

ACOV APA Style Manual 2011

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FORMATTING A PAPER USING APA STYLE

Follow these guidelines when you prepare your paper to be handed in:

1. Title page:

Running head (see below) and page numbers begin on title page.
Include the following information, centred: title of paper, your name, professor's name, course name, and date of submission (see [Sample APA-style paper](#)).

2. Font:

Size 12 Times New Roman (unless your professor specifies otherwise).

3. Page setup:

One inch margins all around (In Word 2010: Page Layout-Margins).
Indent the first line of each paragraph five-seven spaces (hit Enter then Tab).
Do not double-side.

Double-space (In Word 2010: Page Layout-



4. Page numbers:

Number all pages, beginning with the title page. Use the *Page Numbering* tool – do not type page numbers (see [Appendix A](#))
Place page numbers in the top right corner.

5. Running head:

Set a running head (repeating title) at the top of each page, using the *Header* tool (see [Appendix A](#)).

Type a short version of your title, all in caps – e.g. CHILD ABUSE AND GENDER

6. Titles and Sub-titles:

Repeat your paper's title on the title page and the first page of the paper.
To use sub-headings, follow the rules below:

Level One:	Centre, Bold, Capitalize Main Words
Level Two:	Align left, Bold, Capitalize Main Words
Level Three:	Indent, bold, no capitals, follow with a period.

7. References:

Place your list of references at the end of your paper, on a separate page.
Include your running head and page numbers.

8. Visuals:

Number and title all visuals as per the examples (see [Sample APA-style paper](#)).
Cite all visuals that you haven't created yourself.

Include a note of acknowledgment for any tables/figures which you have created using someone else's information.

AVOIDING PLAGIARISM

There are two important stages to avoiding plagiarism:

1. Using sources correctly by either [quoting](#) or [paraphrasing](#) accurately.
2. [Documenting](#) sources by [citing](#) and creating a [references list](#).

Paraphrasing

Paraphrasing means putting someone else's ideas into your own words. A proper paraphrase must be **substantially different** from the original text, both in wording and in structure.

Paraphrases **must be cited**.

Simply changing a few words is not paraphrasing. A paraphrase should be substantially different from its original and should sound like your own writing voice.

Original: "Researchers at the University of Oxford's Jenner Lab are developing a vaccine that targets the common proteins found in all flu viruses instead of tailoring to seasonal flu" (Haggarty, 2011, February 9).

- A new vaccine is being **developed** at Oxford University that **targets** proteins that appear in all flus rather than having to **tailor** a flu shot to each year's **seasonal flu** (Haggarty, 2011). WORDS TOO SIMILAR
- Researchers at Oxford University's Jenner lab are creating a universal vaccine that will attack proteins common to all flus rather than creating a new vaccine specially for each seasonal flu (Haggarty, 2011). STRUCTURE TOO SIMILAR
- A universal flu vaccine under development at Oxford University's Jenner Lab will eliminate the need to create specialized seasonal flu vaccines by attacking proteins that exist in all strains of the flu (Haggarty, 2011).

Quoting

Quoting means reporting what an author has said using his/her own **exact words**.

Quotations must be cited, stated in the exact words and placed in quotation marks or indented.

For short quotations (fewer than 40 words), place the text in quotation marks and embed it in a sentence.

- e.g. Canada's yearly flu vaccines may soon be a thing of the past, as researchers are creating "a vaccine that targets the common proteins found in all flu viruses instead of tailoring to seasonal flu" (Haggarty, 2011, February 9).

For long quotations (40 words or more), indent the text by five spaces on each side and leave the quotation marks off.

e.g. Researchers at the University of Oxford's Jenner Lab are developing a vaccine that targets the common proteins found in all flu viruses instead of tailoring to seasonal flu. The result: instead of having to have a newly concocted flu shot developed each year, the same can be used again and again (Haggarty, 2011, February 9).

When quoting, it is critical that the quotation be exactly the same as the original – any changes that you make must be clearly indicated.

To add or change text, place the added or changed parts in [brackets].

Original: “The result: instead of having to have a newly concocted flu shot developed each year, the same can be used again and again” (Haggarty, 2011, February 9).

Added: “The result: instead of having to have a newly concocted flu shot developed each year, the same **[universal vaccine]** can be used again and again” (Haggarty, 2011, February 9).

Changed: “The result **[is that]** instead of having to have a newly **[created]** flu shot developed each year, the same can be used again and again” (Haggarty, 2011, February 9)

Source: Haggarty, E. (2011, February 9). Say ‘goodbye’ to the seasonal flu shot. *Toronto Star*. Retrieved from www.thestar.com

Documenting Sources

In order to avoid plagiarising, it is critical that you **cite each use of a source** in the body of your paper **AND** include **each source** in a [references list](#) at the end of your paper.

You must cite any statement, fact, statistic, idea and conclusion which is not your own thinking, even if you have used your own words.

The only exception to the above rule is “common knowledge” – facts or statistics that are either

- a. commonly known or
- b. easily checked in an encyclopaedia or quick Google search.

Items of common knowledge do not have to be cited or included in your references list.

You must also cite any images (such as photos or graphs) which you have not created yourself.

Note: If you have taken a photo or drawn a picture yourself, it is acceptable to credit yourself as a photographer/illustrator – this avoids any confusion for your reader, who might think you've just forgotten to cite.

CITING SOURCES

Citing each source allows the reader to match each piece of quoted or paraphrased

information in your paper with the correct entry in your references list. This allows the reader to find any piece of information in its original source, using the information in your references list.

General rules for citing sources:

1. Place the citation as close as possible to the source material.

For a **quotation** (author's words), place the citation at the end of the sentence **before the period**.

e.g. "The prevalence of listeriosis is about 20 cases in one million people" (McGeer, 2009).

