

APA Referencing Style

LECTURE: Academic Writing and Study Skills

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MONTESSORI

Academic Writing and Study Skills



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- The overarching purpose of this session is to help students to take an active role in their own education.

Academic Writing and Study Skills

PART ONE:

General essay writing guidelines:

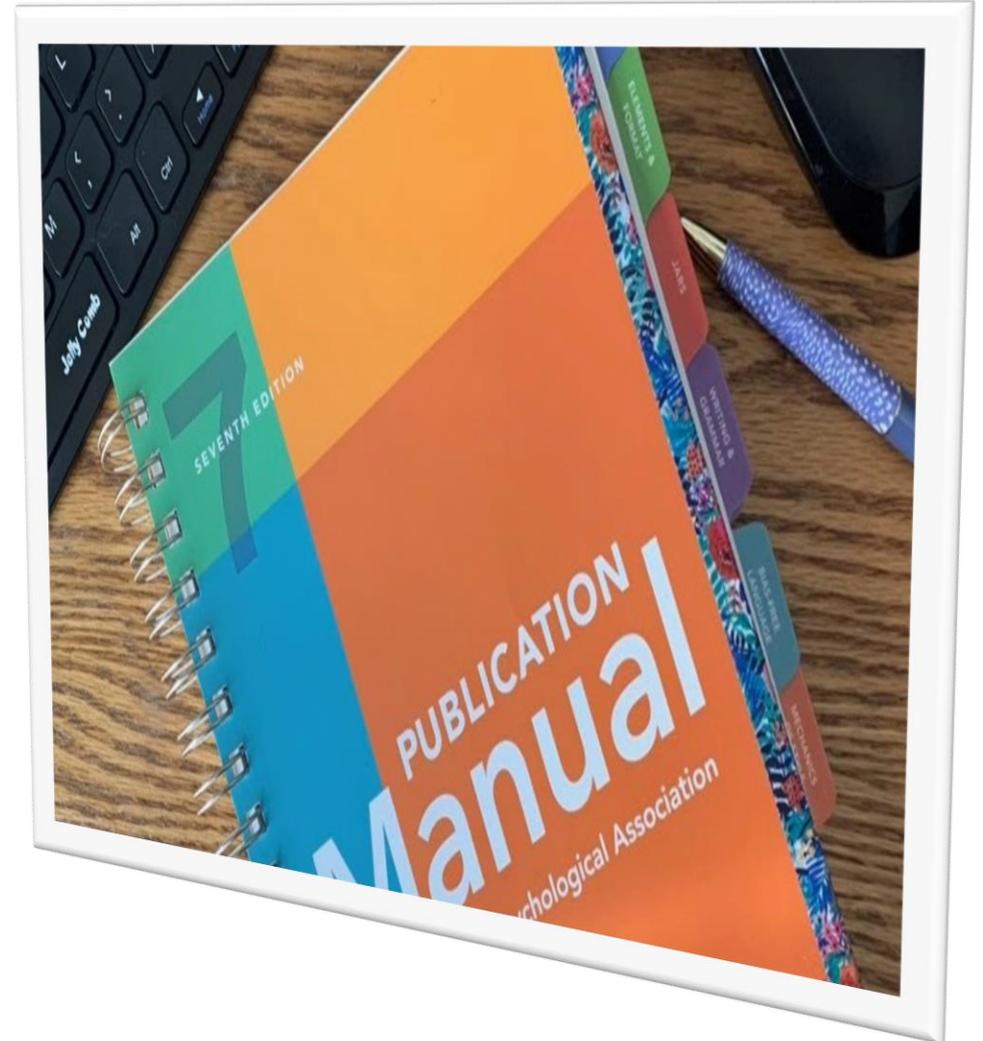
- the APA official style guide for students
- The danger of Plagiarism
- The importance of citation and referencing

PART TWO:

The APA System of Referencing system (American Psychological Association)

PART ONE: The Official APA Style Guide for Students-7th Edition

- A. General essay writing guidelines
(The APA official style guide for students: 7th ed.)
- B. The danger of Plagiarism
- C. The importance of citation and referencing.
- D. The APA System of Referencing system
(American Psychological Association)





A. Essay writing guidelines: The APA official style guide for students

- Academic writing is a structured style of writing required by all third level academic institutions.
- Academic writing requires you to disclose the sources that you use to support your ideas with a clear and organized reference to other published work.
- The APA provides students with official guidelines for Academic writing
- These guidelines provide the basis to organize your academic work in a uniform and consistent way.

