



APA REFERENCING

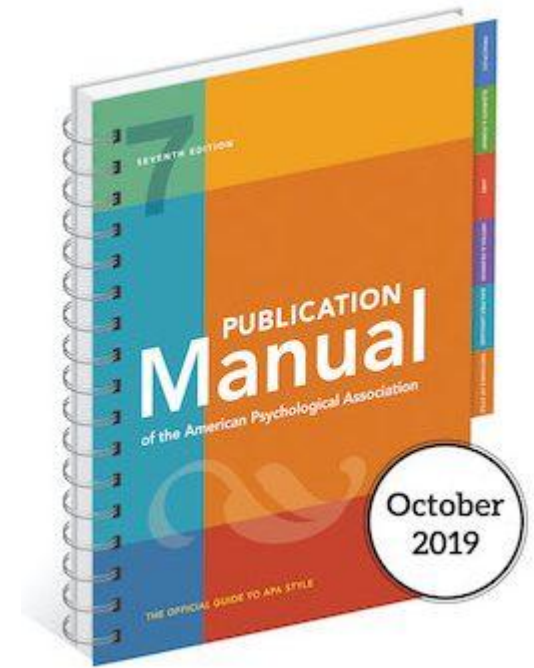
7th edition

*Based on Mark Sandham's
Handbook to APA referencing*

The APA Referencing Style



- The most widely used style in the social sciences is that of the American Psychological Association (APA).
- The APA's rules for referencing are contained in its fine *Publication manual* (2019), and this should be the final recourse for researchers.



Focus of Presentation



1. **Why** must I reference?

2. How to format **In-Text** citations?

3. How to format the **Reference List**

1. Why must I reference information I use in an assignment?



- **Give credit** to the person who came up with the original idea;
- **Prove** you're basing your work on solid research
- **Simplifies work of editors**
- Establishes your **credibility** (avoids plagiarism)
- **Influences marks** – shows range and quality of your reading
- **Direct readers to original source** for more info

