



7TH EDITION

APA STYLE & TERM PAPER GUIDE

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WHAT CAN THIS GUIDE DO FOR ME?

You will be writing and creating a lot of essays and papers during your time at Columbia Bible College (CBC). So where can you learn how to do it right? Your instructors will tell you what they are looking for and the core course *ENG 105 Academic Writing* will show you how it's done in detail. But this guide can help you get started and offers you a resource to check back on formatting details, especially citation style.

This guide focuses on **APA Style**, specifically the **7th edition**. This is a style used in psychology and social sciences programs and is a style that CBC uses in several of its courses. You may want to refer to *MLA Style, 9th edition* (also available as a CBC guide), if you are taking courses in the humanities, liberal arts, or biblical/theological studies.

This guide will offer suggestions on major aspects of research sources, plagiarism, citation style, and term paper format that you will encounter at CBC, but it does not cover everything. Therefore, you may want to consult the official *Publication Manual of the American Psychological Association, 7th edition* (2020) for details not covered in this guide.

So, why take the time to learn how to format your papers? Here's why:

- You'll become a **true scholar** because colleges and universities expect you to follow certain academic standards.
- You'll **save time** because you'll make sure to collect the information needed ahead of time.
- You'll demonstrate your **research skills** because you'll be referring to other scholars in your work.
- You'll feel a sense of **accomplishment** because your paper will look good.
- You'll get **better marks** because you'll know what your instructors are looking for.

Happy researching and writing!

WHERE CAN I FIND SOURCES FOR RESEARCH?

THE CBC LIBRARY

Go to the **Library Catalogue** section of the CBC Library website to find the location and availability of physical materials in the Library, such as books, magazines, DVDs, and CDs (plus e-books too). There are over 36,000 physical books on the **second floor of the Resource Centre**, most of which may be borrowed. Books in the Reference shelves and Course Reserves are high-use items that are available for use only in the Library or for short-term loans.

The Library supports all programs and courses that CBC offers but has a predominant focus on biblical and theological resources, including monographs, commentaries, encyclopedias, dictionaries, concordances, magazines, and journals.

ONLINE DATABASES AND E-BOOKS

Go to the **E-Books & Articles** section of the Library website to find a list of electronic materials. Many of these are subscription databases purchased by CBC and are only available to students, staff, and faculty. You will be asked to enter your CBC ID number to access these materials when you are off campus.

With the exception of the e-book database, which hosts over 210,000 e-books, most databases are collections of journals and magazines that publish academic articles, both peer-reviewed and not. Scholars submit their shorter work to these journals, as opposed to publishing their longer work in books.

Databases may be general or specific to a field (for example, *Academic Search Complete* is a general database that includes journals from a variety of fields, while *PsychINFO* is a collection of journals from psychology fields primarily), so check the descriptions to see which database will work for your search.

Links to many free and open access websites are also included to give you more options to find the information you are looking for.

LIBRARY RESEARCH GUIDES

Go to the **Guides & Resources** section of the Library website to find curated guides of research sources for CBC programs and courses. Research guides offer specific suggestions for sources that you may want to use in your papers, including new books, overviews, dictionaries and reference tools, books and e-books, articles, websites, videos, and more.

THE INTERNET

Beyond the Library website, the Internet offers many opportunities to find research. However, be aware that many websites will not be reliable or credible research sources for your papers. Since anyone can create a website, they may be biased, incorrect, or unverified. One of these is *Wikipedia*, which can be a source of quick information for an overview of a subject but should not be used as a source for your paper.

Credible websites that are appropriate to use for research include government, corporate, academic, and news sites. Other sites may apply, depending on your subject, but ask your instructor first.

You may also want to check **Google Scholar**, a site that aggregates academic articles from the web. However, not all of the entries provide open access links or PDFs to the full text of the articles. Many will be abstracts or show links to a publisher's site, which may ask you to pay for access. Never pay for an article! Instead, check CBC's journal databases or look for another article on the topic.

LIBRARY STAFF

If you are still not finding what you are looking for, ask Library staff or the Librarian. They may be able to offer further ideas for sources, assist you to navigate the stacks and databases to find what you are looking for, and help you figure out how to cite research in your paper.

