

East West University Library

www.lib.ewubd.edu

Citing and Referencing:

APA (6th edition) Referencing Style

A guide to the APA 6th ed. referencing style

APA Mean?

You think to yourself ... **what** does that mean, **why** do I have to do it and **how** do I do it!?"

APA is one of many referencing styles used in academic writing. APA stands for American Psychological Association. The Association outlines the style in the **Publication manual of the American Psychological Association [APA] (6th ed.)**.

APA style requires 2 elements:

1. In-Text References

- Located in the text of the paper
- Tells the reader what information was borrowed and where it came from

2. A List of References

- Located at the end of the paper
- Tells the reader what sources were used to write the paper and provides complete information about the sources

Note: The in-text references and list of references work together to give complete credit to the sources that are used in writing the paper. The in-text reference in the paper should correspond with the starting of the citation in the list of references.

Structure a Paper in APA Style

1. Use standard 8.5 x 11 inch (letter size) good quality white paper
2. Use 12-pt Times New Roman font.
3. Double space lines throughout the paper. Exceptions: Triple or quadruple spacing can be done around equations. Single or one-and-a-half spacing can be done in tables or figures.

4. Use a 1 inch (2.54 cm) margin on all sides of each page—left, right, top, and bottom.
5. Text appears on one side of the paper—the reverse side is blank.
6. Left justify your margins, meaning the left margin will be flush to the left side of the page and the right margin will be uneven.
7. Indent the first line of every paragraph five to seven spaces or a standard —Tabl key space ($\frac{1}{2}$ inch).
8. Use 2 spaces after a sentence period in your essay and 1 space after commas, colons, and semicolons.
9. Order of the paper (not all of these elements are a necessary part of every paper):
 - i. Title page
 - ii. Abstract
 - iii. Text
 - iv. References
 - v. Footnotes
 - vi. Tables
 - vii. Figures
 - viii. Appendices
10. Page Numbering: The number is in the top right corner (1 inch from right and $\frac{1}{2}$ inch from the top page edges).
11. Running Head: A running head will appear at the top of every page. It is flush against the left-hand margin (1 inch) and $\frac{1}{2}$ inch from the top of the page. The running head is an abbreviated form of the title that is no longer than 50 characters in length.
12. Headings: Headings are not required, but they may be useful for the purpose of displaying hierarchal organization in your paper. There are a total of five heading styles. The following outlines the format for the first three levels of headings.
 - 1st level-Bold, Centered, Uppercase and Lowercase Heading
 - 2nd level-Bold, Flush Left, Uppercase and Lowercase Heading
 - 3rd level-Indented, bold, sentence case paragraph heading ending with a period
13. Visuals may include graphs, photographs, tables, etc. Clearly label each visual with a title that concisely describes its subject.
14. Formatting titles or publications mentioned in your paper:

- ITALICIZE: titles of books, plays, pamphlets, newspapers, magazines, journals, films, compact discs, and paintings.
- PLACE QUOTATION MARKS AROUND: titles of articles, essays, short stories, poems, chapters of books, and songs.
- CAPITALIZE: All major words in the title

APA STYLE

APA style requires brief references in the text of the paper and complete reference information at the end of the paper. Below are some general guidelines:

In-Text References	References
<p>An in-text reference is generally given in one of two ways.</p> <p>For rephrased information (information put into your own words):</p> <ul style="list-style-type: none"> • use author's surname followed immediately by the copyright year in brackets within the sentence OR • provide the author's surname and copyright year in brackets at the end of the sentence before the period 	<p>The list of sources is titled "References" and is located at the end of the paper on a new page.</p> <ul style="list-style-type: none"> • alphabetize entries by the first word of the entry • entries are double spaced and the second line of an entry is a hanging indent of a ½ inch (standard tab space) • use only initials for the first and

<p>For quoted information (information copied word for word):</p> <ul style="list-style-type: none"> • use the author's surname followed immediately by the copyright year in brackets and the page from which the information was copied in brackets at the end of the sentence (see example on page 10 for details) <p>OR</p> <ul style="list-style-type: none"> • provide the author's surname, copyright year, and page in brackets at the end of the sentence before the period (see example on page 10 for details) 	<p>middle names even if the full name is given</p> <ul style="list-style-type: none"> • in titles of books and articles, capitalize only the first word of the title, the first word following a colon or dash, and all proper nouns • in titles of periodicals, capitalize all significant words • italicize the titles of books and periodicals • one space after all punctuation • list only works that were referenced in the text of the paper (except personal communications)
--	---

Books Rule

1. Author/s or Editor/s last name (surname) appears first, followed by initials (Bloggs, J.).

2. Year of publication in brackets (2010).

3. Full title of the book. Capitalise only the first word of the title and the subtitle, if any, and

Proper names. Italicise the title. Use a colon (:) between the title and subtitle.