For a **paraphrase** (your own words), place the citation at the end of paraphrased material, at a natural pause in the sentence.

e.g. Because approximately 20 cases of listeriosis per 100 million people are reported annually (McGeer, 2009), Canadians should take steps to lower their risk of contracting it.

2. Cite EVERY use of a source.

If you quote or paraphrase the same author four times, you will make four citations.

Each citation will be the same, except that some may have page/paragraph numbers and others won't.

3. Include a page or paragraph number for all quotations and statistics.

Use page numbers for print sources, paragraphs for online sources.

Use p. for a single page, pp. for multiple pages, and para. for a paragraph.

Note: If a source has no page or paragraph numbers, you may include sub-titles in your citation instead – e.g. (Schaefer, 2009, Mobile Phones section).

4. If you have already mentioned the author's name in the text, it may be left out of the citation. The same is true for the year.

e.g. As Brown discovered in his landmark study, there are literally thousands of species of lichen (2001). OR

As was discovered in a landmark 2001 study, there are literally thousands of species of lichen (Brown).

If you have mentioned both the author's name and the date, do not include a citation.

Example Citations

Reminder: Include page/paragraph numbers for all quotations and statistics.
 Use **p.** for one page, **pp.** for several pages, and **para.** for paragraph.
 Include only authors' **last names** (no initials) and the **year** of the date.
 Cite each source **each time** that you use it.

[One author](#)

[Two authors](#)

[Three to five authors](#)

[Six or more authors](#)

[Email or interview](#)

[No author](#)

[No author or organization](#)

[Same idea in multiple texts](#)

[One author quoted or cited by another](#)

[PowerPoint, lecture or handout](#)

1. One author (all types of sources)

(Brown, 2009). OR (Brown, 2009, p. 21).

2. Two authors (all types of sources)

(Brown & Evans, 2011). OR (Brown & Evans, 2011, p. 66).

3. Three to five authors (all types of sources)

First citation (Pearsall, Cunningham, & Tovey, 2008).

Following citations (Pearsall et al., 2008).

4. Six or more authors (all types of sources)

All citations (Peterson et al., 2005) OR (Peterson et al., 2005, p. 786).

5. No author (all types of sources)

Use organization name (Statistics Canada, 2005) OR
 (Statistics Canada, 2005, para. 17)

Note: After the first mention, well-known organizations may be shortened – e.g. Statistics Canada may be cited as (Stats Can, 2005) or the Ministry of Natural Resources as (MNR, 2009).

6. No author or organization (all types of sources)

Use shortened title ("Palin leaves office", 2009). OR
 ("Palin leaves office", 2009, p. A6).

Note: Place quotation marks around titles of articles, chapters and web pages.
 Italicize titles of books, brochures, reports and journals.

Note: If the author is specifically identified as "Anonymous", then use this title in your citation
 e.g. (Anonymous, 2008).

7. Same idea in multiple texts

Cite all authors in alphabetical order, separated by a semi-colon (;).

(Clark, 1987, p. 130; Martin, 2007, p. 32)

(Davidson, 1985, p. 361; Johnson, 1995, p. 14)

8. One author quoted or cited by another

Quoted: Freud stated that “Just as no one can be forced into belief, so no one can be forced into unbelief” (as cited in Evans, 2009, p. 59).

Cited: Freud believed that it is impossible to impose belief (or disbelief) upon anyone (as cited in Evans, 2009, p. 59).

9. Email or interview

Provide last name, initial, and date, and label as “personal communication”.

(T. L. Green, personal communication, April 5, 2010)

Note: Do not include emails or interviews in your references list because they are not retrievable – i.e. your reader cannot access them.

10. PowerPoint, lecture, handout or podcast

Provide last name, initial, and date, and label as per the examples below:

PowerPoint: (D.C. Clemens, Ecology [PowerPoint presentation], January, 2010)

Lecture: (K.L. Lacrosse, class lecture, April 15, 2010)

Handout: (B. Strindberg, Key twentieth-century theories [Handout], n.d.)

Note: Do not include PowerPoints, lectures or handouts in your references list (unless they are posted on a public website) because they are not retrievable – i.e. your reader cannot access them.

PREPARING AN APA-STYLE REFERENCES LIST

Your references list adds detail to the information provided in your citations. By matching the author's name in a citation with his/her name in your references list, a reader can get enough detail to go out and find the original source that you have used.

[Format](#)
[Author](#)

[Date](#)
[Title](#)

[Publication info: Print](#)
[Publication info: Online](#)

General rules for references lists:

1. **Format**

Place your references on a separate page at the end of your paper, with the title **References**.

Arrange all sources in alphabetical order. Do not number your entries.

Note: Remember the “nothing before something” rule. For example, *Smith, P.J.* appears before *Smithers, A.L.*

Double space your references list.

Indent the second and following lines of each entry (hit ENTER, then TAB once).

Pay careful attention to space, periods, commas and *italics* in the examples. Make sure that your entries follow the examples exactly.

2. **Author**

Place last name first. Provide initial (first letter) of all given names.

Leave out titles, such as Dr., and credentials, such as Ph.D.

If no author is given, you may substitute an organization name. Capitalize each word of the organization name.

For multiple authors, provide the names in the order in which they appear in the original source.

3. **Publication Date**

Provide as much of the date as you can, in the order year, month, day. Spell months out in full (e.g. *September*, not *Sept.*).

If there is no date, write n.d. instead.

4. Title

Books and journal articles: Capitalize only the first word of the title and subtitle and words that are always capitalized, like Canadian. *Italicize* the title.

Journals and magazines: Capitalize every major word of the title. *Italicize* the title.

Web pages: Capitalize only the first word; no italics.

Add special information, like edition number, in parentheses () right after the title, before the period – e.g. *Canadian grammar and style* (2nd ed.).

