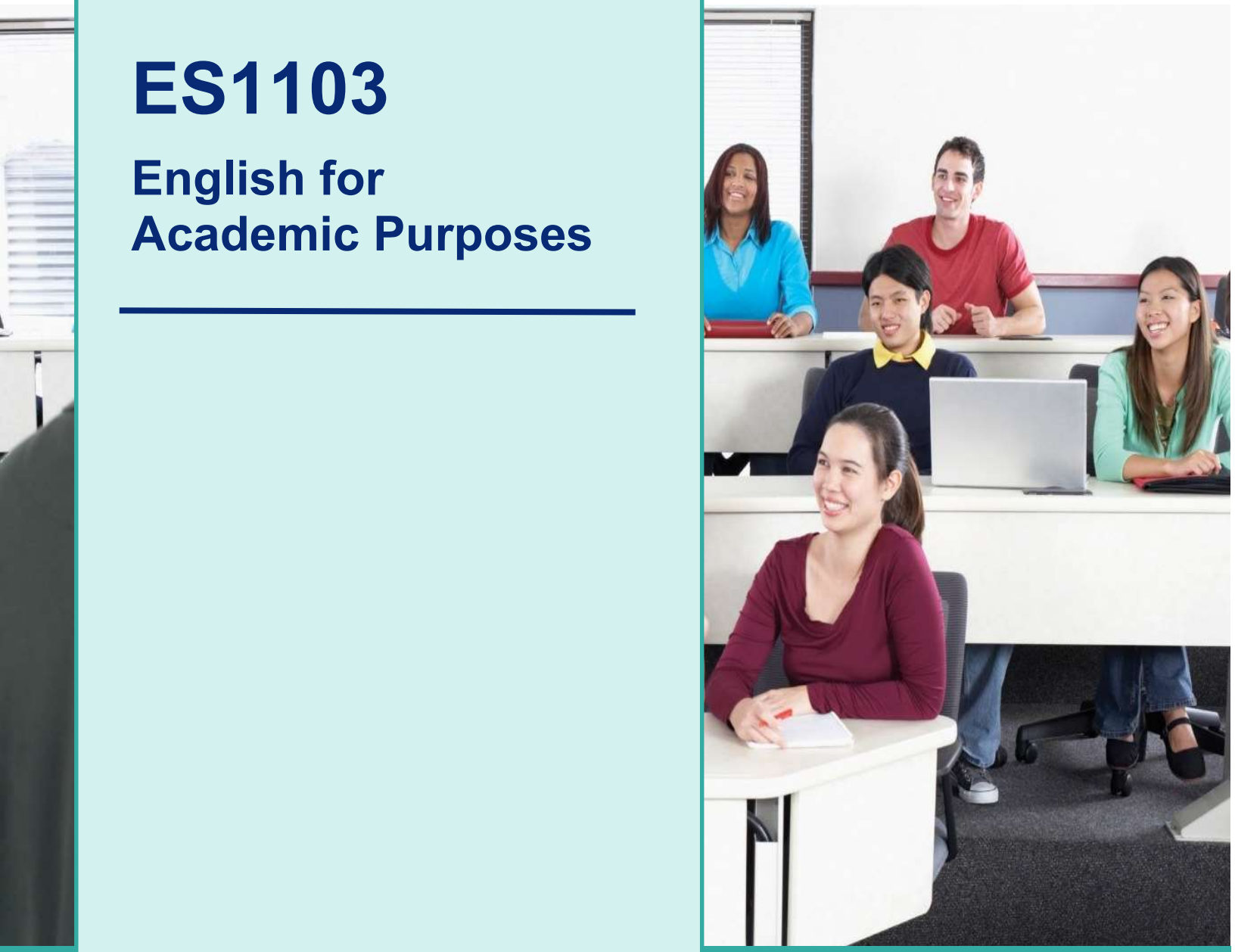
ES1103

English for Academic Purposes



TUTORIAL 7 (PART B)

Centre for English Language Communication

Course Coordinator:
Dr Abdel Halim Sykes

NUS National University of Singapore

APA Referencing

Tutorial Learning Outcomes

By the end of this tutorial, you should be better able to:

- format a reference list in the APA style
- format your citations manually
- use a reference management system

Introduction

Accurate referencing is an essential part of good academic writing. Citing correctly provides due acknowledgement to sources you use in your written assignments, and ensures you avoid plagiarising the work of others. This is equally the case for both in-text and end-text referencing.