4. Include the edition number, if applicable, in brackets after the title or subtitle (3rd ed.) or (Rev. ed.). Note: No full stop, after the title, if there is an edition.

5. Place of publication. Always include the city and 2-letter state code when published inside the

USA, and the city & country, if published outside the USA (Fort Bragg, CA or Auckland, New

Zealand or Benalla, Australia or Weybridge, England). If there are two or more places included in the source, then use the first one listed.

6. Publisher's name. Provide this as briefly as possible. Do not use terms such as Publishers, Co., or Inc. but include the words Books & Press. When the author and the publisher are the same, use the word Author as the name of the publisher.

Book – one author

Example

1. Madura, J. (1998). *International financial Management* (5th ed.). Cincinnati, Ohio: South-Western Collage Pub.

In -text ref.

1. Madura (1998)...or(Madura, 1998).

Book – Two Authors

Example

1. Sprio, R. L, & Stanton, W. (2008). *Management of a sale force* (12thed.). New Delhi: McGraw-Hill.

In -text ref.

1. Sprio and Stanton (2008).....or..... (Sprio& Stanton, 2008).

Book – Three to Five Authors

Example

1. Fraser, D.R., Gup, B.E. & Kolari, J.W. (1995). *Commercial banking: The management of risk*. Minneapolis, St. Paul: West Pub. Company.

In -text ref.

1. (Fraser, Gup & Kolari, 1995).....OR (Fraser et al., 1995).

Book – place of publication

Note: always include the city and 2-letter state code when published inside the USA, and city & country if published outside the USA.

Example

- i. Stein, R. (2001). *Rick Stein's seafood*. London, England: BBC.
- ii.

Book – editor

Example

Gibbs, J.T., & Huang, L.N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

In -text ref.

(Gibbs, 1991).

Note: Since the information was edited, do not use the editor's name as if he or she wrote it.

Book – author & publisher are the same

Example

MidCentral District Health Board. (2008). *District annual plan 2008/09*. Palmerston North, New Zealand: Author.

Chapter in an edited book

Example

iBaker, F.M., & Lightfoot, O.B. (1993) Psychiatric care of ethnic elders. In A.C. Gaw (Ed.), *Culture, ethnicity, and mental illness*(pp. 517-552). Washington, DC: American Psychiatric Press.

In -text ref.

- i. (Baker, 1993).

E-book (including Safari and Google books)

Example:

- i. Rich, J. R. (2011). *Your iPad 2 at work* [e-book]. Retrieved from <http://safaribooksonline.com>
- ii. Sadun, E., Grothaus, M., & Sande, S. (2011). *Taking your iPad 2 to the max* (2nd ed.). [e-book]. Retrieved from <http://books.google.co.nz>

Electronic version of a print book

Example:

- i. Author surname, Initials. (Year of publication). *Title*. Retrieved from URL
Hopkins, D. (2008). *A teacher's guide to classroom research*. Retrieved from <http://lib.mylibrary.com/Open.aspx?id=195309>

Electronic version of a republished book

Example:

i. Author surname, Initials. (Year of release in electronic format). *Title*. Retrieved from URL (Original year work was published).

Hooke, R. (2005). *Micrographia*. Retrieved from <http://www.gutenberg.org/files/15491/15491-h/15491-h.htm> (Original work published 1664).

Serial/journal articles Rules

1. Author/s last name (surname) first, followed by initials.
2. Year of publication in brackets. (2012)
3. Title of article. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
4. Title of the serial/journal in full in italics.
5. Volume number, in italics. Do not use "Vol." before the number.
6. Issue number. This is bracketed immediately after the volume number but not italicised.
7. Month, season or other designation of publication if there is no volume or issue number.
8. Include all page numbers.
9. Include any Digital Object Identifiers [DOI].

