

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

Library and Information Literacy Skills

An Abridged Guide To APA Referencing Style

This is a quick guide to the APA referencing style. The guide gives examples of one way of setting out references for your assignment. The APA style is detailed in the following manual, which contains many more examples.

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.

Why should I acknowledge my sources?

At the university a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say *where* the original can be found. In other words, you must *acknowledge* and *cite* your sources. This is important whether or not you use the author's own words and, importantly, to avoid **plagiarism**.

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.

If your school/department specifies a particular referencing or citation style then you must use that style or you may be penalized. Importantly, whatever referencing style is chosen you must be accurate and consistent.

When should I acknowledge my sources?

You should acknowledge your sources whenever you use a source of information:

- a. As your inspiration.
- b. As the source of a theory, argument or point of view.
- c. For specific information such as statistics, examples or case studies.
- d. For direct quotations (using the author's exact words).
- e. To paraphrase or summarize an author's work.

How do I integrate my sources into my writing?

When you are taking something from another source, you are taking it out of its original context and putting it into a new context – your own assignment. You must make sure it fits properly into this new context. This means:

- a. It must be relevant to your argument.
- b. It must join neatly with what comes before and after.
- c. It must make logical and grammatical sense.

Examples of types of printed references

Book Reference

Bibliographic details are given as follows:

Author, A. A., Author, B. B., & Author, C. C. (year of publication). *Title of book:*

Subtitle. (Edition [if not first]). Place of publication: Publisher.

Examples:

Book with single author

Reynolds, H. (2000). *Black pioneers*. Ringwood, Vic.: Penguin.

Book with multiple authors

Two to six authors

Gilbert, R., & Gilbert, P. (1998). *Masculinity goes to school*. St. Leonards, N.S.W.: Allen & Unwin.

More than six authors

After the sixth author's name and initials, use **et al.** to indicate the remaining authors.

Book with editor(s)

Broinowski, A. (Ed.). (1990). *ASEAN into the 1990s*. London: Macmillan.

Nugent, S.L., Shore, C. (Eds.). (1997). *Anthropology and cultural studies*. London: Pluto Press.

Book, author not known

Longman dictionary of the English language. (1984). Harlow, Essex: Longman.

Book with author and editor

Valéry, P. (1957). *Oeuvres* (J. Hytier, Ed.). Paris: Gallimard.

Book other than first edition

Goudie, A. (2000). *The human impact on the natural environment*. (5th ed.). Oxford: Blackwell.

Book with more than one volume

Corsini, R.J. (Ed.). (1994). *Encyclopedia of psychology* (4 vols). New York: J. Wiley & Sons.

Topliss, H. (1985). *Tom Roberts 1856 - 1931: A catalogue raisonné: Vol.2. Plates*. Melbourne: Oxford University Press.

Book with corporate author

Dames & Moore. (1995). *Environmental management plan: Townsville Field Training*

Area. Brisbane: Author.

Chapter or Article in a Book

Bibliographic details are given as follows

Author's surname, initials. (year of publication). Title of chapter: Subtitle. In Editor/s (Ed/s.), *Title of book*. (pp.xx-yy). Place of publication: Publisher's name.

Examples

Fontana, A., & Frey, J. (1994). Interviewing: The art of science. In N. Denzin & Y. Lincoln (Eds.), *Handbook of qualitative research*. (pp. 361-376). Thousand Oaks, CA: Sage.

Beck, W. (1994). Food processing. In D.Horton (Ed.), *The encyclopaedia of Aboriginal Australia: Vol. 1*. (pp. 380-382). Canberra: Aboriginal Studies Press.

Journal Article

Bibliographic details are given as follows

Author's surname, initials. (year of publication). Title of article. *Title of Journal*, volume number (issue number), page numbers.

Examples

Journal article

Rogers, G. (1999). Reflections on teaching remote and isolated children. *Education in Rural Australia*, 9(2), 65-68.

Newspaper article

Lawlor, A. (2000, July 20). Phoenician 'find' makes textbooks ancient history. *The Courier Mail*, p. 3.

Conference Papers

Gleeson, L. (1996). Inside looking out. In *Claiming a place: Proceedings from the Third National Conference of the Children's Book Council of Australia* (pp. 22-34). Port Melbourne: D.W. Thorpe.

