Images (includes drawings, photographs and graphs)

- Include a caption at the bottom of the image.
- Number the images sequentially in order of appearance in the text.
- Insert the image close to the text that is referencing it.
- Adjust the image to the center of the page.
- Double-space the caption below the image.

In-text:

![Bar chart](image.png)


Own/personal image

- If you own the image (for example, a photograph that you took), you will only need a caption. No need for in-text citation or reference entry.

<table>
<thead>
<tr>
<th>Model</th>
<th>Figure X. Caption.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Figure X. Caption (own photo). -&gt; another option</td>
</tr>
</tbody>
</table>

Image from a book

<table>
<thead>
<tr>
<th>Model</th>
<th>Figure X. Phrase that can be the title and description. Reprinted (or adapted) from Book title (page number), by Author X. X. Surname, yyyy, place of publication: publisher. Copyright yyyy by the name of copyright holder. Reprinted (or adapted) with permission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Figure 1. Short-term memory test involving pictures. Reprinted from Short-term memory loss (p. 73), by K. M, Pike, 2008, New York, NY: Mackerlin Press. Copyright 2008 by the Association for Memory Research. Reprinted with permission.</td>
</tr>
</tbody>
</table>
Image from a journal article

Model:  
*Figure X.* Phrase that can be the title and description. Reprinted (or adapted) from “Title”, by Author X. X. Surname, yyyy, *Journal title, volume*(issue), p. xx. Copyright yyyy by the name of copyright holder. Reprinted (or adapted) with permission.

Example:  
*Figure 1.* Schematic drawings of a bird’s eye view of the table (a) and the test phase of the choice task (b). Numbers represent the dimensions in centimeters. Adapted from “Visual experience enhances infants’ use of task-relevant information in an action task”, by S. H. Wang and L. Kohne, 2007, *Developmental Psychology, 43*, p. 1515. Copyright 2003 by the American Psychological Association.

Image from a website

Model:  
*Figure X.* Phrase that can be the title and description. Reprinted (or adapted) from *Title of website*, by Author X. X. Surname, yyyy, Retrieved from URL. Copyright yyyy by the name of copyright holder. Reprinted (or adapted) with permission.

Example:  

In the reference list:

Model:  
Last name, X. (Role). (yyyy). *Title*. [Type of work]. Retrieved from URL.

Example:  

Tables

- Mention in your text the most relevant pieces from the table, by pointing out what the reader should pay attention to.
- Create a unique title for each table, which explains briefly what it contains.
- Provide numbers for each table, in order of appearance.
- Double-space the entire table.
- Present all the tables at the end of your paper, after the reference list and before the appendices.
In-text:

Table 1

Sales of fashion products in Canada, US and worldwide, 2018

<table>
<thead>
<tr>
<th></th>
<th>Canada</th>
<th>US</th>
<th>Global</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing</td>
<td>4.3</td>
<td>2.4</td>
<td>2</td>
</tr>
<tr>
<td>Footwear</td>
<td>2.5</td>
<td>4.4</td>
<td>2</td>
</tr>
<tr>
<td>Accessories</td>
<td>3.5</td>
<td>1.8</td>
<td>3</td>
</tr>
</tbody>
</table>


Above the table

- Table and number should not be italicized.
- Insert a break between the table number and title.
- Title should be italicized.

Model

<table>
<thead>
<tr>
<th>Model</th>
<th>Table X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Table 1</td>
</tr>
</tbody>
</table>

Title

Hot sauce consumed in Canadian households January 2010 – June 2010

Below the table: one source

- The word “Note” should be italicized.

Model

Note. Reprinted (or Adapted) from Title of work, by author. Retrieved from URL. Copyright yyyy by name of copyright holder.

Example


If the table is from a journal article, a book or a website, write the note using the model created for Figures.

Below the table: multiple sources

- The word “Note” should be italicized.
This is the case where you used multiple sources to create one compiled table.

<table>
<thead>
<tr>
<th>Model</th>
<th>Note. Reprinted from Title of work, by author. Retrieved from URL. Copyright yyyy by name of copyright holder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Note. Data for hot sauce consumption in the United States from Kantar Media (2010), for Canada from Statistics Canada (2011), and for Britain from Euromonitor International (2010).</td>
</tr>
</tbody>
</table>

**In the reference list:**

- Cite accordingly to the “Getting started with APA citation style”.

**Map**

In-text:

- Follow the same rule as Figures

**In the reference list:**

<table>
<thead>
<tr>
<th>Model</th>
<th>Author (role). (yyyy). Title [Type of map]. Retrieved from URL.</th>
</tr>
</thead>
</table>

**Recorded interview**

- If the interview can be retrieved, it should be cited and appear in the reference list.
- Interviews that are not recoverable should be treated as personal communication.
- The interviewee occupies the author’s position in the reference. The interviewer may be mentioned in parenthesis.

**In-text:**

- Interviews as a retrievable resource
  - Cite accordingly to the “Getting started with APA citation guide”

- Interviews as personal communication
  - i.e.: (E. Robbins, personal communication, January 4, 2001).
  - i.e.: P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
In the reference list:

<table>
<thead>
<tr>
<th>Model</th>
<th>Interviewee, X. X. (yy, mm dd interview). <em>Title of interview</em> (Y. Y. Interviewer) [File format]. Retrieved from URL.</th>
</tr>
</thead>
</table>

**Webpage with no author**

- In the text, provide the first few words – usually of the title – of the reference entry in double quotes and the year.
- In cases where the title is short, provide the full title in-text.

**In-text:**
- (“All 33 Chile miners”, 2010).

**In the reference list:**

<table>
<thead>
<tr>
<th>Model</th>
<th>[Full title]. (yyyy, Month dd). Retrieved from URL.</th>
</tr>
</thead>
</table>

**Secondary source (Citation within citation)**

- Only use secondary source citation if the original is out of print, unavailable in English or inaccessible through usual sources.
- In text, it will appear the original source and a citation for the secondary source. In the reference list, the secondary source (the one you had access to) is the one that should appear.

**In-text:**
- i.e.: Allport’s diary (as cited in Nicholson, 2003).

**In the reference list:**
- i.e.: Nicholson’s reference
Appendix

Things you should know when including appendices:

- If you only have one appendix, then name the document “Appendix”.
- If you have more than one appendix, then name “Appendix A”, “Appendix B”, etc.

In-text:

- i.e.: (see Appendix X for more information on [subject]).

In the reference list:

- Appendices are not included in the reference list.

If you need more citation help, check the APA style guide to electronic resources.

Sources