Serial / journal article (print) Journal article, one author

Example

1. Mellers, B.A. (2000). Cjoice and the relative pleasure of consequence. *Psychological bulletin*, 126, 910-924.

In -text ref.

Mellers (2000) ((Mellers, 2000).

Journal article, two author (paginated by issue)

Example

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology journal: Practices and Reserch*, 45(2), 10-36.

In -text ref.

(.Klimoski, 1993)

Journal article, Three-six author

Example

Saywitz, K.J., Mannarino, A.P., Berliner, L., & Cohen, J.A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

In -text ref.

(Saywitz, 2000).

Serial / journal article – more than one author (print)

Example

1. Wolchik, S.A., West, S. G., Sandler, I.N., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of consulting and Clinical Psychology*, 68, 843-856.

Serial / journal article (online from a database – e.g. EBSCO or Newztext)

Note:The database name and retrieval date are no longer required. Include the home page of the journal. This may require a quick web search to locate the URL (Refer to the APA manual, p. 191-192, 199).

Example

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity*, 16(4), 454-464.

In -text ref.

Huy et al. (2008),,,,,,,,,,,,,,,,,,or(Huy et al.. 2008)

Serial / journal – more than one author (online–DOI)

Example

1. [Fellin, R.E.](#), [Rose W.C.](#), [Royer, T.D.](#), & [Davis I.S.](#) Comparison of methods for kinematic identification of foot strike and toe-off during over ground and treadmill running. *Journal of Science and Medicine in Sport*, 13(6), 646-50.
doi:10.1016/j.jsams.2010.03.006

Note:

If the article has no DOI: Consider providing the home page URL of the journal. If you are accessing the article from a database, you may need to do a quick web search to locate this URL. It is not necessary to include the name of the database.

No retrieval date is necessary for content that is not likely to be changed or updated.

Magazine Article

Example

1. Kandel, E.R., & Squire, L.R. (2000, November 10). *Neuroscience: Breaking down scientific barriers to the study of brain and mind*. *Science*, 290, 1113-1120.

In text citation:

1. (Kandel& Squire, 2000).

Newspaper article

Example

1. Berkowitz, A.D. (2000, November 24). How to tackle the problem of student drinking. *The Chronicle of Higher Education*, p. B20.

In text citation:

(Berkowitz, 2000).

Newspaper article (no author)

Note:

If no author is present, use the title of the article in place of the author's name

Example

1. New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

In text citation:

("New drug," 1993).

Newspaper (online)

Example

1. Hiltz, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2017, from [Http://www.nytimes.com](http://www.nytimes.com)

Thesis/Dissertations (print)

Example

- i. Ross, D.F. (1990). Unconscious transference and mistaken identity: When a witness misidentifies a familiar but innocent person from a lineup (Doctoral dissertation, Cornell University, 1190). *Dissertation Abstracts International*, 51, 417.

Thesis (online)

Example

1. **Zaman, N. (2017).** *In Vitro Efficacy Study of Ornidazole against Clinical Isolates of E. histolytica and E. Bangladeshi*(Master's dissertation, The East West University, Dhaka, Bangladesh). Retrieved from <http://dspace.ewubd.edu/handle/123456789/2307>

Wikis (including Wikipedia)

Note: Wikis can generally be written and edited by more than one person. Use wiki information wisely. Wikipedia can be a good starting point to discover background information on a topic and you can use the citations and links in any entry to verify information and locate original sources. Check with your lecturer – Are you allowed to use Wikipedia as a reference source?

Example

Moodle. (2014). Retrieved December 8, 2014, from Wikipedia:
<http://en.wikipedia.org/wiki/Moodle>

In text citation

(Moodle, 2014).

Corporate Report, Government Author

Note:

If present, include publication or catalogue number in parenthesis after the title.

Example:

- i. Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

In text citation

Note:

- A group author / publisher style of reference will include corporations, associations, government agencies or study groups act as author and publisher.
- Spell out the full name of the group publisher and author, do not use abbreviations or acronyms

Example:

- i. (Australian Bureau of Statistics, 1991).

No Author or Editor

Note: Place the title in the author position.

Example:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster

In text citation

Use the title in place of the author

According to the Merriam-Webster's Collegiate Dictionary (1993) OR . . . (Merriam-Webster's Collegiate Dictionary, 1993).

