**Help Guide to Giving Feedback on Student Writing**

Royal Roads University Writing Centre

This guide is a tool for instructors who would like information and examples to assist them with giving feedback on writing by students who are using North American Academic English. The items are presented in alphabetical order within the categories, and the document should be used as a reference guide for instructors versus an instructional tool. If students need information on any of the issues addressed within the document, please invite them to contact the Writing Centre via [*WriteAnswers*](http://writeanswers.royalroads.ca/) or direct them to the [Writing Centre website](http://library.royalroads.ca/writing-centre).

We’re providing information that reflects the typical requirements of North American Academic English and APA Style (7th ed.); students who use other World Englishes may be more comfortable with other systems of grammar, punctuation, citation, etc. In the Writing Centre, we advise students to consult with instructors if they have questions regarding how their conventions of written English will mesh with an instructor’s expectations. **We similarly encourage you to be transparent about the version of English you expect students to use for your course(s) and to recognize that there are many varieties of written and spoken English, all of which are valid. We strongly encourage you to share constructive, specific, actionable feedback that reflects your experiences and expectations as a reader of North American Academic English, versus from the position of telling the student that their use of English is not “correct” e.g., explain why a different choice would help to clarify your understanding, versus “wrong verb tense”, “incorrect”. For more information on giving feedback, please see** [**Give Empowering Feedback on Student Writing**](https://libguides.royalroads.ca/instructor_resources_wc/giveempoweringfeedback)

This guide is not intended to be a comprehensive overview of all elements of writing that could be addressed in feedback; rather, it presents information on common choices made by students that don’t align with the rules of North American Academic English and/or the APA Style (7th ed.) rules. Please note that the information provided may not reflect professor- or program-specific expectations; please check with your program offices to determine if there are program-specific requirements for student writing. Also, the sample comments provided are bare minimum suggestions of a starting point for feedback and aren’t intended to be exclusionary of an instructor’s approach and development of the comments with more information.

Please feel welcome to [contact the Writing Centre](https://writeanswers.royalroads.ca) if you have any questions on the contents of this guide.

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| Item | North American Academic English Rule | Example | **Starting point** **for feedback**. Please add information to reflect your experience as a reader and why a change would help your understanding. | Related resources |
| --- | --- | --- | --- | --- |
| North American Academic English: Grammar |
| Capitalization | Capitalize:* I
* Proper nouns (specific people, places, or things)
* Titles that precede a person’s name
* The first word of a sentence
 | Incorrect: I learned about canada’s Prime Ministers in school today.Incorrect: I learned about indigenous traditional knowledge today.Correct: I learned about Canada’s prime ministers in school today.Correct: I learned about Prime Minister Justin Trudeau in school today.Correct: I learned about Indigenous Traditional Knowledge today. | Capitalization | [[[*Capitalization*](https://libguides.royalroads.ca/punctuation-capitalization/capitalization)](https://libguides.royalroads.ca/punctuation-capitalization/capitalization)](https://libguides.royalroads.ca/punctuation-capitalization/capitalization) |
| Personal versus objective pronouns | **APA Style (7th ed.)**Use the personal pronoun “who” to refer to people; use the relative pronoun “that” to refer to objects or animals (APA, 2020, p. 121).  | Incorrect: I interviewed the scientist that conducted the research.Correct: I interviewed the scientist who conducted the research. | Personal/objective pronoun | [*Who Versus Whom?*](https://libguides.royalroads.ca/parts-of-speech/that-or-which)[*That Versus Which?*](https://libguides.royalroads.ca/parts-of-speech/that-or-which) |
| Pronoun agreement | **APA Style (7th ed.)**A singular pronoun replaces or refers to a singular noun; similarly, a plural pronoun refers to a plural noun. Exception: Using a plural pronoun as a gender-neutral singular pronoun.Per the APA Style rules, “the singular “they” is a generic third-person singular pronoun in English. Use of the singular “they” is endorsed as part of APA Style because it is inclusive of all people and helps writers avoid making assumptions about gender” (American Psychological Association, n.d.-a, para. 1). For information on using inclusive pronouns, including different forms of "they" as a singular pronoun, please visit [*Singular ‘They’*](https://apastyle.apa.org/style-grammar-guidelines/grammar/singular-they). | **APA Style (7th ed.)**Sample sentence: The student will submit his/her/their paper by the due date.  | Pronoun number disagreement  | [*[Agreement in Number](https://libguides.royalroads.ca/parts-of-speech/pronoun-agreement%22%20%5Cl%20%22s-lg-box-16316104)*](https://libguides.royalroads.ca/parts-of-speech/pronoun-agreement#s-lg-box-16316104)[*Is it Acceptable to Use "They" as a Singular, Gender-neutral Pronoun?*](http://writeanswers.royalroads.ca/faq/199266) |
| Pronoun point-of-view | There are three possible points-of-view, and the points-of-view should be kept consistent within sentences:* First person: I, me
* Second person: you
* Third person: he, she, they.