WHY SHOULD I CARE ABOUT PLAGIARISM?

So, you've done your research, copied down several quotations that support your topic, and started writing your paper. But be aware of how you incorporate that research into your paper. Doing it wrong can be considered plagiarism, a type of academic cheating.

Plagiarism is when you use the words of another writer in your paper, either as a direct quote or paraphrase, without giving that writer credit for their work. By not citing them, you are representing their words as your own, which is unethical. You are basically stealing another's work and lying about your own!

Since Christians are called to a higher standard and are expected to be honest in all things, plagiarism is unacceptable at Columbia Bible College. CBC is a place where academic integrity is highly valued and where dishonest behaviour has consequences.

According to the CBC Academic Manual in the *Columbia Academic Catalogue* (2021), "Plagiarism includes:

- not citing the source of a quote or idea
- submitting the work of another person
- using a citation in order to mislead the reader as to the nature or authenticity of the source (for example, citing a quotation from a secondary source that is itself quoting a primary source, and identifying the source as the primary source)
- purchasing or copying an entire essay or other work from any source and submitting it under one's own name
- submitting an essay or other work previously submitted for credit in another course taken anywhere in the past without prior written and signed permission.

The following actions are not considered plagiarism:

- asking someone to read your assignment and suggest editorial revisions, unless specifically forbidden by the instructor
- discussing assignments with other students, unless specifically forbidden by the instructor
- asking your instructor or another college staff member for help with an assignment" (p. 93).

Yes, you may be overworked, unsure of yourself, late, or even lazy, and be tempted to cheat, but plagiarism is not worth doing. Here's why:

- Professors will **recognize where you copied it from**. They are experts in their fields and know their sources. In addition, CBC uses Turnitin software on most assignments to check for similar language and content.
- It often **doesn't match the assignment expectations**, especially if you are copying a paper from someone else, so you'll get a low grade anyway.
- It will **hinder your own ability to think and write**, which is not doing yourself any favours, as writing is one of the best things you can learn how to do at college.
- You'll **feel guilty** that you did it and worry that you'll get caught. You don't need that kind of anxiety.
- If detected, it can result in an **automatic failure** in the assignment and even the course. If you're caught in multiple infractions, you may even be suspended or **expelled**.

The best way to avoid plagiarism is to indicate the original source of any words or ideas that are not your own. This is called citation, and it's not that hard to do. This guide will show you how.

WHAT ARE CITATIONS?

Citations are the way you give credit to information that you found in your research, both quoted directly or written in your own words (i.e., paraphrased). You should cite any information that is not common fact or that you did not think of on your own. This helps you to avoid plagiarism (see above) and also provides a way for readers to search out the references for themselves.

Keeping track of sources can be overwhelming if you don't organize yourself early. You can do this by recording the details you will need to create a citation, either by hand or with citation software. For example,

- for a book, write down the author's first and last name, the title, the publisher, the year of publication, and the page number(s) of the quotation.
- for an article, write down the author's first and last name, the title of the article, the title of the journal, the volume and issue number, and the page number(s) where the quotation is from.
- for other types of sources, look up the citation style for it and record the information needed
- also record the call number or URL so that you can find the source again, if needed

Doing this gives you the basic information you need to quickly create citations for your References page. Even if you don't use all the sources that you looked at, at least you don't have to spend precious time going back to collect those details—and that's if you can find those sources again!

There are two ways to cite sources, both of which need to be included in your paper: in-text citations and a References page.

IN-TEXT CITATIONS

When you provide credit to a source within the body of your paper, be it as a quotation, summary, or paraphrase, you are creating an in-text citation.

A citation is put in parentheses at the end of the quotation or paraphrase, or at the end of the sentence. This abbreviated information connects to the References page, where the reader can find more complete details about the original source.

Here's how to format your in-text citation:

Basic Format: Cite the author's last name and the year of publication for a paraphrase or an idea (Chesley, 2000). For a direct quotation, add the page number where the quotation came from in the source—if page numbers exist (Lewis, 1952, p. 45).

Narrative Format: Use a phrase to introduce the name of the author in the text (including the year of publication in brackets). When this is done, the author's name and year of publication do not need to be included in the in-text citation, just the page number. For example: In his book, *Mere Christianity*, Lewis (1952) argues that “apologetics...” (p. 45).

