If	Do this	Example
the book is listed with a single author and the passage is quoted	include the page reference preceded by the abbreviation for the word "page"	(Sheen, 2006, p. 40)
the book is listed with a single author and the passage is paraphrased	omit the page reference	(Sheen, 2006)
the book is listed with two authors	include the two last names separated by an ampersand	(Bibby & Posterski, 2000)
the book is listed with six or more authors	use the abbreviation for the words "and others"	(Ballard et al., 2003)

If	Do this	Example
the book is listed with a corporate author	use the corporation in place of a person's name	(Canadian Medical Association, 1997)
the book is a multi-volume work with editor(s)	start the citation by listing the editor's last name	(Eldredge, 2002)
you are citing a selection such as a chapter or an article from an edited work	begin the citation with the author's last name, not the editor	(Turner, 1987)
you are citing a signed article from an encyclopedia	begin the citation with the author of the article	(Sandrick, 1996)

If	Do this	Example
you are citing a government publication	begin the citation with publishing agency, department or ministry	(Natural Resources, Canada, 2007)
you are quoting a passage from a journal article	include the page reference(s)	(Harris, 2011, p. 306).
you are paraphrasing a passage from a journal article	do not include the page references	(Harris, 2011)
you are citing a newspaper article	begin with the author's last name	(Popplewell, 2011).
you paraphrase information in the text	include the author and year of publication in the parenthetical citation	The special and unshared mark of a living being is its genetic program which indicates that organism's chemical composition (Harold, 2001).

If	Do this	Example
you use the author's name in the paraphrased sentence	include only the year of publication following the author's name	Harold (2001) notes that the special and unshared mark of a living being is its genetic program which indicates that organism's chemical composition.
you quote directly from a print source	enclose the passage in quotation marks and add the page number in the parenthetical citation	The graceless movement of dinosaurs has been described as blundering "along in slow motion stepping on trees and other animals which were crushed beneath their feet in their mindless, tanklike progression" (Benton, 1989, p. 125).
you use the author's name in the introduction of the quotation	include the year of publication immediately following the author's name and the page number following the quotation	According to Benton (1989), the notion that dinosaurs were graceless in motion has been challenged by new information which asserts that "larger forms were fleet of foot and capable of galloping" (p. 126).

If	Do this	Example
you are quoting a passage longer than 40 words	 start the quotation on a new line indent to the location you would begin a new paragraph (1/2 inch) double space add a parenthetical citation after the closing punctuation mark 	Benton's (1989) summary of the proponents of ectothermy includes the following: They contend that the clearest footprints are formed in firm sand, as can be demonstrated on the beach today, and no running speeds would be possible. They note their consistency of all the calculations in estimating human walking speeds for the largest dinosaurs, and fast speeds for smaller theropods. (p. 127)