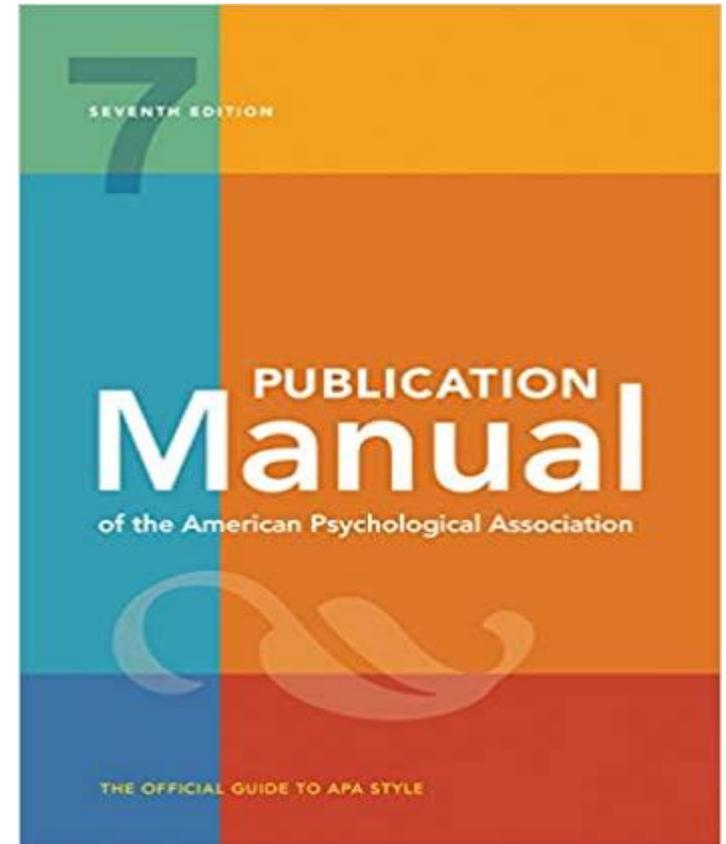
A. Essay writing guidelines: The APA official style guide for students

The APA Reference System sets guidelines to:

1. Enable you to acknowledge the work of other authors mentioned in your paper and thereby avoid plagiarism.
2. Provide the basis to organize academic written work in a uniform and consistent manner.
3. These guidelines enable the reader to immediately identify the sources you used, and consult these sources if needed.
4. The APA guidelines help you to show your reader the extent and depth of your literature review.

How do I use the APA Referencing Style?

- The APA style is applied to 2 tasks:
 1. To show you how to refer to, summarize, paraphrase, or quote other authors that are referred to in your work (in-text citation).
 2. To show you how to create a list of sources—that you have cited within your text—at the end of your assignment, dissertation or paper (reference list).



When should I use the APA Referencing Style?

The APA Referencing Style is applied in two specific tasks:

1. When you refer to, summarise, paraphrase, or quote other authors in the body of your work

- **In-text citation**

2. When you create a list of sources (at the end of your paper) that you have cited within the course of your work.

- **Reference list or bibliography**

How Can I avoid Plagiarism?

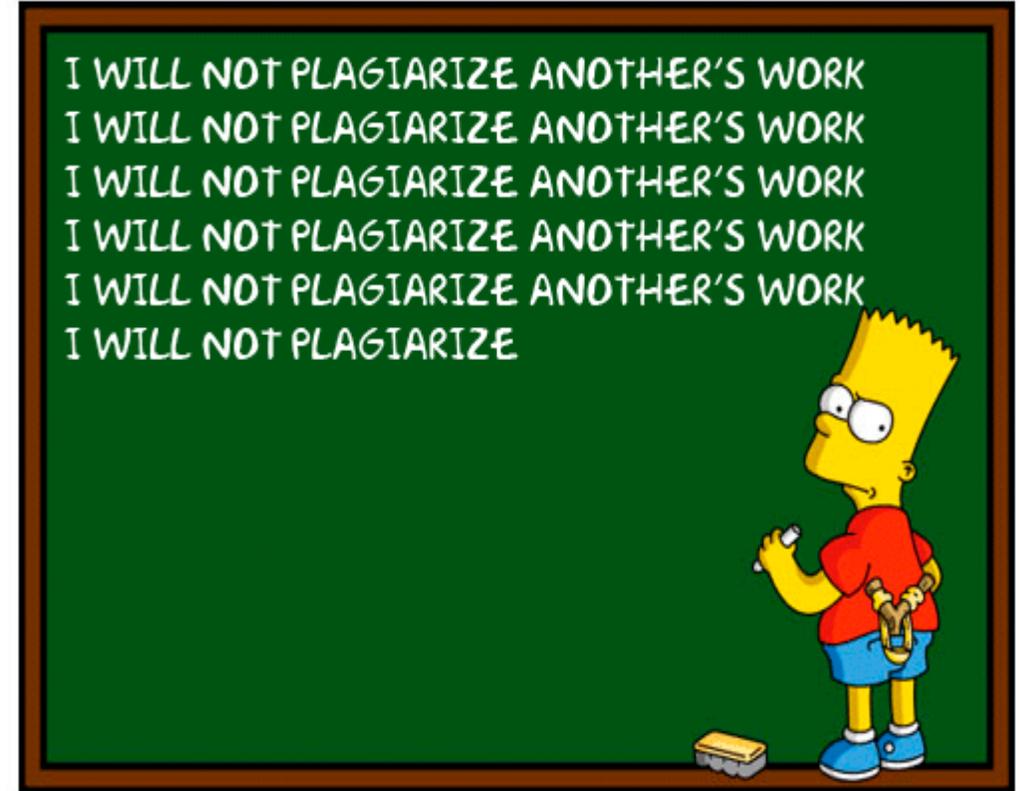
- Cutting and Pasting work is a form of plagiarism if you do not acknowledge the source of this work.
- Plagiarism can be avoided by consistently and clearly acknowledging your sources.
- That is, giving credit (through citation) when you use another person's opinions, thoughts, ideas, or information.
- So, you need to acknowledge each of your sources when you are summarizing, paraphrasing, or quoting.