For non-traditional sources - like PowerPoints, brochures or podcasts - identify the type of source in brackets [] right after the title, before the period – e.g. Girl [Image].

5. Publication Information (Print Sources)

Provide the place of publication, which can usually be found on the inside front cover. For Canadian and American cities, give the city and province/state – e.g. Toronto, ON. For international cities, give the city and country – e.g. London, England.

Leave words like *Inc.*, *Ltd.*, and *Publisher* and *Press* from publishers' names.

6. Publication Information (Online Sources)

If you have a digital document identifier (DOI), provide it **instead of** a URL (web address). e.g. doi:10.1503/cmaj.090869

If you do not have a DOI, provide the URL (web address) of the page you have read, if it is reasonably short. If the URL is very long, shorten it to the site's homepage.

e.g. www.canadianbloodservices.ca

Note: Make sure that URLs are not hyperlinked – that they are not blue and underlined. To turn off a hyperlink in Word, right-click and select “Remove Hyperlink”.

Note: For journal articles you have found in the library databases, you will need to Google the journal's own homepage. **Proquest, Ebsco and other databases addresses are of no use to your reader** because they may not have access to the same databases that you do.

For example, if you make a reference for a *Globe and Mail* newspaper article that you found in the Canadian Newsstand database, you will use the address www.theglobeandmail.com

If the electronic source you are citing is likely to change over time (for example, a wiki), or if there is no publication date, also provide the retrieval date – the date that you read the source.

Example references

The examples below cover the most common sources used at the college level, but it is not a complete listing.

If your source is not covered, please consult an APA manual at the library or see your professor.

Books

1. [Book – one author](#)
2. [Book – multiple authors, not first edition](#)
3. [Book – editor instead of author, sub-title](#)
4. [Book - no author or editor, organization as author](#)
5. [Chapter, essay or article in an edited book](#)

Journals

6. [Journal article – print](#)
7. [Journal article – online, with DOI](#)
8. [Journal article – online, without DOI](#)

Newspapers & Magazines

9. [Newspaper article – print](#)
10. [Newspaper article – online](#)
11. [Magazine article – print](#)
12. [Magazine article – online](#)

Online

13. [Webpage](#)
14. [Blog](#)
15. [Wiki](#)
16. [Twitter/Facebook](#)
17. [YouTube \(video blog\)](#)

Multimedia

18. [Image - online](#)
19. [DVD/TV](#)
20. [Podcast](#)

Other

21. [Map - print](#)
22. [Map - online](#)
23. [Legislation – online/print](#)
24. [Legal case – online/print](#)
25. [Lecture/PowerPoint](#)

In order to prepare your references list accurately, it is important that you pay close attention to the punctuation, spaces and italics in each entry and ensure that your entries **copy the format** exactly.

There may be cases in which you must use **two examples** to prepare one entry, such as a chapter with two authors (see Book: More than one author) in a book edited by someone else (see Chapter, essay or article in an edited book).

The small labels beneath each example are there to help you identify the parts of each example. Do not include them in your references.

1. Book: One author

Green, B. (1995). *Paragraph essentials*. Toronto, ON: Harcourt Brace.

author
date
title
publisher location
publisher

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

e-Book: For an online book, replace the publisher's information with the words *Retrieved from* (not in italics) and the web address – e.g. Retrieved from www.booksonline.com.

Do not make the address a [hyperlink](#) – right-click and select “Remove hyperlink” to turn off hyperlink.

2. Book: More than one author, not the first edition

Gurak, L.J., Lannon, J.M., & Seijts, J. (2010). *A concise guide to technical communication*
authors
date
title (italic, not in caps)
 (Canadian ed.). Toronto, ON: Pearson.
edition
publisher location
publisher

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.
List all authors in the order in which they appear on the inside cover.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Edition: Only include edition information if the book is not the first edition.

e-Book: For an online book, see note below [Book: One Author](#).

3. Book: Editor instead of Author, Sub-title

Scott, F., & Oliver, M. (Eds.). (1964). *Quebec states her case: Speeches and articles from*
editor(s)
date
title
sub-title
Quebec in the years of unrest. Toronto, ON: Macmillan.
sub-title cont.
publisher location
publisher

Author: List author(s) last name, first initial (e.g. Rae, M.).

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Editor: Include the note (Ed.) for a single editor, (Eds.) for more than one.

Title: Put a colon (:) between the main and sub-titles and capitalize the first letter of the sub-title.

4. No Author or Editor

The lottery. (1972). London, ON: J.Watts.
title
date
publisher location
publisher

Author: If there is no author, but there is an organization name – such as the American Psychological Association – use it in place of an author. Follow the example for [Book: One Author](#), but put the organization name, all in capitals, where the author's name goes.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

8. Journal Article: Online, without DOI

Stuttaford, A. (1999, August 9). Illustrated men. *National Review*, 51(15), 52-53.

author date article title journal title vol.(iss.) article pages
Retrieved from <http://www.nationalreview.com/>
journal web address

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Capitalize all main words of a journal title.

Numbers: Italicize the volume number but not the issue number. Leave no space between them.

URL: Provide the web address of the journal's own homepage. If you have found the article through a Google search or in the library database, Google the journal's title to find its phomepage and copy the address from there.

Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

9. Newspaper Article: Print

Dimmock, G. (2009, August 12). Call for psychological tests stalls Danton parole hearing.

author date article title
Ottawa Citizen, pp. A2, A10.
newspaper title article pages

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Capitalize all main words of a newspaper title.

Pages: If the article's pages are one after the other with no breaks, provide a dash between them instead of a comma (e.g. A2-A4).

10. Newspaper Article: Online

Bafford, L. (2009, August 11). Landslide buries hundreds. *Toronto Star*. Retrieved from

author date article title newspaper title web address
<http://www.thestar.com>
web address (cont.)

