BRIEF GUIDE TO THE APA

Based on the *Publication Manual of the American Psychological Association* (7th ed.). (2020)

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 or More (3+) Authors

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   Items without Authors

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

       e.g.
       Merriam Webster's Collegiate Dictionary

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

       e.g.
       "Avoiding Plagiarism"

2.5   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.

2.6   Group Authors

       If a group author is well known, you can abbreviate the name, though there is no obligation to do this.

       e.g. Namibia University of Science and Technology can be abbreviated as (NUST, 2019)

       Note: At the first mention of the group citation in a document, use the full name without abbreviation, and only abbreviate with subsequent citations.

3. REFERENCE LIST

Note: Each in-text citation <u>must</u> 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.). Publisher.
e.g.
Maudlin, T. (2011). *Quantum non-locality and relativity: Metaphysical*
   intimations of modern physics (3rd ed.). Wiley-Blackwell.
e.g.
   Pietschmann, P. (Ed.). (2011). *Principles of osteoimmunology: Molecular*
      mechanisms and clinical applications. Springer.

3.1.2   Two (2) Authors or Editors

Note: Enter both names separated by a comma and an ampersand (&). For 2 or more
editors, use the plural abbreviation "Eds." in parentheses

Method:
Surname, Initials, & Surname, Initials. (Eds.). Year). *Title in italics and in*
   sentence case: Subtitle in italics and in sentence case (-- ed.).
   Publisher.
e.g.
Suzuki, H., Dastur, & Maruyama, H. (2010). *Eco cities:*
   Ecological cities as economic cities. World Bank.

3.1.3   Three to Twenty (3-20) Authors/Editors

Note: If an item has three to twenty authors or editors, list all of them in the Reference List,
and separate the last two names with a comma and an ampersand (&)
 e.g.
 Mail, J., Gill, D., Jones, S., Claw, K. W., Li, G., & Ogre, A. L.

3.1.4 Twenty-one or More (21+) Authors

Note: If an item has twenty-one or more authors or editors, list the first nineteen, separating each with a comma; then insert an ellipsis (i.e. 3 spaced dots), followed by the surname and initials of the last named author/editor
e.g.
Ioannidis, N. M., Rothstein, J.H., Pejaver, V., Middha, S., McDonnell, S.K., Baheti, S., Musolf, A., Li, Q., Holzinger, E., Karyadi, D., Cannon-Albright, L.A., Teerlink, C.C., Stanford, J. L., Isaacs, W. B., Xu, J., Cooney, K. A., Lange, E.M., Schleutker, J., Carpten, J. D., ... Weiva, S.

3.1.5 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).
     Publisher.
e.g.
Merriam-Webster's collegiate dictionary (11th ed.). (2005). 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). 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). 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. https://doi.org/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.
https://doi.org/10.1108/13536280310487612

3.3.3   Electronic Journal Articles without DOI, but with a non-database URL

Note: Use the URL of the *journal home page* instead of the DOI
Note: You do not need to add the retrieval date.
Note: If the URL of the article is from an academic database, do not provide a URL

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. URL of
journal home page

e.g.
Muirhead, B. (2002). Integrating critical thinking into online classes.
USDLA Journal, 16(11). 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.* URL of Newspaper Home Page

e.g.
Wright, S. (2001, January 25). Curriculum 2000 draws criticism. *The Chronicle*. 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.* URL

e.g.
Scott, E. (2009). *Stress in college: Common causes of stress in college.* 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]. Publisher etc. URL

e.g.
Maynard, L. I. (Producer). (2000). *How to avoid plagiarism and copyright infringement* [Audio podcast], NPR. http://www.xxx.xxx