APA

APA stands for American Psychological Association. According to the publication manual of American Psychological Association of 2019, APA style is a set of guidelines for clear and precise scholarly communication that helps authors, both new and experienced, achieve excellence in writing. This is the one of the academically acceptable formats for referencing. APA Style provides a foundation for effective scholarly communication because it helps authors present their ideas in a clear, concise, and organized manner. Uniformity and consistency enable readers to firstly, focus on the ideas being presented rather than formatting and secondly, scan works quickly for key points, findings, and sources. Style guidelines encourage authors to fully disclose essential information and allow readers to dispense with minor distractions, such as inconsistencies or omissions in punctuation, capitalization, reference citations, and presentation of statistics. APA provides both in-text citation and referencing guidelines based on materials of different nature including:

- Books, journal articles, electronic sources
- Sources written by one or more than one author
- Sources of the same author but different or same year of publication
- Sources published or unpublished, with(out) date or year of publication.

APA in-text citation. APA documentation has two areas of emphasis: (a) the authors of source materials and (b) the year in which sources were published or presented. This pattern is commonly described as the author–date style. Do not include suffixes such as "Jr." in the in-text citation. The date in the in-text citation should match the date in the reference list entry. Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day). The following are the basic patterns of APA in-text citation as explained by American Psychological Association (2020).

- Parenthetical Citation. Both the author and the date, separated by a comma, appear in parentheses for a parenthetical citation. A parenthetical citation can appear within or at the end of a sentence. When a parenthetical citation is at the end of a sentence, put the period or other end punctuation after the closing parenthesis. For example,

  -Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

- Narrative Citation. The author appears in running text and the date appears in parentheses immediately after the author name for a narrative citation. For example,

  - Koehler (2016) noted the dangers of falsely balanced news coverage.

  In rare cases, the author and date might both appear in the narrative. In this case, do not use parentheses.

  - In 2016, Koehler noted the dangers of falsely balanced news coverage.

- Citing multiple works. When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons. Listing both parenthetical in-text citations and reference list entries in alphabetical order helps readers locate and retrieve works because they are listed in the same order in both places, In the case of works in which has more than two authors, names have been abbreviated to "et al." Example,

  - (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017).

  Arrange two or more works by the same authors by year of publication. Place citations with no date first, followed by works with dates in chronological order; in-press citations appear last. Give the authors' surnames once; for each subsequent work, give only the date. Example,

  - (Department of Veterans Affairs, n.d., 2017a, 2017b, 2019).

  -Zhou (n.d., 2000, 2016, in press).

- Citing Specific Parts of a Source. To cite a specific part of a source, provide an author–date citation for the work plus information about the specific part. There are many possible parts to cite, including Pages, paragraphs, sections, tables, figures, supplemental materials, or footnotes from an article, book, report, webpage, or other work. For example,

  - (Centers for Disease Control and Prevention, 2019, p. 10)

  - (Armstrong, 2015, pp. 3–17)

  - (Kovačič & Horvat, 2019, Table 1)

- Unknown or Anonymous Author. For works with an unknown author include the title and year of publication in the in-text citation (note that the title moves to the author position in the reference list entry as well). For example,

  - Book with no author: (Interpersonal Skills, 2019)

- Authors with the same surname. If the first authors of multiple references share the same surname but have different initials, include the first authors' initials in all in-text citations, even if the year of publication differs. Initials help avoid confusion within the text and help readers locate the correct entry in the reference list. For example,

  - *(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014).*

- Number of Authors to Include in In-Text Citations. The format of the author element of the in-text citation changes depending on the number of authors and is abbreviated in some cases. For a work with one or two authors, include the author name(s) in every citation. For a work with three or more authors, include the name of only the first author plus "et al." in every citation, including the first citation, unless doing so would create ambiguity.

