

Reference List: Basic Rules

The reference list should appear at the end of your paper:

- New sheet of paper separate from the text of the essay
- Title it “References” centred at the top of the page (don’t bold, underline, or use quotation marks)
- The Reference list is double-spaced like the rest of your essay
- All lines after the first line in each entry should be indented by one-half inch from the margin
- Author’s names are inverted (last name first)
- Arrange entries in alphabetical order by author’s last name
- Do not list sources that you did not use in your paper

For complete citation information go to the TAS Library Link. Select Research Help and then select Owl Purdue.
<http://tass.kprdsb.ca>

Reference Guide Examples

1) Book

Last Name, F. (Year Published). *Book Title*. Publisher city: Publisher Name.

Brown, D. (2004). *The DaVinci Code*. New York: Scholastic.

2) Articles from a Magazine

Last Name, F. (Publication Date). Article Title. *Magazine Name, Volume Number, Page numbers*.

Smith, J. (2009 January 21). Obama Inaugurated as President, *Time, 171, 21-23*.

3) Article from a Newspaper

Last Name, F. (Publication date). Article Title. *Newspaper name, Page Numbers*.

Smith, J. (2009, February 2). Steelers Win Super Bowl XLIII. *Pittsburgh Post-Gazette, pp. A4-A6*.

4) Article from a Website

Last Name, F. (Publication Date) “Page Title.” Website Title. Date Accessed, from Web Address

Smith, J. (2009, January 21). “Obama Inaugurated As President”. CNN.com. Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html

**A SIMPLIFIED VERSION OF
“EVERYTHING YOU WANTED TO
KNOW ABOUT APA, BUT WERE
AFRAID IT WOULD TAKE UP YOUR
ENTIRE WEEKEND...”**



APA stands for American Psychological Association. APA provides a method for source documentation that is used in most social science courses.

First and foremost: ALWAYS follow your teacher’s instructions.

General Format

- One inch margins on all sides
- Recommended font is 12 point Times New Roman
- Double-space
- Create a page header for page numbers flush right
- Create a page header for the title of your paper flush left, in all capital letters

Title Page

Should include:

- The title of your paper in upper and lower case in the centre of your paper
- The author's name beneath the title; First name, middle initial, and last name
- The page header (flush left) and page number (flush right)
- The page header on the title page should look like this:

Running head: TITLE OF YOUR PAPER

Pages after the title page don't need "running head" before the title of your paper

Why Cite?

You must cite your sources in order to:

- Lend authority and credibility to your work
- Allow readers to cross reference your source
- Acknowledge your academic debts
- Avoid plagiarism

When to Cite

A source must be cited within your paper when you:

- ⇒ Quote material word-for-word
- ⇒ Reword or paraphrase information
- ⇒ Include statistics or findings from a survey or study
- ⇒ Incorporate facts, ideas or opinions that are *not* common knowledge

In-Text Citations

In the body of your text, you acknowledge your cited material with the author's last name and the year of publication. The surname of your author and the year of publication are inserted in the text at the appropriate point, usually in a natural pause in the sentence, as close as possible to the cited information (e.g. at the comma, after the quotation, or at the end of the sentence). All sources that are cited should appear in the reference list at the end of the paper.

Paraphrase Example:

Plagiarism in student writing is often due to not reading the TAS pamphlet and following the rules (Hipkin, 2015)

Using Quotations

It is not common to use direct quotations in Science and Social Science classes like Anthropology. Use your own words, but still site the idea you have used.

Students often have difficulty using APA style, especially when it was their first time (Jones, 1998).

If the author is not named in the resource, use, N.A. to indicate No Author, then the year of publication.

APA is a style of referencing using in Science and Social Science classes (N.A., 2007).