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Capitalize all main words of a newspaper title.

URL: Provide the web address of the newspaper's own homepage. If you have found the article through a Google search or in the library database, you must Google the newspaper's title to find its own homepage and copy the address from there.

Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

11. Magazine Article: Print

Rosenberg, D. (1995, September 18). The new abortion pills - blood and tears. *Newsweek*, 66-68.

author date article title magazine title
article pages

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Capitalize all main words of a newspaper title.

12. Magazine Article: Online

Gifford, J. (2010, May). Top 10 performance desktop PCs. *PC World*. Retrieved from www.pcworld.com

author date article title magazine title web address
web address (cont.)

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Capitalize all main words of a newspaper title.

URL: Provide the web address of the magazine's own homepage. If you have found the article through a Google search or in the library database, Google the magazine's title to find its own homepage and copy the address from there.

Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

13. Webpage

Hardcastle, M. (2011). What is cyberbullying?: Bullying comes home. Retrieved from http://teenadvice.about.com/od/schoolviolence/a/cyberbullying1.htm

author date page title page sub-title web address
web address (cont.)

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

Many webpages do not have an author. If the site is sponsored by an organization, provide the organization name, capitalized, in place of the author (e.g. Wikimedia Foundation).

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Only include the date if there is a "date posted". If the only date included is the "date modified", then leave the date out and write (n.d.) instead.

URL: Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

Note: Webpages are not addressed in the sixth edition of the APA Publication Manual – for more information on how to cite and document webpages, please visit the [APA Style Blog](#).

14. Blog Post

AutoMonster.ca. (2009, August 12). Used car prices are being driven up by ‘cash for
author/blog title date entry title
 clunkers’ program [Web log post]. Retrieved from <http://www.automonster.ca/>
entry title (cont.) non-typical source label web address

Author: If a blog has a specific author, follow the usual format for author. If the blog is written under a screen name, include the screen name exactly as written.

Many blogs do not have authors; in this case, place the **site** title (e.g. Monster Auto) in place of the author.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Place the label [Web log post] after the title because a blog is a non-typical source.

URL: Place “Retrieved from” in front the web address. If it doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

(Lee, 2010, November 18)

15. Wiki

RCMP recruitment. (n.d.). In *Wikipedia*. Retrieved 21 May, 2011, from [http://en.
article title date wiki title retrieval date web address
 wikipedia.org/wiki/RCMP_recruitment](http://en.wikipedia.org/wiki/RCMP_recruitment)
web address (cont.)

Author: Because they are created by many users, blogs never include an author.

Date: Because wikis are constantly updated, do not include a creation date.

Title: The article title goes before the date, the title of the wiki site after. Place the word “In” in front of the wiki site title.

URL: Place “Retrieved” and the date that you visited the wiki in front the web address. If the URL doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

Note: Wikis are not addressed in the sixth edition of the APA Publication Manual – for more information on how to cite and document blogs, please visit the [APA Style Blog](#).

(McAdoo, 2009, October 14)

16. Twitter/Facebook Update

budtheteacher. (2011, May 21). This week's _On the Media_ has some useful thoughts on
author screen name date Twitter post or shortened Facebook post
 the overuse of data. Worth your time [Twitter post]. Retrieved from <http://twitter.com/>
non-typical source label web address

Author: If you know the poster’s full name, follow the usual format for author name. If you have only a screen name, include the screen name exactly as written.

Date: Include the exact posting date. If more than one message from the same user is cited in your paper, add a small *a* to the first reference, *b* to the second, etc. to distinguish them.

Title: Include an entire Twitter post in place of a title. Include the title of a Facebook post if there is one; if not, create a short title out of the first few words.

URL: Place “Retrieved from” in front the web address. For Facebook posts, include the entire URL to lead directly to the post. If it doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

Note: Social media is not addressed in the sixth edition of the APA Publication Manual – for more information on how to cite and document blogs, please visit the [APA Style Blog](#).

(Lee, 2009, October 26)

YouTube Video

Patrick425. (2008, July 30). Nike courage commercial (I've got soul but I'm not a soldier)
author screen name date title
 [Video file]. Retrieved from <http://www.youtube.com/watch?v=-ae3tF18wXE>
non-typical source label web address

Author: If you know the poster's full name, follow the usual format for author name. If you have only a screen name, include the screen name exactly as written.

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Place the label [Video file] after the title because a video is a non-typical source.

URL: Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

17. Image: Online

Agency for Health Care Research and Quality. (2006). Contamination versus exposure
photographer, artist or sponsor organization date map title
 [Image]. In Pediatric terrorism and disaster preparedness (Ch. 6). Retrieved from
non-typical source label article/webpage title web address
www.ahrq.gov/research/pedprep/pedfig6_7.htm
web address (cont.)

Author: Instead of an author, provide the name of the person who took the photo or drew the image and label him/her appropriately – e.g. McPherson, J. (Photographer).
 If there is no photographer or artist listed, include the author of the article or sponsoring organization of the website, following the usual format (see [Book: One Author](#)).

Date: List date in format (2000, May 19). If there is no date, show (n.d.).
 Only include the date if there is a "date posted". If the only date included is the "date modified", then leave the date out and write (n.d.) instead.

Title: Place the label [Image] after the title because an image is a non-typical source.
 If the image's title isn't listed, right click the image and select *Save as*. In the dialogue box that pops up, read the default file name to get a title.

Context: Provide the title of the article or webpage in which the image is located (hint: from a Google Images search, click "Website for this image"). Place the word "In", capitalized, in front of the title.

URL: Place "Retrieved from" in front the web address. If it doesn't fit, insert a space to break it over two lines. Right-click and choose "Remove hyperlink" to turn off the [hyperlink](#).

18. DVD, Television Episode

Kennedy, K., Marshall, F., & Mendel, B. (Producers), & Shyamalan, M.N. (Director). (1999).