C. The Importance of Citing your Sources

It is important to cite your sources for a number of reasons:

1. To avoid plagiarism
2. To show that your paper is well researched
3. To enable your reader to check or to follow up on your sources.



In-Text Citations to Avoid Plagiarism

- So, we know that to avoid plagiarism (*the act of presenting the words and ideas of other authors as your own*), we need to cite the research, theories and ideas of those authors who have influenced your writing.

- There are two types of in-text citations:
 - 1. Quotation**
 - 2. Paraphrasing or Summarising the ideas of other authors.**

Citation: Quotation and Paraphrasing.

1. (Direct) Quotation

- **Quotation** is when you reproduce someone's work using the exact same wording.
- When you quote the exact word of another author, you need to provide:
 - a) The author's name
 - b) The year of the work was published.
 - c) The exact page number

2. Paraphrasing

- **Paraphrase** is when you read someone's work and restate the author's ideas in your own words.
 - Paraphrasing is not simply changing a word or two around, it is putting the original idea in your own words. Here you need to provide:
 - a) The author's name.
 - b) The year the work was published
- **You do not need the page number here****

1. Direct Quotations

- Short quotations
- Block quotation



1. Direct Quotations

Short Quotation

- Short quotations (less than 40 words) need *double quotation marks*. Place the parenthetical citation either immediately after the quotation or at the end of the sentence.
 - a) The author's name
 - b) The year of the work was published.
 - c) The exact page number

Block Quotation

- Longer quotation (40 words or more) are called 'Block Quotations'. These quotations do not need quotation marks. Start a block quotation on a new line and indent the whole block quotation 0.5 in. from the left margin and double space the entire block quotation.

Short Quotation

- Short (direct) quotations (less than 40 words)

1. Parenthetical citation: “ When children are encouraged to think philosophically, the classroom is converted into a community of inquiry” (Lipman, 1980, p. 45).

2. Narrative citation: Lipman (1980) claims that “ When children are encouraged to think philosophically, the classroom is converted into a community of inquiry” (p. 45).

Block Quotations (over 40 words)

- Longer quotation (40 words or more)
- No quotation marks here
- Double line spacing

Lipman argues that:

When children are encouraged to think philosophically, the classroom is converted into a community of inquiry....plus another 24 words. (Lipman, 1980, p. 45)

or

Lipman (1980) states the following:

When children are encouraged to think philosophically, the classroom is converted into a community of inquiry....plus another 24 words. (p. 45)

Recap: In-text citation—Quotation



Quoting: Quotations must be identical to the original statement; they must match the source document word for word; and must be attributed to the source author.

A) Direct quotation less than 40 words should be incorporated into your text with **double quotation marks.**

B) Direct quotation more than 40 words (a block quotation) should be indented as a block of text and the **quotation marks should be omitted**

2. In-Text Citation: Paraphrasing or Summaries

Paraphrasing is putting in your own words something that another author has written. Like referencing a quotation, there are two ways you can reference:

1. In his book, Lipman (1980) stresses that once children begin to think philosophically, we see the students transform into a community of inquirers.
2. It is fair to say that the encouragement of philosophical thinking transforms the classroom into a community of inquiry (Lipman, 1980).

*** No Page Number Needed Here (for Paraphrasing or Summarising)*

Recap: In-text citation—Paraphrasing

2. Paraphrasing and Summarising:

Both Paraphrasing, and Summarising, involve putting information from your source-material into your own words. You will have to

A) The purpose of paraphrasing is to express the ideas of others in your own word.

Here you must cite the original source.

B) Summarising also involves putting the main ideas into your own words, which mainly will include the main points only.

D. The APA System of Referencing system (American Psychological Association)

- At the end of your assignment: essay, reflection, poster, or dissertation; you must provide a list of the sources that you have cited throughout the course of your work.
- This is called a reference list or a bibliography.

- **Journal article**
- **Book with one or more authors**
- **Chapter in an edited book**
- **A newspaper or magazine article**
- **Online newspaper article**
- **Page on a website**
- **Blog**
- **Online sources**



A Book with one author

- Author last name, initials. (Year of publication). *Title*, Edition. Publisher.
- Creswell, J. W. (2009). *Research Design: qualitative, quantitative, and mixed methods approach* (3rd ed.). SAGE.

ITC example:

- As has been argued (Creswell, 2009)
- Creswell (2009) argues
- Page number included for a direct quotation.

A Journal Article with a DOI (digital Object Identifier/or URL-uniform web resource locator)

- Author Last name, initial. (Year). Title of the article. *The name of the Journal*, volume(issue), page numbers. <https://doi.org...>
- Clarke, V. (2006). Mind Matters. *Qualitative Research in Psychology*, 3(2), 77-101. <https://doi.org/10.1191/1478088706qp063oa>.

ITC example:

- As has been argued (Clarke, 2026)
- Clarke (2006) argue
- Page number included for a direct quotation.

