

DATA CITATION: APA 7 STYLE GUIDE

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Welcome to this guide!

Use this guide* whenever you use Statistics Canada public use microdata from odesi.ca for analysing or communicating about the microdata and results.

It is easy to cite your Statistics Canada data, and also

- ensure your readers can find and understand your data sources, &
- improve trust in, and the accountability of, your research results!

*This guide is based on the American Psychological Association citation style 7th edition (or [APA 7](#)).

Our thanks to Professor Riva Lieflander, for bringing about this guide by asking us to produce one in support of teaching! We continue to enjoy this work!

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2016 Census PUMFs

Author. (year of release). *Title of the data file: Subtitle*
[Description of form]. Name of producer. URL

Statistics Canada produces two unique data files for the Census of Population: the “individuals file” and the “hierarchical file”. Therefore, it is necessary to cite the unique file name.

Add the unique file name as the subtitle after the title, as in the examples on the next slide. Put a colon and a space before the unique file name. Give the title and the subtitle in italicized format with the first word capitalized for both the title and the subtitle (e.g. subtitle, *I*ndividuals file), and ending with a period.

2006 Census PUMFs

Statistics Canada. (2019). *2016 Census of population: Individuals file*. [Public use microdata file and codebook]. Statistics Canada.
<http://www.odesi.ca>

Statistics Canada. (2019). *2016 Census of population: Individuals file*. [Public use microdata file].
Statistics Canada. <http://www.odesi.ca>

Note that there are two options for citing a data file in relation to its codebook. The first option above is often recommended, since the codebook is key to using the data file. The second option is acceptable, in that it is often considered to “implicitly” include the codebook.

General Social Survey PUMFs

Author. (year of release). *Title of the data file:*
Subtitle [Description of form]. Name of producer.
URL

Statistics Canada. (2015). *General social survey (GSS), 2013: Cycle 27, social identity* [Public use microdata file and codebook]. Statistics Canada. <http://www.odesi.ca>

The title of the General Social Survey includes a series title (“General social survey (GSS)”) and a cycle title (e.g., “Cycle 27, social Identity”). The series title should be treated as the main title, and the cycle title as a subtitle, as above.

Codebooks/Data Dictionaries, User Guides and Questionnaires

This section describes how to cite data documentation.

These data documents are important sources of information to use, and to cite, as they concern the meaning, scope, context and methodology behind the data. These documents commonly include codebooks, user guides and questionnaires.

In general, data documentation is cited like government documents or reports (which is quite similar to, but not identical to, citing books). See the SFU guide in the reference list at the end of this guide for more information on how to cite government documents.

Codebook/Data Dictionary

Author. (year of release). *Title: Subtitle*. Catalogue no. if applicable. Name of producer, p. #. URL

Statistics Canada. (2016). *General social survey (victimization) 2014, public use microdata file, main: Data dictionary*. Statistics Canada, pp. 12-13.
<http://www.odesi.ca>

Instead of the term “codebook”, Statistics Canada uses “data dictionary”. A data dictionary is an enhanced codebook.

Give the full title of the codebook or data dictionary as it appears on the work. The title will include the unique file name, e.g., “individuals file”, or “main”, as in this example above. Therefore, the unique file name is part of the title proper.

Often, “Data dictionary” will appear as the subtitle. However, if the title does not clearly name the type of publication, (e.g., data dictionary, codebook, etc.), then add “Data dictionary” as a subtitle, preceded by a colon, italicized and capitalized as in the example above. Cite the catalogue number if it appears on the first few pages of the codebook/data dictionary.

Codebook / Data Dictionary

Statistics Canada. (2019). *2016 Census public use microdata file (PUMF), individuals file: Documentation and user guide* (Catalogue no. 98M0001X). Statistics Canada, pp. 10-125.
<http://www.odesi.ca>

Statistics Canada sometimes appends data dictionaries to a user guide. Again, where the title does not include publication type terms, like “user guide” or “documentation and user guide”, add these terms as subtitles, italicized and with the first word capitalized.

Some codebooks or data dictionaries give a catalogue number on the first few pages. Include the catalogue number after the title and subtitle.

User Guides

The title will usually identify a document as a user guide.