 | Example: When planning a response to an emergency, people should plan to be without food or water for three days. You can expect that there may be power outages. They may also need to leave their homes.Problem: “They” is the third-person pronoun that refers to “people”. “You” uses the second-person voice. Solution: When planning a response to an emergency, people should plan to be without food or water for three days. They can expect that there may be power outages and they may also need to leave their homes. | Pronoun point-of-view disagreement | [[[*Agreement in Person (Point-of-view)*](https://libguides.royalroads.ca/parts-of-speech/pronoun-agreement#s-lg-box-16317488)](https://libguides.royalroads.ca/parts-of-speech/pronoun-agreement#s-lg-box-16317488)](https://libguides.royalroads.ca/parts-of-speech/pronoun-agreement#s-lg-box-16317488) |
| Vague pronouns | A pronoun takes the place of a noun (person, place, or thing) or refers back to a noun. A vague pronoun is ambiguous as to which noun it refers. | Example: Scientists determined that the three primary factors that influenced development were age, intelligence, and location. This was a surprise as no one had previously connected it to the problem.Problem: It isn’t clear what is referred to by “this”, or which factor is referred to by “it”.Solution: Scientists determined that the three primary factors that influenced development were age, intelligence, and location. Location was a surprise as no one had previously connected geographical factors to the problem. | Vague pronoun | [[[*Avoid Vague Pronouns*](https://libguides.royalroads.ca/parts-of-speech/vague-pronouns)](https://libguides.royalroads.ca/parts-of-speech/vague-pronouns)](https://libguides.royalroads.ca/parts-of-speech/vague-pronouns) |
| North American Academic English: Sentences |
| Active versus passive voice | In the active voice, the noun does the action described by the verb to the subject of the sentence. In passive voice, the subject of the sentence is acted upon, and usually the agent of the action isn’t named. Active voice tends to be clearer, less wordy, and has the action of the sentence expressed at the beginning of the sentence. **APA Style (7th ed.)**Per the APA Style rules, authors should use the active voice whenever possible (APA, 2020, p. 118). | Example: The paper was submitted, graded, and then returned.Problem: The sentence is in passive voice and doesn’t name who did the submitting, grading, and returning.Solution in active voice: The student submitted the paper, and then the professor graded it and returned it. | Passive voice | [*Passive Versus Active Voice*](https://libguides.royalroads.ca/sentences/passiveactive) |
| Incomplete sentence/sentence fragment | The sentence has a subject and a verb but is missing the rest of the sentence in order to make sense. Usually authors create sentence fragments by placing a period where a comma is required.  | Incorrect: Making up her mind quickly. Sarah decided to buy the red car.Correct: Making up her mind quickly**,** Sarah decided to buy the red car. | Sentence fragment ORIncomplete sentence | [[*Sentence Fragment*](https://libguides.royalroads.ca/sentences/sentencefragment)](https://libguides.royalroads.ca/sentences/sentencefragment) |
| Sentence length | A general guideline for sentence length is that one sentence shouldn’t exceed 25 words. Sentences that are longer than 25 words tend to be hard to follow because there are too many subjects for one sentence.  | Example: When you write a sentence, it is important to keep in mind that your reader must be able to remember what you said at the beginning of the sentence or else they won’t be able to remember what you wanted them to be thinking about from the beginning through to the end of the sentence, which means that they probably won’t be able understand the key message of the sentence (71 words). Problem: The sentence, though punctuated correctly, is too long.Solution: If a sentence is too long, readers will not remember the point of the message (15 words). | Watch sentence length – keep to approximately 20-25 words maximum | [*[Run-on Sentences](https://libguides.royalroads.ca/sentences/runonsentences)*](https://libguides.royalroads.ca/sentences/runonsentences)[*Ramble-on Sentences*](https://libguides.royalroads.ca/sentences/runonsentences#s-lg-box-16316135) |
| Subject-verb agreement | **APA Style (7th ed.)**If the subject of the sentence is singular/plural, the verb must match in number (APA, 2020, p. 119).  | Incorrect: The results (plural) demonstrates (singular) the effectiveness of the study.Correct: The results (plural) demonstrate (plural) the effectiveness of the study.Incorrect: Everyone (singular because it’s a group noun) are (plural) leaving now.Correct: Everyone (singular) is (singular) leaving now. | Subject-verb disagreement | [[*Subject-verb Agreement*](https://libguides.royalroads.ca/sentences/subjectverbagreement)](https://libguides.royalroads.ca/sentences/subjectverbagreement) |
| Run-on sentences  | A run-on sentence isn’t just a sentence that has gone on for too long. The term refers to a specific grammatical mistake. A run-on sentence is a sentence created by incorrectly joining two independent clauses. | Run-on sentence: My dog is a Golden Retriever, she is friendly. Correct versions: * My dog is a Golden Retriever, and she is friendly.
* My dog is a Golden Retriever; she is friendly.
* My dog is a Golden Retriever. She is friendly.
 | Run-on sentence | [[*Run-on Sentences*](https://libguides.royalroads.ca/sentences/runonsentences)](https://libguides.royalroads.ca/sentences/runonsentences) |
| North American Academic English: Punctuation |
| Dash | **APA Style (7th ed.)**APA Style uses bothen dashes and em dashes. Em dashes are used to “set off an element added to amplify or digress from the main clause. Overuse of the em dash weakens the flow of materials, so use it judiciously” (APA , 2020, p. 157). | Authors most often use dashes when they are unsure of the correct wording or punctuation. In general, dashes should be avoided in formal academic writing because they’re usually used incorrectly.Incorrect: The researchers contacted 100 participants – 30 of whom were in British Columbia – but only 20 replied.Correct: The researchers contacted 100 participants, 30 of whom were in British Columbia, but only 20 replied. | Avoid dashes in formal writing | [*Dash*](https://libguides.royalroads.ca/punctuation-capitalization/dash) |
| Semicolons | **APA Style (7th ed.)**In sentences, semicolons:1. Join 2 independent clauses without using a conjunction (APA, 2020, p. 156) or that are connected by a conjunctive adverb (APA, 2020, p. 156).