Abbott, K., & Seymour, J. (1997, September 20). *Trapping the papaya fruit fly in north Queensland*. Paper presented at the Australian Entomological Society Conference, Melbourne.

Thesis

Kariuki, Ngugi J. (1994). *The characteristics of industrial subcontracting arrangements between the small and large metal working enterprises: a case study of the Nairobi Industrial area*. Unpublished MSc. thesis, Jomo Kenyatta University of Agriculture and Technology,

Kenya.

Government Publication

Kenya. Ministry of Public Health and Sanitation (2004). *Towards a women's health policy: Social justice for women*. Nairobi: Government Printer.

Kenya National Bureau of Statistics. (2000). *Kenya household survey and poverty index*. Nairobi: Government Printer.

In-text citation:

First text citation: (Kenya National Bureau of Statistics [KNBS], 2000)

Subsequent text citations: (KNBS, 2000)

Further Examples

Two entries by same author, same date

Allan, M. S. (1983a). Uses of video recording in an institution. In McGovern, J. (Ed.), *Video applications in English language teaching* (pp. 83-93). London: Pergamon.

Allan, M. S. (1983b). Viewing comprehension with video. *ELT Journal*, 37(1), 23-27.

Work with multiple authors

Follow the same rules for journals and other works as for Book with Multiple Authors.

Abstract

Collins, J. (1993). Immigrant families in Australia. *Journal of Comparative Family Studies*, 24, 291-315. Abstract obtained from *Multicultural Education Abstracts*, 1995, 14, Abstract No. 95M/064.

Personal communication

For example, letters, memos, email, interviews, telephone conversation. Because they don't provide recoverable data, personal communications are not included in the reference list. Cite in text only, e.g.

M. Jones (personal communication, April 4, 2002)

(R. Brown, personal communication, July 23, 2000)

Citing Electronic References

Electronic sources include databases, online journals, Web sites or Web pages, newsgroups, email discussion groups.

E-Books

Library: Online book previously published in print

Dealey, C. (1999). *The care of wounds: A guide for nurses*. Oxford: Blackwell Science. Retrieved

August 24, 2007, from ebrary: <http://www.ebrary.com>

Journal article retrieved from an aggregated database

Dixon, M. R., & Hayes, L. J. (1999). A behavioral analysis of dreaming. *Psychological Record*, 49, 605-612. Retrieved August 30, 2001, from Expanded Academic ASAP database.

In-text citation: Dixon and Hayes (1999) or (Dixon & Hayes, 1999)

Internet article based on a print source

Sherry, A. (2000). Building the bridge: Taking feminism into the twenty-first century [Electronic version]. *Australian Feminist Studies*, 15, 221-226.

In-text citation: Sherry (2000) or (Sherry, 2000)

Article in an internet-only journal

DeMarie, D. (2001, Spring). A trip to the zoo: Children's words and photographs. *Early Childhood Research and Practice*, 3(1). Retrieved August 30, 2001, from <http://ecrp.uiuc.edu/v3n1/demarie.html>

In-text citation: DeMarie (2001) or (DeMarie, 2001)

Abstract

Ludwig, D. N. (1996). Preschool children's cognitive styles and their social orientations. *Perceptual and Motor Skills*, 70, 915-921. Abstract retrieved January 25, 1997, from PsycINFO database.

Internet publication based on a print source (for journal articles, see above)

Rothman, S., & McMillan, J. (2003). *Influences on achievement in literacy and numeracy*. [Electronic version]. Melbourne: Australian Council for Educational Research.

Web page

The Mariner 2002: Undergraduate student information. (2002). Retrieved 3 April, 2002, from James Cook University Web site: <http://www.jcu.edu.au/school/ns/Notices/General/Mariner/Contents.html>

In-text citation: The Mariner 2002 (2002) or (The Mariner 2002, 2002)

Information from a website

Australian Bureau of Statistics. (2000). *1996 census of population and housing: Northern (Statistical Division) Queensland*. [Data file]. Retrieved July 17, 2004, from the Australian Bureau of Statistics site, <http://www.abs.gov.au>

Conference paper online / ERIC document

Schafer, M., & Moody, M. (2003, April 22). *Designing accountability assessments for teaching*. Paper presented at the Annual Meeting of the National Council on Measurement in Education, Chicago, IL. (ED476429). Retrieved May 3, 2005, from ERIC database.

