

Riara University Library

A BRIEF GUIDE TO APA REFERENCING STYLE

APA stands for American Psychological Association. It is one of several referencing styles used in academic writing and used in Riara University.

The guide gives examples of setting out references for your assignment and research work.

At the university, a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let your lecturer know where you found your ideas.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct.

Why should I acknowledge information sources?

- Helps you to avoid plagiarism by making it clear which ideas are your own and which are someone else's
- Shows your understanding of the topic
- Gives supporting evidence for your ideas, arguments and opinions
- Allows others to identify the sources you have used.

Ways of referencing

INTEXT CITATIONS

There are two ways to acknowledge citations in the text:

- Make it a part of a sentence
- Put it in parentheses at the end of the sentence.

Examples:

- Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

When quoting directly from a source you must use quotation marks.

At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

EXAMPLES OF REFERENCES BY TYPE

In-text citation	In a reference list
<p>1. Book with one author Schabes (2011) said... Or (Schabes,2011)</p>	<p>Schabes, A.W. (2011). An introduction to International Criminal Court. 4th ed. Cambridge: Cambridge University Press.</p> <p><i>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</i></p>
<p>2. Book with two authors <i>When paraphrasing in text, use and, not &</i> Dancey and Reidy (2004) said... or (Dancey & Reidy, 2004)</p>	<p>Dancey, C. P., & Reidy, J. (2004). Statistics without Maths for psychology: Using SPSS for Windows. 3rd ed. Harlow, England: Pearson/Prentice Hall.</p> <p><i>N.B. Before "&" between authors, do not forget to put a comma.</i></p>

<p>3. Book with three or more authors</p> <p>Krause et al. (2006) or (Krause et al., 2006)</p>	<p>Krause, K.-L., Bochner, S., & Duchesne, S. (2006). Educational psychology for learning and teaching .2nd ed. Melbourne, Australia: Thomson.</p> <p><i>N.B. Use & between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.</i></p>
<p>4. Book or report by a corporate author e.g. organisation, association, government department</p> <p>International Labour Organization (2007) or (International Labour Organization [ILO], 2007), then (ILO, 2007)</p>	<p>International Labour Organization. (2007). Equality at work: Tackling the challenges (International Labour Conference report). Geneva, Switzerland: Author.</p> <p><i>N.B. When the author and the publisher are the same, use Author in the publisher field. In text, some group authors may be abbreviated in subsequent citations if they are readily recognizable</i></p>
<p>5. Book chapter in edited book</p> <p>Onditi (2017) states that.... Or (Onditi,2017)</p>	<p>Onditi, F. & Bah, A. (2017). Emerging 'positive masculinity' in DR Congo: an indication of African renaissance or symptoms of covert gender inequalities? Decolonizing Knowledge for Africa's renewal: examining African perspectives and philosophies. Msila, V. (Ed): pp. 87-112. South Africa: KR Publishing.</p> <p><i>N.B. Include the page numbers of the chapter after the book title.</i></p>
<p>6. Journal article (academic/scholarly) with DOI</p> <p>Cavenagh and Ramadurai (2017) recommend... or (Cavenagh & Ramadurai, 2017)</p>	<p>Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. Journal of Combinatorial Designs, 25(4), 147–158. https://doi.org/10.1002/jcd.21529</p> <p><i>N.B. DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication, which links to the article online. Note: Many journals in Psychology and other disciplines use continuous pagination, so the issue number is not required</i></p>
<p>7. Journal article with no DOI</p> <p>Germann, Ebbes, and Grewal (2015) claim that "there have been ..." (p. 19).</p> <p><i>then subsequently, if 3-5 authors</i> Germann et al. (2015) argue ...</p>	<p>Germann, F., Ebbes, P., & Grewal, R. (2015). The chief marketing officer matters! Journal of Marketing, 79(3), 1-22.</p> <p><i>N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicized).</i></p>
<p>8. Course hand out/Lecture notes (electronic version)</p> <p>(Archard et al., 2011)</p> <p>then subsequently, if 3-5 authors (Archard et al., 2011)</p>	<p>Archard, S., Merry, R., & Nicholson, C. (2011). Karakia and waiata [PowerPoint slides]. Retrieved from TEPS757-11B (NET): Communities of Learners website: http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650</p> <p><i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.</i></p>

Refer to the Publication Manual of the American Psychological Association (7th ed.) for more information.