  - *(Luna, 2020)* one author

  - *(Salas & D'Agostino, 2020)* two authors

  - *(Martin et al., 2020)* three or more authors

  - *(National Institute of Mental Health [NIMH], 2020)* Group author with abbreviation

  - *(Stanford University, 2020)* Group author without abbreviation

APA referencing. A reference list provided at the end of the paper which provides the information necessary to identify and retrieve each work cited in the text. Choose references judiciously, and include only the works that you used in the research for and preparation of your paper. APA Style generally require reference lists, not bibliographies. A reference list cites works that specifically support the ideas, claims, and concepts in a paper; in contrast, a bibliography cites works for background or further reading and may include descriptive notes. A reference generally has four elements: author, date, title, and source. Each element answers a question: Author: Who is responsible for this work? Date: When was this work published? Title: What is this work called? Source: Where can I retrieve this work?. The following guidelines will help a writer properly format his or her reference list in APA Style as explained by American Psychological Association (2020).

- Begin the reference list on a new page after the text.

- Place the section label "References" in bold at the top of the page, centered.

- Order the reference list entries alphabetically by author.

- Double-space the entire reference list (both within and between entries).

- Apply a hanging indent of 0.5 in. to each reference list entry, meaning that the first line of the reference is flush left and subsequent lines are indented 0.5 in. from the left margin.
- Note the specific use of formatting (italics, capitals etc.) and punctuation (commas (,) full stops (.) colons (:) parentheses (( )) ampersands (&)).Ensure that a period appears after each reference element—that is, after the author, date, title, and source. However, do not put a period after a DOI or URL because it may interfere with link functionality.

APA referencing is based on the following format:

Author, B. B. (date). Title of book (nth*Ed). Publisher Name or https://doi. org/xxxx or or* [*https://xxxx*](https://xxxx)

For example: *Abrahamson, A. B. (1991). Managerial fads and fashions: The diffusion and rejection of innovations. Academy of Management Review.*

Formatting APA reference with elements:

a) Author. In a reference, the author refers broadly to the person(s) or group responsible for a work. This element includes not only author(s) of articles, books, reports, and other works but also others who played primary roles in the creation of a work, such as the editor(s) of a book, the director of a film, the principal investigator of a grant, a podcast host, and so on. An author might be, an individual, multiple people, a group (institution, government agency, organization or a combination of people and groups. The following guidelines are used to format the author element.
   - Invert all individual authors' names, providing the surname first, followed by a comma and the initials: Author, A. A.
   - Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
   - Do not use a comma to separate two group authors: American Psychological Association & National Institutes of Health.
   - Use a serial comma before the ampersand (&) with three or more authors and Provide surnames and initials for up to and including 20 authors. When there are

two to 20 authors, use an ampersand before the final author's name For example: *Daniels, E., Chan, G., & Adams, P., (2000).*

- When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name. for example: *Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996).*

- Spell out the full name of a group author in the reference list entry, followed by a period. For example: *National Institute of Mental Health. (2002).*

- If, and only if, the work is signed "Anonymous," use "Anonymous" as the author. *Anonymous. (2017).* if no author is specified Provide the title, date, and source: *Title. (Date). Source*

b) Date. In a reference, the date refers to the date of publication. The date may take one of the following forms: year only, year, month, and day (i.e., an exact date), year and month, year and season or range of dates (e.g., range of years, range of exact dates). For books, use the copyright date shown on the work's copyright page as the date of publication in the reference, even if the copyright date is different than the release date. The following guidelines are used to format the date element:

- Enclose the date of publication in parentheses, followed by a period: (2020).

- For works from a reference category that includes the month, day, and/or season along with the year, put the year first, followed by a comma, and then the month and date or season: (2020, August 26)

- For unpublished, informally published, or in-progress works, provide the year the work was produced. Do not use "in progress" or "submitted for publication" in the date element of a reference.

- If a work has been accepted for publication but is not yet published, use the term "in press" instead of a year. Do not provide a date in the reference until the work has been published: *Daniels, E., Chan, G., & Adams, P., (in-press).*

- Sometimes the publication date of a work is unknown or cannot be determined. For works with no date, write "n.d." (Which stands for "no date") in parentheses. Put a

period after the "n" and after the "d" with no space between the letters. For example *Gagnon, R. (n.d.).*

c) Title. In a reference, the title refers to the title of the work being cited. The following guidelines are used to format the date element:

- For works that are part of a greater whole (e.g., journal articles, edited book chapters), do not italicize the title or use quotation marks, and capitalize it using sentence case. For example: The virtue gap in humor: Exploring benevolent and corrective humor

- For works that stand alone (e.g., books, reports, webpages and websites), italicize the title, and capitalize it using sentence case. For example: *Adoption-specific therapy: A guide to helping adopted children and their families thrive.*

- For book and report references, enclose in parentheses after the title any additional information given in the publication for its identification and retrieval (e.g., edition, report number, volume number). Do not add a period between the title and the parenthetical information, and do not italicize the parenthetical information. If both edition and volume information are included, separate these elements with a comma, placing the edition number first. For example: Nursing: A concept-based approach to learning (2nd ed., Vol. 1).

