

e. Either numerals or words can be used in:

- Fractions: If fractions are greater than one, use numerals. If they are less than one, spell them out. (1 ½, 2 ¾; two-thirds, nine-tenths)
- Dates (January 23, 2009; the twenty-third of January, 2009)
- Time of day (6:00 A.M., 5:30 P.M., 12:02; six o'clock, five-thirty, half past five)

f. Combinations of numerals and words may be for:

- Very large numbers (66 hundred, 7 thousand, 203 million, 1 billion, 5 dozen)
- Expressing back-to-back modifiers (2 two-way interactions; ten 7-point scales)

10. Quotations

Quotations can be effective if used sparingly. Relying too heavily on another person's words, will cause your writing to lack flow and rely on the interpretations and ideas of others. Try to paraphrase (summarize) your sources' ideas as much as possible and integrate them into your own opinions/arguments.

Short quotations

Quotations shorter than 40 words should be incorporated into the text and enclosed by double quotations marks (" ").

Example:

Holmvall and Bobocel (2008) suggest that self-identity also plays a role:
"the impact of procedural fairness on people's reactions to unfavourable outcomes depends both on the strength of people's self-identities as well as on their cognitive accessibility" (p. 164).

In short quotations the punctuation comes *after* the parentheses.

Long quotations

For quotations of 40 words or more, all lines (not just the first line) of the quotation should be indented, and quotations marks should not be used. For long quotations, the punctuation is placed *before* the parentheses.

Example:

Galinsky, Maddux, Gilin, and White (2008) suggest a reason for this link:
Given that understanding one's opponent is valuable for success in competitive interactions, it seems likely that individual characteristics associated with such understanding would prove advantageous. In this vein, two related but distinct social competencies — perspective taking and empathy — have been shown to motivate social understanding across a variety of contexts. (p. 378)

In long quotations the punctuation comes *before* the parentheses.

Introducing quotations

Remember to introduce the quotation by incorporating it in the text of your paper. Do not leave a quotation as a complete sentence standing on its own.

Example quotation not properly introduced:

Unions must advance with a female perspective and pay attention to matters that women raise. “Union membership means better pay, benefits, and pensions. It means having someone in your corner, bringing fairness and balance to the workplace” (Canadian Labour Congress, 2005, para. 3).

The quotation is included as a separate sentence with no connection to the author’s topic. It is not clear how this quotation fits with the author’s point.

Example quotation properly introduced:

According to the Canadian Labour Congress (2005), “union membership means better pay, benefits, and pensions. It means having someone in your corner, bringing fairness and balance to the workplace” (para. 3).

11. Paraphrasing

Paraphrased ideas allow you to incorporate someone else’s ideas or arguments in your paper without using the original wording. These sections are integrated into your own writing, but they must still be cited appropriately (i.e., include author’s last name, year, and page number from which you obtained the information).

Do not include page number in your reference if you are citing an author’s entire work (i.e., the overall argument of an article or book), but if you are citing information from a specific page or pages, then you should include this information.

Example:

Fear of stigma is believed to impact whether or not an individual with a mental illness will seek help (Komiti, Judd, & Jackson, 2006).

12. Tables

Tables provide an efficient way to present large amounts of data in a condensed format. Tables should be reserved for important data directly related to the content of your paper and for simplifying text that would otherwise be too dense with numbers.

If you include a table in your paper, you do not need to repeat the same information in your text. Simply choose one method of presenting the information—whichever you think will be clearer for the reader to understand. However, you should highlight important information found in the table within the text of your paper to explain the significance.

In your paper, refer to tables by number (e.g., Table 5) instead of “in the table above”.

Tables should contain the following information:

- **Table number:** Number all tables in the order in which they are first mentioned in the text.
- **Title:** Each table should contain a brief and explanatory title at the top.
- **Headings:** Each column should contain a short heading that does not make the column wider than necessary.

- **Notes:** Tables can contain three kinds of notes:
 - **General** notes provide information about the table and begin with the word *Note* (italicized) followed by a period. General notes include the source of the table if you did not create it.
 - **Specific** notes refer to a particular column, row, or individual entry and are indicated by superscript lowercase letters.
 - **Probability** notes indicate the results of tests of significance.