Referencing Software

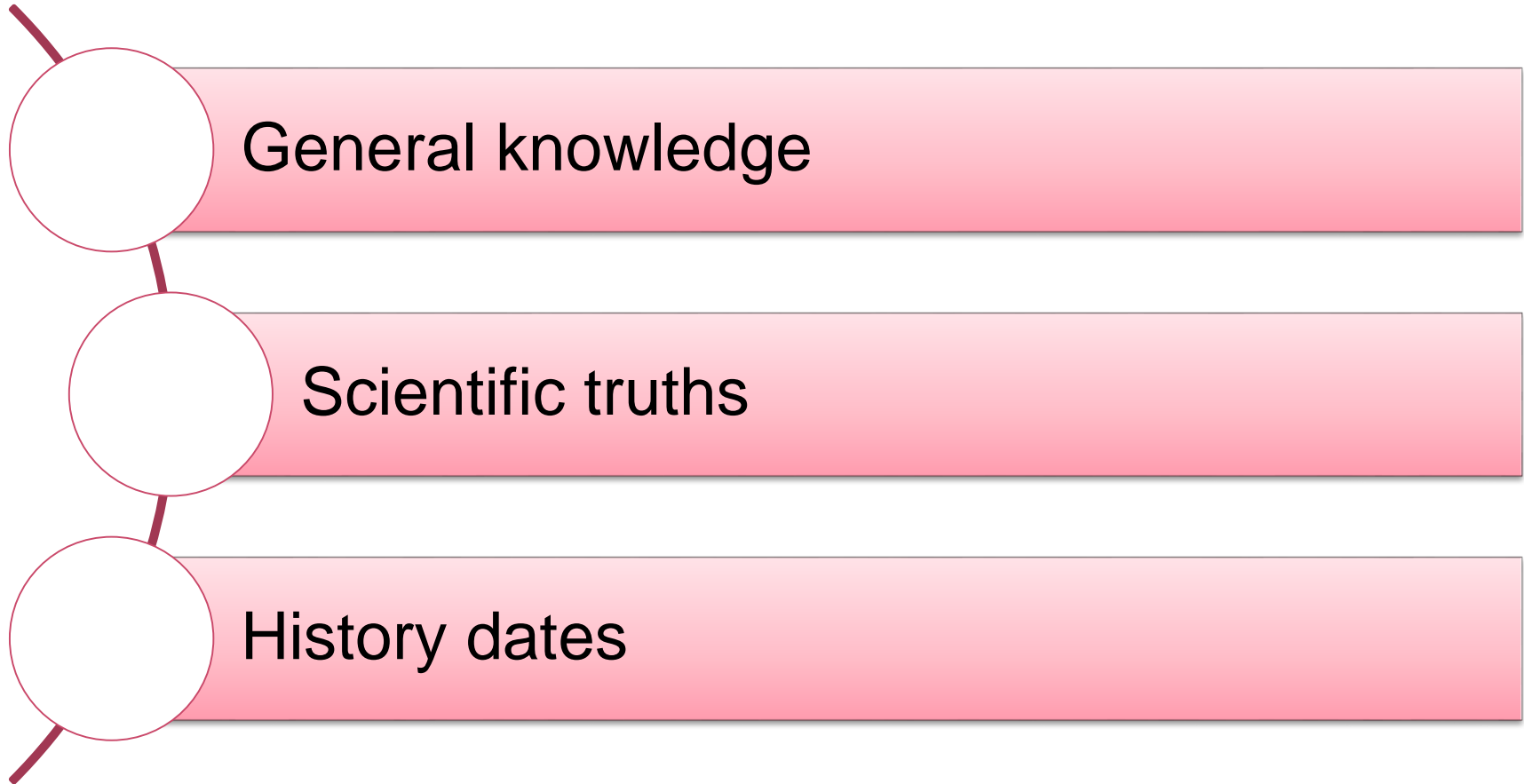


- Packages such as EndNote, RefWorks and Zotero enable the writer to import references from databases or to capture them manually.
- All of them claim to have been programmed with the rules for all the different referencing conventions.
- Capture more bibliographic details than APA requires

DO I NEED TO REFERENCE EVERYTHING?



WHAT I DON'T NEED TO REFERENCE



WHAT I DO NEED TO REFERENCE



Opinions

Theories

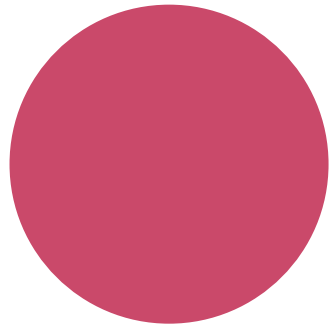
Statements/Claims

Statistics

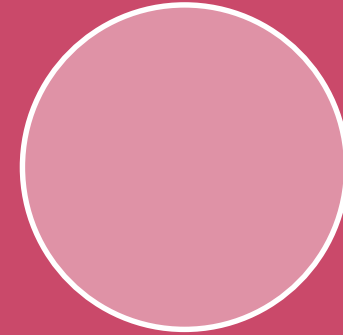
Graphs/Tables

Books and journals
Online content
Posters/Audio visuals
Yearbooks, Conference Proceedings
Manuscripts
Government Publications
Theses and Dissertations
Magazines and Newspapers

WHAT IS AN IN-TEXT CITATION?



**Summarising
or
paraphrasing**



Quotations



THERE ARE TWO WAY TO CITE A REFERENCE IN TEXT



**In the
sentence**

**End of the
sentence**

HOW TO CITE AUTHORS



DEPENDS ON:

1. How many authors are being cited and
2. Whether the citation is made as part of the sentence or at the end of the sentence.

ONE SOURCE BY ONE AUTHOR



Author's surname and the year of publication
(do not include suffixes such as *Jr.* or *initials*)

1. **Stach (2018)** found that.....



2. The social worker is skilled to do risk
assessments (**Stach, 2018**).



ONE SOURCE BY 2 AUTHORS



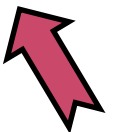
Name both authors

Use the word "and" between the authors' names **in the sentence** and use the ampersand (&) in the brackets **at the end of the sentence**.

Example:



- Research by Wegener **and** Petty (2016) support...
- Research findings show that (Wegener **&** Petty, 2016).



Exercise: citation in the sentence



Name three reasons why this example is not correct:

J. Perry & D. Scott ,2010, explained that.....

Answer:

Perry and Scott (2010) explained that



Exercise: citation at end of the sentence



Name two reasons why this example is not correct:

It is not easy to explain why some students perform very well and others do not (Dube and Masinga, '18).

Answer:

It is not easy to explain why some students perform very well and others do not (Dube and Masinga, '18).



ONE SOURCE BY 3 or more AUTHORS



A Work by Three or More Authors

- List only the first author's name followed by "et al." in every citation, even the first, unless doing so would create ambiguity between different sources.

It is important that we.....(Kernis et al., 2019)

Kernis et al. (2019) suggest...