DOI and URL

- **The digital object identifier (DOI)** is a unique number for a resource such as an article, book, or other entity.
- **The uniform web resource locator (URL)**
- While citation styles can vary greatly in their particulars, most major styles (including APA, MLA, and Chicago) require writers to include either a URL or a DOI in citations for digital content whenever possible. You do not normally need to include both.

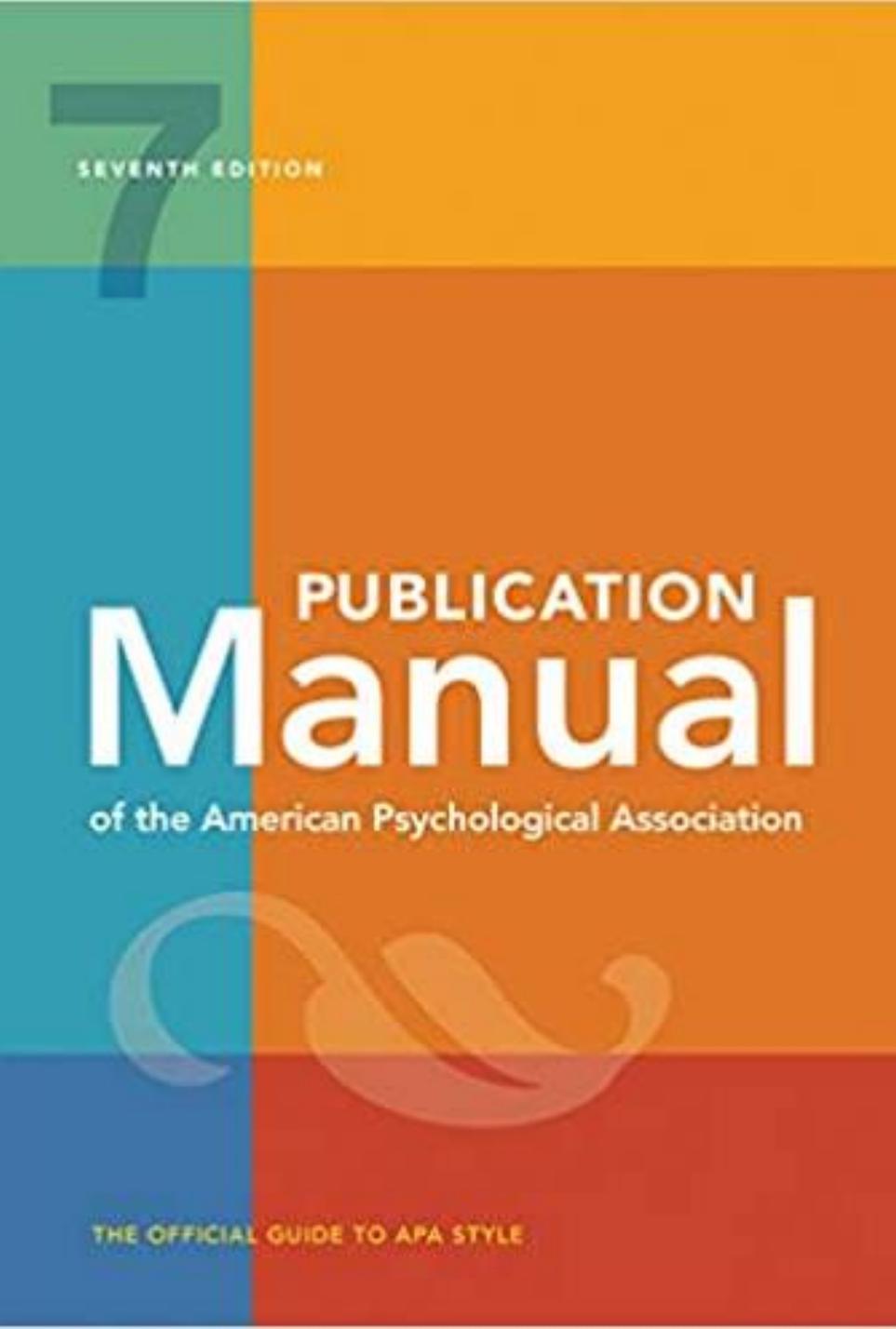
The Digital Object Identifier (DOI)

- When sources are published electronically, they are assigned DOIs—a unique series of letters and numbers set by the **International DOI Foundation**.
- The IDF, founded in 1998, handles creator requests for DOIs and standardizes each DOI they assign.
- Every DOI begins with the number 10, and can generally be found on the first page of the digital article: **DOI: 10.1007/s11089-018-0833-1**
- Because DOIs are assigned when a source is published electronically, some older sources will not have DOIs.
- If you are citing a print source and want to know if it has been assigned a DOI, use CrossRef.org's DOI lookup on the website's home page.