The sixth sense [DVD]. Burbank, CA: Hollywood Pictures.

- Author:** For a movie, provide the name(s) of the producer(s) and director(s), separated by a comma and ampersand (&). Label each appropriately – e.g. Carmello, T. (Producer). For a television episode, provide the name(s) of the writer(s) and director(s), separated by a comma and ampersand (&). Label each appropriately – e.g. Groening, M. (Writer). If there are multiple producers/directors, follow the format for multiple authors (see [Book: Multiple Authors](#)).
- Date:** List date in format (2000, May 19). If there is no date, show (n.d.).
- Title:** Place the label [DVD] or [Television series episode] after the title because a video is a non-typical source.
- Context:** For a television episode, provide the title of the series after the title of the episode. Place the word “In”, capitalized, and the name of the executive producer in front of it – e.g. In A. Jean (Executive Producer), *The Simpsons*.
- Studio:** Provide the name of the distributing film or television studio in place of a publisher.
-

19. Podcast

Stevenson, J. (Producer). (2008, October 15). *Quirks and quarks*. [Audio podcast].

Retrieved from <http://www.cbc.ca/podcasting/includes/quirksaio.xml>

- Author:** Provide the name(s) of the producer(s), with the label (Producer) following – e.g. Carmello, T. (Producer). If there are multiple producers, follow the format for multiple authors (see [Book: Multiple Authors](#)).
- Date:** List date in format (2000, May 19). If there is no date, show (n.d.).
- Title:** Place the label [Podcast] after the title because a podcast is a non-typical source.
- URL:** Provide the web address of the podcast’s own homepage. If you have found the podcast through iTunes, Google the podcast’s title to find it’s homepage and copy the address from there. Place “Retrieved from” in front the web address. If it doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

20. Map: Print

Ministry of Natural Resources, Surveys and Mapping Branch. (1981). *Algonquin Provincial*
map creator date map title

Park canoe routes [Map]. Peterborough, ON: Ministry of Natural Resources.
map title (cont.) non-typical source label place of publication publisher

Author: Instead of an author, provide the name of the person or organization who created the map (the cartographer). Place the word *Cartographer* in (parentheses) beside the name. Follow the usual format for author name or organization name (see [Book: One Author](#)).

Date: List date in format (2000, May 19). If there is no date, show (n.d.). Include the date that the map was created, not posted online.

Title: Place the label [Map] after the title because a map is a non-typical source. If you know the type of map (e.g. reference, topographical, etc.), include this in the label.

Note: If your map is located in an atlas, include the word *In* and the title of the atlas, followed by the map's page numbers, after the map title – e.g. In *Rand McNally premier world atlas* (pp. 82-83). See [Chapter, essay or article in an edited book](#) for format details.

If your map is part of a map series, include the series information after the scale – e.g. 1:50,000. Canada, 31 F/13.

21. Map: Online

Natural Resources Canada (Cartographer). (2001). Canada relief [Reference map].

Retrieved from [http://atlas.nrcan.gc.ca/site/english/maps/reference/national/
map creator date map title non-typical source label
web address
 can_relief/referencemap_image_view](http://atlas.nrcan.gc.ca/site/english/maps/reference/national/can_relief/referencemap_image_view)
web address (cont.)

Author: Instead of an author, provide the name of the person or organization who created the map (the cartographer). Place the word *Cartographer* in (parentheses) beside the name. Follow the usual format for author name or organization name (see [Book: One Author](#)).

Date: List date in format (2000, May 19). If there is no date, show (n.d.). Include the date that the map was created, not posted online.

Title: Place the label [Map] after the title because a map is a non-typical source. If you know the type of map (e.g. reference, topographical, etc.), include this in the label.

URL: Place “Retrieved from” in front the web address. If it doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

22. Provincial or Federal Legislation, Online or Print

Accessibility for Ontarians with Disabilities Act, S.O. 2005, c. 11. s. 10.

title of act statute volume chapter section (optional)

Title: Use the short title if one is available.

Statute: Copy the statute volume as it is written in the act. Include the year immediately after.

Section: Include a section number if you are referring to a specific section of the act.

Online: If you have downloaded the act online, attach Retrieved from and the web address to the end of your reference as for all other online sources.

If the URL doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

23. Legal Case (including Quicklaw), Online or Print

R. v. Latimer (2000), [2001], 1 S.C.R. 3 at para. 7, 2001 S.C.R. 1, 2001 SCC 1,
parties decision year volume reporter pinpoint parallel citations

McLachlin C.J.C.
judge (optional)

Parties: The party names are listed complainant first, then defendant (R. refers to the crown; in private litigation, include complainant’s last name).

Decision: The year of the decision, if available and different from year of reporter.

Year: Year of reporter from top reference.

Volume: Volume number from top reference.

Reporter: Abbreviation of reporter from top reference.

Section: Include a paragraph number if you are referring to a specific section of the case.

Parallels: Include the year, reporter and volume of parallel citations listed below top reference.

Judge: If the judge’s name is available and relevant, include it at the end of the reference. Place a comma after the last parallel citation, then the judge’s last name and office – e.g. C.J.C. for Chief Justice of Canada).

Online: If you have downloaded the act online, attach Retrieved from and the web address to the end of your reference as for all other online sources. If the URL doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

Indexed as:
R. v. Latimer
 Robert William Latimer, appellant;
 v.
 Her Majesty The Queen, respondent, and
 The Attorney General of Canada, the Attorney General for Ontario, the Canadian Civil Liberties Association, the Canadian AIDS Society, the Council of Canadians with Disabilities, the Saskatchewan Voice of People with Disabilities, the Canadian Association for Community Living, People in Equal Participation Inc., DAWN Canada: Disabled Women's Network of Canada, People First of Canada, the Catholic Group for Health, Justice and Life, the Evangelical Fellowship of Canada, the Christian Medical and Dental Society and Physicians for Life, interveners.

