APA REFERENCING STYLE QUICK GUIDE
TABLE OF CONTENTS

1. INTRODUCTION ........................................................................................................................................... 1

   What is referencing? ....................................................................................................................................... 1
   Why reference? ............................................................................................................................................... 1
   Steps in referencing ....................................................................................................................................... 1

2. CITING BOOKS ............................................................................................................................................... 2

3. CITING PRINT JOURNAL/MAGAZINE/NEWSPAPER ARTICLES ................................................................. 3

4. CITING ELECTRONIC JOURNALS/MAGAZINES/NEWSPAPER ARTICLES ..................................................... 4

5. INTERNET SOURCES ................................................................................................................................... 5

6. IN TEXT CITATION ........................................................................................................................................ 5
1. INTRODUCTION

This is a basic handout that will act as a quick guide for the following referencing style:

ền APA Referencing

What is referencing?
Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your assignments and which allows the sources to be identified. It is important to be consistent when you are referencing.

Why reference?
Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and more fully understand the cited author’s work.

Steps in referencing
- Record the full bibliographic details and relevant page numbers of the source from which information is taken.
- Punctuation marks and spaces in the reference list and citations are very important. Follow the punctuation and spacing exactly.
- Insert the citation at the appropriate place in the text of your document.
- Include a reference list that includes all in-text citations at the end of your document.
2. CITING BOOKS

(i) Printed book

Author, A. A. (year). Title of book. Location: Publisher.


(ii) E-Books

Author, A. A. (year). Title of book. Retrieved from URL (or doi number)


(iii) Book Chapter

Author, A. A. (year). Chapter title. In author, Book Title (pp.xx-xx). Location: Publisher.

3. CITING PRINT JOURNAL/MAGAZINE/NEWSPAPER ARTICLES

(i) Journal article
Article from a journal that uses continuous pagination (each issue starts on the page where the last stopped):


Article from a journal that does not use continuous pagination (each issue starts on page 1):


(ii) Magazine article


(iii) Newspaper article


4. CITING ELECTRONIC JOURNALS/MAGAZINES/NEWSPAPER ARTICLES

Before you cite an electronic article you need to know if the electronic article has a DOI (Digital Object Identifier).

If the article does have a DOI follow the examples for citing a print source and add the DOI information at the end of the citation.


If the article does not have a DOI give the URL of the journal/magazine/newspaper homepage. (You may need to do a web search to find this information).


5. INTERNET SOURCES

(i) Web Page


(ii) Podcast

Author/Producer, A. A. (year, Month date). Podcast title. [Audio podcast]. Retrieved from URL


(iii) YouTube video

Author, A. A. (year, Month day). Title [Video file]. Retrieved from url


6. IN TEXT CITATION

APA style uses the author and date when citing sources in the text. If you include the author’s name in the narrative you only need to include the year in parentheses. If you don’t include the author’s name in the narrative then you put it and the year in parentheses.

Ex. Walker (2000) compared reaction times…..
Ex. In a recent study of reaction times (Walker, 2000)
(i) **One work by multiple authors**

- **One work by 1 or 2 authors**
  
  If your article, book or web site has 1 or 2 authors you must always use both of them in your in text citations.

  Ex. as has been shown (Joreskog & Sorbom, 1989)

- **One work by 3, 4 or 5 authors**
  
  If your work has 3, 4, or 5 authors you must cite all the authors for the first in text citation. If you cite that work again you only list the first author and et al.

  Ex. this was found to be true (Wasserstein, Zappulla, Rosen, Gerstman, & Rock, 1994)

  Ex. The testing was concluded in 1985 (Wasserstein et al., 1994)

- **One work by 6 or more authors**
  
  If your work has 6 or more authors you must cite the first author and then and et al.

  Ex. Davis et al. (1999) found that…

  Ex. According to the study (Davis et al., 1999)

(ii) **Direct quotations**

If you use a direct quotation or image in your paper you must say what page (if an article) or paragraph (if a web site) the quotation came from.

Ex. (Cheek & Buss, 1981, p. 332)

Ex. (Myers, 2000, ¶ 5)
Reference List basic format

- Always indent the second and subsequent lines of a citation!
- Always arrange your reference list by the author’s last name
- Only use the first and middle initials of the author’s name, do not type out the full name!
- If the article or book has multiple authors, you must list all of them up to 7!
- Use the & symbol before the last author’s name, do not type out the word and!
- Always italicize the journal or magazine title and the volume number!
- Always italicize the book title.
- Only capitalize the first word, first word of a subtitle, or proper nouns in an article or book title.
- Make sure you know the format of the item you are citing (print or electronic).
- Do not include retrieval dates unless the source material may change over time (Wikis).

Some important information & changes in the 6th edition

- There should be 2 spaces after periods that end a sentence in the body of the paper.
- The number of authors that must be listed on the references page is now 7 and you no longer use et al. on the references page.

For further information contact the Librarian.