Web Page

Note:

- Provide as many of the bibliographic elements as are available
- Include the complete Web address for the page of information (cut and paste the web address to ensure accuracy).
- Be sure that the Web site hosting a document is the actual author; a Web site might be hosting the information for other organizations.

Example:

1. Canaries, Inc. (1997, September 27). *Towards a Canadian health IWAY: Vision, opportunities and future steps*. Retrieved November 8, 2000, from <http://www.Canarie.ca/press/publications/pdf/health/healthvision.doc>

In text citation

Note:

Cite electronic information the same way as printed works, use the author and date of electronic publication

Example:

1. (Canaries, Inc., 1997).

Blog Post

Note: The title of the blog post is not italicised – who knows why not? The vagaries of APA! The APA manual uses the technical term [Web log post] as the descriptor but we have used the common terminology [Blog post].

Example:

1. Pratch, J.H. (2014, October 8). How to Cite Course Packs, Custom Textbooks, and Other Classroom Compendiums [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2012/09/how-to-cite-course-packs.html>

In text citation:

(Pratch, 2014).

Conference Paper

Example:

1. Deci, E.L. & Ryan, R.M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska symposium on motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

In text citation:

1. (Deci & Ryan, 1991).

Conference paper (online/Virtual)

Note: There is no geographic location for a virtual conference

Example:

- i. Tan, G., & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved January 05, 2012, from <http://www.curtin.edu.au/conference/cyberg/centre/outline.cgi/frame/dir=tan>
- ii. MacColl, F., Ker, I., Huband, A., Veith, G., & Taylor, J. (2009, November 12-13). *Minimising pedestrian cyclist conflict on paths*. Paper presented at the Seventh New Zealand Cycling Conference, New Plymouth, New Zealand.

Retrieved May 16, 2017, from

http://cyclingconf.org.nz/system/files/NZCyclingConf09_2A_MacColl_PedCycleConflicts.pdf

In text citation:

(Tan, G., & Lewandowsky, S., 1996).

First time cited: (MacColl, Ker, Huband, Veith & Taylor, 2009).

Second and subsequent citations: (MacColl et al., 2009).

Dictionary (print)

Example:

1. Saide, S (Ed.). (1980). *The new grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan
2. Weller, B. F. (Ed.). (2009). *Bailliere's nurses dictionary: For nurses and health care workers* (25th ed.). Edinburgh, Scotland: Elsevier.

Dictionary (online)

Example:

Cambridge dictionaries online. (2011). Retrieved from <http://dictionary.cambridge.org/>

In text citation:

(Cambridge dictionaries online, 2011).

Specific entry in an online dictionary (no author or editor)

Example:

i. Acquiescence. (2011). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriamwebster.com/dictionary/acquiescence>

In text citation:

(Acquiescence, 2011).

Specific entry in an online dictionary (editor)

Example:

Simpson, J. (Ed.). (2011). Acquiescence. In *Oxford English dictionary*. Retrieved from <http://www.oed.com/>

DVD / Video / Motion Picture (including ClickView & Youtube)

Example:

Gardiner, A., Curtis, C., & Michael, E. (Producers), & Waititi, T. (Director). (2010). *Boy: Welcome to my interesting world* [DVD]. New Zealand: Transmission.

In text citation:

(Gardiner, Curtis, Michael & Waititi, 2010).

Example:

Ahmed, A. (Producer), & Breitenmoser, K. (Director). (2012). *Job seeker Q&A: Planning your search* [ClickView DVD]. Bendigo, Australia: VEA.

Competenz NZ. (2014, October 16). *The tattooed baker* [Video file]. Retrieved from <https://www.youtube.com/watch?v=-Gr1laBVXkl&list=UUfkO7pVdlaH2ROyw0pzvryg>

Music recording (Whole album)

Example:

Midler, B. (2010b). *Memories of you* [CD]. London, England: Warner Music UK.

In text citation:

(Midler, 2010b).

Example:

Nga Pihī. (2011b). *Taki meiao: Maori songs for children* [CD]. Porirua, New Zealand: Universal Children's Audio.

In text citation:

The children responded positively to "Korikori" (Nga Pihī, 2011, track 14).

Personal communication

This refers to letters, including email, interviews, telephone conversations and discussions on placement or work experience. **Personal communications are cited in text only and are NOT included in the reference list.** Refer to APA manual, 2010, p.179.