Also, managing the sources you refer to in your writing provides an effective way of organising and storing material for current and future use. Therefore, learning to use a reference management system will be of benefit for your writing at university.

While there are many referencing styles and systems, you should remember that for ES1103, we use the **American Psychological Association (APA)** style. Currently, the APA 7th Edition should be used.

APA In-text Citation

Previously, we considered some of the specifics of **in-text citation** using APA style, and you should be familiar with these now after using them in your written assignments for this module.

You should remember that in-text citation is given when you reference someone else's ideas through paraphrase, summary or quotation.

The two main types of in-text citation are

- **Author prominent** citations

  e.g., Swan (2018) suggests that drinking alcohol can cause liver disease.

- **Information prominent** citations

  e.g., Drinking alcohol is widely believed to be one of the causes of liver disease (Swan, 2018).

When using a **direct quote**, the same focus (on author or on information) can also occur. However, direct quotes must be followed by the page number from which the quote is taken.

e.g., "Excessive consumption of alcohol correlates with a high incidence of liver disease," according to Swan (2018, p.39).

e.g., Swan (2018) states that, "excessive consumption of alcohol correlates with a high incidence of liver disease," (p.39).

APA End-text Citation

At the end of every academic paper, the author must **provide a complete, detailed and accurate list of all sources cited**. This list needs to be formatted according to the requirements of the given referencing style. **Without this information, the paper is incomplete**.

For example, here are the details needed for including a book in a reference list in the APA style.

What is a Reference List?

The reference list appears at the end of a paper. It gives details about the sources cited and it allows readers to check the information by locating and retrieving the source if they wish to. Every source cited in a paper must appear in the reference list, and each entry in the reference list must refer to an in-text citation in the paper.

Compiling an APA Reference List

The reference list should begin on a **new page**.

Entries should be **ordered alphabetically**.

Label this page **References** at the centre of the line.

References

Department of the Environment and Energy. (n.d.). *Understanding climate change*. http://www.environment.gov.au/climate-change/climate-science-data/climate-science/understanding-climate-change

Goosse, H., Barriat, P. Y., Lefebvre, W., Loutre, M. F., & Zunz, V. (2010). *Introduction to climate dynamics and climate modeling*. Université Catholique de Louvain. http://www.climate.be/textbook

Lewandowsky, S., & Whitmarsh, L. (2018). Climate communication for biologists: When a picture can tell a thousand words. *PLoS Biology, 16*(10), e2006004. https://doi.org/10.1371/journal.pbio.2006004

Zilberman, D., Lipper, L., McCarthy, N., & Gordon, B. (2018). Innovation in response to climate change. In L. Lipper, N. McCarthy, D. Zilberman, S. Asfaw, & G. Branca (Eds.), *Climate smart agriculture: Building resilience to climate change* (pp. 44-74). Springer. https://doi.org/10.1007/978-3-319-61194-5

The **first word in the in-text citation** is also the **first word of the reference list** entry.

Source: https://libguides.newcastle.edu.au/apa-7th/reference-list

Strategies for Referencing

When you use any sources in your work or during your research for an essay or other academic paper, it is extremely important that you **note as much detail about the source as possible**. You should use these details to compile a complete list of References.

The order in which the details of sources is presented differs depending on which referencing style is being used. Therefore, you must familiarise yourself with the details of how to compile a list of References accurately.