The uniform web resource locator (URL)



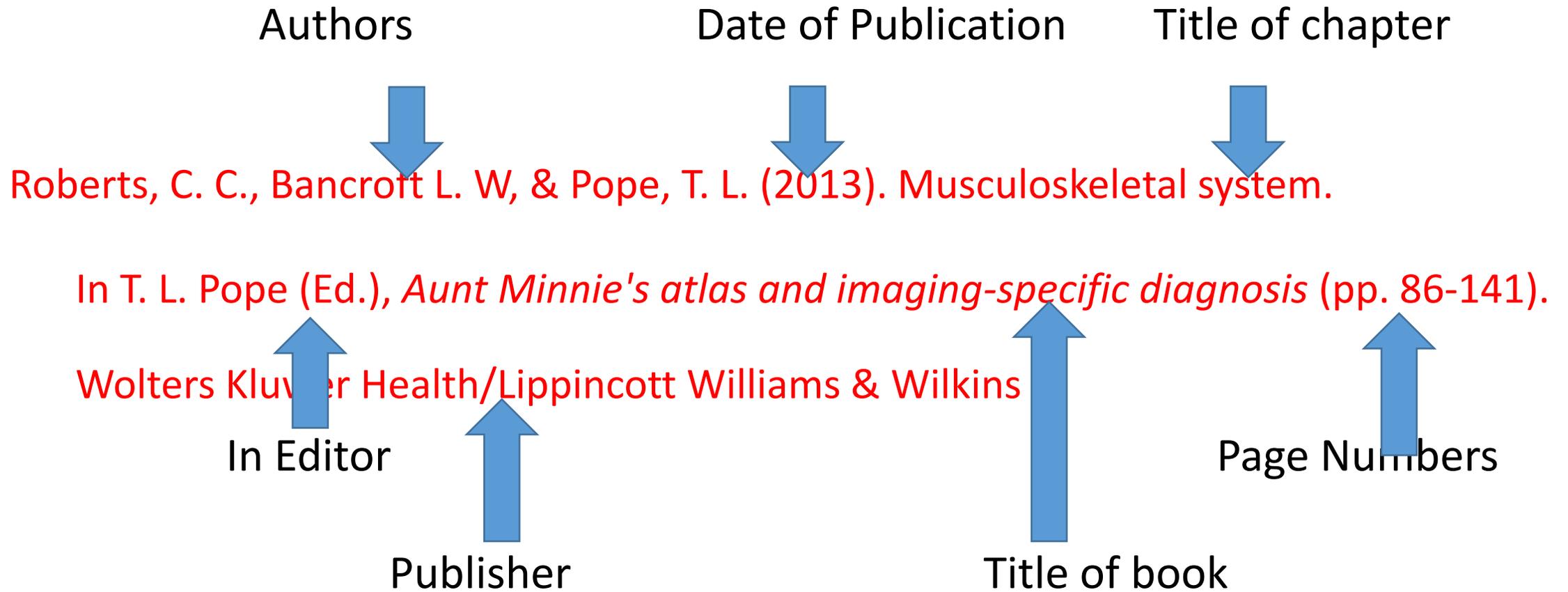
- DOIs differ from URLs in that they are static.
- In other words, once they are assigned, they will not change, which makes it very easy to locate at any future time (even after it has been moved).
- In the event that a source does not have a DOI assigned, or if the citation style you are using specifically calls for URLs over DOIs, cite the source's URL.
- This is its ordinary web address, which typically appears in the navigation bar at the top of your web browser.
- Here is an example of a URL for the Purdue OWL homepage:
- https://owl.purdue.edu/owl/purdue_owl.html



The Reference List

- Please remember to organize your *Reference List* in alphabetical order
- Please remember double space the entire reference list (both within and between entries).
- Apply a ‘hanging indent’ of 0.5 in. to each reference list entry. This means that the first line of the reference is flush left and subsequent lines are indented 0.5 in. from the left margin.

Chapter in an Edited Book or eBook from a Library Database



Chapter in an eBook on the Web

Author

Date

Title of Chapter

Editor

Bishai, S. (2012). Chapter 2 case: Blog like an Egyptian. In J. Salmon (Ed.),

Cases in online interview research (pp. 37-56). Sage.