Repeated References to the Same Source: If you have already provided the name of the author and year of publication, either in the text or an in-text citation, use the page number alone for a direct quotation in any subsequent in-text citations until you change sources (p. 83). If paraphrasing, you can leave out the year of publication when referring to the author until you change sources. For example, Jones (2006) is of the opinion...but Jones also says...

Multiple Authors for the Same Idea: If you are referencing several sources that discuss the same idea, separate the citations by a semicolon, but keep them in the same parentheses in alphabetical order (Baron, 1999; Jacob & Blakely, 2001; Penner et al., 1994).

Quoting the Bible: If you are quoting the Bible, cite the book in Bible in abbreviated form (see Abbreviations in the Use of Language section on page 21 of this guide), plus the chapter and verse. For example, (*King James Version*, Rev. 3:10). If it is the first reference, include the title. Subsequent citations to that version can cite the division numbers alone, without the title (Rev. 7:9-11).

Quoting the Qur'an: If you are quoting the Qur'an, cite the text references (Qur'an 56.17-18).

Punctuation: Citations of different locations in a single source are separated by commas (Deut. 5:10, 11:22). Citations of multiple books in the Bible are separated by semicolons (Deut. 5:10; Ps. 4:2). Citations of multiple sources in a single parenthesis are separated by semicolons (Baron, 2002, p. 194; Jacobs, 1996, p. 55).

No Page Number: If the source does not have page numbers (e.g., a website), give the author's last name and year of publication only (Rewniak, 2012). If the source provides paragraph numbers, provide the abbreviation par. or pars. or for a section (sec., secs.) or for a chapter (ch., chs.), along with relevant number (Chaplin, 1992, par. 30).

No Date: If a date or year of publication is not included in a source, use n.d. For example: (U.S. Census Bureau, n.d.)

Kindle, Kobo, EPUB, or other eReader File: Most electronic readers include a numbering system that tells users the location in the work. Do not cite this numbering because it may not appear consistently to other users. If the work is divided into stable numbered sections like chapters, the numbers of those sections may be cited with a label identifying the nature of the number. For example: Franklin and Eleanor Roosevelt began their honeymoon with a week's stay at Hyde Park (Rowley, 2006, ch. 2). For EPUB, which has no page or chapter numbers, cite the author, year of publication, and a shortened chapter title (Gluck, 1992, "Ersatz Thought").

REFERENCES PAGE

This is a list of all the sources (or references) you have cited in your paper and is put at the end of your paper. Double-check that in-text citations have entries on the References page and that entries on the References page are indeed cited in the body of your paper.

Here's how to format your References page:

Title: Use the title References, not Works Cited or Bibliography. Centre this at the top of the page.

Alphabetize all entries by author's last name or the first major word of the title if no author exists. When arranging the list, ignore but do not omit "The", "An" or "A" at the beginning of the title. If there is more than one work by an author, put them in chronological order according to year of publication.

Titles of Large Works: The first letters of first words at the beginning of a title and after a colon, and the first letters of proper names, are capitalized. All other words are lower case. Titles are italicized. For example, *Brain words: How the science of reading informs teaching*. This format includes books, albums, and movies. However, the first letters of all important words in journal titles are capitalized (*Journal of Applied Behavior Analysis*).

Titles of Smaller Works: The chapters of books, poems, articles, or songs are not italicized and do not include quotation marks. For example, Fly me to the moon.

Indent the second line and all subsequent lines in each citation. To do this easily, use the Hanging Indent feature in Microsoft Word's Line Spacing Options or use the Tab function on your keyboard.

Double-space the entire list, both between and within entries.

URLs or Permalinks include http:// or https:// at the beginning of the URL. Remove the underline of the hyperlink and omit a period at the end. For example,
<https://www.unitednations.com>

DOI (Digital Object Identifier): When possible, cite a DOI instead of a URL. For example,
<https://doi.org/10.1111/dome.12082>.

Accessed Dates are not required unless you believe the information on the page will change frequently. In that case, add the words *Retrieved date, from* before the URL. For example: Retrieved January 9, 2020, from <https://www.cnn.com>

Volume, Issue, and Page Numbers are formatted by number arrangement following the title of the journal: Volume number, issue number in parentheses, page range. For example, *Psychological Review*, 72(1), 1-51.