Here are three **APA citation** guides that are useful for learning how to write and check APA in-text and end-text citations manually.

https://apastyle.apa.org/style-grammar-guidelines/references/examples

https://columbiacollege-ca.libguides.com/apa

Here are the details of source material used in a paper.

> (2004). - University of Michigan Press. - Swales, J.M., & Feak, C.B. - Academic writing for graduate students (2nd ed.).

The information is not ordered correctly according to the APA style. However, we can check one of the APA citation guides for the correct APA reference format for this source. You can also refer to the example on page 3 above for the correct format.

According to the APA citation guides, this is the correct APA reference format for this source with two authors.

Swales, J.M., & Feak, C.B. (2004). *Academic writing for graduate students* (2nd ed.). University of Michigan Press.

Now, let's practise paying attention to the details and the correct format for including sources in a list of References.

Task 1

Look carefully at examples 1, 2 and 3 below.

- Use one of the APA citation guides to find the correct end-text APA reference format for each example.
- Write the reference in the correct format.

Example 1: A book chapter in an edited book

(pp. 145-164). - Longman. - (1999) - Chang, Y.-Y., & Swales, J.M. - In C. Candlin & K. Hyland (Eds.), - Informal elements in English academic writing: Threats or opportunities for advance non-native speakers? - Writing: Texts, processes, and practices

Correct format:

Example 2: A book with one editor or one author

(Ed.). - (1998). - Understanding Global Issues Ltd. - The global village: Challenges for a shrinking planet. - Buckley, R.

Correct format:

Example 3: A video retrieved from a website

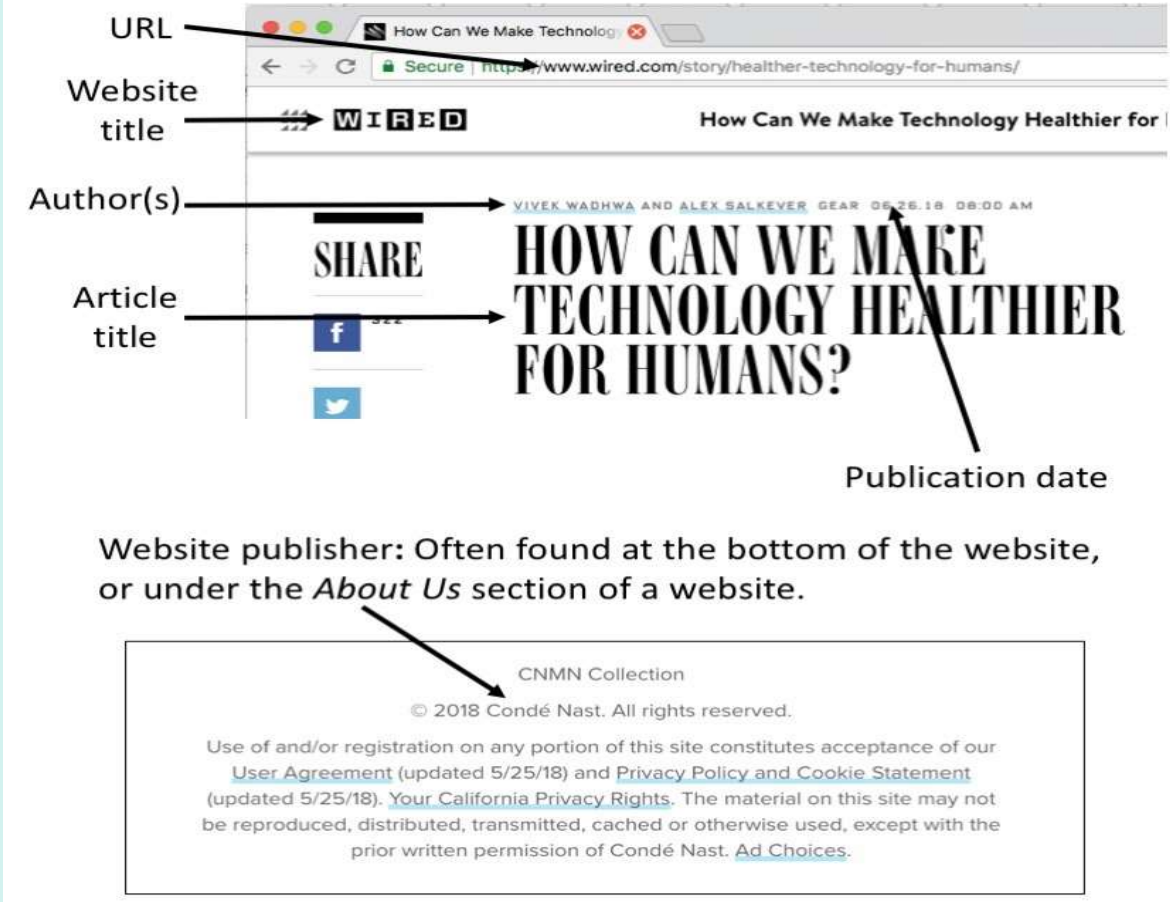
http://www.ted.com/talks/alex_tabarrok_foresees_economic_growth.html - (2009, February). - Tabarrok, A. - How ideas trump crises [Video file].