MORE THAN ONE SOURCE CITED AT THE END OF A SENTENCE



Arrange **alphabetically**. Do not use year of **publication** to arrange list

Use **first author's last name for each source**

Example:

Recent research findings indicate

(**B**artlett, 2016; **B**rown & Miller, 2018; **J**ames,
2018) ↑ ↑ ↑ ↑ ↑

EXERCISE: SPOT THE MISTAKES



Recent research findings indicate

(Brown and Miller, 2018, Bartlett, 2016, James,
2019) ↑ ↑ ↑ ↑ ↑

Recent research findings indicate

(Bartlett, 2016; Brown & Miller, 2018; James, 2019)

TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR:

Use **the lower-case letters** with the year in the in-text citation (a, b, c...) with the year to order the entries in the reference list.

Example:

Research by Berndt **(2015a)** illustrated that...

Berndt **(2015b)** emphasizes that...

Authors with the same last name



To prevent confusion, use **first initials** with the last names.

Example:

(**E.** Johnson, 2001; **L.** Johnson, 1998)

Help! This will be difficult to remember



https://www.freepik.com/premium-photo/young-traveler-black-woman-confused-doubtful_4013203.htm

GROUP OR CORPORATE AUTHORS



Use the **name of the body** in the citation.

Example:

Worldbank (2010).....

In light of the economic depression
(Worldbank, 2010).

AUTHOR IS LISTED AS ANONYMOUS



Avoid by all means!!!!

Use the word ‘**anonymous**’ as if were the author’s name.

Example:

“ Students should never cite ‘anonymous’ as a reference (Anonymous, 2020).

CITING SECONDARY SOURCES



For sources that you have **not actually seen, but which are referred to in another work.**

In-text, name the original work and give a citation for the secondary source.

Example:

Bennett (2015, **as cited in** Rudman, 2018) defined social work as....

Bennett defined social work as ...(2015, **as cited in** Rudman, 2018)

In the **References section** list the secondary source you have read.

INFORMATION FROM JOURNALS



In-Text: exactly the same as if you are citing a book reference:

Author's **surname** and the **year of publication**

Example: Smith (2018).....

ELECTRONIC SOURCES



Cite the same as any other document by using the author-date style.

Kenneth (2000) explained...

PARAPHRASING



APA styles do not require page numbers in the in-text citation.

However, student are encouraged to include page numbers if it will help the reader locate the relevant information in longer texts.

B. DIRECT QUOTATION OF SOURCES



Reproduce word for word material **directly quoted** from another author's work or from your previously published work.

Always include the author, year of publication, and the specific page number for the reference

 **p.** means one page.....

pp. more than one page

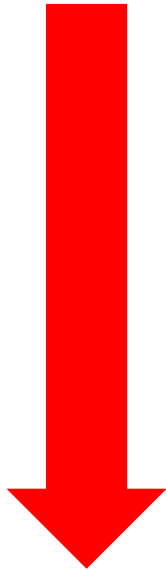


TWO TYPES OF DIRECT QUOTATIONS



Short

**LESS THAN 40
WORDS**



Long

**MORE THAN 40
WORDS**

QUOTATION COMPRISING LESS THAN 40 WORDS



Use quotation marks “”.

Directly after quotation:

1. Author of source

2. Publication date

3. Page numbers p. or pp.

EXAMPLES OF DIRECT QUOTES IN-TEXT



APA example **less than 40 words**

It has been recognised that “students often have difficulty using the APA styles, especially when it is their first time”
(Jones, 2010, pp. 169-170).



Why do you think such a short quote is cited as having two pages?

> 40 WORDS = LONG QUOTATION



Do not use quotation marks

Indented 5 spaces from the left

Example:

The following information substantiates this point well:

.....
.....
.....
.....
.....(Perry, 2018, p. 74)

EXACT QUOTATIONS WITHOUT PAGE NUMBERS



If pages are not numbered, but there are headings, use the heading names and count the number of paragraphs after the heading to the paragraph containing the quotation.

Smith, (2003, para. 1)

When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number

- (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5).

MAKE PILCROW PARAGRAPH SYMBOL SIGN



- Hold ALT key and press (while holding) next buttons on the NumPad (numbers on right side of keyboard) of your keyboard:
0 then 1 then 8 then 2.
- Release Alt key.



NUMBERS



Spell out numbers from **one to nine**, but **use numerals for 10 and over**, for percentages and for all tables.

E.g. Please take **20** biscuits, but only **nine** coldrinks.

Use of abbreviations



APA style permits the use of abbreviations that appear as **word entries**, for example, AIDS and HIV.