2. Separate list items when the items have commas within them (APA, 2020, p. 156).
 | Incorrect: The researchers presented their paper at the conference; and the paper was also published in a book.Correct: The researchers presented their paper at a conference; the paper was also published in a book.Correct: The researchers presented their paper at a conference; however, the paper was also published in a book.Incorrect: Some cities in Canada are Victoria, British Columbia, Calgary, Alberta, Winnipeg, Manitoba, and Montreal, Quebec. Correct: Some of the provincial capital cities in Canada are Victoria, British Columbia; Edmonton, Alberta; Winnipeg, Manitoba; and Toronto, Ontario. | Incorrect semi-colon | [*Semicolon*](https://libguides.royalroads.ca/punctuation-capitalization/semicolon) |
| Serial comma | **APA Style (7th ed.)**The serial comma, also known as an Oxford comma, appears before the last item in a list of three or more items (American Psychological Association [APA], 2010, p. 88; APA, 2020, p. 155). Both the 6th and 7th editions of the Publication Manual of the American Psychological Association require authors to include serial commas; see page 88 in the 6th edition manual (APA, 2010) and page 155 in the 7th edition manual (APA, 2020) for information. | Incorrect: The study measured participants’ ability to recognize colours, sounds and shapes.Correct: The study measured participants’ ability to recognize colours, sounds, and shapes.  | Missing serial comma | *[What Is the Serial Comma in APA style?](http://writeanswers.royalroads.ca/faq/199165)*[*Comma*](https://libguides.royalroads.ca/punctuation-capitalization/comma) |
| Spacing after sentences | **APA Style (7th ed.)**“Use one space after a period (or other punctuation mark at the end of a sentence) when writing in APA Style” (APA, n.d.-b, para. 1) unless directed otherwise. |  | Use one space after a period | [*Should I Use One or Two Spaces After a Period?*](https://writeanswers.royalroads.ca/faq/199199) |
| North American Academic English: Structure |
| Paragraph conclusion sentences | Each paragraph should have a conclusion that wraps up the contents of the paragraph and reminds the reader of how the paragraph topic connects to the thesis statement.  | Example: Therefore, considering that leaders are responsible for promoting excellence in their employees, they must first become aware of their own strengths and challenges before they provide guidance to others.  | Missing/unclear conclusion | *[Writing an Academic Paragraph](https://libguides.royalroads.ca/developing_essay/bodyparas)* [(video)](https://libguides.royalroads.ca/developing_essay/bodyparas)[[*Body Paragraph Checklist*](https://libguides.royalroads.ca/developing_essay/parachecklist)](https://libguides.royalroads.ca/developing_essay/parachecklist) |
| Paragraph topic sentences | Since each paragraph focuses on one topic, every paragraph should have a topic sentence that identifies the focus for the rest of the paragraph. That focus is typically the claim of the argument presented in the paragraph. A common error in academic writing is that the topic sentence doesn’t reflect the rest of the paragraph.  | Example: Self-awareness is essential to skilled leadership because a self-aware individual can identify his or her strengths and challenges and address them appropriately. The rest of the paragraph should then define self-awareness and explain why being able to identify and address strengths and challenges is important in the development of a skilled leader.Tip: Claims are arguable positions versus statements of fact. * Fact: Victoria is the capital city of British Columbia.
* Claim: Victoria is the most beautiful city in Canada.
 | Missing/unclear topic sentence | *[Writing an Academic Paragraph](https://libguides.royalroads.ca/developing_essay/bodyparas)* [(video)](https://libguides.royalroads.ca/developing_essay/bodyparas) [[*Body Paragraph Checklist*](https://libguides.royalroads.ca/developing_essay/parachecklist)](https://libguides.royalroads.ca/developing_essay/parachecklist) |
| Thesis statement | The thesis statement, which appears in the introduction, should be one or two sentences that present an overview of the topic to be addressed within the paper. For novice authors, an easy way to start a thesis statement is “In this paper, I will…”. | Needs improvement: No thesis statement and/or the reader can’t identify the focus of the paper after reading the introduction.Better: In this paper, I will examine the three primary qualities required for good leadership.Better still: Leaders within the field of health care management must possess excellent communication skills, empathy, and self-awareness to increase the efficiency and efficacy of their organizations,  | Missing/unclear thesis statement | [[*Develop a Vision: Be of Good Heart and Mind*](https://libguides.royalroads.ca/fourfeathers/develop) *(Four Feathers Writing Guide)*](https://libguides.royalroads.ca/fourfeathers/develop)[[*Introductory Paragraphs*](https://libguides.royalroads.ca/developing_essay/introparas)](https://libguides.royalroads.ca/developing_essay/introparas)[*[Thesis Statements](https://libguides.royalroads.ca/developing_essay/focus%22%20%5Cl%20%22s-lg-box-16319948)*](https://libguides.royalroads.ca/developing_essay/focus#s-lg-box-16319948) |
| North American Academic English: Readability |
| Abbreviations | **APA Style (7th ed.)**Authors should "use abbreviations sparingly. Although abbreviations are sometimes useful for long, technical terms in scientific writing, communication is usually garbled rather than clarified if, for example, an abbreviation is unfamiliar to the reader" (APA, 2010, p. 106; see also APA, 2020, p. 172). Abbreviations should be used because they make understanding the text easier for the reader, versus to save the author from having to type out the full text every time: |  | Unnecessary abbreviation | Search [*WriteAnswers*](http://writeanswers.royalroads.ca) for “abbreviation” ORSee[*Abbreviations*](https://apastyle.apa.org/style-grammar-guidelines/abbreviations) |