- If a numbered volume has its own title, the volume number and title are included as part of the main title, rather than in parentheses. For example: Travis, C. B., & White, J. W. (Eds.). (2018). APA handbook of the psychology of women: Vol. 1.

- Finish the title element with a period. However, if the title ends with a question mark or exclamation point, that punctuation mark replaces the period.

- For works without a title, include a description of the work in square brackets instead. When possible, specify the medium in the description of the untitled work (e.g., a map) rather than including two bracketed descriptions. For example: [Map showing the population density of the United States of Arabs as of the year 2010].

d) Source. In a reference, the source indicates where readers can retrieve the cited work. The following describes the definition and format of the source element. Then guidelines for handling specific kinds of sources are presented, including periodicals, edited book chapters and reference work entries, publishers, databases and archives, Works that have a

DOI or URL and works without a source are also addressed. The source element of a reference has one or two parts, depending on the reference category. For example, the source for a print book without a DOI has one part: the book publisher. However, the source for a journal article with a DOI has two parts: the periodical information (the journal title, volume number, issue number, and page range or article number) and the DOI. The following guidelines are used to format the source element:

- When a periodical (i.e., journal, magazine, newspaper, newsletter, or blog) is the source, provide the periodical title, volume number, issue number, and page range or article number. For example: Psychology of Popular Media Culture, 5(2), 101–118.

- Capitalize the title of a periodical using title case, italicize it, and place a comma (not italicized) after it.

- Reproduce periodical titles as shown on the cited work. If the periodical's official title includes an abbreviation, reproduce that abbreviated title in the reference (e.g., PLOS ONE, JAMA Pediatrics). However, do not abbreviate periodical titles yourself (e.g., do not abbreviate The New England Journal of Medicine to N Engl J Med). Likewise, do not reproduce abbreviated titles from other reference lists or databases (e.g., if you find an article from JAMA Pediatrics in PubMed Central, use JAMA Pediatrics in the reference, not PubMed Central's abbreviation of JAMA Pediatr).

- Italicize the volume number. Include the issue number for all periodicals that have issue numbers. Place the issue number immediately after the volume number (with no space in between), and enclose the issue number in parentheses. Place a comma after the closing parenthesis. Do not italicize the issue number, the parentheses, or the comma after the issue number: Author's Last Name, First Name. (Date) "Title of Article." Name of Journal volume number. URL or database or doi number. For example: Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of "Dr. House." Article e0193972. https://doi.org/10.1371/journal.pone.0193972

- Write the page range after a comma and the issue number, without italics. Separate page numbers in a range by an en dash, followed by a period. Separate discontinuous page numbers by commas.

- Finish the periodical information part of the source element with a period, followed by a DOI or URL as applicable.

- For works with editors, in the source element of the reference, write the word "In" followed by the initials and surnames (not inverted) of the editors. If there is one editor, follow that editor's name with "(Ed.)." If there are two or more editors, follow the final editor's name with "(Eds.)." Then add a comma, the title of the whole book or reference work in italic sentence case, the page (abbreviated "p.") or page range (abbreviated "pp.") of the chapter or entry in parentheses without italics, and a period. Then provide the name of the publisher: In E. E. Editor (Ed.), Title of book (pp. xx–xx). Publisher.

- If the edited book or reference work has edition or volume information in addition to page numbers, include them in the same parentheses in the following order: edition, volume number, and page numbers (separated by commas): Title of book (2nd ed., Vol. 3, pp. xx–xx).

- If a numbered book volume has its own title, include the volume number and title after the main title of the book. A colon follows the main title, "Volume" is abbreviated "Vol.," and a period follows the volume number, after which the volume title appears: Main title of book: Vol. 2. Volume title (2nd ed., pp. xx–xx).