Lecture Notes

Bond, T. (2004). *ED1401: Childhood and adolescence, week 12 notes*. [Word document]. Retrieved February 23, 2005, from <http://learnjcu2004.jcu.edu.au>

Message posted to a group

Smith, M. (2001, March 11). Northern and Italian renaissance [Msg 13]. Message posted to <http://groups.google.com/groups/humanities.misc/message13>

In-text citation: Smith (2001) or (Smith, 2001)

Emails sent from one individual to another are cited as a personal communication. Emails to groups may also be treated this way.

Audiovisual References: Examples

York, F. A. (1990). *Children's songs of the Torres Strait Islands* [Cassette recording]. Bateman's Bay, N.S.W.: Owen Martin.

Diamond, N. (1970). Cracklin' Rosie. On *Tap Root Manuscript* [Record]. Universal City, CA: MCA.

In text citation: Include side and band or track numbers.

Loi, M-A. (1997). *Green tree frogs*. [Illustration]. Brisbane: Queensland Department of Environment.

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

Citing in the Text

When you include information from another source in your essay, you need to acknowledge it in the text. You should include the author, year and sometimes the page number. The person reading your essay can then refer to the bibliography/reference list at the end, and see exactly where you found

your information.

Quoting directly from someone else

When you borrow or quote someone else's words, the quote is usually placed in quotation marks, e.g.

This is reflected in the idea that "schools of thought, methodologies and research techniques reflect their social origins" (Hayes, 1995, p. 53).

Using a very long quote

If it is a very long quote (more than 40 words), you can place it in a free-standing indented paragraph starting on a new line. In this case, you don't need to use quotation marks. Insert three full stops - ... - if any words are omitted.

Children are, and have been, economically important to adults/parents in several ways. For those with wealth and land, children, and boys in particular, are and have been crucial ... as heirs. Inheritance, or course, has also been of central political importance; many of the wars that raged through medieval Europe focused on contested inheritance of lands and kingdoms. (Gittins, 1998, p. 59)

Source not quoted exactly as it was written

Sometimes you might paraphrase or summarise another author's ideas to back up your own statements. Often you are not quoting them directly. Remember though, if you are using their ideas or data, you still must give them the credit. For example:

Schwarz (1999) questions the use of surveys as measurement devices.

It is argued by Njuguna (2000) that comparative research in several ecosystems will lead to an understanding of succession as an ecological process.

Quoting something that someone else has quoted

Sometimes in your reading you might come across a quote in another author's article that would be suitable to use. In this case, the best idea is to try and find the original quote to examine the context in which it was written. If that isn't possible, there are special rules for 'quoting a quote'.

Wembley (1997, cited in Olsen, 1999, p. 156) argues that impending fuel shortages give added impetus to developing alternative energy sources.

Include the author and year of both texts, and the page of the citation you are quoting from. Use the words 'cited in' which means 'mentioned in'. In your reference list or bibliography you only include the text that you yourself have read, i.e. Olsen would be listed in the reference list from this example.

One Work by Multiple Authors

If a work has two authors, always cite both names every time.

(Griffiths & Clyne, 1988)
Griffiths and Clyne (1988) stated that ...

For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the last name of the first author followed by et al. (not italicized and followed by a period). If the work has six or more authors, cite only the surname of the first author followed by et al.

Gilbert, Terrell, and Specht (1985) have stated . . .

Social policies in the United States do not provide equity for marginalized populations (Gilbert, Terrell, & Specht, 1985).

US social policies are driven by dominant class interest groups (Gilbert et al., 1985).

Typically, when citing more than two authors in text, use the first author's name followed by *and associates*, or *and colleagues*.

In a study by Jones and associates (2000), social workers . . .

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article:

In a recent study of social work attitudes, Hanson (2004) stated that students . . . Hanson also found that . . .

Footnotes

Footnotes are usually an elaboration of an afterthought on some aspect of the text or they provide further information which would interrupt the flow of the text if placed in the body of the text. If you decide to include a footnote, place it at the bottom of the page and separate it by a ruled line from the main text.

A superscript number in the text will be used to reference the footnote at the bottom of the page. Footnotes should be numbered consecutively through the text. [For more information consult:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association.

Compiled by:
George M. Gatero, PhD
Deputy University Librarian