| Consistent logic and direction throughout the paper | The information in the paper should connect easily from one focus to the next. If the reader must stop at any point to try to figure out what the author is saying, the flow of the paper will be broken. Usually, problems with flow and logic are a result of the author not planning the direction and details of the paper before starting to write.  |  | Break in flow | [*Identify Knowledge: Prepare to Tell the Story (Four Feathers Writing Guide)*](https://libguides.royalroads.ca/fourfeathers/identify)*[How Can I Improve the Logic in My Writing?](https://writeanswers.royalroads.ca/faq/206788)*[*[Planning the Paper](https://libguides.royalroads.ca/developing_essay/planning)*](https://libguides.royalroads.ca/developing_essay/planning) |
| Transitions | Transitions serve to connect sentences and paragraphs so that it’s easy for the reader to understand how the author is moving from one to the next. When an author doesn’t use transitions, the logic and/or flow of the essay may suffer and result in a choppy reading experience.  | No transitions: Apples are a versatile fruit. Applesauce can be a low-fat alternative in baking. Apples complement the flavour of pork. A popular use for the fruit is apple pie, which is a delicious dessert.Better: Apples are a versatile fruit. Not only are they a healthy and delicious snack, they can be used in a variety of other ways. For example, applesauce can be used as a low-fat alternative to butter in baking. Also, cooked apples complement the flavour of pork. Finally, a popular use for the fruit is apple pie, which is a delicious dessert. | Missing transitional expression. How do these sentences/ideas connect?Missing transitional sentence. What is the connection between this paragraph and the following paragraph? | [*Writing an Academic Paragraph* (video](https://libguides.royalroads.ca/developing_essay/bodyparas)) [*Transitional Expressions and Transitional Sentences*](https://libguides.royalroads.ca/developing_essay/transitions) |
| Use of the first-person point-of-view (e.g., I, my) | **APA Style (7th ed.)**Unless directed otherwise by the professor/program, the APA Style rules encourages authors to use the first person singular pronoun “I”, rather than a third person construction (APA, 2020, p. 120). | Incorrect: The researcher (referring to the author) completed the study.Correct: I completed the study. | Use the first-person voice | [*First-person Pronouns*](https://libguides.royalroads.ca/parts-of-speech/pronouns#s-lg-box-16355074) |
| APA Style: Formatting**APA Style (7th ed.)*** [*Formatting*](http://media.royalroads.ca/media/Library/writingcentre/Videos/APA7_form/index.html) (3:09 section of the *Introduction to APA Style (7th ed.)* video)
* [[*APA*](http://media.royalroads.ca/media/Library/writingcentre/word/APA_6_Help_Guide_Dec2019.docx) *Style (7th ed.) Help Guide:*](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) pp. 7-11
* [[[*APA Style (7th ed.) Formatting Checklist*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-formatting-checklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)
* [*Formatting Rules*](https://libguides.royalroads.ca/apa7/formatting)
* Search [WriteAnswers](http://writeanswers.royalroads.ca/) by keyword
 |
| Alignment | **APA Style (7th ed.)**Align the text in the body of the paper flush against the left margin with a ragged right margin (APA, 2020, p. 45). | Incorrect: CentredJustified text that spreads equally across the lineRight-alignedCorrect: Left-aligned | Alignment | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “alignment”ORSee #7 in the [*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Introduction heading | **APA Style (7th ed.)**Since the first paragraph or section of a document is assumed to be the introduction, "do not begin a paper with an 'Introduction' heading" (APA, 2020, p. 47). |  | APA Style doesn’t label the introduction because it’s assumed that the first paragraph/section of a paper is the introduction | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “introduction”ORSee #4 in the [[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Fonts | **APA Style (7th ed.)**Writers should format their paper using an accessible font and maintain this formatting throughout the paper for a consistent, readable text (APA, 2020, p. 44). A 10 or 11-point san serif font (Calibri, Arial, or Lucida Sans Unicode) or 11 or 12-point serif font (Georgia or Times New Roman) are standard choices (APA, 2020, p. 44). |  | Check font | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “font” ORSee page 7 in the [[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Line spacing | **APA Style (7th ed.)**Unless directed otherwise by an instructor or a program handbook, double-space “the entire paper, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices” (APA, 2020, p. 45). |  | Incorrect line spacing | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “line spacing”ORSee #5 in the [[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Margins | **APA Style (7th ed.)**For regular assignments, format all margins to 2.54 cm or one inch (APA, 2020, p. 45). |  | Incorrect margins | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “margins”ORSee #6 in the [[[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-formatting-checklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Page numbers | **APA Style (7th ed.)**Use Arabic numerals (e.g., 1, 2, 3) throughout the document, and continue the page numbers sequentially to the end of the document, including all appendices (APA, 2020, p. 44). Page numbers should be right aligned in the header (APA, 2020, p. 44). The APA Style rules require student papers to display a page number on the title page (APA, 2020, p. 44), but some instructors may prefer that page numbering start on page two at “2”, as per academic convention. | Incorrect: page numbers appearing anywhere other than the top right corner. The page number should be just the number, versus “Page 2”, “Page 2 of 8”, etc.Correct: Top right corner: 2 | Check page numbers | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “page numbers”ORSee #2 in the  [[[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-formatting-checklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Running head | **APA Style (7th ed.)**Student papers only require a running head when specifically requested by instructors; otherwise, papers submitted for grading do not use a running head (APA, 2020, p. 37).  |  | Unnecessary running head | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “running head”ORSee #1 in the [[[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-formatting-checklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| Section headings | **APA Style (7th ed.)