<https://books.google.com/books?id=kCFAQ>

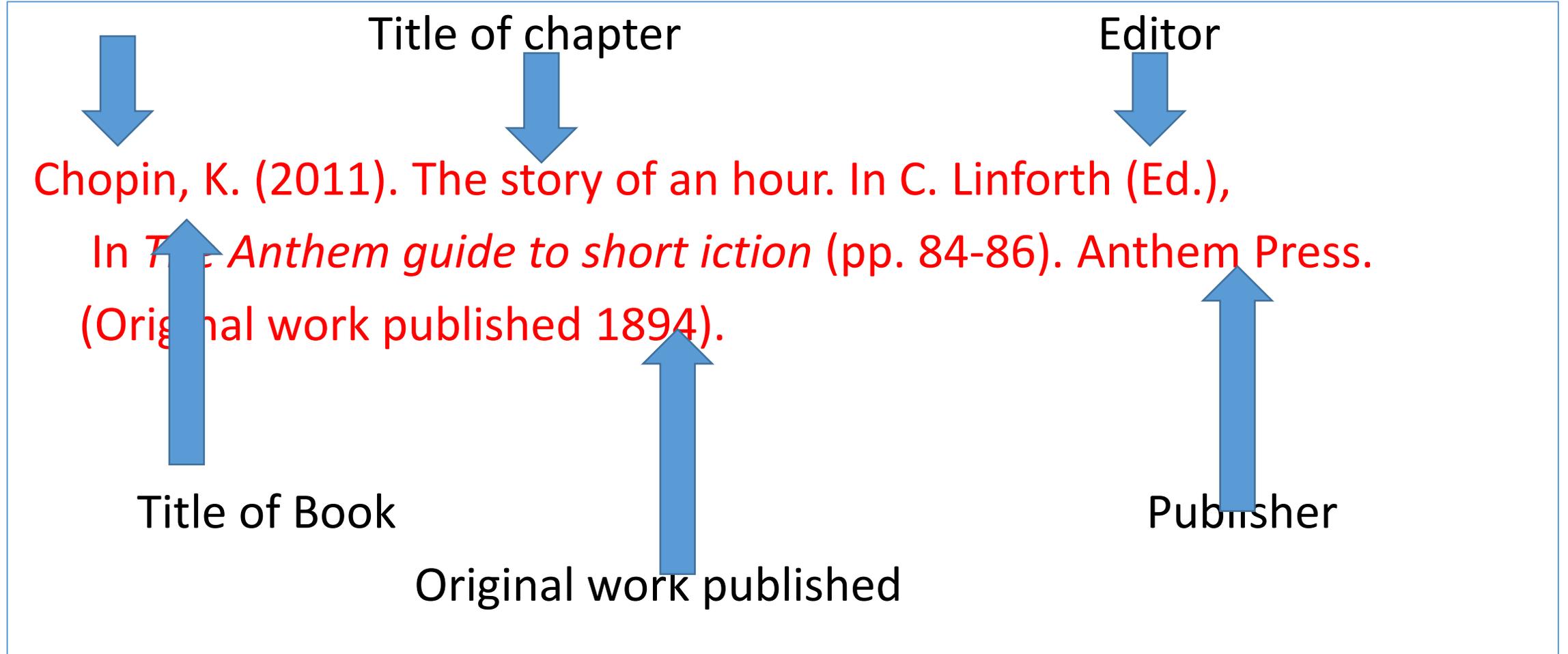
[hFa2GcC&ppis=_c&lpg=PP1&dq=edited%20books&pg=PP1#v=onepage&q=edited](https://books.google.com/books?id=kCFAQ&pg=PP1#v=onepage&q=edited)

[%20 books&f=false](https://books.google.com/books?id=kCFAQ&pg=PP1#v=onepage&q=edited)

Publisher

- URL on the web **-uniform web resource locator**

Work in an Anthology



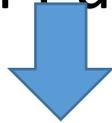
News Paper Article

Print Newspaper Article or Newspaper Article from Library Database without DOI

• Author



Date of Publication

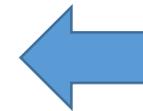


Title of Article



Postal, L. (2019, October 8). DeSantis says starting teacher pay should

rise to £47,500. *The Orlando Sentinel*, 1A.



Page number



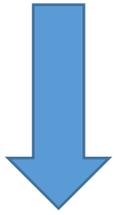
Title of Newspaper

News Paper Article on the Web without a DOI



A DVD

Director



Date of Production



Daniels, L. (Director). (2009). *Precious* [DVD]. Lionsgate



Title of Film

Description

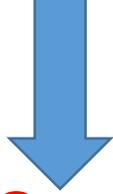
Production Company

YouTube Video

Uploader



Date of Production



Title of Video



- Thought Monkey. (2017, October 25). *Confirmation bias in 5 minutes*

[Video].



Description

YouTube.