Example of a correlation table:

Table 1

Intercorrelations Between Subscales of the Big Five Measure

Subscale	1	2	3	4	5
1. Extraversion	(.92)	.77*	.67*	.54*	-.45*
2. Openness		(.94)	.65*	.67*	-.37
3. Agreeableness			(.89)	.71*	-.51*
4. Conscientiousness				(.93)	.31
5. Neuroticism					(.92)

Note. Alpha values are indicated in parentheses on the diagonal.

* $p < .05$

13. Citing Tables

To **cite** tables from another source include a note below your table providing the reader with proper citation information.

When using a table from another source exactly as it is found in that source, include the words “Reprinted from” to indicate that the table is identical to the original. Use the term “Adapted from” if you have modified it in any way.

Example of a table adapted from another source

Table 2

Indebtedness and the Rise in Bankruptcies

When you are citing a table, the main words in the title should be capitalized.

	Debt-to-income ratio	Bankruptcies ratio	Predicted rise in the bankruptcies ratio
1975 Q1	1.80	0.037	
1999 Q1	4.11	0.104	
Percentage change	128%	181%	210%

Note. Estimated elasticity of bankruptcies ratio with respect to debt-to-income ratio: 1.64. Adapted from “Macroeconomic Determinants of Personal Bankruptcies,” by I. Hussain, 2006, *Managerial Finance*, 28, p. 26.

Example of a table reprinted from another source

Table 1.

Correlation of Number of Mock-Witness Choices as a Function of Witness Race (Source of Description) and Mock Witness Race (Experiment 1 Blacks and Whites)

Line race*	Race of mock witness/description				
Black and White lineups	B/B	B/W	W/B	W/W	
	B/B	-	0.73	0.63	0.57
	B/W	-	-	0.58	0.62
	W/W	-	-	-	0.55
Black only**	B/B				
	B/B	-	0.60	0.44	0.03
	B/W	-	-	0.36	0.11
	W/W	-	-	-	0.22
White only**	B/B				
	B/B	-	0.79	0.73	0.86
	B/W	-	-	0.70	0.90
	W/W	-	-	-	0.75

The words "Reprinted from" are used when you are completely copying a table from a source. All major words are capitalized when citing table sources.

Note. Reprinted from "Does Race Influence Measures of Lineup Fairness?" by R. C. L. Lindsay, D. F. Ross, S. M. Smith, and S. Flanigan, 1999, *Applied Cognitive Psychology*, 13, p. S114.

* $p < 0.05$ if $r \geq 0.28$.

** $p < 0.05$ if $r \geq 0.40$.

14. Figures

Although figures usually require the reader to estimate values, they allow for a quick glance at an overall pattern of results and are useful for depicting interactions between variables. Figures include graphs, charts, and images, and they should be simple, clear, and easy to understand.

All figures should meet the following requirements:

- Font size for all parts of the figure should be between 8 and 14 points
- Include a legend to explain any symbols used
- Figures do not include a title. However, include a brief but descriptive caption, because the caption acts as both an explanation and a title.

To point the reader to a figure, refer to it by its number (Figure 5) instead of writing "the figure above."

Example:

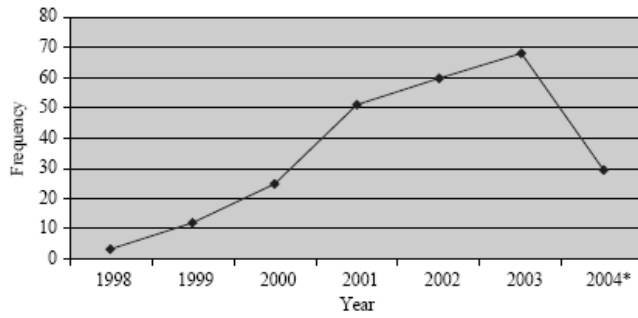


Figure 1. Depiction of first-time use of reverse auctions over time.
Reprinted from “Diffusion of Online Reverse Auctions for B2B Procurement: an Exploratory Study,” by T. Schoenner, 2008, *International Journal of Operations and Production Management*, 28, p. 267.

Remember that figures and tables should each be **numbered chronologically** but separately (e.g. Table 1, Table 2, **Figure 1**, Table 3, etc.).

DOCUMENTING RESEARCH – APA STYLE

APA style requires both in-text citations and a reference list. With the exception of personal communications, for every in-text citation there must be a full citation in the reference list, and vice versa.