**Heading 1 formatting (usually used for section headings): Centred, bolded, uppercase and lowercase heading (APA, 2020, p. 48).Heading 2 formatting (usually used for subsections): Flush left, bolded, uppercase and lowercase heading (APA, 2020, p. 48).Heading 3 formatting (usually used for a paragraph-level heading): Flush left, bolded, italicized (APA, 2020, p. 48).Headings should not be numbered (APA, 2020, p. 48). | **Heading 1 Formatting****Heading 2 Formatting** ***Heading 3 Formatting*** | Incorrect section heading formatting | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “section headings” ORSee #9 in the [[[*[APA Style (7](https://libguides.royalroads.ca/apa7/formattingchecklist)[th](https://libguides.royalroads.ca/apa7/formattingchecklist) [ed.) Formatting Checklist](https://libguides.royalroads.ca/apa7/formattingchecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-formatting-checklist)](https://libguides.royalroads.ca/apa7/formattingchecklist)](https://libguides.royalroads.ca/apa7/formattingchecklist) |
| APA Style: In-Text CitationsA citation must be provided for each instance of quoted material (i.e., authors can’t cite an entire paragraph) (APA, 2020, p. 270).Example: The researchers demonstrated that, “quoted material” (Johnson, 2010, p. 4). Furthermore, Johnson (2010) noted that, “quoted material” (p. 4). **APA Style (7th ed.)*** [*In-Text Citations*](http://media.royalroads.ca/media/Library/writingcentre/Videos/APA7_cit/index.html)(9:06 section of the *Introduction to APA Style (7th ed.)*video)
* [[*[APA Style (7](https://libguides.royalroads.ca/apa7/citationschecklist)[th](https://libguides.royalroads.ca/apa7/citationschecklist) [ed.) Citations Checklist](https://libguides.royalroads.ca/apa7/citationschecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-citations-checklist)](https://libguides.royalroads.ca/apa7/citationschecklist)
* [[[*APA (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)*:*](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)pp. 14-21
* Search [WriteAnswers](http://writeanswers.royalroads.ca/) by keyword
* APA Style manual (7th ed.): pp. 253-278
 |
| Anonymous as author | **APA Style (7th ed.)**Use the usual format for an in-text citation but use “Anonymous” instead of a last name (APA, 2020, p. 165). | Example: (Anonymous, 2010, p. X) | Use Anonymous as the author | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “anonymous”ORSee page 20 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Group author | **APA Style (7th ed.)**When referring to a corporate resource, name the group author if individuals aren’t named as authors of the resource (APA, 2020, p. 268). | Example: (Royal Roads University, n.d., para. X). | Name group author | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “group author”ORSee page 16 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| No date available | **APA Style (7th ed.)**If there isn’t a publication date available for a resource, “n.d.” (no date) can be used (APA, 2020, p. 290). | Example: People who are considering a career in emergency response might be interested to know that, “the MA in Disaster and Emergency Management program is a two-year interdisciplinary degree dedicated to educating both aspiring and existing disaster and emergency management professionals” (Royal Roads University, n.d., para. 1). According to Royal Roads University (n.d.), “in the second year of studies students conduct an applied research project on a topic of personal interest” (para. 1). | Use n.d. for “no date” | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “no date”ORSee page 23 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| No listed author | **APA Style (7th ed.)**If the work does not name an author, use the first few words of the title instead (APA, 2020, p. 264). If the title is not italicized in the references, use double quotation marks around the title in the in-text citation, for example, “quoted text” (“First Few Words”, year, p. X); italicize the title in the in-text citation if it is also italicized in the reference list. | Example: “The current reservoir capacity is insufficient for the water use needs of the community” (*Raise the Dam*, 1988, p. 12). | Use the title instead of the author’s last name for a resource that doesn’t have a listed author. | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “no author” ORSee page 20 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Paraphrased text | Paraphrased text is information from another source expressed in the author’s own words. Since the paraphrased text isn’t a direct quotation, quotation marks aren’t necessary. Paraphrased text should be notably different than the original. **APA Style (7th ed.)**The APA Style rules don’t require a page number in citations to paraphrased text; however, authors may provide the information if doing so would help readers find the passage in a text (APA, 2020, p. 269 ).  | Example: Quotation: The APA (2020) doesn’t require a page number in citations to paraphrased text; however, authors “may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book)” (p. 269).Paraphrase: When citing paraphrased text, authors can provide a page number in the citation to help the reader find the information in the original text (APA, 2020, p. 269). | Check paraphrasing rules | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “paraphrase” ORSee #3 in the [[[*APA Style (7th ed.) Citations Checklist*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-citations-checklist)](https://libguides.royalroads.ca/apa7/citationschecklist)](https://libguides.royalroads.ca/apa7/citationschecklist) |
| Past or present perfect tense when quoting or paraphrasing material | **APA Style (7th ed.)**When referring to another author’s published ideas, the student should use the past tense (e.g., Johnson (2020) noted) or the present perfect tense (e.g., researchers have shown) (APA, 2020, p. 118).  | Incorrect: In her research, Smith (2019) demonstrates that apples are better than oranges (p. 4).Correct: In her research, Smith (2019) demonstrated that apples are better than oranges (p. 4).   | Incorrect tense | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “verb tense” ORSee [*Verb Tense*](https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense) |