[2001] 1 S.C.R. 3
 [2001] S.C.J. no. 1
 2001 SCC 1
 File No.: 26980.
 Supreme Court of Canada
 2000: June 14 / 2001: January 18.
 Present: McLachlin C.J. and L'Heureux-Dubé, Gonthier, Iacobucci, Major, Binnie and Arbour JJ.

24. Lecture, PowerPoint or other non-retrievable sources

Do not include non-retrievable sources (sources that your reader can’t access) in your references list. Cite them in the body of your paper only.

If you have downloaded a PowerPoint from a public-access website, follow the format below:

Reed, L. (n.d.). Pressure ulcers: Causes, prevention, treatment [PowerPoint file].
author date PowerPoint title non-typical source label

In Medscape reference: Drugs, diseases & procedures. Retrieved from
article/webpage title web address

http://reference.medscape.com/features/slideshow/pressure-ulcer-causes
web address (cont.)

Author: List author(s) last name, first initial (e.g. Rae, M.). Do not include titles, such as Dr.

If there is no author listed, include the sponsoring organization of the website, following the usual format (see [Book: One Author](#)).

Date: List date in format (2000, May 19). If there is no date, show (n.d.).

Title: Place the label [PowerPoint file] after the title because a PowerPoint is a non-typical source.

Context: Provide the title of the article or webpage in which the file is located. Place the word “In”, capitalized, in front of the title.

URL: Place “Retrieved from” in front the web address. If it doesn’t fit, insert a space to break it over two lines. Right-click and choose “Remove hyperlink” to turn off the [hyperlink](#).

References

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GOOD THINGS GROW-O-O IN RENFREW COUNTY

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Communications II, ENL7778

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March 2011

Good Things Grow-o-o In Renfrew County

When Alisa Smith and James MacKinnon created the 100-Mile diet in 2005, they highlighted an extraordinary movement celebrating the benefits of eating local food. For one year, the Vancouver couple ate only food that was produced within one hundred miles of their home. Although faced with challenges, they quickly located an abundant variety of fresh, local food. Several books, television shows, websites and blogs later, Smith and MacKinnon have established themselves as locavore role models. Locavores are people who buy and eat local food as much as possible. Renfrew County is situated over four thousand kilometres east of Vancouver, in the Upper Ottawa Valley of Northeastern Ontario. A long way from the temperate climate and fertile soil of Western British Columbia, Renfrew County citizens experience a short growing season, extreme temperature ranges, a variety of land quality, lots of bush, a sparse population base and, generally, a sometimes hostile growing environment. Nevertheless, farmers cultivate over 400,000 acres of land in Renfrew County (County of Renfrew, 2011), and an extraordinary variety of excellent local food is available. Renfrew County consumers who buy locally produced food enjoy superior quality food, boost the local economy, and contribute to the overall sustainability of the global community.

Local Food: Nutritious and Delicious

Flavour and Quality

Locally produced food almost always is fresher, tastier, and more nutritious than food that is transported into supermarket franchises from outside the area. A Mexican strawberry journeys approximately 4500 kilometres over a period of days and weeks before arriving on the shelf of the No Frills store in Renfrew. In order to survive the voyage, usually it is picked before ripe and packaged and then re-packaged in plastic containers. By the time it arrives in Renfrew County, it is a mere shadow of a strawberry: a pale rose colour on the outside, mostly white on

the inside, with a cardboard texture, no aroma, and little flavour. Compare it to the luscious, full-flavoured local berries available during summer months (as in the photo below), and it is no wonder Renfrew County consumers flock to local U-picks such as Boudens Berry Farm or Hugli's Blueberry Ranch. They can harvest and feast the same day.

Figure 1: Comparison of Local and Imported Strawberries

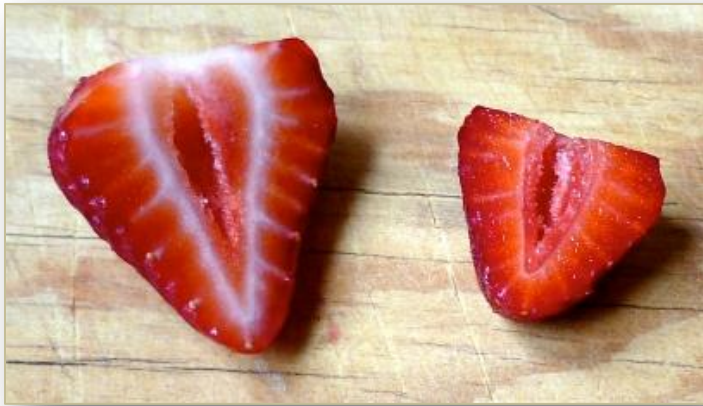


Figure 1. Although the imported berry on the left is larger than its counterpart, we can clearly see that it has lighter and drier flesh than the local berry (The Seasonal Gourmet, 2010).

Nutritional Value

Fresh, local berries are not only tastier – they are also more nutritious. Strawberries provide an excellent source of vitamin C, potassium and fibre, but studies reveal “two days as the maximal time for strawberry storage without major loss of Vitamin C and polyphenol” (George Metaljan Foundation, 2011). In addition, under-ripe berries have a lower vitamin C content and, once picked, stop ripening. Not just produce is affected by travel, time, and processing. Meats and fish, for example, are often canned, frozen or processed with additives for a longer shelf life. On the outside of the product box, High Liner Fish Sticks advertise no trans fats, no added

hydrogenated oils, and low saturated fat, and it is also a winner of the Family Food Award from Canadian Family.ca (High Liner, 2011). The following table outlines the nutritional value and ingredients of Captain High Liner fish sticks compared to a fresh trout that shoppers might obtain from a local fish farm such as Opeongo Mountain Trout Farm.