Correct format:

Referencing Sources from New Media

Many of the sources you use in your writing will most likely be found as softcopies online via search engines rather than as traditional hardcopies such as printed books and journals found in libraries. For this reason, it is essential for you to know what details are required for inclusion in a list of References. You should make it your habit to note these details whenever you access sources online.

Details to Note for Referencing a Website



Details to Note for Referencing a Newspaper Article

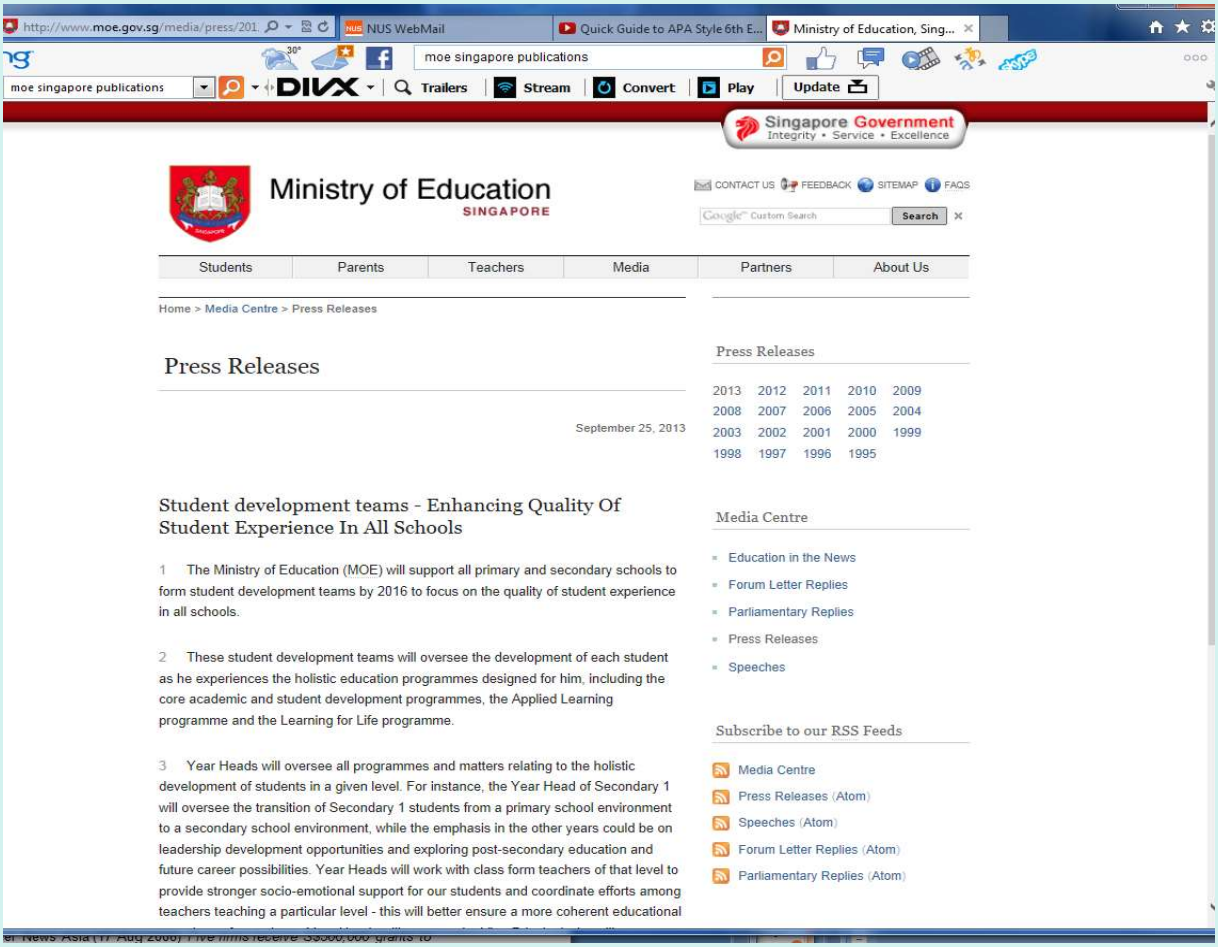
Details to Note for Referencing a Blog Post