| Personal communication | **APA Style (7th ed.)**Personal communications don’t provide recoverable data, which means that the information isn’t publicly available to the intended reader. Examples of personal communications include "emails, text messages, online chats or direct messages, personal interviews. . . [and] unrecorded classroom lectures" (APA, 2020, p. 260). If the intended audience of the work can’t recover them, other types of personal communication include Moodle discussion forum postings, PowerPoint presentations or unpublished papers by an instructor that were posted to Moodle, organizational documents that are only available via a company’s intranet, or resources that require other specialized access, such as security clearance. | Example: An important factor to consider is that, “Lorem ipsum dolor sit amet, consectetuer adipiscing” (J. Greenwood, personal communication, January 15, 2014).Example: J. Greenwood (personal communication, January 15, 2014) noted that lorem ipsum dolor sit amet, consectetuer adipiscing.  | Personal communication | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “personal communication”ORSee #9 in the [[*[APA Style (7](https://libguides.royalroads.ca/apa7/citationschecklist)[th](https://libguides.royalroads.ca/apa7/citationschecklist) [ed.) Citations Checklist](https://libguides.royalroads.ca/apa7/citationschecklist)*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-citations-checklist)](https://libguides.royalroads.ca/apa7/citationschecklist) |
| Placement of citation | **APA Style (7th ed.)**The necessary citation information can be presented in brackets following the quoted/paraphrased text as a parenthetical citation or in combination with information provided within the sentence text as a narrative citation. | Example: The researchers demonstrated that, “quoted material” (Johnson, 2019, p. 4). Furthermore, Johnson (2019) noted that, “quoted material” (p. 4).  | Incorrect citation format | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “citation placement”ORSee #2 in the [[[*APA Style (7th ed.) Citations Checklist*](https://library.royalroads.ca/writing-centre/writing-tips/apa-style-7th-ed-citations-checklist)](https://libguides.royalroads.ca/apa7/citationschecklist)](https://libguides.royalroads.ca/apa7/citationschecklist) |
| Quotations | **APA Style (7th ed.)**Short quotations of 39 words or fewer should be presented with double quotation marks around the quoted text and the citation appears before the closing punctuation (APA, 2020, p. 271).Quotations of 40+ words should start on a new line, no quotation marks are necessary, all text is left-aligned (not justified) but the text begins 1 tab space from the left margin, and the citation appears after the closing punctuation (APA, 2020, p. 272).All quotations must have the page number included in the citation for the text (APA, 2020, p. 272). | Inline quotation: For example, “I quoted this text” (Author, year, p. 4).Block quotation:If the quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. Double-space the entire block quotation; do not add extra space before or after it. . . . Do not add a period after the closing parenthesis. (APA, 2020, p. 272)  | Quotation is 39 words or less and should run with the rest of the text.Quotation is 40+ words so should be formatted as a block quotation. | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “block quotation”ORSee pages 12-13 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Resources with the same author and publication years in in-text citations and references. | **APA Style (7th ed.)**If the paper contains citations to two or more resources by the same author published in the same year, lower-case alphabetical letters should be added after the year to distinguish between the resources (e.g., 2001a, 2001b) (APA, 2020, p. 267). This formatting should be matched in the in-text citations and references in order for the reader to find the source in the references. | Incorrect:(Johnson, 2010, p. X) and (Johnson, 2010, p. X), referring to two different resources.Correct:(Johnson, 2010a, p. X) and (Johnson, 2010b, p. X) | Distinguish between resources by the same author and published in the same year with lower-case alphabetical letters after the year of publication/copyright. | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “same author”ORSee pages 19-20 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Secondary source citations | **APA Style (7th ed.)**Whenever possible, authors should use primary sources as research. However, if the primary source isn’t available, an author should name the text where he or she found the information (APA, 2020, p. 258). For example, if an author quoted Souper from of Green’s book, the author should reference Green’s book because that’s the book the author read.  | **APA Style (7th ed.)**Souper (2008, as cited in Green, 2010) noted that… (p. X). Reference: Green, A. (2010). *Name of resource*. URL | Use primary sourcesIncorrect citation format for a secondary source citation. | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “secondary source”ORSee #10 in the *[APA Style (7](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank)[th](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank) [ed.) Citations Checklist](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank)* |
| Year of publication | **APA Style (7th ed.)**When the author is named in the sentence, the year of publication must immediately follow in parentheses (APA, 2020, p. 263). | Incorrect: Johnson noted that, “quoted material” (2019, p.4).Correct: Johnson (2019) noted that, “quoted material” (p. 4). | Year placement | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “publication year” ORSee #2 in the *[APA Style (7](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank)[th](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank) [ed.) Citations Checklist](https://libguides.royalroads.ca/apa7/citationschecklist%22%20%5Ct%20%22_blank)*ALSO see page 14 (Narrative citations) in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| APA Style: ReferencesThe references should only include resources from which the author has quoted or paraphrased material in the paper (APA, 2020, p. 257).**APA Style (7th ed.)*** [*References*](http://media.royalroads.ca/media/Library/writingcentre/Videos/APA7_refs/index.html) (6:10 section of the *Introduction to APA Style (7th ed.)* video)