Table 1

Nutritional Value and Ingredients of High Liner Frozen Fish Sticks and Fresh Trout Fillet

	High Liner Fish Sticks 4 sticks (100 grams)	Fresh Trout Fillet 100 grams
Calories	230	150
Fat	14 g (22% daily value)	6 g (13% daily value)
Cholesterol	30 Mg	69 mg
Sodium	300 mg (13% daily value)	56 mg (2% daily value)
Carbohydrate	14 g	0
Sugar	1 g	0
Protein	11 g	23g
Vit. A	2% daily value	1% daily value
Vit. C	0%	3% daily value
Calcium	6% daily value	9% daily value
Iron	6% daily value	2% daily value
Ingredients	Minced fish fillets (whiting or cod or haddock or Pollock), water, toasted wheat crumbs, flour (corn, wheat, soy), modified starch (corn), vegetable oil (canola/soya/ sunflower), seasonings (spices, garlic, onion), sugar, salt, baking powder, sodium phosphate, soy sauce powder (wheat), guar gum, maltodextrin (corn) browned in canola oil	trout

(High Liner, 2011; Self Nutrition Data, 2011)

What is apparent from this comparison is that, in the same serving size, the fresh fish contains significantly less sodium (salt) and fat, and fewer overall calories, but more than double the

protein. A look at the ingredients list explains the extra calories and reduced nutritional value. Overall, whether it is berries or fish, fresh food has a superior quality and taste.

Buying Local: Economically and Environmentally Sound

Local Economic Impact

In addition to the superior quality of locally produced food, consumers who buy from Renfrew County producers also boost the local economy. In 2007, the average annual income for Renfrew County workers was \$26,635, compared to a provincial average of \$29,335 (Renfrew County and District Health Unit, 2010, citing Statistics Canada, 2007). Almost 12 percent of Renfrew County residents live in low income families (Shsinc, 2007, p. 8), and, according to the Child Poverty Action Network (CPAN), only “half of people who are working have full time jobs that last for the full year” (CPAN, 2007). Buying local makes good sense, as it keeps money in the community, helping small farm operators to stay in business and supplementing the family income of part-time food producers.

These same small business operators are often the backbone of rural communities. The McGregor family has cultivated their 200 acre family farm since 1856, and three generations of the family are currently operating McGregor’s Produce in Arnprior, a family-run business that provides local produce to farmers’ markets and stands throughout the Ottawa Valley. As one of its many community initiatives, McGregor’s Produce also hosts an annual strawberry shortcake fundraiser for the Renfrew Hospice (McGregor’s Produce, n.d.).

Many local food producers also provide employment for others. Brum’s Dairy in Pembroke employs a workforce of 34 (Profile Canada, 2011). Supporting local food producers who live and work within Renfrew County contributes to the economic health of the neighbourhood.

Global Economic Impact

Consumers who buy from local food producers are good global citizens as well. Consider the environmental cost of transporting that strawberry from Mexico to the No Frills store in Renfrew. According to the 100-Mile Diet website (n.d.), an Iowa study “found that a regional diet consumed 17 times less oil and gas than a typical diet based on food shipped across the country” (100 Mile Diet, n.d.). It has been estimated that the average carrot travels almost 3000 kilometres before it becomes part of someone’s meal (elocal.com, 2011). In addition, in order to preserve food for its long journey from the field to the plate, it is often laced with additives and then over-packaged in plastic containers. Kenneth Marsh, a member of the Institute of Food Technology, has reported that, in the United States, packaging comprises 31 per cent of municipal waste, and of that 31 per cent, food packaging makes up two-thirds of the volume (2007, p. 1). This excess packaging places a further strain on already struggling recycle and waste management programs. Shoppers who buy food from local vendors, however, often bring their own baskets or other re-usable containers. When Renfrew County consumers consider the carbon footprint of that Mexican strawberry, they might well reconsider buying it and choose a local product instead.

In spite of many sound reasons to support local food producers, a few skeptics argue that locally grown foods are more expensive and offer less selection than those foods brought in from outside the area. Local poultry producers may not always be able to match the \$8 “limited time” specials at Wal-Mart, but consumers should also balance the cost against the quality and remember that when they buy from local producers, they support people within their own community – neighbours, friends, and colleagues. Smith and MacKinnon frequently purchased food in quantity directly from local producers and avoided processed supermarket items such as prepared sauces, and they estimated that they actually saved money by eating local food (100

Mile Diet, n.d.). Renfrew County shoppers can also save money by buying in bulk; for example, they can purchase a side or quarter of beef from a local meat producer such as Uncle Jim's Meat Market. Selecting foods in season is another way to save money and enjoy the quality of fresh, local produce. A cucumber at Loblaw's is naturally going to cost more in December than if purchased at a farmer's gate stand on Witt Road in August. Although Smith and MacKinnon lived exclusively off their 100-mile diet for a year, Renfrew County residents don't need to adopt such a rigorous eating plan in order to make a positive impact. As long as they buy local food whenever possible, Renfrew County shoppers can still support local producers without having to forfeit their Timmies.

Buying Local: Information and Resources

Renfrew County residents can obtain local food and learn more about neighbourhood producers and vendors in a variety of ways. From May through until October, nine farmers' markets operate in communities from Arnprior to Combermere (Ottawa River Institute & Ottawa Valley Food Co-operative, n.d.). Rural Ramble is a county-wide initiative that provides self-guided tours in the fall of many rural attractions, including stops at local food producers such as Mapleside Sugar Bush. Taste of the Valley, a popular food exhibit fair held at various times and locations throughout the County, allows visitors to sample and learn about a variety of local food, and they can often talk directly to the farmer/producer. Residents taking a Sunday drive down a country road may often encounter a farm gate stand selling anything from pumpkins to honey to home baking. For those interested in local game, the Ottawa Valley Sportsmen's Club hosts an annual game dinner. Organic food can also be obtained from local producers such as Dobson's Grass Fed Beef, Stone Farms, or deGroot's Organic Vegetable Farms.

