



BRIEF GUIDE TO THE APA

Based on the *Publication Manual of the American Psychological Association* (6th ed.). (2010)

1. INTRODUCTION

1.1 In-Text Citations

In-text citations contain abbreviated information about a source, i.e.

- Quotations: **Surname, Year, Page no.**
- Paraphrases: **Surname, Year**

1.2 Reference List Citations

For every source cited “in-text”, the Reference List must contain fuller bibliographic details which will assist readers to identify, find and access the item you have cited.

1.2.1 Reference List

The reference list, which is arranged in alphabetical order at the end of a work, contains all sources cited in your work.

1.2.2 Bibliography

A bibliography, on the other hand, contains all sources cited in your work, plus sources consulted. The APA does not normally use bibliographies, so it states that you should “choose references judiciously and include only the sources that you used in the research and preparation of the article. APA journals and other journals using APA style generally require reference lists, not bibliographies” (APA, 2010, p. 180).

2. IN-TEXT CITATIONS

Note: Author rules for in-text citations are applicable to **all formats** of information.

2.1 One (1) Author

Note: You can cite information taken from an item with one author as follows:

e.g.

According to Lubans (2010) “when you move toward self-management, towards empowerment, some staff members will want to know who is in charge” (p. 29).

e.g.

“When you move toward self-management, toward empowerment, some staff members will want to know who is in charge” (Lubans, 2010, p. 29).

2.2 Two (2) Authors

2.2.1 If the citation is part of the signal phrase (outside the parentheses), separate the two names with the full word “**and**”

e.g.

Oshima and Hogue (2007) explain that the conclusion to an essay is “a summary or review of the main points discussed in the body” (p. 148).

2.2.2 If the citation is in parentheses, separate the two names with an ampersand “**&**”

e.g.

The conclusion to an essay is “a summary or review of the main points discussed in the body” (Oshima & Hogue, 2007, p. 48)

2.3 Three-Five (3-5) Authors

2.3.1 *First citation:* List **all** the authors’ surnames.

e.g.

Löfström, Trotman, Furnari, and Shephard (2015) noted that “the current proactive ethos towards academic integrity places great expectations on academic staff and raises questions about how academics themselves view their roles and responsibilities” (p. 436).

Or

“The current proactive ethos towards academic integrity places great expectations on academic staff and raises questions about how academics themselves view their roles and

responsibilities” (Löfström, Trotman, Furnari, & Shephard, 2015, p. 436)

2.3.2 *Second & subsequent citations:* Enter the first named author followed by the term “**et al.**”

e.g.

Löfström et al. (2015) found that “groups did not agree on the extent to which it is their role to teach academic integrity” (p. 441).

Or

One study revealed that “groups did not agree on the extent to which it is their role to teach academic integrity” (Löfström et al., 2015, p. 441).

2.4 **Six or More (6+) Authors**

Note: Enter the surname of the 1st named author followed by the term “**et al.**”

e.g.

Bretag et al. (2011) recognised five main elements of an academic integrity policy, and grouped them “under the headings, access, approach, responsibility, detail and support, with no element given priority over another” (p. 4).

Or

The study recognised five main elements of an academic integrity policy, and grouped them “under the headings, access, approach, responsibility, detail and support, with no element given priority over another” (Bretag et al., 2011, p. 4).

2.5 **Items without Authors**

2.5.1 **Enter whole items e.g. books, periodicals, brochures, reports etc. in *Title Case and italics***

e.g.

Merriam Webster’s Collegiate Dictionary

2.5.2 **Enter parts of items e.g. chapters, articles, web pages in Title Case, enclosed in double quotation marks**

e.g.

“Avoiding Plagiarism”

2.6 **Indirect Citations/Secondary Sources**

Note: Name the original work in-text and the secondary source in the Reference List

e.g.

Cook and Campbell (as cited in McMillan & Schumacher, 2001)

Note: McMillan & Schumacher are cited in the Reference List, not Cooke and Campbell.

3. REFERENCE LIST

Note: Each in-text citation must have a Reference List citation

Note: Reference List Author/Editor rules are the same for all formats

3.1 BOOKS

3.1.1 One (1) Author or Editor

Method:

Surname, Initials. (Ed.). (Year). *Title of work in italics and in sentence case: Subtitle if any in italics and in sentence case* (-- ed.). City, 2 letter postal code for US State: Publisher. **Or** City, State: Publisher.

e.g.

Maudlin, T. (2011). *Quantum non-locality and relativity: Metaphysical intimations of modern physics* (3rd ed.). Hoboken, NJ: Wiley-Blackwell.

e.g.

Pietschmann, P. (Ed.). (2011). *Principles of osteoimmunology: Molecular mechanisms and clinical applications*. Berlin, Germany: Springer.

3.1.2 Two (2-7) Authors or Editors

Note: Include **all** the authors in the Reference List and separate the last 2 names with a **comma** and an **&**

Method:

Surname, Initials., Surname, Initials., & Surname, Initials. (Eds.). Year).
Title in italics and in sentence case: Subtitle in italics and in sentence case (-- ed.). City, 2 letter postal code for US State: Publisher. **Or** City, State: Publisher.

e.g.