* [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) pp. 21-32
* *[APA Style (7th ed.) References Checklist](https://libguides.royalroads.ca/apa7/referenceschecklist%22%20%5Ct%20%22_blank)*
* *[7](https://apastyle.apa.org/instructional-aids/reference-guide.pdf)[th](https://apastyle.apa.org/instructional-aids/reference-guide.pdf) [Edition Quick Reference Guide](https://apastyle.apa.org/instructional-aids/reference-guide.pdf)*
* Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) by keyword
* Pages 281-352 in the APA Style manual (7th edition)
* Page 6 in [*Annotated Student Sample Paper*](https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf) for a sample references page
 |
| Alphabetical order | **APA Style (7th ed.)**References should be listed alphabetically according to the first listed author’s last name (APA, 2020, p. 303).  | Example:American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). <https://doi.org/10.1037/0000165-000> McAdoo, T. (2019, November 7). How many names to include in an APA Style reference. *APA Style Blog*. https://apastyle.apa.org/blog/more-than-20-authors | Incorrect ordering | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “reference order” ORSee page 22 in the [[[[*[APA Style (7](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)[th](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544) [ed.) Help Guide](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Anonymous author | **APA Style (7th ed.)**If the resource is authored by Anonymous, versus not having an identified author, use “Anonymous” in the place of a last name and first initial in the first field of a reference (APA, 2020, p. 289). | Example:Anonymous. (year). [Reference continues] | Use Anonymous as the author’s name | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “anonymous”ORSee “Anonymous” in [*Missing Reference Information*](https://apastyle.apa.org/style-grammar-guidelines/references/missing-information)  |
| Distinguishing between resources with the same author and publication years  | **APA Style (7th ed.)**If the paper contains citations to two or more resources by the same author published in the same year, lower-case alphabetical letters should be added after the year to distinguish between the resources (e.g., 2001a, 2001b, n.d.-a, n.d.-b) (APA, 2020, p. 305). This formatting should be used and matched in the in-text citations and references in order for the reader to find the source in the references. | Example: Royal Roads University. (n.d.-a). Education & technology. http://www.royalroads.ca/prospective-students/programs/education-technologyRoyal Roads University. (n.d.-b). Humanitarian studies. http://www.royalroads.ca/prospective-students/programs/humanitarian-studiesIn-text citations: (Royal Roads University, n.d.-a, para. X) and (Royal Roads University, n.d.-b, para. X) | Distinguish between resources published by the same author in the same year using lower-case alphabetical letters | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “same author” ORSee pages 19-20 in the [[[[[*[APA Style (7](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)[th](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544) [ed.) Help Guide](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| Hanging indent | **APA Style (7th ed.)**The second and subsequent lines of every reference should have a 0.5”/1.25 cm hanging indent (APA, 2020, p. 39). | Example:Cuddy, C. (2002). Demystifying APA style. *Orthopaedic Nursing, 21*(5), 35-42.  | Missing hanging indent | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “indent”ORSee #4 in the *[APA Style (7th ed.) References Checklist](https://libguides.royalroads.ca/apa7/referenceschecklist%22%20%5Ct%20%22_blank)* |
| No listed author | **APA Style (7th ed.)**If there isn’t a listed author, first determine if there is a group author. If there truly isn’t a listed author, the title of the work is presented in the author field and the reference is alphabetized by the first significant word (APA, 2020, p. 306). | Example: Heuristic. (n.d.). In *Merriam-Webster’s online dictionary* (11th ed.). Retrieved from http://www.m-w.com/dictionary/heuristic | Use name of resource if author’s name isn’t available | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “no author” ORSee [*Missing Reference Information*](https://apastyle.apa.org/style-grammar-guidelines/references/missing-information) |
| No publication date available | **APA Style (7th ed.)**If there is no publication date available, use (n.d.) (APA, 2020, p. 291). | Example: Royal Roads University. (n.d.). *Strategic research themes*. Retrieved from http://research.royalroads.ca/strategic-research-themes | Use n.d. when date isn’t available | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “no date”ORSee [*Missing Reference Information*](https://apastyle.apa.org/style-grammar-guidelines/references/missing-information) |
| Ordering multiple resources with same author, published in different year | **APA Style (7th ed.)**Multiple resources by the same author but published in different years should be ordered by the year of publication with the earliest publication first (APA, 2020, 304). | Example:Johnson, J. (2013). … Johnson, J. (2015). … | Incorrect ordering | See page 304 in the APA Style manual (7th ed.) |
| Organizational names | **APA Style (7th ed.)**Organizational names should be spelled out in full in the references (APA, 2020, p. 288).  | Incorrect: RRUCorrect: Royal Roads University | Spell out organizational names in full in the references | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “group author”ORSee page 23 in the [[[[[*APA Style (7th ed.) Help Guide*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
| References line spacing | **APA Style (7th ed.)**Double-space references (APA, 2020, p. 303).  | Double-spaced:Cuddy, C. (2002). Demystifying APA style. *Orthopaedic Nursing, 21*(5), 35-42.  | Check line spacing and use double- spacing in references | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “format references”ORSee #3 in the [*APA Style (7th ed.) References Checklist*](https://libguides.royalroads.ca/apa7/referenceschecklist) |