Publishers' Names: Omit business words like Company (Co.), Corporation (Corp.), Incorporated (Inc.). Replace University Press with UP (e.g., Oxford UP) or if University Press words are separated (e.g., U of Chicago P). Otherwise, write publishers' names in full (e.g., HarperCollins Publishers or InterVarsity Press).

SAMPLE REFERENCES PAGE

See example on next page:

References

- Alexander, R. J. (1998). *The book of James: An overview*. Zondervan.
- Bender, S., & Werries, J. (2022). Online supervision: Addressing clinical services in rural communities during COVID-19. *Journal of Rural Mental Health*, 46(1), 1-12.
- Derksen, D. (2021, October 20). Nature versus nurture [Class handout]. Introduction to Psychology I, Columbia Bible College. <https://teams.psyc101/2021>
- Eerdmans handbook to Christianity*. (1977). Eerdmans.
- Gowan, D. E. (1987) Wealth and poverty in the Old Testament. *Interpretation*, 41(4), 341-353.
- Huang, J. S. (2008). Body image. In K. Keller (Ed.), *Encyclopedia of obesity* (Vol. 2, pp. 50-52). Sage.
- Hull, G. G. (n.d.). Empowered to serve. *CBE International*. Retrieved September 10, 2016, from <https://www.cbeinternational.org/resources/article/priscilla-papers/empowered>
- Smith, B. (2012, May 27). *Beginning counselling* [Video]. YouTube.
<https://youtube.com/watch?v=upbo4KWUf24>
- United Nations. (1991). *Consequences of rapid population growth in developing countries*. Taylor and Francis.
- Wright, C. (1983). *An eye for an eye: The place of Old Testament ethics today*. InterVarsity Press.
- Wright, C. (1996). *Deuteronomy*. Hendrickson.

HOW DO I FORMAT CITATIONS?

Here are the most common types of citations you may need to create. These samples show the citation format used on the References page (plus the in-text citation format).

BOOKS

The Basic Format

Last name, Initials. (Year of publication). *Title of book*. Publisher.

In-text: (Last name, year of publication)

A Book by One Author

Smith, G. T. (2016). *Consider your calling: Six questions for discerning your vocation*. IVP Books.

In-text: (Smith, 2016)

More Books by the Same Author

Smith, G. T. (2021). *Welcome Holy Spirit: A theological and experiential introduction*. IVP Academic, 2021.

In-text: (Smith, 2021, p. 160)

- On the References page, order books by the same author chronologically by year of publication.
- When citing multiple books by the same author in-text, the year of publication will differentiate them: (Smith, 2016) (Smith, 2021). However, if the author has two titles published in the same year, differentiate them with a letter: (Smith, 2021a) (Smith, 2021b) in both the in-text citation and on the References page.

A Book by Two Authors

Kouzes, J. M., & Posner, B.Z. (2006). *A leader's legacy*. Jossey-Bass.

In-text citation: (Kouzes & Posner, 2006)

Narrative citation: Kouzes and Posner (2006) argue that...

A Book by Three or More Authors

Jones, R. D., et al. (2021). *The gospel for disordered lives*. B&H Publishing Group.

In-text: (Jones et al., 2021, p. 214)

A Book by a Corporate Author

United Nations. (1991). *Consequences of rapid population growth in developing countries*. Taylor and Francis.

In-text: (United Nations, 1991)

When the corporate author and the publisher are the same, omit the publisher.

Barna Group. (2017). *What's next for biblical higher education*.

In-text: (Barna Group, 2017)

A Book without an Author

Eerdmans handbook to Christianity. (1977). Eerdmans.

In-text: (*Eerdmans handbook to Christianity*, 1977, pp. 48-49)

A Book with an Editor or Translator

Dyck, C. J. (Ed.). (1981). *An introduction to Mennonite history* (3rd ed.). Herald Press.

In-text: (Dyck, 1981, p. 23)

Camus, A. (1966). *The outsider* (S. Gilbert, Trans.). Penguin.