Other terms to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses

Example:

First citation: Reconstruction and Development Programme (**hereafter referred to as RDP**).....

Second citation: (**RDP, 2000**)

Personal Communication



N.B. No information is required in the reference list as the data is not retrievable

Cite the communicator's **name with initials**, the fact that it was personal communication, and the date of the communication.

P. Jones (personal communication, March 19, 2004) commented that...



Lecture notes



Check with your lecturer before referencing lecture notes. Some lecturers may not regard it as suitable.

In-Text

Considered '**personal communication**' as they are unpublished and 'non-recoverable'.

Cited within the text; **not included in the Reference List.**

APA example for a lecture given by N. M.

Blampied:

It is reported that (N. M. Blampied, personal communication, June 10, 2013)

Other important points when writing in APA style



The singular “they” or “their” is endorsed as a gender-neutral pronoun.

A researcher’s career depends on how often he or she is cited.

A researcher’s career depends on how often **they** are cited.

Be sensitive to labels



- x The poor
- ✓ People living in poverty

- x Transsexuals
- ✓ Transgender people

Use singular “they”



- x A researcher’s career depends on how often **he** is cited.
- ✓ A researcher’s career depends on how often **they** are cited.

- x Each examiner submitted **his or her** assessment.
- ✓ Each examiner submitted **their** assessment.

Other important points when writing in APA style



Use double quotation marks instead of italics to refer to linguistic examples.

- ✗ APA endorses the use of the singular pronoun *they*
- ✓ APA endorses the use of the singular pronoun “they”

Other important points when writing in APA style



Instead of broad categories, you should use exact age ranges that are more relevant and specific

People over 65 years old

People in the age range of 65 to 75 years old

More fonts to choose from



- ✓ Times New Roman (12 pt)
- ✓ Arial (11pt)
- ✓ Georgia (11pt)
- ✓ Calibri (11pt)
- ✓ Lucida Sans Unicode (10pt)

Heading styles



Level	Format
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1	Centered, Bold, Title Case
---	-----------------------------------

2	Left-aligned, Bold, Title Case
---	---------------------------------------

3	<i>Left-aligned, Bold, Italic, Title Case</i>
---	--

4	Indented, Bold, Title Case, Period. Text begin on the same line.
---	--

5	<i>Indented, Bold, Italic, Title Case, Period.</i> Text begin on the same line.
---	--

Important tip



Do it now!!!



google.co.za/imgres?imgurl=http://sp.life123.com/bm.pix/t



B. END-OF-TEXT REFERENCING

Reference List



- At the end of your paper.
- Heading **REFERENCES** in APA system
(Not **REFERENCE LIST**)
- No quotation marks, underlining, etc.
- It should be spaced just like the rest of your report
(1.5 spacing).

Alphabetical & Hanging indentation



- **Alphabetized** by the last name of the first author of each work
- All lines after the first line of each entry in your reference list should be indented **5 spaces** from the left margin.



BOOK BY SINGLE AUTHOR



Author's Surname, Initials. (Year of Publication). *Book title*. Publishers.

The location of publication must not be cited

**Shulman, L. (2016). *The Skills of Helping*.
C.A., Wadsworth.**

THREE TO TWENTY AUTHORS



List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

Same first author, different second and/or third author



Arrange alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2015). Flexible corrections of juror judgments: Implications for jury instructions. *Public Policy, & Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (2016). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Using an edition other than the first edition



Barlow, D. H., & Durand, V. M. (2005). *Abnormal psychology: An integrative approach* (4th ed.) Belmont, CA: Wadsworth.

What does https mean?



- Stands for Hypertext Transfer Protocol Secure
- It is an internet communication protocol that protects the integrity and confidentiality of data between the user's computer and the site.
- Users expect a secure and private online experience when using a website.

What is URL?



URL is the abbreviation of Uniform Resource Locator and is defined as the global address of documents and other resources on the World Wide Web

World Wide Web

Example: <https://www.computerhope.com>, which is the **URL** for the Computer Hope website

What is a DOI?



- A DOI, or digital object identifier, is a unique alphanumeric string assigned to an online document such as a journal article or ebook.
- A DOI can be used in a similar way to a URL, but it is more permanent and reliable.

