



A Basic Guide to APA Referencing

1. APA is most commonly used citation format within the academic field of social sciences
2. The APA citation format uses the **author-date** method
3. This guide focuses on **in-text** citations and **post-text** referencing



The key purpose of adding citation/reference information is to provide your readers with all of the information necessary in order to be able to find for themselves the source material that you are referencing.

The **author-date** method involves the following:

1. Firstly, the author’s last name and the year of publication for the source should appear **in-text** – within the body of your document – for example:

According to **Kinnock and Smith (2006)**, it is not uncommon for it to snow in Spain.

As **Wilberforce (1999)** states, “The water in Majorca does not taste quite like it ought to” (p. 146).

2. Secondly, a complete **post-text** reference for every cited work needs to appear in the reference list at the end of the text, for example:

Kinnock, A., & Smith, B. (2006, December 15). It never rains in Spain. *Financial Times*. Retrieved from <http://www.ft.com/travel/articleid=XYZ>

Wilberforce, M. A. C. (1999). *Mediterranean experiences*. Madrid: Catalan Press.

Notes

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In-text: citations

Paraphrasing

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Short quotes

If you are **directly** quoting from a work, you will need to include the **author**, **year of publication**, and the **page number** for the reference (preceded by “p.”).

According to Wilberforce (1999), “The water in Majorca does not taste quite like it ought to” (p. 146).

...he stated, “The water in Majorca does not taste quite like it ought to” (Wilberforce, 1999, p. 146), but did not explain how exactly it should taste.

Long quotes (of 20 or more words)

...previous sentence ends. Berlusconi’s (2010) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty was attributed to the fact that many students did not attend the annual UGRU APA workshop. (p. 88)

Next sentence starts...

Citing a work by more than one author

Please note that “**and**” becomes “**&**” if it is inside brackets.

Research by Wegener and Petty (1994) supports

... .. (Wegener & Petty, 1994).

Citing a work where the author is an organisation

If the organisation does not have a well-known abbreviation use the name of the organisation in full.

According to the United Nations (2011)

However, if the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: According to the UN (United Nations [UN], 2011)

Second citation: According to the UN (UN, 2011)



Post-text references: electronic sources

Increasingly academic journals and newspaper articles are stored and viewed electronically. Therefore, the following references are likely to be the most frequently used.

Journal article

Author, A. (Year). Title of article. *Title of Journal*, volume number(issue), page range. doi:000

Rutledge, E. (2010), Unemployment in the Gulf: Time to update the social contract. *Middle East Policy*, 17(1), 38–51. doi: 10.1111/j.1475-4967.2010.00437.x

Newspaper article

Author, A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved Month Date, Year, from <http://www.website.com/full/url/>

Issa, W. (2009, May 3). Tanmia to prevent paper emiratization. *Gulf News*. Retrieved April 7, 2014, from <http://gulfnews.com/news/gulf/uae/employment/1.154109>

Article (or information) from a website

List as much of the following information as possible:

Author, A. (Year, Month Day). Title of document. Retrieved Month Date, Year, from <http://Web address>

Smith, J. (2010, May 5). Top Tips. Retrieved February 7, 2014, from <http://english.edu/id/560>



If there is not a date available for the given web page that you are taking source material from, then use need to tell the reader this by writing no date in abbreviated lower-case form (n.d.).

Data sets

Point readers to raw data by providing the website address (use **Retrieved from**) or a general place that houses data sets on the site (use **Available from**).

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

Graphic data (e.g. interactive maps)

Give the name of the researching organisation followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion



Post-text references: printed sources

Books

Author, A. (Year). Title of book: Subtitle starts with a capital. Location: Publisher.

Wilberforce, M. A. C. (1999). *Mediterranean experiences: Not that bad*. Madrid: Catalan Press.

Edited book, no author:

Duncan, G. J. (Ed.). (1997). *Consequences of growing up poor*. London: Saga Publications.

Edition of book, other than first:

Wilberforce, M. A. C. (1999). *Mediterranean experiences* (2nd ed.). Madrid: Catalan Press.

Chapter (or section) of an edited book:

Author, A. (Year). Title of chapter. In A. Editor (Ed.), Title of book (pages of chapter). Location: Publisher.

Egan, J. (1992). Gender role journeys. In A. Jones (Ed.), *Gender issues* (pp. 107-123). Tokyo: Springer.

Journals

Author, A. (Year). Title of article. Title of Journal, volume number(issue number), page range.

Ahmed, R., & Cox, G. C. (2011). Jeans in the classroom. *Journal of Second Language Learning*, 12(6), 335-396.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

Zacaree, B. (2013). The geo-spatial testing syndrome. *Geography Quarterly*, 47(2), 671-692.



Unlike books, the title of the article is not in italics. However, the name of the journal is italicised.

Additional resources:



Citing and referencing

www.apastyle.org/search.aspx?query=&fq=StyleTopicFilt:%22References%22

General APA format guidelines

www.apastyle.org/learn/tutorials/basics-tutorial.aspx