In-text: (Camus, 1966)

A Chapter or Article in an Edited Book

Sommers, N. (1999). Responding to student writing. In L. Ede (Ed.), *Writing research: The Braddock essays* (pp. 122-29). Bedford.

In-text: (Sommers, 1999, p. 123)

- Remember that the citation begins with the author of the chapter, not the editor of the book.

Scripture

The Bible: New International Version. (1984). International Bible Society.

In-text: (*The Bible: NIV*, 1984, Rev. 3:10)

The New Jerusalem Bible. (1985). (H. Wansborough, Ed.). Doubleday.

In-text: (*New Jerusalem Bible*, Ezek. 1:5-7)

The Study Qur'an: A New Translation and Commentary. (2015). (S. H. Nasr, Ed. & Trans.). HarperOne.

In-text: (*The Study Qur'an*, 2015, 56:17-18)

If you are quoting the footnotes or comments to a book of Scripture, cite the author or editor:

Nasr, S. H. (Ed. & Trans.). (2015). *The Study Qur'an: A New Translation and Commentary*. HarperOne.

In-text: (Nasr, 2015, p. 45)

A Book with an Edition

McGrath, A. (2021). *Reformation thought: An introduction* (5th ed.). John Wiley & Sons.
In-text: (McGrath, 2021)

A Book Within a Multivolume Collection

Eusebius. (1952). *The church history of Eusebius* (A. McGiffert, Trans.). In P. Schaff (Ed.), *Nicene and post-Nicene fathers* (2nd Series, Vol. 1.). Eerdmans.
In-text: (Eusebius, 1952)

REFERENCE BOOKS

An Entry in an Encyclopedia or Dictionary, with an Author

Huang, J. S. (2008). Body image. In K. Keller (Ed.), *Encyclopedia of obesity* (Vol. 2, pp. 50-52). Sage.
In-text: (Huang, 2008, p. 51)

An Entry in an Encyclopedia or Concordance, without an Author

Mount. (2015). In J. R. Kohlberger (Ed.), *The NIV exhaustive concordance* (3rd ed.). Zondervan.
In-text: (Mount, 2015, p. 765)

An Entry in a Dictionary, without an Author

Emoticon. (2018). In *Oxford English dictionary*. Oxford UP. Retrieved January 9, 2020, from <https://www.oed.com/view/Entry/852>
In-text: (Emoticon, 2018)

COMMENTARIES

A Single Book on a Book of the Bible

Alter, R., & Strauss, M. L. (1997). *Genesis*. W. W. Norton.
In-text: (Alter & Strauss, 1997)

An Author of a Single Volume in a Commentary Series

Lincoln, A. T. (1990). *Ephesians*. Word Books. [series name not required]
In-text: (Lincoln, 1990)

An Author of a Book of the Bible in a Multi-Author Commentary Book

Wessel, W. W. (2010). *Mark*. In T. Longman, III & D. E. Garland (Eds.), *The expositor's Bible commentary* (Rev. ed., Vol. 9, pp. 671-989). Zondervan.
In-text: (Wessel, 2010, p. 793)

ARTICLES IN JOURNALS, MAGAZINES, AND NEWSPAPERS

The Basic Format

Last name, Initials. (Year of publication). Title of article. *Title of Journal*, Volume number (Issue number), Page numbers.

In-text: (Last name, Year of publication, p. number)

A Journal Article, with one author

Vacante, J. (2011). The posthumous lives of René Lévesque. *Journal of Canadian Studies*, 45(2), 5-30.

In-text: (Vacante, 2011, p. 27)

A Journal Article, with two authors

Bender, S., & Werries, J. (2022). Online supervision: Addressing clinical services in rural communities during COVID-19. *Journal of Rural Mental Health*, 46(1), 1-12.

In-text: (Bender & Werries, 2022, p. 10)

A Journal Article, with three or more authors

Saxon, J. R., Ross, K. L., Jones, L. R., & Jackson, T. Z. (2006). The literary style of Stephen King. *Journal of Communication Studies*, 61(2), 9-41.

In-text: (Saxon et al., 2006, p. 16)

A Magazine or Newspaper Article

Mead, R., & Long, S. (2014, July 28). Musical gold: Playing Strads for fun and profit. *The New Yorker*, 32-39.

