

A Guide to APA referencing Style

Part One: In text-citation basics

About the APA Style:

The American Psychological Association (APA) is the style of documentation of sources used in a research paper, dissertations etc. This referencing style is used mainly in the fields of social sciences like psychology, anthropology, sociology, as well as education and other fields.

How Does APA style work?

When using APA style, there are two forms that you are required to keep in mind and apply. These are in-text citations and the referencing page. In-text citation means citing the author's name and date within your research paper. These citations will refer back to the reference page at the end of your research paper that lists all the material that you have used.

In this first lesson we will deal with the main in-text citations that students are very likely to need in writing their Master's dissertation.

In Text-Citations of Books and Journal Articles:

In text citation requires you to acknowledge all the works that you have used in your writing throughout the text of your research paper. This means that whenever you mention a statement of evidence such as a quote or when you refer to someone else's ideas and opinions in your own words (paraphrasing), you must give credit to these works by providing the author's name and date of publication within the text of your dissertation. Examples of in-text citations can be found in the guide below:

If you use the name of the author(s) in your writing, place the year of publication of the work in parentheses after the author's name. **This is known as a narrative in-text citation.**

Smith (2008) has conducted research on the effects of.....

There is another way of doing the same citation which is known as **parenthetical in-text citation.** If you refer to a work in the text of your paper and you are not using the author's name in your narrative, place the author's last name and the year of publication of the work in parentheses within or at the end of the sentence.

The study conclusively evidences a correlation between the given results (Smith, 2008). A recent study (Anderson, 2020) presents the same correlation.

Note: The choice between narrative in-text citation and the parenthetical one depends on the author and the flow of the narrative.

It is essential also to note that when a parenthetical in-text citation with author and year is used earlier in the paragraph, you are not required to include the year once again if the same work reoccurs in the same paragraph:

Smith (2008) states that Smith also suggests that

When you have separate sources of separate authors that express the same idea, you can cite these sources and putting semi-colons between them as follow:

A number of studies have shown identical results (Smith, 2008; Jones, 2009)

Sometimes, you get two or more publications by the same author, in this case you can put the author's last name along with the publication dates of the cited works as the example below:

It was stated that.....(Saunders, 2004, 2009)

Note: Page numbers are not required when paraphrasing or summarising unless you would like to direct your reader to a specific section or paragraph you may include the page number or page range and it is preferable that this comes in a footnote.

If you directly quote fewer than 40 words, enclose the quotation using double quotation marks within the text. The year of publication of the work along with the page number(s)* of the quote should be provided in parentheses :

Narrative in-text citation: Durant (2014) states that “Their economy remained local in structure” (p. 609)

Paraphrased in-text citation: It is stated that “their economy remained local in structure” (Durant, 2014, p.609)

*Note: When there are no page numbers, but the sources contain headings or numbered paragraphs, use a section name or paragraph number E.g. Jones (2008, Introduction section) *or* Roberts (2008, para. 5).

*If the paragraphs are not numbered, manually count the paragraphs and include the paragraph number after the heading, e.g. Anderson (2005, Discussion section, para. 2). For video or audiobooks use a timestamp e.g. Palmer (2013, 2:30:40).

*If the quotation is greater than 40 words which equals 4 lines, it should be presented in a double-spaced indented block (1.27 cm) without quotation marks and including the page number at the end of the block quote.

Example of Block Quote in APA Format

Introduction for quotation

Author Date of publication in parenthesis

[Wetli (2019), in her literature review about inclusivity in archival spaces, noted that:

Scholar's [sic] view archives as the custodial spaces of history and its artifacts, a model which predicates ownership, power, and control. To negate this, many organizations have moved towards a model of stewardship. These institutional archives work cooperatively with the communities whose histories they are preserving by providing stable infrastructure, training, and technological support. (p. 4)

Indent quote 1/2 inch from Introduction

Page number in parenthetical in-text citation

Tips:

- Quoted material starts on a new line, is double-spaced, and 1/2 inch in from introduction
- Do not use quotation marks around block quote
- Add a period at the end of block quote
- No period after parenthetical in-text citation



*If you use more than one source to write a statement in your paper, the citation can be presented using semi-colons between works as follows:

Separate sources, different authors:

... and a number of studies have shown identical results (Sanders, 2008; Smith, 2009).

Two or more publications by the same author:

It was found that ... (Smith, 2000, 2004)

***Different works of the same author's name:**

Sometimes, the researcher comes across multiple works by the same author's surname. When this happens, you can add initials of the first and middle names of each author followed by the surname.

See the example below:

In-text citation: J. M. Goldberg (1961) and M. E. Goldberg (1972) studied . . .

*If you have a book with two authors, the in-text citation should be as follows:

Narrative in-text citation: Copstead and nasik (2005) stated that

or

Paranthenetical in-text citation: It is suggested that. . . (Copstead & Banasik, 2005).

*If you have more than two authors, start with the first author's name followed by "et al.":

In text-citation: Schneider et al. (2007) showed that . . .

Paranthenetical citation: This is demonstrated (Schneider et al., 2007).

*IF your reference does not have an author, you should put the title of the work(capitalized) in the author's position and in case the title is too long, you can shorten it:

In-text citation: *HIV/AIDs Resources* (2004) states that . . .

Paranthenetical citation: This directory shows . . . (*HIV/AIDs Resources*, 2004).

***CHAPTER, ARTICLE OR SECTION IN A BOOK**

For a section, article or a chapter in a book, you should do the usual in text-citation, including the page numbers in the in-text citation:

Knowles (1986, pp. 73-90) demonstrated that

Or`

This independent study showed . . . (Knowles, 1986, pp. 12-16).

***CHAPTER OR ARTICLE IN AN EDITED BOOK**

Edited books contain chapters that are written by different authors who are experts in their field. In this case, you put the author of the section you are citing and the date of publication:

Ferres (2001) discussed the television episode . . .

The television episode . . . (Ferres, 2001).

***REFERENCING SECONDARY SOURCES :**

To understand how to cite secondary sources, it is essential to know the difference between primary and secondary sources first. Primary sources are the original sources that give you a direct access to the subject of research. Secondary sources on the other hand are second hand sources which contain analysis that are based on the author's own reading of an existing primary source. In Other words, a secondary source is a source that provides information that is originally presented or published elsewhere. It is advised, in academic writing, to avoid using secondary sources whenever possible. This is because you will be relying on someone else's interpretation of the original material to inform your understating of that material rather than working directly on the original source. Therefore, it is highly recommended that you try and locate the original source. You can resort to using secondary sources in extreme cases, for example when the original source is out of print or it is available in a language that you do not understand.

Examples of in-text citation of secondary sources:

- **Narrative citation: Lee (2016, as cited in Johnson, 2018) discovered that, "quotation" (p. X where Lee's quotation is found in Johnson's text).**
- **Parenthetical citation: Additionally, paraphrased text (Lee, 2016, as cited in Johnson, 2018, p. X).**