1. IN-TEXT CITATIONS

In APA style, in-text citations are placed within sentences and paragraphs to clarify to the reader what information is being quoted or paraphrased and whose information is being cited.

Formatting in-text citations

Parenthetical, in-text references are used to document sources used in a paper. Sources are briefly identified within the text of the paper, **using the author's family name, the publication date, and the page numbers** of the specific material being used in the paper.

There are two ways to cite sources within your text: within the sentence and at the end of the sentence:

Example:

Dang (2007) states that "quote" (p. 22).

Or

"Quote quote quote" (Dang, 2007, p. 22).

Citations without page numbers

Not all sources have page numbers. There are various ways to cite sources which do not have page numbers.

Examples:

Bourgeois (1999) argued "quote" (p. 45-46).

OR

Paraphrase of overall argument (Cameron, 1999).

OR

"quote quote quote" (Hill, 2007, para. 5).

OR

"quote quote quote" (Konopasky, 2010, Discussion section, para. 3).

OR

As Ivanoff (n.d.) suggests, "quote" ("Inadvertent Response", para. 1).

Always use the page number or page range if it is available.

When summarizing an overall argument of a source, then do not include a page number.

If a source has no page numbers and has visible paragraph numbers, then use the paragraph numbers.

If a source does not include page or paragraph numbers, then cite the heading and the number of the paragraph following it.

When no date is listed, write "n.d.", which means "no date."

If a heading is long, then use a shortened version of the heading, enclosed in quotation marks.

Citing a source with one author

For a source with one author, cite the author's family name, publication year, and page number.

Example:

Gregory (2009) reported that "quote" (p. 21).

Citing a source with two authors

For sources with two authors, use an ampersand (&) when citing in parentheses only.

Example:

"Quote quote quote" (MacKinnon & Nemiroff, 2004, p. 71).

Citing a source with three to five authors

In this case, list all the authors when first cited. In subsequent citations only include the family name of the first author followed by “et al.”

Example of first citation:

Note how *and* is spelt out when the authors are listed in-text.

Kim, Laroche, and Lee (1990) found that “quote” (p. 42).

Example of subsequent citations:

Kim et al. (2007) also suggested that “quote” (p. 44-45).

If there are various sources with three or more authors but the family name of the first author is the same, the list the first few authors followed by “et al.”

Example:

“Quote” (Smith, Jones, et al., 2012, p. 7). Alternatively, it has been argued that “quote” (Smith, Schmidt, et al. 2009, p. 26).

Citing a source with more than five authors

Here, list the first author followed by “et al.”

Example:

Paraphrase of material (Holmvalld et al., 1999).

Citing a source with a group or an organization as author

Sometimes a document will be written by a group or corporation. In this case, use that organization as the author.

Example:

(National Institute of Mental Health, 2008)

Citing a source with no author

If there is no author for a source, use the first few words of the title of the work in place of the author. For the title of an article, chapter, or a web page use double quotation marks; for the title of a periodical, book, brochure, or report use italics.

Example:

“Organizational Performance” (2009) defines internal culture as “quote”.

Citing a source with an anonymous author

If the author of a work is specifically designated as Anonymous, then write the word “Anonymous” in place of the author.

Example:

Paraphrase of material (Anonymous, 2010).

Multiple citations within the same parentheses

When citing more than one study to support an idea, ensure that citations are in alphabetical order (by author name), in the same alphabetical order as the reference list. Separate each citation with a semicolon.

Here is an example:

Paraphrase of idea/argument (Conrad, 2008; Holmvall & Bobocel, 2003)

List separate entries alphabetically by authors' last names (i.e., "C" comes before "H"), keeping the order of names within each entry (i.e., the second source lists "Holmvall" before "Bobocel").

Personal communications

Personal communications include letters, emails, personal interviews, phone conversations, and similar sources that contain unrecoverable data (e.g., class notes). They are *not included* in the reference list, but they still need to be cited in-text.

Include the initials *and* last name of the communicator and an exact date.

Example:

"quote, quote, quote" (M. Fleming, personal communication, March 26, 2009).

Citing a republished work when original publication date is required

Sometimes a document is republished but it will be necessary to show the original publication date. In this case, include the original publication date followed by the newest publication date and separate these dates with a forward slash.

Example:

(Piaget, 1970/1988)

2. THE REFERENCE LIST

A reference list is a list of all the sources (journal articles, books, documents from websites, data sets, etc.) used in preparation of the paper.