In-text: (Mead & Long, 2014)

A Book Review, with a Title

Van Roon, P. (2015, June). On defining neuroplasticity. [Review of the book *The brain that changes itself*, by N. Doidge]. *Cognition & Personality*, 34(4), 434-438.

In-text: (Van Roon, 2015, p. 435)

An Online Book Review, without a Title

Goertzen, G. L. (2001, Spring). [Review of the book *The unnecessary pastor: Rediscovering the call*, by M. J. Dawn, & E. H. Peterson], *Direction*, 30(1).

<https://www.direction.com/review-unnecessary-pastor>

In-text: (Goertzen, 2001)

AUDIO-VISUAL MATERIALS

- Include the type of audio-visual medium in square brackets after the title.

A Film or Movie

Heller, M. (Director). (2020). *A beautiful day in the neighborhood* [Film]. Sony Pictures.

In-text: (Heller, 2020)

A YouTube Video

Smith, B. (2012, May 27). *Beginning counselling* [Video]. YouTube.

<https://youtube.com/watch?v=upbo4KWUf24>

In-text: (Smith, 2012)

- The person or group who uploaded the video is credited as the author, even if they did not create the work.
- No need to include the time stamp of where the information is located in the video.

A Music Album

Winehouse, A. (2006). *Back to black* [Album]. Universal Republic Records.

In-text: (Winehouse, 2006)

A Song

Beyoncé. (2013). Pretty hurts [Song]. Beyoncé, Parkwood Entertainment.

In-text: (Beyoncé, 2013)

A Photograph

Lange, D. (1936). *Destitute pea pickers in California: Mother of seven children, also known as Migrant mother* [Photograph]. US National Archives, <https://archives.gov/id/196>

In-text: (Lange, 1936)

ONLINE SOURCES

The Basic Format

Last name, Initials [or Corporate Author name]. Year or date of publication. Title of Web Page or Article. *Title of Website*, URL.

In-text: (Last name, Year of publication)

- Online sources may not always show page numbers and/or dates. If they appear, use them. If not, there is no need to cite them.
- If the online source is one that changes frequently, include the date you accessed the information before the URL: Retrieved Month day year, from URL

A Web Page, without an Author

Art Gallery of Hamilton. (2014). Visit AGH. Retrieved August 30, 2021, from
https://www.artgalleryofhamilton.com/va_index.php

In-text: (Art Gallery of Hamilton, 2014)

- Always cite the web page of a website, rather than the website by itself. If a page does not have a title, use the first several words on the page.
- If the name of the author or group is the same as the website name, leave out the website.

An Article on a Web Site or Online Magazine, with an Author

Jones, C. (2014, September 25). Relying on your memory. *Slate*.
<https://www.slate.com/relyingonyourmemory.php>

In-text: (Jones, 2014)

An Entry in an Online Encyclopedia, without an author

Tuque. (2019, June 11). In *The Canadian Encyclopedia*. Retrieved June 4, 2020, from
<https://www.thecanadianencyclopedia.ca/en/article/tuque>

In-text: (Tuque, 2019)

A Blog Post

Hernandez, S. (2018, September 29). Best strategies for framing fences [Blog post].
BoardGameGeek, <https://boardgamegeek.com/thread/343929/best-strategies>

In-text: (Hernandez, 2018)

Article in an Online Journal, without a DOI

Dolby, N. (2008). Research in youth culture and policy: Current conditions and future directions. *Social Work and Society: The International Online-Only Journal*, 6(2),
<https://www.socwork.net/sws/article/view/60/362>

In-text: (Dolby, 2008)

An Article from an Online Database, with a DOI

Langhamer, C. (2007). Love and courtship in mid-twentieth-century England. *Historical Journal*, 50(1), 173-96. <https://doi.org/10.1017/S0018246X06005966>

In-text: (Langhamer, 2007, p. 174)

An E-book Through a Digital Platform (i.e., Kindle or ePUB)

Theile, V., & Tredennick, L. (2013). *New formalism and literary theory*. Palgrave Macmillan.

In-text: (Theile & Tredennick, 2013)

- There is no need to distinguish an e-book from a print book when the content is the same.

