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
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

General knowledge

Scientific truths

History dates
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.
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**).
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).
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 ..........
(Bartlett, 2016; Brown & Miller, 2018; James, 2018)
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

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

**Example:**
Worldbank (2010)…….

In light of the economic depression ……. (Worldbank, 2010).
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).
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.
In-Text: exactly the same as if you are citing a book reference:

Author’s surname and the year of publication

Example: Smith (2018)……….
Cite **the same as any other document** by using the author-date style.

Kenneth (2000) explained...
APA styles do not require page numbers in the in-text citation.

However, students 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
Use quotation marks “ ……”. Directly after quotation:

1. Author of source

2. Publication date

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?
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).
• 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 colddrinks.
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)
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

✗ The poor
✓ People living in poverty
✗ Transsexuals
✓ Transgender people
Use singular “they”

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

✗ 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

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Title Case</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Bold, Title Case</td>
</tr>
<tr>
<td>3</td>
<td><em>Left-aligned, Bold, Italic, Title Case</em></td>
</tr>
<tr>
<td>4</td>
<td>Indented, Bold, Title Case, Period. Text begin on the same line.</td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, Bold, Italic, Title Case, Period.</em> Text begin on the same line.</td>
</tr>
</tbody>
</table>
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).
• **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.
List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

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.


Using an edition other than the first edition

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.

*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

<table>
<thead>
<tr>
<th>Media type</th>
<th>Include as author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film</td>
<td>Director</td>
</tr>
<tr>
<td>TV series</td>
<td>Executive producer(s); writer &amp; producer</td>
</tr>
<tr>
<td>Podcast episode</td>
<td>Host of episode</td>
</tr>
<tr>
<td>Webinar</td>
<td>Instructor</td>
</tr>
<tr>
<td>Online streaming video</td>
<td>Person or group who uploaded the video</td>
</tr>
<tr>
<td>Photograph</td>
<td>Photographer</td>
</tr>
</tbody>
</table>
### Acceptable abbreviations in reference list

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>Edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>Second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
</tr>
<tr>
<td>n.d.</td>
<td>No date</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume (as in Vol. 4)</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
</tr>
</tbody>
</table>
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.

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.

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


Periodicals

Items published on a regular basis

- Journals
- Magazines
- Newspapers
- Newsletters
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:**
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.


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 of ........Organisation’s Name, Location.

Retrieved from the web

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