Here are some things to note about the reference list:

- **Alphabetically organized:** Entries should be arranged in alphabetical order by authors' family names. If you have a source without an author, arrange it within the list alphabetically by title.
- **Authors:** Write out the family name and first initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work (e.g., Banks, T., & Campbell, N).
- **Multiple works by the same author:** list these in chronological order. If an author has published multiple works in the same year organize these alphabetically by title and insert a letter after the date to indicate order (e.g., 2000a, 2000b).
- **Titles:** Only capitalize the first word of the title, subtitle, and proper nouns.
- **Pagination:** Use the abbreviation "pp." to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopaedia articles and chapters from edited books.
- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (five to seven spaces) to form a "hanging indent."
- **Underlining vs. Italics:** Use italics instead of underlining for titles of books and journals.

Note: A Bibliography is not the same thing as a Reference list. A reference list, or Work(s) Cited, only contains the sources actually cited within the paper. A bibliography contains a citation for all sources consulted when researching and writing the paper.

JOURNAL ARTICLES

Journal article with a DOI assigned

Digital object identifier (DOI) identifies electronic documents such as online journal articles. When using a data base (e.g., PsycINFO or JSTOR), it can be found on the first page of the article or along with other article citation information.

The title of the article is NOT in italics, and only capitalizes the first word of the title, subtitle and proper nouns.

Vanderpool, M., & Catano, V. M. (2008). Comparing the performance of Native North Americans and predominantly white military recruits on verbal and nonverbal measures of cognitive ability.

International Journal of Selection and Assessment, 16, 239-248. doi:10.1111/j.1468-

2389.2008.00430.x

Name of the journal in italics and with major words in capitals

The comma separating the journal and volume is NOT italicized

Volume number of the journal in italics

Page numbers of the article

DOI

Note: Only include the issue number of the journal if each issue starts on page one. Journals are not usually longer than 100 pages per issue, so if the article is from issue 3 and is on pages 322 to 353, then the issue number is not included. If you need to include it, the volume and issue numbers look like this: 51(3) for volume 51, issue 3.

Journal article without DOI assigned (electronic version)

Tougas, F., de la Sablonniere, R., Lagace, M., & Kocum, L. (2003). Intrusiveness of minorities: Growing pains for the majority group? *Journal of Applied Social Psychology*, 33, 283-298. Retrieved from <http://www3.interscience.wiley.com/journal/118531277/home>

Include the URL of the homepage of the journal, even if you got the article from a database.

Journal article with no DOI assigned (print version)

Patry, M. W. (2008). Civil liability for negligent police investigation: Canadian developments. *The Open Law Journal*, 1, 23-28.

Journal article published in another language

Guimand, P., & Florin, A. (2007). Les évaluations des enseignants en grande section de maternelle sont-elles prédictives des difficultés de lecture au cours préparatoire? [Are teacher ratings in kindergarden predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, 19, 5-17.

If the journal is published in another language then have the English translation of the title in square brackets following the title in the original language.

Journal article with one author

Cameron, J. E. (1999). Social identity and the pursuit of possible selves: Implications for the psychological well-being of university students. *Group Dynamics: Theory, Research, and Practice*, 3, 179-189. doi:10.1037/1089-2699.3.3.179

PRINT SOURCES

Book with one author

Klein, R. B. (2009). *Becoming a behavioral science researcher: A guide to producing research that matters*. New York, NY: Guilford Press.

Publisher

For the place of publication, include the city and province or state acronym, or include the city and country if published outside of North America.

Title of book in *italics*, and capitalize the first word of the title, first word of the subtitle, proper nouns, and acronyms.

Book with two authors

Myers, D. G., & Smith, S. M. (2007). *Exploring social psychology* (Canadian ed.). Toronto, ON: McGraw-Hill Ryerson.

When using an edition of the source other than the first indicate which edition was used in parenthesis following the title.

"Ed." is the abbreviation for "Editor".

Edited book

Bayne, R., & Horton, I. (Eds.). (1991). *Applied Psychology*. London, UK: Sage Publications Inc.

Chapter or article in an edited book

Patry, M. W., Stinson, V., & Smith, S. M. (2008). The reality of the CSI effect. In J. Greenberg & C. Elliott (Eds.), *Communication in question: Competing perspectives on controversial issues in communication studies* (pp. 291-298). Toronto, ON: Thomson-Nelson.