Where “user guide” or variations like “documentation and user guide”, appear at or near the end of the title, treat them as subtitles.

Many Statistics Canada user guides go beyond serving as a user guide and include several appendices, such as data dictionaries.

User Guides

Author. (year of release). Title: Subtitle. Catalogue no. if applicable. Name of producer. URL

Statistics Canada. (2019). *2016 Census public use microdata file (PUMF), individuals file: Documentation and user guide*. (Catalogue no. 98M0001X). Statistics Canada, pp. 10-125.
<http://www.odesi.ca>

Statistics Canada. (2016). *Cycle 28, Canadians' safety and security (provinces) public use microdata file: Documentation and user's guide* (Catalogue no. 12M0026X).. Statistics Canada.
<http://www.odesi.ca>

Questionnaires

Author. (year of release). *Title: Subtitle*. Catalogue no. if applicable. Name of producer. URL

Statistics Canada. (2014). *General social survey, 2013, Cycle 27, social identity, main survey: Questionnaire*. Statistics Canada.
<http://www.odesi.ca>

Where “questionnaire” appears at the end of the title, treat it as a subtitle.

Citing Graphs and Tables Created by Others

Graphs are typically found in articles, and tables may be found in articles or table series.

Note: this section is for pre-made graphs taken from Statistics Canada (from their publications or other sources), and is not intended for those graphs which you have created from PUMFs. For graphs you have created from PUMFs, see pages 20-21.

Graphs and Tables (produced by others)

Graph from a journal article:

Author. (year). “Title of graph or table” [Description of form], Title of article or series name. In *Journal title, as applicable*. URL

Perrault, Simon. (2015). “Violent victimization incidents reported by Canadians, by type of offence, 1999, 2004, 2009 and 2014” [Graph], Criminal victimization in Canada, 2014. In *Juristat*. <http://www.statcan.gc.ca/pub/85-002-x/2015001/article/14241-eng.htm#a2>

Graphs and Tables (produced by others)

Table from a table series:

Author. (year). “Title of graph or table” [Description of form], Title of article or series name. URL

Statistics Canada. (2010). “Aboriginal identity population by age groups, median age and sex, 2006 counts for both sexes, for Canada, provinces and territories - 20% sample data” [Table]. *Aboriginal peoples highlight tables, 2006 Census*. <http://www12.statcan.ca/censusrecensement/2006/dp-pd/hlt/97-558/index.cfm?Lang=E>

If your table is from an article, you will not italicise it the title of the article, however, if it is from a book or a series of tables, then you will italicise the title of the book or the series.

Graphs and Tables (produced by others)

Graph or table from a book:

Author. (year). “Title of graph or table”
[Description of form], *Title of publication*.
Publisher, p. #. URL

Corbeil, J. P., Grenier, C., & Lafrenière, S. (2007). “Selected linguistic characteristics of French-speaking adults outside Quebec and English-speaking adults in Quebec, 2006” [Graph], *Minorities speak up: results of the survey on the vitality of the official-language minorities 2006*. Statistics Canada, p. 10.
http://books1.scholarsportal.info/viewdoc.html?id=/ebooks/ebooks0/gibson_cppc/2010-08-06/6/10374690

If your graph or table is in a book, then simply remove the “In” at the end, and add “Place of publication: Publisher”.

In Text Citations - PUMFs, codebooks, etc.

APA in text citation

“When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper” (OWL Purdue Online Writing Lab, 2020).

(source: <https://owl.english.purdue.edu/owl/resource/560/02>)

**(Author, year of release) = (Statistics Canada,
2015)**

If you have two different data references in your list with the same author and year, then they will be:

Statistics Canada, 2015a, and Statistics Canada, 2015b.