Task 2

Look at the examples of sources below.

- Decide what type of source is being shown.
- Use one of the APA citation guides to find the correct in-text and end-text APA reference for each example.

Source 1



http://www.moe.gov.sg/media/press/201... | NUS WebMail | Quick Guide to APA Style 6th E... | Ministry of Education, Sing...

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Press Releases

September 25, 2013

Student development teams - Enhancing Quality Of Student Experience In All Schools

1 The Ministry of Education (MOE) will support all primary and secondary schools to form student development teams by 2016 to focus on the quality of student experience in all schools.

2 These student development teams will oversee the development of each student as he experiences the holistic education programmes designed for him, including the core academic and student development programmes, the Applied Learning programme and the Learning for Life programme.

3 Year Heads will oversee all programmes and matters relating to the holistic development of students in a given level. For instance, the Year Head of Secondary 1 will oversee the transition of Secondary 1 students from a primary school environment to a secondary school environment, while the emphasis in the other years could be on leadership development opportunities and exploring post-secondary education and future career possibilities. Year Heads will work with class form teachers of that level to provide stronger socio-emotional support for our students and coordinate efforts among teachers teaching a particular level - this will better ensure a more coherent educational

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Source 2

عربي | 中文 | English | Français | Русский | Español

World Health Organization

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World health report

- World health report
- Previous reports
- Press kit

Research for universal health coverage

World health report 2013

Share | Print

Authors:
World Health Organization

Publication details

Number of pages: 168
Publication date: August 2013
Languages: English, Arabic, Chinese, French, Spanish, Russian
ISBN: 978 92 4 156459 5

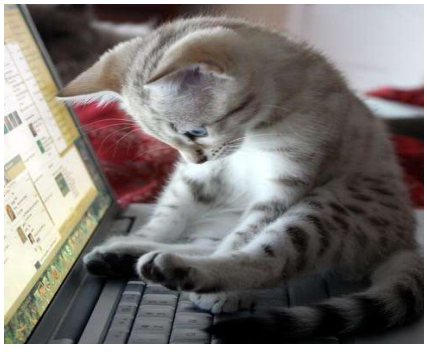
Downloads

– Full report: Research for universal health coverage pdf, 4.29Mb
– Main messages of the report
– Order print copies