- Finish the source element with a period, followed by a DOI or URL as applicable. The DOI or URL is the final component of the reference list entry. Because so much scholarship is available and/or retrieved online, most reference list entries end with either a DOI or a URL. Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version. If a print work does not have a DOI, do not include any DOI or URL in the reference. If an online work has both a DOI and a URL, include only the DOI. If an online work has a URL but no DOI, include the URL in the reference

- No source. A reference without a recoverable source cannot be included in the reference list because readers cannot retrieve the work. In most cases, non-

recoverable sources such as personal emails, classroom lectures, and intranet sources should be cited only in the text as personal communications. Before submitting a paper, test the URLs in your reference list to ensure that they work and update them as necessary. Do not include broken URLs in your paper. If the content you cited is no longer available online, search for an archived version of the page on the Internet Archive (https://archive.org/) and use the archived URL. If no archived version of the URL is available, delete the reference list entry and substitute another reference if possible.

Order of Works in the Reference List. Works are listed in alphabetical order in the reference list by the first word of the reference list entry, according to the following principles:

- Arrange entries in alphabetical order by the surname of the first author followed by the initials of the author's given name(s). In APA Style for alphabetizing names, "nothing precedes something": Loft, V. H. precedes Loftus, E. F., even though "u" precedes "v" in the alphabet.

- When alphabetizing names, disregard any spaces or punctuation marks (e.g., apostrophes, hyphens) in two-word surnames. Also disregard anything in parentheses (e.g., roles like "Eds.") or square brackets (e.g., usernames).

- When ordering multiple works by the same first author in the reference list, include the author's name in every entry. One-author entries should be arranged by year of publication, the earliest first. References with no date precede references with dates, and in-press references are listed last.

  Patel, S. N. (n.d.).

  Patel, S. N. (2016).

  Patel, S. N. (2020a).

  Patel, S. N. (2020b, April).

  Patel, S. N. (in press).

  - One-author entries should precede multiple-author entries beginning with the same first author, even if the multiple-author work was published earlier.

  Davison, T. E. (2019).

  Davison, T. E., & McCabe, M. P. (2015)

- Multiple-author entries in which all authors appear in the same order should be arranged by the year of publication (the same as one-author entries)

Costa, P. T., Jr., & McCrae, R. R. (2013).

Costa, P. T., Jr., & McCrae, R. R. (2014).

- Order of Works with the same author and same date. Ambiguity can arise when multiple works cited in a paper have the same author and date (i.e., the same author[s] in the same order and the same year of publication) because the same in-text citation would then correspond to multiple reference list entries. To differentiate references with the same author and year, put a lowercase letter after the year in both the in-text citation and the reference list entry.

- The letter format for references with years is "2020a," "2020b."

- The letter format for references with no date is "n.d.-a," "n.d.-b."

- The letter format for in-press references is in "in press-a," "in press-b."

Assigning the letters is a two-step process. First, compare the dates. References with only a year precede those with more specific dates, and specific dates are placed in chronological order.

Azikiwe, H., & Bello, A. (2020a).

Azikiwe, H., & Bello, A. (2020b, March 26).

Azikiwe, H., & Bello, A. (2020c, April 2).

Second, if the references have identical dates, alphabetize the references by title (disregarding the words "A," "An," and "The" at the beginning of a reference title). The following are examples of references in the proper order.

- *Judge, T. A., & Kammeyer-Mueller, J. D. (2012a). General and specific measures in organizational behavior research: Considerations, examples, and recommendations for researchers. Journal of Organizational Behavior, 33(2), 161–174. https://doi.org/10.1002/job.764*

- *Judge, T. A., & Kammeyer-Mueller, J. D. (2012b). On the value of aiming high: The causes and consequences of ambition. Journal of Applied Psychology, 97(4), 758–775. https://doi.org/10.1037/a0028084*

American Psychological Association. (2020). Publication Manual of the American Psychological Association: the official guide to APA style (7thEd) (pp. 386-490). American Psychological Association.

http://31.42.184.140/main/2461000/c65994da217661d11d6ee26067b4cdfe/American%20Psychological%20Association%20-%20Publication%20Manual%20Of%20The%20American%20Psychological%20Association-American%20Psychological%20Association%20%282019%29.pdf