Of course, one of the best and most economical ways to enjoy local fresh food is to grow it. Even residents who don't own land for their own garden can often rent plots in community

gardens or even set up herb pots on their window sills. One such plot located off of River Road in Pembroke draws a crowd of local gardeners who harvest a range of produce from sunflower (seeds) to pumpkins to edible flowers.

In conclusion, Renfrew County residents who want to enjoy fresh, high quality food, to support their local community, and to be good global citizens should purchase local food whenever possible. Enjoy the bounty of the County!

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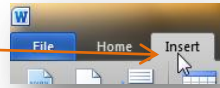
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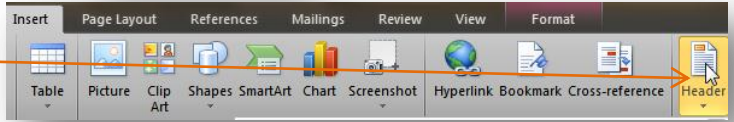
The Seasonal Gourmet. (2010, May 20). Bigger isn't always better [Image]. In Strawberries and cream cupcakes [Web log post]. Retrieved from <http://theseasonalgourmet.ca/2010/05/20/strawberries-and-cream-cupcakes/>

APPENDIX A: SETTING UP A RUNNING HEADER IN MICROSOFT WORD 2007/2010

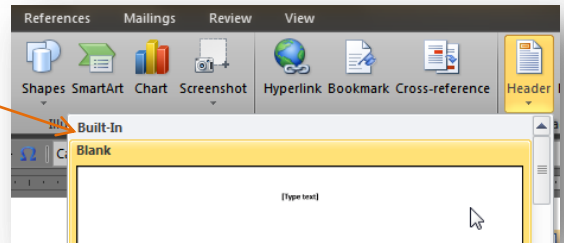
1. Click on **Insert** (second from left).



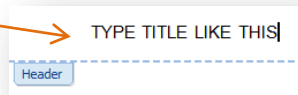
2. Select **Header**.



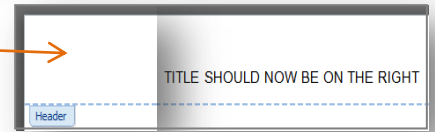
3. Select **Blank** (first option).



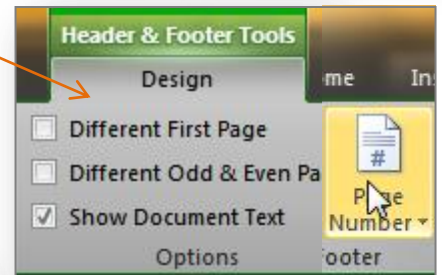
4. Type, in all capitals, your abbreviated title (no more than 50 characters, counting spaces). If necessary, reposition the title so it starts at the left margin.



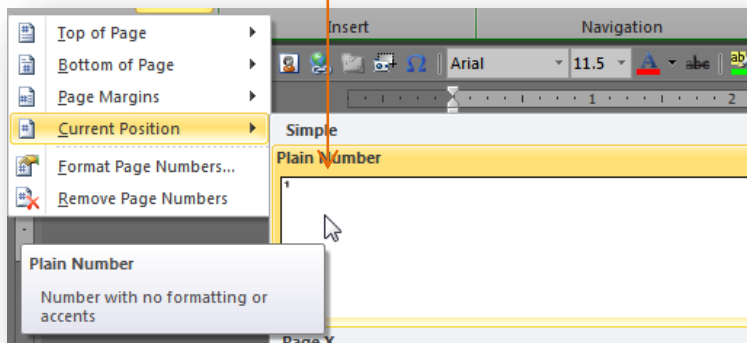
5. **Tab twice**.



6. Click on **Page Number** (3rd from left under "Header and Footer Tools").



7. Choose **Current Position** and then **Plain Number**.



APPENDIX B: ABBREVIATIONS

References		Canadian Provinces		US States			
Chapter	chap.	Alberta	AB	Alabama	AL	Montana	MT
Edition	ed.	British Columbia	BC	Alaska	AK	Nebraska	NE
Editor(s)	Ed. Eds.	Manitoba	MN	Arizona	AZ	Nevada	NV
No date	n.d.	New Brunswick	NB	Arkansas	AR	New Hampshire	NH
Number	No.	Newfoundland & Labrador	NL	California	CA	New Jersey	NJ
Page(s)	p. pp.	Northwest Territories	NT	Colorado	CO	New Mexico	NM
Translator	trans.	Nova Scotia	NS	Connecticut	CT	New York	NY
Volume	vol.	Nunavut	NU	Delaware	DE	North Carolina	NC
		Ontario	ON	Dist. Columbia	DC	North Dakota	ND
		Prince Edward Island	PE	Florida	FL	Ohio	OH
		Quebec	QC	Georgia	GA	Oklahoma	OK
		Saskatchewan	SK	Hawai'i	HO	New Orleans	OR
		Yukon Territory	YT	Idaho	ID	Philadelphia	PA
				Illinois	IL	Rhode Island	RI
				Indiana	IN	South Carolina	SC
				Iowa	IA	South Dakota	SD
				Kansas	KS	Tennessee	TN
				Kentucky	KY	Texas	TX
				Louisiana	LA	Utah	UT
				Maine	ME	Vermont	VT
				Maryland	MD	Washington	WA
				Massachusetts	MA	Virginia	VA
				Michigan	MI	West Virginia	WV
				Minnesota	MN	Wisconsin	WI
				Mississippi	MS	Wyoming	WY
				Missouri	MO		