The chapter title is not italicized.

As discussed on page 13, use "pp." for page numbers of chapters of edited books.

Note that initials of the editors come before the family name.

Article or chapter in an edited book in press (not yet published)

Rixon, D., & Ellwood, S. (in press). Reporting for public sector agencies: A stakeholder model. In S. Osborne & A. Ball (Eds.), *Social Accounting and Public Management: Accountability for the Public Good*. New York, NY: Routledge.

Editors of the entire book

Authors of the article or chapter

If the publication location of the work is not available, then use the most common North American location of the publisher.

"In press" indicates that the book has not yet been published. This replaces the year of publication.

Book with an edition other than the first

Hayes, N., & Stratton, P. (2003). *A student's dictionary of psychology* (4th ed.). New York, NY: Oxford University Press.

The title of the work is used in place of the author.

The edition number is indicated in parentheses after the title of the book. Canadian editions are also indicated within these parentheses.

Book with no author or editor

Publication Manual of the American Psychological Association (6th ed.). (2009). Washington, DC: American Psychological Association.

Republished book where earliest edition is needed

Evan-Wentz, W. Y. (2000). *The Tibetan book of the dead, or the after-death experiences on the Bardo plane, according to Lama Kazi Dawa-Samdup's English rendering*. London, UK: Oxford University Press. (Originally published in 1927).

When the original publication date is needed, include the original publication date after the publisher.

English translation of a book

Cleary, T. (Trans.). (1992). *The book of leadership and strategy: Lessons of the Chinese masters*. New York, NY: Shambhala Publications.

If an author or editor is given as well as a translator then place the original author's name before the year and include the translator in brackets following the title. For example: *Title* (Translator first initial, family name, Trans.).

When using an English translation, only cite the English translation of the title.

Article in a newsletter

Anderson, B., & Chesley D. (2003, May). *Are university professors qualified to teach ethics?* *Canadian Academic Accounting Association Newsletter*.

Title of newsletter

If the newsletter was retrieved online, include "Retrieved from" and the URL here.

Magazine article

Latifi, S. (2009, March/April). *Do the rightest thing* *Psychology Today*, 42, 19.

Include the most accurate date information possible.

If the magazine has volume and issue numbers, then include them here as you would for a journal article.

Newspaper article

Todd, D. (2008, April 13). Teens' rudeness prompts study. *The Telegram*, p. A12.

Not all pages use roman numerals. Include all page information.

ELECTRONIC SOURCES

Document or page from a website – no author

Society for Industrial and Organizational Psychology. (n.d.) *Employment testing*. Retrieved from

http://www.siop.org/workplace/employment%20testing/employment_testing_toc.aspx

Name of the publishing organization in italics

Complete title of the page in place of the author.

Include the entire url in the reference, and do not use a final period at the end of the reference.

Note: All pages cited in the text must be cited in the reference list, so if multiple pages from the same website are used, then all pages must be included in the reference list.

Document or page from a website - authored

De Sousa, R. (1999). *Twelve varieties of subjectivity: Dividing in hopes of conquest*. Retrieved from

<http://www.chass.utoronto.ca/%7Esousa/subjectivity.html>

If no date is listed then write (n.d.).

Urls should not be formatted as a hyperlink.

Data set from an online source

Statistics Canada. (2009). *Table 1: Labour force characteristics by age and sex* [Data file]. Retrieved

from <http://www.statcan.gc.ca/subjects-sujets/labour-travail/lfs-epa/t090409a1-eng.htm>

Note: A Statistics Canada source can be considered either a data set (if you are using data from a table) or a government document (if it is a report). See “Other Types of Sources” for citing a government document.

Online lecture notes or presentation slides

Type of file retrieved

Driscoll, C. (2009). *Ethical issues in business* [Power Point slides]. Retrieved from

<http://smuport.smu.ca/cp/groupools/filesshare/7485/8793/intro2009.ppt>

Press release (online)

Exact date of press release

Saint Mary's University. (2009, March 10). *Sobey student receives \$10,000 award for excellence in business studies* [Press release]. Retrieved from <http://www.smu.ca/newsreleases/2009/09-03-10.html>

Type of file retrieved

Electronic or digital book

Day, H. N. (1876). *Elements of psychology*. Retrieved from

<https://archive.org/details/elementpsychology00dayhrich>