(Note: in both your reference list and in text citation)

In Text Citations - GRAPH CREATED FROM GSS 27

For graphs you have created from PUMFs

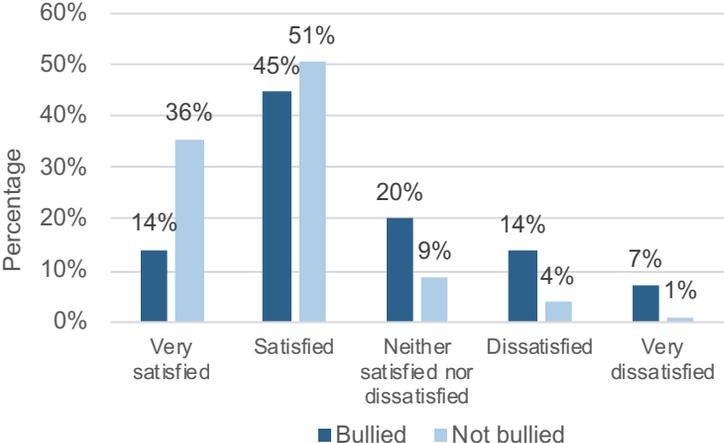
See the [Purdue APA guide section describing figures](#) (graphs are considered figures by APA). Follow the instructions under TITLE, LEGENDS and NOTES headings to create the captions and legend for your graph.

In Text Citations - GRAPH

CREATED FROM GSS 30

Figure 1

Comparison of Rate of Job Satisfaction by Humiliation Experience at Work, 2016. Statistics Canada, 2019.



Note:

The title, appears above the figure. The figure number is in bold, followed by a double-spaced line and the title in italics and title case.

In Text Citations - TABLE CREATED FROM GSS 27

For a table you have created from PUMFs

- Write “Table 1” – tables are numbered consecutively. If you are using tables and graphs (which are considered figures), number them separately (e.g. Figure 1, Figure 2, Table 1, Table 2).
- On the line below, create a descriptive title, in italics, that explains what the table is about. Include info about the dataset you used.
- **Notes:** For the formatting of the notes that appear under the table, follow the examples below.

In Text Citations - TABLE

CREATED FROM GSS 27

Table 1

Age Group of Respondents, Unweighted^a Frequency Distribution, General Social Survey, 2013: Cycle 27, Social Identity

Age group of respondent valid	Cumulative %	Code	Frequency	% of all	% of
15 to 24 years		1	3740	13.6	13.6
25 to 34 years	13.6	2	3407	12.4	12.4
35 to 44 years	26.0	3	4417	16.0	16.0
45 to 54 years	42.0	4	4733	17.2	17.2
55 to 64 years	59.2	5	5164	18.8	18.8
65 to 74 years	77.9	6	3726	13.5	13.5
75 years and over	91.5	2347	8.5	8.5	100.0
Total	7	-	27534	100.0	100.0

Note: Enter general notes about the table as a whole here. Give the source of your data: Adapted from <http://www.odesi.ca>. End the note with explanations of any non-standard abbreviations used in the table. (% is a standard abbreviation, so you don't need to add an explanation.)

^a Weighted descriptive statistics are the standard, so when you are reporting unweighted descriptive statistics you should indicate this.

^b Enter notes about specific columns, rows or cell contents here, using sequential superscript letters. Specific notes appear in a separate paragraph under the general notes paragraph. Notes are not indented

^c Unweighted Frequency.

In Text Citations - TABLE CREATED FROM GSS 27

Table 2

Means and Standard Deviations on the Measures of Length of Employment and Days Worked, General Social Survey, 2013: Cycle 27, Social Identity

	N	Minimum	Maximum	M	SD
NWE - 12 months	18447	1	52	43.40	15.396
NDW at all jobs ^a	18302	1	7	4.79	1.185
Valid N (listwise)	18166				

Note: Give the source of your data: Adapted from <http://www.odesi.ca> public use microdata file. End the note with explanations of any non-standard abbreviations used in the table. As M and SD are standard abbreviations, you don't need to indicate to add explanations for these. NEW = Number of Weeks Employed; NDW = Number of Days Worked.

^a Eight or more consecutive hours constitute a day.

^b Specific notes appear in a separate paragraph under the general notes paragraph. Notes are not indented.

In Text Citations - OUTPUT TABLE CREATED FROM GSS 27

Table 3

Age Group of Respondents: Measures of Central Tendency and Measures of Dispersion, General Social Survey, 2013, Cycle 27: Social Identity

N	Valid	29131913
	Missing	0
M		3.62
Mdn		4.00
Mode		4.00
SD		1.826
Variance		3.335
Range		6

Note: Adapted from <http://www.odesi.ca> public use microdata file..

REFERENCES

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