<https://doi.org/10.1080/02626667.2018.1560449>



Other items to be referenced besides books and journals



- Online content
- Encyclopaedias
- Yearbooks, Sets, Conference Proceedings
- Non-English Books
- Theses and Dissertations
- Manuscripts
- Government Publications
- Scholarly Journals
- Magazines and Newspapers
- Digital Objects
- Audio-Visual Materials
- Posters

Other items to be referenced besides books and journals



Media type	Include as author
Film	Director
TV series	Executive producer(s); writer & producer
Podcast episode	Host of episode
Webinar	Instructor
Online streaming video	Person or group who uploaded the video
Photograph	Photographer

Acceptable abbreviations in reference list



Abbreviation	Book or publication part
ed.	Edition
Rev. ed.	Revised edition
2nd ed.	Second edition
Ed. (Eds.)	Editor (Editors)
n.d.	No date
Vol.	Volume (as in Vol. 4)
No.	Number
Pt.	Part
Suppl.	Supplement

Article or Chapter in an Edited Book



Author, A. & Author, B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book*. (pages of chapter). Publisher.

O'Neil, J. & Egan, J. (2018). Men's and women's gender role journeys. In B. R. Wainrib & Z. Dlamini (Eds.), *Gender issues across the life cycle* (pp. 107-123). Sage Springer.

Article in Journal Paginated by Volume



Italics must be used for the **name of the journal**
and the **volume number**.

The **title** of the article in the journal must **not** be put
in **italics**.

Capitalize the first letter of each word in the journal
name.

**Smith, R. (2017). Foster Care in South Africa. *The
Social Work Practitioner-Researcher*, 21, 5-17.**

Article in Journal Paginated by Volume **and** Issue



Journals paginated by issue **don't** begin with page one every issue; therefore, the **issue number** gets indicated in brackets after the volume.

The brackets and issue number are not italicized or underlined.

Dhlamini, R. (2009). The scope of occupational social work in South Africa. *The Social Work Practitioner-Researcher*, 21(3), 236 -270.



Electronic Book



For ebooks, the format, platform, or device (e.g. Kindle) is not included in the reference, and the publisher is included.

- X Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites* [Kindle version]. <https://doi.org/10.1007/978-90-481-2473-2>
- Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

Periodicals



Items published on a regular basis

- Journals
- Magazines
- Newspapers
- Newsletters

Journal source online



**Author, A. A., & Author, B. B. (Date of publication).
Title of article. *Title of Online Periodical,*
volume number (issue number if available).
URL if no DOI.**

Electronic APA example:

**Norman, W.C., Hanson, M.A., & White, L.A. (2000).
Role of early supervisory experience in
supervisor performance. *Journal of Applied
Psychology, 78, 443-449.*
<https://doi-10.1037/0021-9010>**



Journal source online cont....



Beaudoin, K. M., & Benner, G.J. (2008). Social validation of services to youth. *International Journal of Special Education*, 23 (1), 1-7.

<http://www.internationaljournalofeducation.com/>

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

SAME FIRST AUTHOR, DIFFERENT SECOND AND/OR THIRD AUTHOR



- **Arrange alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.**

Wegener, D., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2016). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, 6, 629-654.

Wegener, D., Petty, R. E., & Klein, D. J. (2018). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Meetings and Symposia



For contributions to symposia or for paper or poster presentations **that have not been formally published,**

Contributor, A. A., Contributor, B. B. & Contributor, C.C. (Year, Month). Title of contribution. In E.E. Chairperson (Chair), *Title of symposium*. Symposium conducted at the meeting of Organisation Name, Location.

Presenter, A. (Year, Month). *Title of paper or poster*. Paper or poster session presented at the meeting ofOrganisation's Name, Location.

DOCTORAL DISSERTATIONS AND MASTER'S THESES



Available from a database service:

Author, A. A. (2017). *Title of Doctoral dissertation or Masters thesis.* (Doctoral dissertation or master's thesis). Name of database. (Accession or Order No.)

Biswas, S. (2017). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease.* ProQuest Digital Dissertations. (AAT 3295214)

Unpublished Dissertations and Master's Theses



Author, A. A. (2008). *Title of doctoral dissertation or masters thesis.* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Retrieved from the web

Author, A. A. (2008). *Title of doctoral dissertation or masters thesis.* <http://www-xxxx>

Blog Post



- **Grohol, J. M. (2012, August 3). While you sleep, your brain keeps working [Web log message]. Retrieved from <http://psychcentral.com/blog/>**

Note: Title is not in italics

Reference List versus Bibliography



- **Reference list cites works that specifically support a particular article.**
- **In contrast, a bibliography cites works for background or for further reading and may include descriptive notes**



Recommended resources



- [Knowledge Base](#) (300+ articles)
- [Free APA Citation Generator](#)
- [YouTube Channel](#)



END AT LAST!!



Studentnewspaper.org