APA Referencing Style Guide

Introduction

* All good research report involves on information compiled by and analysis done by others.

* If students rely in part on the work of others and you do not cite them, then you have failed in their responsibilities as academic writers.

* In writing the research report, researchers must acknowledge the material which you have borrowed from other sources. This applies to:

❖ Direct quotations,

❖ Paraphrases, and

❖ Summaries you make of other people's ideas, conclusions, words, and so on.

* This means that when you have decided to use a particular source, you have to make a record of all its (bibliographic) details that you will need to reference it. These details are usually found on the cover and in the first couple of pages of the source.

* It is very important that the referencing style selected must be used accurately and consistently applied throughout the research report.

Acknowledging Information Sources

- Acknowledging your sources (also known as referencing, citation, or documentation) is critical in that:

- It shows that evidence provided is reliable

- It proves to the scholarly community that what is presented in the paper constitutes new knowledge or represents a different viewpoint

- It also gives readers the chance to crosscheck the findings to ensure that one has fully reviewed the related literature and correctly interpreted it.

APA Referencing Style

This format applies to all types of sources including:

- Books
- Journal articles
- Corporate authored material e.g. government reports
- Newspaper and magazine article
- Lecture notes, discussions, interviews
- Conference papers
- Theses
- Internet based sources e.g. Websites, e-journals, e-books, online newspapers
- Audio-visual formats such as films, Video, DVD, CD-ROM and diskette based sources

General Format of the Reference List

- Start the reference list on a new page, with the word **"References"** centered at the top of the page.
- Second and subsequent lines of each reference should be indented (hanging indent format)
- The reference list should be listed alphabetically by author and then by year
- Book titles and journal titles should be in italics (preferably) or underlined
- The date is the year of publication, not printing
- For a book, the edition is only mentioned if it is other than the first
- The place of publication is the town or city, not the country
- Journal titles should be given in full, not abbreviated
- Do not put a full stop after a website URL
- Be consistent in format, layout, type-face and punctuation

Citations in the Text

a) Inciting a work by one author

APA in-text citation style uses the author-date method; that is the surname of the author and the year of publication which are inserted in the text at appropriate point both for print and electronic sources: for example:

Customers value the social and economic benefits that they accrue from services provided. (Wasike,2018).

b) Direct quotations

For direct quotations, include the page number as well, for example: (Wasike,2018 p. 14)

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text, and include a full reference without page number in the reference list (p. 43).

c) Citing a specific part of a source

To cite a specific part of a source, indicate the page, chapter, figure or table at the appropriate point in the text.

Always give page numbers for quotations.

- (Stephen, 2017, chap. 3)
- (Simon, 2005, p. 234)

When the author(s) of a source are not part of the formal structure of the sentence, both the authors and years of publication appear in parenthesis. In this case join the names of authors with **ampersand (&): FOR EXAMPLE**

The new technological changes have also contributed to challenges for many users, as they lack information literacy skills that can enable them to access both print and electronic information resources. (Stephen 2018).

d) Inciting a work by Multiple Authors

If the work has three, four or five authors, cite them all the first time one refers to the work. In subsequent citations one includes only the last name of the first author followed by **et al.** and **the year of publication.**

Preparing a List of "References"
General guidelines

➢ The reference list documents sources and provides information necessary to identify and retrieve each source
➢ All citations in the text must appear in the reference list and all references must be cited in the text except personal communication e.g. E-mail .
➢ In other words only sources that have been used in the research and have been cited in the text should be listed.
➢ The list should be titled **"References"**
➢ Arrange entries in alphabetical order by the surname of the first author, or by title if there is no author
➢ Use only the initials(s) of the author's given name, not full name, with space between the initials
➢ All entries should be double-spaced.
➢ The first line of each entry should be at the left margin. Second and subsequent sentences should be indented three spaces **(Hanging indents)**
➢ Two or more works by same author should be listed chronologically, with the older work being listed first
➢ Two or more works by the same author that are published in the same year are alphabetized and add **a suffix "a", "b", "c" etc to the date (2022a, 2020b)**

Compiling a Reference List
1) Formats for Books
The details required, in order, are:
➢ **Name(s)** of author(s), editor(s) as (Eds.), or the institution responsible
➢ **Date of publication** in parenthesis. **( )**.
➢ *Title* of publication and *Subtitle* if any (all titles must be italicized).
➢ **Edition in parenthesis**. (if other than first). E.g. **(2ⁿᵈ ed.)**.
➢ **Page numbers** should be preceded by the abbreviation p. for page and **pp.** for pages contained within the edition parenthesis **( )**.
➢ **Place of publication** (followed by a colon) **:**

➤ **Publisher** – finish with a period.

Example of book **single author format**
Wasike, J. M.(2018) Customer care practices Emerald Publishing Limited.
Example of book **multiple author format**
Clarke, S., & Cooper, C. L. (2004). Managing the risk of workplace stress:Health and safety hazards. London: Routledge.
Example of book **coporate authors format**
Corporate authors include government bodies, companies, professional bodies, societies, international organizations UNDP. (1998). Human development report, 1998. New York: Oxford University Press.
Example of book **anonymous author format**
Some works such as dictionaries and reference books have no author Merriam-Webster's collegiate dictionary (15th ed.). (2003). Springfield, MA: Merriam-Webster.
Example of book **with two up to six authors format**
In case of a work with more than six, provide the initials and surnames of the first six authors and shorten the remaining authors to et. Al Mogaka, A.F., et. al (1987). *County governments*. Nairobi: Eastern Publishing
Example of **Edited book format**
Author, A. (Ed.). (year). Title. Place of publication: Publisher. Villiams, M. (Eds.). (1998). *Knowing the social world*. Buckingham: Open University Press
Example of **Essay or chapter in a collection or edited book format.**
Contributing author's surname, initials. (Date of publication). Title of chapter. In Initials Surname of editor(s) (Ed.) or (Eds.), Title of book (Page numbers). Place of publication: Publisher

Offee, C., & Ronge, V. (1982). Theses on the theory of the state. In A.Giddens & D. Held (Eds.), *Classes, power and conflict* (pp. 74-98). London: Macmillan.

