talking

Reference Template:

Organization (Year, Month, Day). Title of web story. *News Outlet/Organization Name*. URL

Example:

BBC News. (2020, May 22). Coronavirus: South Africa's alcohol and cigarette lockdown. *BBC News* [Video file]. <https://www.youtube.com/watch?v=iQ9j6jgO5tw>

Resource Type: Blog Post

Template In-Text Citation:

(Author Last Name, Year, Pg./para.).

Example:

(Givetash, 2012, para. 5).

Reference Template:

Author Last Name, Author First Initial. (Year, Month Day) Title of the blog post. *Title of blog*. URL

Example:

Givetash, L. (2012, June 28). Cigi wins architectural award. *News on Campus*.
<https://www.therecord.com/news-story/2605630-cigi-campus-wins-architectural-award/>

Resource Type: Class Material

Template In-Text Citation:

(Author Last Name, Year. Pg./para.).

Example:

(Degan, D. 2021, pg. 22).

Reference Template:

Author Last Name, Author First Initial. (Year, Month Day) *Title of presentation or lecture, presentation slides or lecture notes*. URL

Example:

Degan, D. (2021, June 9). *Public Relations: Situational Analysis*.
<https://conestoga.desire2learn.com/d2l/le/content/465890/viewContent/9724130/View>