| References page title | **APA Style (7th ed.)**References should begin on a new page with the title “References” capitalized, centred, and bolded (APA, 2020, p. 49). The title is a section label, not a section heading (APA, 2020, p. 49). | APA Style (7th ed.) example:**References** | References should start on a separate page with the word “References” capitalized, centred, and bolded | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “format references”ORSee #2 in the *[APA Style (7th ed.) References Checklist](https://libguides.royalroads.ca/apa7/referenceschecklist%22%20%5Ct%20%22_blank)* |
| APA Style: Reference Examples**APA Style (7th ed.)**[*References*](http://media.royalroads.ca/media/Library/writingcentre/Videos/APA7_refs/index.html) (6:10 section of the *Introduction to APA Style (7th ed.)* video)[[[[*[APA Style (7](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)[th](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544) [ed.) Help Guide](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)*[APA Style (7](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)[th](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide) [ed.) Help Guide](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)*: pp. 25-32Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) by keyword (e.g., ebook, journal article) for reference examples.APA Style manual (6th ed.): pp. 313-352[*7th Edition Quick Reference Guide*](https://apastyle.apa.org/instructional-aids/reference-guide.pdf) |
| Blog post  | **APA Style (7th ed.)**Lee, C. (2019, October 31). Welcome, singular “they”. APA Style Blog. https://apastyle.apa.org/blog/singular-theyIn-text citation: (Lee, 2019, para. X) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca) for “blog”ORSee [*Blog Post and Blog Comment References*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/blog-post-references) |
| Ebook chapter | **APA Style (7th ed.)**Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Publisher. https://doi.org/xxxxxxx  | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “book chapter” OR[*Chapter in an Edited Book*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/edited-book-chapter-references#1) |
| Ebook (no DOI) | **APA Style (7th ed.)**Graff, G., & Birkenstein, C. (2018). They say/I say: The moves that matter in academic writing (4th ed.). W. W. Norton & Company.In-text citation: (Graff & Birkenstein, 2018, p. 10) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “book”OR [*Whole Authored Book*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1) |
| Ebook with DOI | **APA Style (7th ed.)**Author, A. A., & Author, B. B. (year). Title of book. Publisher information. <https://doi.org/xxxxxx>In-text citation: (Author & Author, year, p. X)If there are no page numbers, you can include any of the following in the text to cite the quotation:* “heading or section name” (APA, 2020, p. 273)
* “abbreviated heading or section name in quotation marks to indicate the abbreviation if the full heading or section name is too long or unwieldy to cite in full” (APA, 2020, p. 273)
* “paragraph number” (APA, 2020, p. 273)
* “heading or section name in combination with a paragraph number” (APA, 2020, p. 273).
 | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “book” OR[*Whole Authored Book*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1)  |
| Journal article, retrieved from an electronic database (no DOI) | **APA Style (7th ed.)**Cuddy, C. (2002). Demystifying APA Style. *Orthopaedic Nursing, 21*(5), 35-42. In-text citation: (Cuddy, 2002, p. X)Posner, E.A. & Sunstein, C.R . (2009). Should greenhouse gas permits be allocated on a per capita basis?. *California Law Review.* *97*(1), 51-94. https://chicagounbound.uchicago.edu  [/cgi/viewcontent.cgi? article=2759&context=journal\_articles](https://chicagounbound.uchicago.edu/cgi/%20viewcontent.cgi?article=2759&context=journal_articles)In-text citation: (Posner & Sunstein, 2009, p. X) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “journal article”ORSee page 28 in the *[APA Style (7](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)[th](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide) [ed.) Help Guide](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)* |
| Journal article, retrieved from an electronic database, with DOI | **APA Style (7th ed.)**Godfrey, D. (2005). Adapting historical citations to APA style. Journal of Broadcasting & Electronic Media, 49(4), 544-547. https://doi.org/10.1207/s15506878jobem4904\_15 In-text citation: (Godfrey, 2005, p. X) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “journal article DOI” OR[*Journal Article*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references#1) |
| Online newspaper article | **APA Style (7th ed.)**Brody, J. E. (2007, December 11). Mental reserves keep brain agile. The New York Times. ​<https://www.nytimes.com/2007/12/11/health/11iht-11brod.8685746.html>In-text citation: (Brody, 2007, para. X) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “online newspaper”OR[*Newspaper Article*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references#1) |
| Online video (e.g., YouTube video) | **APA Style (7th ed.)**Poster of video. (copyright year). *Title of video* [Video]. Name of production company or streaming video site. https://xxxxIn-text citation: (Lastname, year, timestamp) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “online video”, “YouTube”, or “TedTalk”OR[*YouTube Video References*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/youtube-references)*,* [*TED Talk References*](https://apastyle.apa.org/style-grammar-guidelines/references/examples/ted-talk-references) |
| Print book | **APA Style (7th ed.)**Bazeley, P. (2018). Integrating analyses in mixed methods research. SAGE Publications. <https://doi.org/10.4135/9781526417190> In-text citation: (Bazeley, 2018, p. X)Field, A. (2009). *Discovering statistics using SPSS* (3rd ed.) Sage Publications.In-text citation: (Field, 2009, p. X) | Search [*WriteAnswers*](http://writeanswers.royalroads.ca/) for “book”ORSee page 25 in the [[[[*[APA Style (7](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)[th](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544) [ed.) Help Guide](https://libguides.royalroads.ca/apa7/home%22%20%5Cl%20%22s-lg-box-16331544)*](http://library.royalroads.ca/writing-centre/writing/citing-resources/apa-style-6th-edition/introduction-apa-style/apa-help-guide)](https://libguides.royalroads.ca/apa7#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544)](https://libguides.royalroads.ca/apa7/home#s-lg-box-16331544) |
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