Example of **electronic book format**

Author's Surname, Initials. (Date of publication). Title. (Edition, if not the first). Place of publication: Publisher. Retrieved day month, year, from website URL

Saunders, M., Lewis, P., & Thornhill, A. (2007). Research methods for business students (4th ed.). Harlow: Pearson. Retrieved 28 October,2008, from http://www.myilibrary.com?id=177101

Example of **print journal articles format**

➢ *Article author/s*
➢ *Date of publication in parenthesis. ( ).*
➢ *Article title.*
➢ *Periodical Title and volume number (italicized),*
➢ *Issue (or part) number for journals without continuous pagination, which goes in brackets followed by a comma e.g. (),*
➢ *Page number(s) - finish the element with a full stop (period*

Joint, N. & Law, D. (2000). The electronic library: A review *Library Review*, 49, 428-435

Example of **electronic journal articles format**

Author's Surname, initials. (Year of journal issue in which article appeared). Full title of article. Full Title of Journal, Volume Number (Issue Number), page numbers of article. Retrieved day month, year, from website URL*

De Blasio, G. G. (2008). Understanding McDonald's among the "World's Most Ethical Companies". Electronic Journal of Business Ethics and Organization Studies, 13(1), 5-12, Retrieved 28 October, 2008, from http://ejbo.jyu.fi/pdf/ejbo_ vol13_no1_pages_5-12.pdf

Example of **newspaper article format**
Author's Surname, initials. (Year, month day). Full title of article. Title of Newspaper. Retrieved day month, year, from website URL Muthaka, B. & Gathura, G. (2006, June 23). Rising Aids cases linked to violence. *Daily Nation.* Retrieved from http//www.Nationmedia
Example of **Online newspaper article format**
Author's Surname, initials. (Year, month day). Full title of article. Title of Newspaper. Retrieved day month, year, from website URL Emmett, S. (2008, May 9). Buy-to-let: Professional investors cash in on the credit crunch. The Times. Retrieved 27 October, 2008, from http://www.timesonline.co.uk
Example of **Dissertations and theses format**
Author's Surname, Initials. (Year). Full Title. (Unpublished doctoral Dissertation). Awarding institution, location of the University   Awgichew, K. (2005). Comparative performance of Horro and Menz sheep of Ethiopia under grazing and intensive feeding conditions (Ph. D Thesis). University of Gloucestershire, Cheltenham
Example of **Conference papers and proceedings format**
• Capitalize the name of the conference or symposium. • Treat regularly published proceeding as journals *Author's Surname, Initials. (Year of publication). Title of conference paper. In Initials. Surname of editor of proceedings (Ed.), Title of conference proceedings (page numbers of contribution). Place of publication: Publisher* Proctor, P. (1998). The tutorial: Combining asynchronous and synchronous learning. In S. Banks (Ed.), Networked Lifelong Learning: Proceedings of the 1998 International

Conference (pp.3.1 ~ 3.7). Sheffield: University of Sheffield.

Example of **Web pages and websites format**

Web page with author:
Author's Surname, initials. (Date).
    Title of page or internet document. Retrieved day month,
      year, from web address
If no author:
Full title of page. (Date). Retrieved day month,
      year, from web address
 	
paul (2008). Employee appraisal. Retrieved July 14, 2008,
      from
      http://www.paul.org.uk/CHttpHandler.ashx?id=254&p=0

Example of **Referencing two or more sources by the same author** **format**

First source, e.g. a book:
Author's Surname, Initials. (Date of publication + a).
    Title (Edition, if not the first).
      Place of publication: Publisher.
Second source, e.g. a journal:
Author's Surname, initials. (Year of journal + b). Full title of article. Full Title
of Journal, Volume Number (Issue Number), page numbers of article
 	
Brown, S. (1993a). Postmodern marketing? European
      Journal of Marketing, 27(4), 19-34.
 	
Brown, S. (1993b). Postmodern marketing:
    Principles, practice and panaceas. Irish Marketing Review, 6, 91-99.

References

American Psychological Association. (2007). APA style guide to Electronic References. Washington, DC: American Psychological Association.

Burton, L. (2006). An interactive approach to writing essays and research reports in psychology (2nd ed.). Milton: Wiley

Cope, R. (Ed). (2006). The written assignment: A guide to the writing and presentation of assignments (New rev. ed.). Brisbane: Wiley.

Kavulya, J.M. (2007). How to write research and term papers guidelines for selecting topics, conducting research, writing and referencing sources Joseph M. Kavulya Imprint. Nairobi: Jomo Kenyatta Foundation

Lewis, D. (Ed). (2002). The written assignment: A guide to the writing and presentation of assignments. Brisbane: Wiley.

Perrin, R. (2007). Pocket guide to APA style (2nd ed.). Boston: Houghton Mifflin.

The American Psychological Association. (2010). Concise rules of APA style (6 ed.). Washington, DC: American Psychological Association.

Feedback Please

Or

Ask-a-Librarian by sending an email to:
library@kyu.ac.ke

KyU APA Referencing Style Guide