Suzuki, H., Dastur, A., Moffatt, S., Yabuki, N., & Maruyama, H. (2010). *Eco² cities: Ecological cities as economic cities*. Washington, DC: World Bank.

3.1.3 Eight or More (8+) Authors

Note: Enter Surname and Initials of **1st 6 authors**, an **ellipsis**, Surname and initials of the **last named** author.

Method:

Surname, Initials., Surname, Initials., Surname, Initials., Surname, Initials.,
Surname, Initials., Surname, Initials., . . . Surname, Initials. (Year).
Title in italics and sentence case: Subtitle in italics and sentence case
(-- ed.). City, 2 letter postal code for US State: Publisher. **Or** City,
State: Publisher.

e.g.

Kreimer, A., Arnold, M., Barham, C., Freeman, P., Gilbert, R., Krimgold,
F., . . . Vogt, T. (1999). *Market incentives for mitigation investment*.
Washington, DC: World Bank.

3.1.4 Items without Authors

Note: Start the citation with the Title of the item, followed by the Edition and Year of publication

Method:

Title in italics and sentence case: Subtitle in italics and sentence case (-- ed.). (Year). City,
2 letter postal code for US State: Publisher. **Or** City, State: Publisher.

e.g.

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-
Webster.

3.2 BOOK CHAPTERS

Note: In-text, cite the Surname of the Author of the chapter.

Method:

Surname, Initial. (Year). Title of chapter in sentence case: Subtitle of chapter in sentence
case. In Initial. Surname (Ed.), *Title of book in sentence case and italics: Subtitle of
book in sentence case and italics* (pp. xx-xx). City, 2 letter postal code for US State:
Publisher. **Or** City, State: Publisher.

e.g.

Feetham, M. (2006). The subject specialist in higher education: A review of the literature.
In P. Dale, M. Holland, & M. Matthews (Eds.), *Subject librarians: Engaging with the
learning and teaching environment* (pp. 3-17). Hampshire, England: Ashgate.

3.3 JOURNAL ARTICLES

3.3.1 Printed Journal Articles

Method:

Surname, Initials. (Year). Title of article in sentence case: Subtitle in sentence case. *Title of Journal in Italics and in Title Case, Vol. number in italics*(issue no), pages.

e.g.

Comfort, S. (2008). The hidden life of things: Commodification, imperialism and environmental feminism in Arundhati Roy's „The God of small things“. *Postcolonial Text*, 4(4), 1-27.

3.3.2 Electronic Journal Articles with DOI

Note: Use the Digital Object Identifier (DOI), which is a permanent link.

Method:

Surname, Initials. (Year). Title of article in sentence case: Subtitle in sentence case. *Journal Title in Italics and Title Case, Volume in italics*(issue), pages. doi:10.xxxx/xxxxxxxxxx

e.g.

Daly, F., Teague, P., & Kitchen, P. (2003). Exploring the role of internal communication during organizational change. *Corporate Communication: An International Journal*, 8(3), 153-162. doi:10.1108/13536280310487612

3.3.3 Electronic Journal Articles without DOI

Note: Use the URL of the *journal home page* instead of the DOI

Note: You do not need to add the retrieval date.

Method:

Surname, Initials. (Year). Title of article in sentence case: Subtitle in sentence case. *Journal Title in Italics and Title Case, Volume No in italics*(issue), pages. Retrieved from URL of journal home page

e.g.

Muirhead, B. (2002). Integrating critical thinking into online classes. *USDLA Journal*, 16(11). Retrieved from <http://www.usdla.org>

3.4 NEWSPAPER ARTICLES: REFERENCE LIST

3.4.1 Printed Newspaper Articles

Method:

Surname, Initials. (Year, Month Date). Title of article in sentence case.
Newspaper Title in Italics and Title Case, p. or pp.

e.g.

Chauke, P. (2011, August 7). My two soccer loves. *The Sunday Sun*, pp. 1, 5.

3.4.2 Electronic Newspaper Articles

Method

Surname, Initials. (Year, Month Date). Title of article in sentence case.
Newspaper Title in Italics and Title Case. Retrieved from
URL of Newspaper Home Page

e.g.

Wright, S. (2001, January 25). Curriculum 2000 draws criticism. *The Chronicle*. Retrieved from <http://www.chronicle.duke.edu/>

3.5 WEB ITEMS

Note: You do not need to enter the retrieval date except if the website is changeable.

Method:

Surname, Initials. (Year). *Title in italics and in sentence case: Subtitle in italics and sentence case*. Retrieved from <http://www/>

e.g.

Scott, E. (2009). *Stress in college: Common causes of stress in college*. Retrieved from http://stress.about.com/od/studentstress/a/stress_college.htm/

3.6 AUDIOVISUAL ITEMS

Method

Surname, Initials. (Contribution), & Surname, Initials. (Contribution). (Year). *Title of item in sentence case and italics: Subtitle of item in sentence case and italics* [Medium].
Place: Publisher etc. OR Retrieved from URL

e.g.

Maynard, L. I. (Producer). (2000). *How to avoid plagiarism and copyright infringement* [Audio podcast]. Retrieved from <http://www.xxx.xxx>