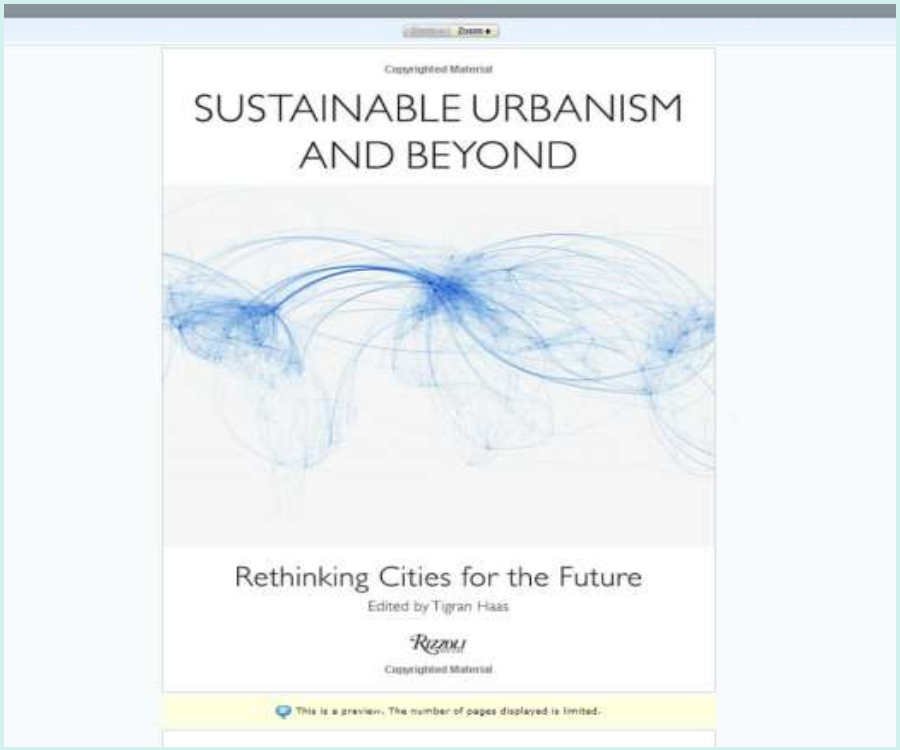
Overview

Universal health coverage ensures everyone has access to the health services they need without suffering financial hardship as a result. In December 2012, a UN resolution was passed encouraging governments to move towards providing universal access to affordable and quality health care services. As countries move towards it, common challenges are emerging -- challenges to which research can help provide answers.

The *World health report: research for universal health coverage* focuses on the importance of research in advancing progress towards universal health coverage. In addition, it identifies the benefits of increased investment in health research by low- and middle-income countries using case studies from around the world, and proposes ways to further strengthen this type of research.



Source 3



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SUSTAINABLE URBANISM AND BEYOND

Rethinking Cities for the Future

Edited by Tigran Haas

Rizzoli

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Source 4

ELSEVIER

Social Science & Medicine

Volume 128, March 2015, Pages 316-326

Review

Income inequality and health: A causal review

Kate E. Pickett [a], Richard G. Wilkinson [b]

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https://doi.org/10.1016/j.socscimed.2014.12.031

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Task 3

Look at the two examples of APA end-text referencing below.

- Identify the type of publications.
- Write the in-text citations for each example.

Example 1

Smith, A. P., & Kendrick, A. M. (1992). Meals and performance. In A. P. Smith & D. M. Jones (Eds.), *Handbook of human performance: Vol. 2, Health and performance* (pp. 1–23). Academic Press.

Type of publication:

In-text citation:

Example 2

Smith, A. P., Kendrick, A. M., & Maben, A. L. (1992). Effects of breakfast and caffeine on performance and mood in the late morning and after lunch. *Neuropsychobiology, 26*, 198–204.

