

Library Website: <https://magglib.weebly.com/>

Citation – APA 7

There are *two parts* to citing sources properly.

1. **In-text citations** throughout the body of your paper when using direct quotes or paraphrasing someone else's work. Put the citation information in brackets directly after the quote or paraphrase.

APA 7 - (author's last name, date) or (author, date, p.page number)

2. A **Reference** list at the end of your paper on its own page (the list must be in *alphabetical order with hanging indentation and double-spaced*). The title is called References and it is centred on the top of the page.

Important Reminders

- When citing books or webpages, only capitalize the first letter of title and subtitle, and any proper nouns.
- Do not put a period after the URL in a reference entry.
- A **reference list** must be included at the end of your paper on its own page. The title References is to be centered on the page (do not underline the heading or use quotation marks). **The reference list should be in alphabetical order and double-spaced.** Begin all entries at the left margin with extra lines indented ½ inch. This is called a **hanging indentation**.
- Use 12-point Times New Roman or 11-point Calibri or 11-point Arial with normal 1-inch margins on 8.5x11 page.

Creating APA Reference Entries – Main Elements

AUTHOR	Who wrote the information?	Writer, editor, group author, organization
DATE	When was the information published?	Year of publication or the date of an update for a webpage
TITLE	What is the title of the work?	Article title, book title, graph title, etc.
SOURCE	Where did you find the information?	Publisher of a book, URL for an online work URL (Uniform Resource Locator)

Examples of How to Create APA 7 Reference Entries

Source: Book

Last name of author, First name initial(s). (year). *Book title*. Publisher.

Example

Slater, D. (2017). *The 57 Bus*. Farrar Straus Giroux.

Source: Webpage with date and author known

Last name of author, First name initial(s). (Year, Month date of publication). *Article title*. URL

Example

Trudel, L.E. (2019, February 25). *What can ministries of education and school district leaders do to improve inclusive education?* Inclusive Education Canada.

<https://inclusiveeducation.ca/2019/02/25/what-can-ministries-of-education-and-school-district-leaders-do-to-improve-inclusive-education/>

Source: Webpage with known author and no date

Example

McRae, M. (n.d.). *Five women all Canadians should know*. Canadian Museum for Human Rights. Retrieved January 4, 2023, from <https://humanrights.ca/story/five-women-all-canadians-should-know>

Source: Digital Image

Photographer's last name, First initial(s). (Photographer). (Year, Month date). Title of the photo. [Digital Image]. URL

Example

Chung, M. (Photographer). (n.d.). *Jaime Black in front of The REDress Project in the Canadian Journeys gallery at the Museum*. [Digital Image]. Retrieved January 4, 2023, from <https://humanrights.ca/story/five-women-all-canadians-should-know>

APA Citation Guide on Maggie’s Library Website:

https://magglib.weebly.com/uploads/2/5/0/6/25064972/2021_apa_7th_edition_citation_quick_guide.pdf

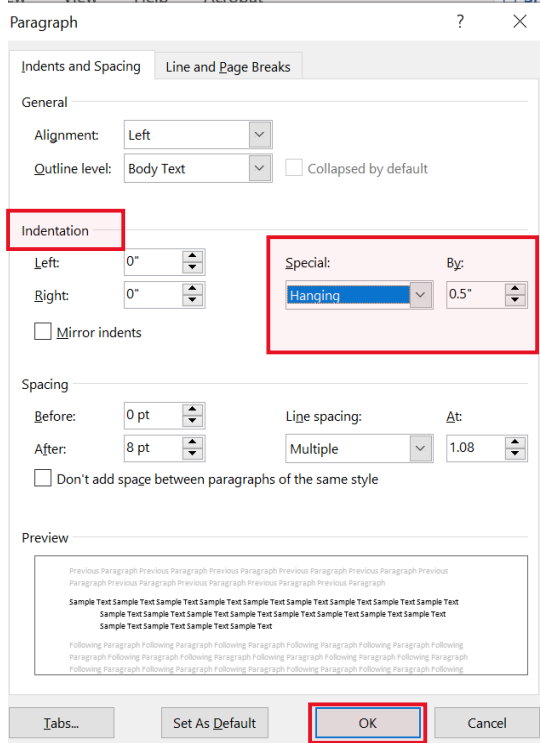
Citation Machine may also help you create a reference entry:

<https://www.citationmachine.net/apa>

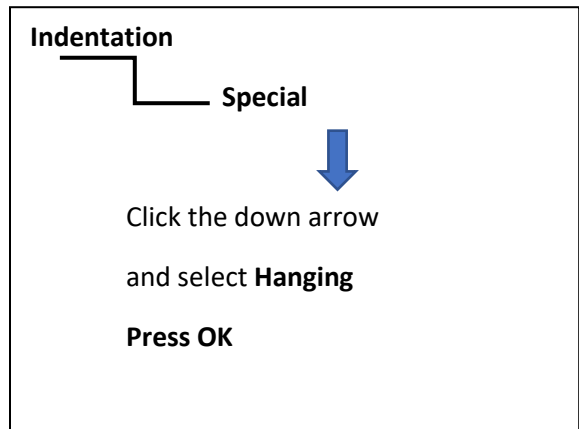
How to format the hanging indentation on Microsoft Word:



Line and Paragraph Spacing: Click the down arrow and select Line Spacing



***Remember to highlight all the reference entries first**



Steps to format hanging indentation on **Google Docs**: **Format** ➡ **Align & Indent** ➡

➡ **Indentation Options** – **Special Indent** – select **Hanging (0.5 inches)** – Press **APPLY**

References

- Chueng, M. (Photographer). (n.d.). *Jaime Black in front of The REDress Project in the Canadian Journeys gallery at the Museum*. [Digital Image]. Retrieved January 4, 2023, from <https://humanrights.ca/story/five-women-all-canadians-should-know>
- McRae, M. (n.d.). *Five women all Canadians should know*. Canadian Museum for Human Rights. Retrieved January 4, 2023, from <https://humanrights.ca/story/five-women-all-canadians-should-know>
- Slater, D. (2017). *The 57 Bus*. Farrar Straus Giroux.
- Trudel, L.E. (2019, February 25). *What can ministries of education and school district leaders do to improve inclusive education?* Inclusive Education Canada. <https://inclusiveeducation.ca/2019/02/25/what-can-ministries-of-education-and-school-district-leaders-do-to-improve-inclusive-education/>