In text citation:

No-tillage technologies have revolutionised the way arable farmers manage their farming operation and practices (W.R. Ritchie, personal communication, September 30, 2014).

Podcast (audio or video)

Example:

Radio New Zealand. (2014, December 3). *Filmmaker slams corporates for delay tactics on climate change* [Audio podcast]. Retrieved from <http://www.radionz.co.nz/audio/player/20159538>

Software (including apps)

Example:

UBM Medica. (2010). iMIMS (Version 1.2.0) [Mobile application software]. Retrieved from <http://itunes.apple.com>

Television series

Example:

Flanagan, A., & Philipson, A. (Series producers & directors). (2011). *24 hours in A & E* [Television series]. Belfast, Ireland: Channel 4.

Television (single episode from a series)

Example:

Beaudry, C. (Series producer). (2014). Northland harbours [Television series episode]. In J. Curran (Executive producer), *Our big blue backyard*. Dunedin, New Zealand: Natural History of New Zealand.

Note: If you can locate writer or director for your episode, use them place of series producer.

Work of art (painting, drawing, sculpture, photograph, or other medium)

Example:

Artist, A. A. (copyright year). *Title of work* [Medium: Painting, drawing, sculpture, photograph, etc.]. Retrieved from <http://xxxxx>

Note: that images from clip art packages from common software programs like Microsoft Word or PowerPoint do not need reference list entries or citations. Describe in text where the images came from because these programs are so wellknown that citations are not necessary.

Recorded interview

Example:

Interviewee, A. A. (year, month day interviewed). *Title of interview* (B. B. Interviewer, Interviewer) [File format]. Retrieved from <http://xxxxx>

Note: that the name of the person being interviewed goes in the author position. The name of the interviewer may be provided in parentheses at the author's discretion.

Reference

- American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57, 1060-1073. doi:10.1037/10003-066X.57.12.1060
- American Psychological Association. (2002). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- American Psychological Association. (2015). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Angeli, E. L. (2010). *Varying Definitions of Online Communication and Their Effects on Relationship Research*, 1–8.
- Services, L. (2011). A beginner' s guide to the APA (6th ed) ., (December), 1–25. <https://doi.org/10.1007/978-0-387-93837-0>
- Guide, a P. a S., Laupus, W. E., & Sciences, H. (2010). *APA Style Guide*, 6, 1(252), 1–15. <https://doi.org/10.1089/jpm.2008.0228>
- Marshall, M., Carter, B., Rose, K., & Brotherton, A. (2009). Living with type 1 diabetes: Perceptions of children and their parents. *Journal of Clinical Nursing*, 18(12), 1703-1710. Retrieved from <http://www.wiley.com/bw/journal.asp?ref=0962-1067>
- Acquiescence. (2011). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/acquiescence>
- Gadamer, H. G. (1981). *Reason in the age of science* (F. G. Lawrence, Trans.). Cambridge, MA: MIT Press.
- Audi, R. (Ed.). (1995). *The Cambridge dictionary of philosophy*. Cambridge, England: Cambridge University Press.
- Webster's ninth new collegiate dictionary*. (1991). Springfield, MA: Merriam-Webster.

Amidzic, Riehle and Elbert, 2006; Von Ledebur, 2007; 'APA (6 th edition) Referencing Style', 2010; American Psychological Association, 2012; Universal College of Learning, 2017)

American Psychological Association (2012) 'How to write an APA style reference when information is missing', p. 2012. Available at: <http://blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf>.

Amidzic, O., Riehle, H. J. and Elbert, T. (2006) *Toward a psychophysiology of expertise: Focal magnetic gamma bursts as a signature of memory chunks and the aptitude of chess players*, *Journal of Psychophysiology*. doi: 10.1027/0269-8803.20.4.253.

'APA (6 th edition) Referencing Style' (2010).

Von Ledebur, S. C. (2007) *Optimizing knowledge transfer by new employees in companies*, *Knowledge Management Research and Practice*. doi: 10.1057/palgrave.kmrp.8500141.

Universal College of Learning (2017) 'A Guide to APA Referencing Style: 6 th Edition Student Success A Guide to APA 6 th ed. Referencing Style Student Success A Guide to APA 6 th ed. Referencing Style'. doi: 10.1093/acref/9780199657681.013.1245.