OTHER SOURCES

Class Handout

Derksen, D. (2021, October 20). Nature versus nurture [Class handout]. Introduction to Psychology I, Columbia Bible College. <https://teams.psyc101/2021>
In-text: (Derksen, 2021)

Class Lecture

Esau, K. (2016, September 9). [Lecture notes on why the Old Testament was important]. Old Testament Survey, Columbia Bible College.
In-text: (Esau, 2016)

Esau, K. (2016, September 9). Why the Old Testament was important [PowerPoint slides]. Old Testament Survey, Columbia Bible College. *MS Teams.* <https://teams.rels101/2016>
In-text: (Esau, 2016)

Personal Communication

- Includes personal interviews, emails, online chats, text messages, telephone conversations, live speeches, unrecorded lectures, letters, online bulletin boards – used when the source cannot be accessed by the reader.
- Not included on the References page (except for Indigenous sources, see below). Use in-text citation only.

In-text citation: (W. Kelly, personal communication, January 6, 2016)

In-text narrative: J. Smith explained that... (personal communication, October 22, 2021)

Student Work, including One's Own

Leland, Dina. (2017, September 4). The influence of Paul's journeys on his writing [Student paper]. New Testament Survey, Columbia Bible College.

In-text: (Leland, 2017, p. 12)

Indirect Sources (Citing a Source Within a Source)

Smith, G. T. (2016). *Consider your calling: Six questions for discerning your vocation.* IVP Books.

In-text citation: (Rosen, 1982, as cited in Smith, 2016, p. 95)

In-text narrative: Rosen's (1982) thoughts on the subject... (as cited in Smith, 2016, p. 95)

- You should always try to find the citation for the original quotation, but if you can't, use this format.

INDIGENOUS SOURCES

- If the information has been recorded and is recoverable by readers in a video, audio, book, or article, cite it according to standard APA format. However, if you spoke with an Indigenous person directly, this would be a personal communication, which normally would only be included as an in-text citation. However, in the case of an Indigenous source, it may be included on the References page.
- To demonstrate respect for Indigenous perspectives, capitalize names of specific Indigenous groups (for example, Cherokee, Cree, Ojibwe) and words related to Indigenous culture (for example, Elder, Traditional Knowledge, Oral Tradition).

The Basic Format for Indigenous Sources

Last name, Initials., Nation/Community. Treaty Territory, if applicable. City/Community they live in, if applicable. Topic/Subject of communication, if applicable. Personal communication. Month Date Year.

In-text: (Last name, Year)

Indigenous Elders and Knowledge Keepers

Cardinal, D., Goodfish Lake Cree Nation. Treaty 6. Lives in Edmonton. Oral teaching.
Personal communication. April 4, 2004.

In-text citation: (Cardinal, 2004)

In-text narrative: Delores Cardinal (2004) described the nature of...

We would like to acknowledge and thank Lorisia MacLeod and the staff at NorQuest College's Indigenous Student Centre who created this citation template. This citation template is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License.

HOW DO I FORMAT MY PAPER?

As every instructor has different expectations of how they would like paper submissions to look like, follow their instructions first. Always ask for clarification if the formatting instructions are unclear. The following are general guidelines according to APA Style, 7th edition.

TITLE PAGE

APA format specifies a full title page, with the title, author, school, course, instructor, and date centred on the page. On a new page, repeat the title (centred) and begin the text immediately underneath.

Choosing a Title

The title of your paper functions as a mini thesis for your paper. It should describe the exact topic of your paper, without being mysterious or vague, as would be typical for creative writing. If you are writing your paper about a particular text, be sure to include the title of the text in your title. If you are writing your paper about a particular portion of Scripture, then your title should indicate the Scripture reference.

SAMPLE TITLE PAGE

See example on next page:

**Decolonizing Psychology Practices:
Canadian Practitioners and Reconciliation**

Sara Groen

Columbia Bible College

PSYC 101: Introduction to Psychology I

Professor Darrin Derksen

2 March 2022

PAGE LAYOUT

Margins: Set 1-inch (2.5 cm) margins for the left, top, right, and bottom margins. Leave the text uneven on the right margin.

Font: Use a common font that is easy to read, such as Times New Roman or Georgia 12 point or Calibri or Arial 11 point. Do not change the font size or style within the paper.