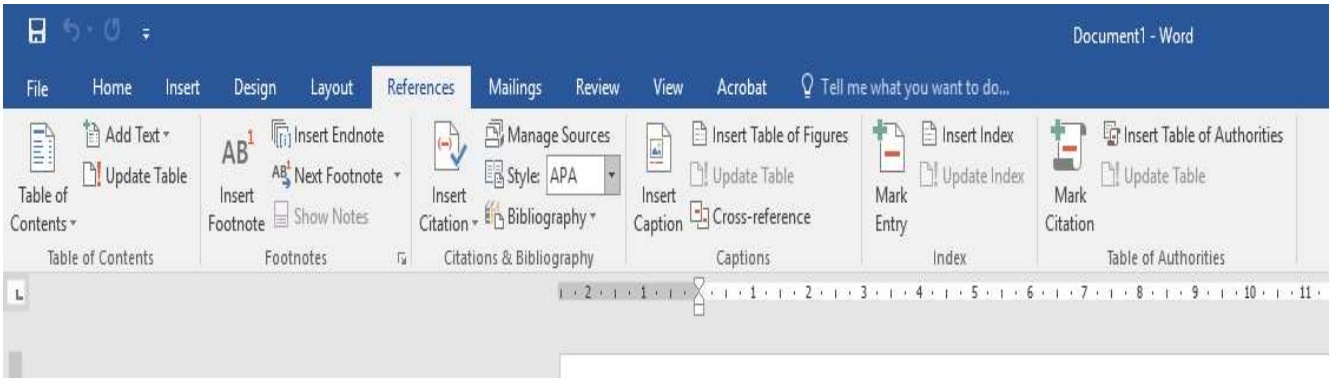
Type of publication:

In-text citation:

Managing Your References

As you search and use sources for inclusion in your academic writing, it is extremely important that you **record all the publication detail**s so that you have easy and convenient access to them when you need to refer back to them or to cite them. For these reasons, it is useful to **familiarise yourself with at least one of the reference management tools** that are available.

One simple and convenient way to manage in-text and end-text References is to use the **References function in Microsoft Word**.



Many students are unaware of this function despite MS Word being widely used. However, **it is worth exploring this function** to see how useful it can be for you.

While the References function in MS Word can be very useful, the NUS librarians recommend the **Zotero** reference management system because it has several advantages and advanced functions to help manage your references.

Zotero can help you:

- **store and organise** PDFs and citations that you find in databases
- **insert** these citations into your assignment or academic paper
- **automatically format** references to your chosen citation style
- **share** information and resources with others
- **work** on your paper from multiple devices **via the cloud**

Task 4

Use the link below and follow the instructions for creating a Zotero account via NUS Libraries.

- **https://libguides.nus.edu.sg/zotero**
- Download the system to your device.
- Familiarise yourself with some of its features that will be of most use to you for your written assignments.

zotero

Here are some additional resources to help familiarise you with some of the functions in Zotero.

https://www.youtube.com/watch?v=Hm0TboOcAuM

https://www.youtube.com/watch?v=oj3qn9Irhdc

https://www.youtube.com/watch?v=BQL_7C-YqBk

As with any software program, you will need to use Zotero and try the different functions it offers to help you to manage, retrieve and use the sources for your academic writing conveniently and effectively. However, if you prefer to manage your references manually, it is essential to be organised to ensure that all relevant details are recorded and are easily accessible.

In this tutorial, we have considered the importance of accurate referencing, and we have focused on how to note the details necessary for inclusion in a list of References that needs to be presented at the end of an academic paper. Referencing is an essential skill for all writing across the disciplines. It demonstrates your academic rigour and attention to detail, and therefore, should be taken very seriously as an integral part of good academic writing.

In the next tutorial, we will focus on conducting and presenting a text analysis by applying and identifying many of the features and techniques we have considered throughout this module.

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