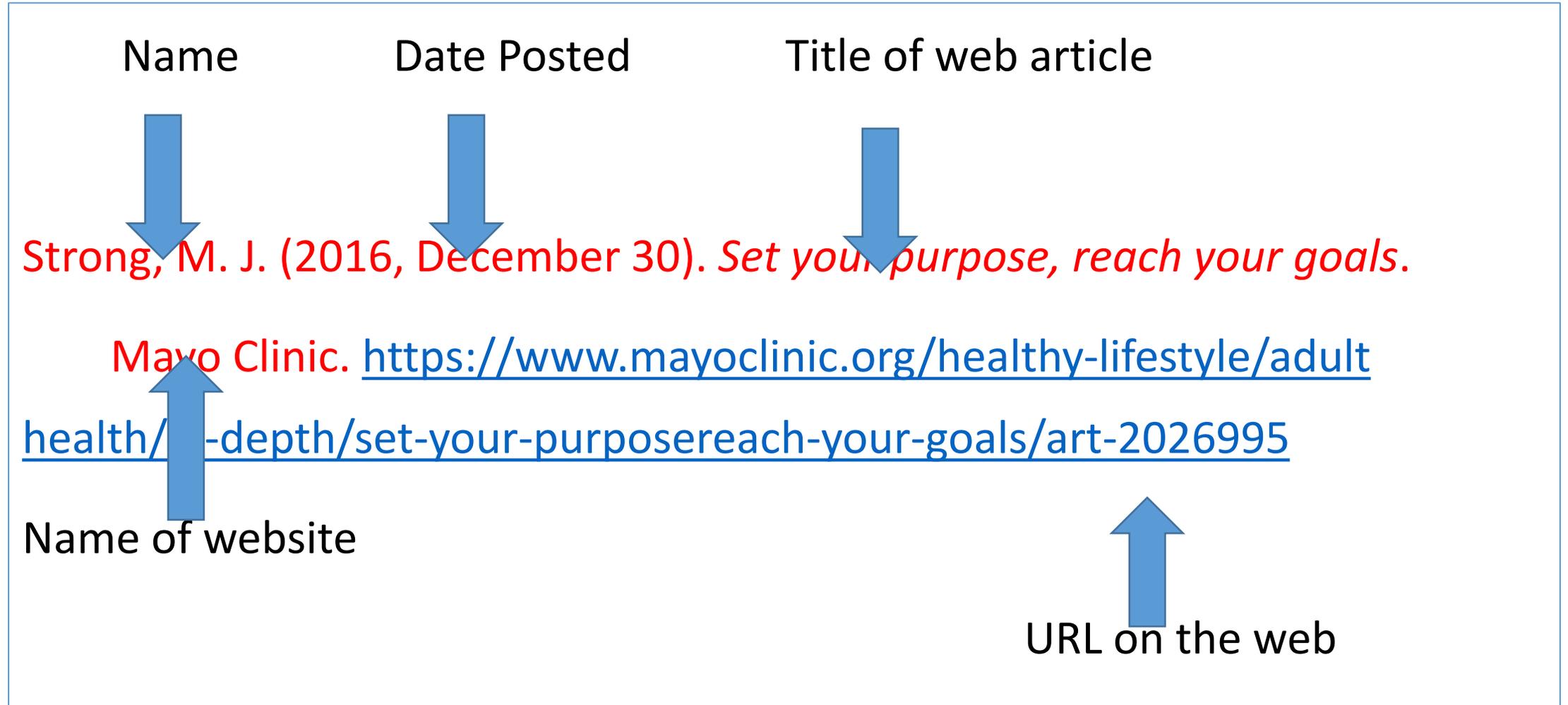
Streaming video
Host site

<https://youtube/0xKklLplngs>



URL on the web.

Web Site with Individual Author



Website with Group Author, No Publication Date

Group Author



No date



Title of web article



Southern Poverty Law Center. (n.d.). *Voting rights*.

<https://www.splcenter.org/our-issues/votingrights>



URL on the web

In-Text Citations

- (Southern Poverty Law Center [SPLC], n.d.). Use (SPLC, n.d.) for subsequent citations.
- Southern Poverty Law Center (SPLC, n.d.) explains... Use SPLC, (n.d.) for subsequent citations.

Wikipedia entry

Title of Entry



Date posted



In *Title of reference work*



Land speed record. (2019, November 23). In *Wikipedia*.

[https://en.wikipedia.org/w/index.php?](https://en.wikipedia.org/w/index.php?title=Land_speed_record&oldid=927629410)

[title=Land_speed_record&oldid=927629410](https://en.wikipedia.org/w/index.php?title=Land_speed_record&oldid=927629410)



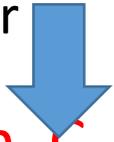
URL on web

In-Text Citations:

- (Land Speed Record, 2019).
- In the article “Land Speed Record” (2019)...

Blog Post

Author



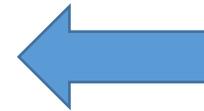
Date of Post



Title of Post



Smith, C. (2019, November 14). Rare desert elephants survive Namibia's
harshest drylands. *African Wildlife Foundation*.



Title of Blog

[https://www.awf.org/blog/rare-desert-elephants-survivenamibias](https://www.awf.org/blog/rare-desert-elephants-survivenamibias-harshest-drylands)

harshest-drylands



URL on the web

In-text Citations

(Smith, 2019).

OR Smith (2019) explains that...

Report by a government agency or other organization

Group Author



Year of Publication



Title of Report



Environmental Protection Agency. (2012). *National coastal condition report IV.*

https://www.epa.gov/sites/production/files/201410/documents/0_nccr_4_report_508_bookmarks.pdf



URL on the web

In-Text Citations:

(Environmental Protection Agency, 2012).

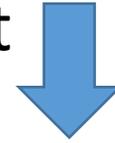
The Environmental Protection Agency (2012) explains that...

Twitter

Author[@username]



Year of Post



Academy of Medical-Surgical Nurses [@MedSurgNurses]. (2012,

November 14). *Diabetes substantially affects school dropout rates*

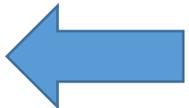
and wages: http://inur.se/UoTvAD. Tweet].

Description

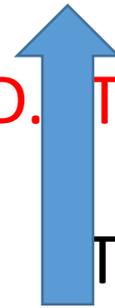


Twitter.

Name of website



Text of post (up to 20 words)



<https://twitter.com/MedSurgNurses/status/268726981011595264>

URL on the web



Twitter

- In-Text Citations
- (Academy of Medical-Surgical Nurses [AMSN], 2012).
- Use (AMSN, 2012) for subsequent citations.
- The Academy of Medical-Surgical Nurses (AMSN, 2012) explains...
- Use AMSN (2012) for subsequent citations.