Spacing: Double-space between lines and indent paragraphs $\frac{1}{2}$ inch. Omit extra spacing between paragraphs or between sections of the paper.

Pagination: Place the page number in the upper right-hand corner of the paper, beginning on the title page and continuing consecutively on each page. For example, 1, 2, 3, etc.

Titles of Books and Other Larger Works: When mentioning the title of books or other larger works in the text, italicize the title and capitalize all major words (for example, *An Introduction to Mennonite History*). This is in contrast to title format in citations.

Titles of Articles and Other Smaller Works: When mentioning the titles of articles or other smaller works in the text, use quotation marks to enclose the title and do not italicize it (e.g., “Prayer as Liturgy”). The first letters of first words, last words, and all-important words are capitalized. This is in contrast to the title format in citations.

Headings: If using them, Level 1 headings are centred in the text. They should also be styled bold with all important words capitalized. If using further headings, check how they are styled in the *APA Publication Manual*. They should not, however, take the place of transitions. If all the headings were removed from the paper, the paper should still be clearly understandable.

References page always starts on a new page after the end of the text.

USE OF LANGUAGE

Even though you should not be artificially scholarly in your choice of words, your vocabulary needs to be more formal than that used in everyday speech.

Formal Language: Avoid informal language, including contractions (e.g., isn’t, aren’t), colloquialisms (e.g., kicked the bucket), slang, text-speak, and hyperbolic/emphatic language (e.g., the worst, the best, everything, everyone, incredibly, terrible).

Point of View: Unless your paper includes a section for personal reflection, all papers should be written in the third person point of view (e.g., one, someone, the church, Western culture, Christians, etc.). Avoid the use of the first person (I, me), first-person plural (we), and second person point of view (you) in your papers.

Inclusive Language: When referring to both male and female, use words like humanity, humankind, persons, people, all, and everyone, rather than man or mankind. Also, use inclusive terms when referring to groups that include both male and female (e.g., fire fighter rather than fireman, or layperson rather than layman, etc.).

Acronyms: Introduce an acronym by giving the full title, followed by the acronym in brackets. Once you have introduced the full title, you may then proceed to use the acronym throughout the body of your paper. For example: The United Nations (UN) is holding a summit...and the UN will broadcast its meetings from there.

Pronouns Referring to God: Avoid using unnecessary gender-specific pronouns in reference to the Godhead. In cases when such pronouns are unavoidable, they should not be capitalized (thus he, him, his); but expressions like Third Person of the Trinity or nouns, such as Creator, Messiah, Redeemer, are capitalized. The word Scripture is also capitalized.

Abbreviations: Abbreviate books of the Bible when using them in in-text citations.

Gen.	1 Kgs.	Ecc.	Obad.	Mt.	Col.
Ex.	2 Kgs.	Song Sol.	Jon.	Mk.	1-2 Thess.
Lev.	1 Chr.	Is.	Mic.	Lk.	1-2 Tim.
Num.	2 Chr.	Jer.	Nah.	Jn.	Tit.
Dt.	Ezra	Lam.	Hab.	Acts	Philem.
Josh.	Neh.	Ezek.	Zeph.	Rom.	Heb.
Judg.	Esth.	Dan.	Hag.	1-2 Cor.	Jas.
Ruth	Job	Hos.	Zech.	Gal.	1-2 Pet.
1 Sam.	Ps.	Joel	Mal.	Eph.	1-2-3 Jn.
2 Sam.	Pr.	Amos	Phil.	Jude	Rev.

In abbreviations of chronological eras, while BC and AD are typically used, you are free to use BCE and CE at your discretion. Be consistent in using either terminology within your paper.

WHAT IF I STILL NEED HELP?

Consult the official *Publication Manual of the American Psychological Association*, 7th edition (2020) for details not covered in this guide.

Browse the APA Style website for online help:
<https://apastyle.apa.org/style-grammar-guidelines/>

or the Purdue Owl APA website:
https://owl.purdue.edu/owl/research_and_citation/apa_style/

Make an appointment with the Librarian (for research and citation help) or the Academic Support Office (for writing and citation help). Both offices are located in the Library on the second floor of the Resource Centre.

Dorothy Gebert, Librarian

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