Instagram

Author [@ username]



Date of Post



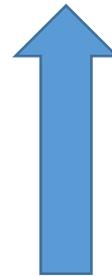
Smithsonian Zoo [@smithsonianzoo]. (2019, November 22). Ready to

rustle up some grubs? Scientists think that Geoffroy's marmosets

evolved to eat insects and became smaller in. [Photograph]. Instagram.

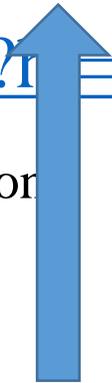
<https://www.instagram.com/p/B5LHWK2nWjU/?m=em>

Text of post
(up to 20 words)

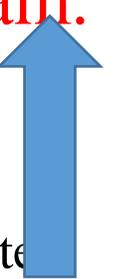


URL on the web

Description



Name of website



Instagram

- **In-Text Citations**
- **(Smithsonian Zoo, 2019).**
- **The Smithsonian Zoo (2019) notes that...**

Facebook Post

- **In-Text Citations**
- **(Academy of Medical-Surgical Nurses, 2012).**
- **The Academy of Medical-Surgical Nurses (2012) explains that...**

Facebook Post

Date of Post

Text of post (up to 20 words)

Author

Academy of Medical-Surgical Nurses. (2012, November 7). *Four ways patient engagement reduces health care costs.* Facebook.

Name of website

<http://www.facebook.com/MedSurgNurses/posts/160659317413799>

URL on the web

TED Talk

- **Template:**

Speaker, A. A. (Year, Month followed by Day). *Title of film in sentence case and italics: Capitalize the first word of the subtitle* [Video].

Producer. <https://www.directlinktovideo.com/>

- **Reference Example:**

- Giertz, S. (2018, April). *Why you should make useless things* [Video].

TED Conferences. <https://www.directlinktovideo.com/>

Book with one author (no DOI)

- **Template: Author Last name, Initials. (Year) Title. Edition. Publisher.**

- **Reference example:**

Creswell, J. W. (2009). Research Design: qualitative, quantitative, and mixed methods approaches (3rd ed.). SAGE.

- **ITC example:**
- As has been argued (Creswell, 2009)
- Creswell (2009) argues
- Page number included for a direct quotation.

Book with one author (with DOI)

- **Template: Author Last name, Initials. (Year) Title. Edition. Publisher.**

<https://doi.org/10.1037/0000092-000>

- **Reference example:**

Creswell, J. W. (2009). Research Design: qualitative, quantitative, and mixed methods

approaches (3rd ed.). SAGE. **<https://doi.org/10.1037/0000092-000>**

- **ITC example:**
- As has been argued (Creswell, 2009)
- Creswell (2009) argues
- Page number included for a direct quotation.

A Book with two authors

Template: Author last name, initials. & Second author last name, and initials.
(year). *Title*. Publisher.

Reference Example:

Hogg, M.A., & Vaughan, G.M. (2008). *Social Psychology*. Prentice Hall

ITC example:

- As has been argued (Hogg & Vaughan, 2008)
- Hogg and Vaughan (2008) argue
- Page number included for a direct quotation.

eBook on the Web

- **Template:** Author last name, initials. (Year of publication). *Title*. Publisher.
URL on the web.

- **Reference Example:**

Freud, S. (1920). *Dream Psychology: Psychoanalysis for Beginners*. Project

Gutenberg. <https://www.gutenberg.org/files/15489/15489-h/15489-h.htm>

- In-Text Citations
- (Freud, 1920, p. 46).
- Freud (1920, p.46) explains that...

Helpful Tips: A WEBSITE ARTICLE WITH NO AUTHOR

Example Reference:

Neurology. (n.d.). In *Wikipedia*. <http://en.wikipedia.org/wiki/Neurology>

In-Text Citation (Paraphrase):

(Neurology, n.d.)

Recap: The APA Referencing Style

Is used when you create a list of sources (at the end of your paper) that you have cited within the course of your work.

- **Reference list or bibliography**

- **Journal article**
- **Book with one or more authors**
- **Chapter in an edited book**
- **A newspaper or magazine article**
- **Online newspaper article**
- **Page on a website**
- **Blog**
- **Online sources**

For further examples of each of the above, please refer to:

**SMSI APA (7th ed.) Referencing Guide.
Pages 10-13.**

How do I use the APA Referencing Style?

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1. When you refer to, summarise, paraphrase, or quote other authors in the body of your work

- **In-text citation**

2. When you create a list of sources (at the end of your paper) that you have cited within the course of your work.

- **Reference list or bibliography**

7
SEVENTH EDITION

PUBLICATION
Manual
of the American Psychological Association

THE OFFICIAL GUIDE TO APA STYLE

American Psychological Association Referencing Style

- The APA Reference System (7th ed.) sets guidelines to:
 - Enable you to acknowledge the work of other authors mentioned in your paper and thereby avoid plagiarism.
 - Provide the basis to organize academic written work in a uniform and consistent manner.
 - These guidelines enable the reader to immediately identify the sources you used; and consult these sources if needed.
 - The APA guidelines help you to show your reader the extent and depth of your literature review.

APA Referencing Style

Thank You For Your
Attention! 😊

