

QUICK APA REFERENCING GUIDE

Citations and references enable a reader of your work to locate the sources of information that you have used in order to back up the information presented to them and to provide support to the discussions and arguments made in your assignments, projects or dissertations.

The **appropriate use of quotes and, paraphrasing** and the **correct use of citations and references** avoids suspicion of plagiarism.

The following are some examples of the American Psychological Association (APA) in-text citation and end-text referencing that has been adopted by Asia Pacific University of Technology & Innovation (APU).

| Resources | In-Text Citation | End-Text Referencing (Reference List) |
|---|--|---|
| Book: Single Author | One possible definition of primary research is....(Mehra, 2009) or Mehra (2009) stated that... | Mehra, A. (2009). <i>Advertising management: Media approach for market research</i> . Global India Publications Pvt. Limited. |
| Book: Two Authors | Developing marketing skills has been described as (Richardson & Gosnay, 2010) or As noted by Richardson and Gosnay (2010), marketing skills have ... | Richardson, N., & Gosnay, R. (2010). <i>Develop your marketing skills</i> . Kogan Page. |
| Book: Three Authors | Optical networks are defined as....(Ramaswami et al., 2010) or Ramaswami et al. (2010) stated that optical networks ... | Ramaswami, R., Sivarajan, K. N., & Sasaki, G. H. (2010). <i>Optical networks: In optical networks</i> . Elsevier Inc. |
| Book: Four or more Authors | The fundamental difference between ... (Eide et al., 2011) Or (Eide et al., 2011) suggested that the fundamental difference is | Eide, A., Jenison, R., Northup, L., & Mickelson, S. (2011). <i>Engineering fundamentals and problem solving</i> . McGraw-Hill Publishing. <i>*Notes: Up to 20 author's name</i> |
| Book: Multiple works by an author in the same year | The basics of programming.... (Deitel & Deitel, 2019a, 2019b) or Deitel & Deitel (2019a, 2019b) added that... | Deitel, P. J., & Deitel, H. (2019a). <i>Intro to Python for the computer and data sciences: Learning to program with AI, Big Data and The Cloud</i> . Pearson Education, Incorporated. Deitel, P. J., & Deitel, H. (2019b). <i>Python for programmers: with big data and artificial intelligence case studies</i> . Pearson Education. |
| E-Book | Digital film making is defined as ... (Schenk & Long, 2012) or Schenk & Long (2012) defined digital film making as .. | Schenk, S., & Long, B. (2012). <i>The digital filmmaking handbook</i> . Course Technology. https://books.google.com.my/books?id=23A2YgEACAAJ |
| Books and E- Books with Editors | <ul style="list-style-type: none"> • Where a book or an e-book has one editor instead of one author, you use the editor's name instead of the author's name followed by (Ed.) in the reference list. • Where a book or an e-book has multiple editor(s) instead of author(s), you use the editors' names instead of the authors' names followed by (Eds.) in the reference list. | |

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|--|--|--|
| Journal Article | Certification process is important For ... (McGill & Dixon, 2006) or McGill and Dixon (2006) asserted that... | McGill, T., & Dixon, M. (2006). <i>Information technology certification: A student perspective</i> . McGill, T.J. and Dixon, M.W. (2008) <i>Information technology certification: A student perspective</i> . In: Tomei, L., (Ed.) Online and distance learning : Concepts, Methodologies, Tools, and Applications. <i>Information Science Reference</i> , Hershey, PA, 3119-3128. https://doi.org/10.4018/978-1-59904-258-9.ch013 |
| E-Journal Article | The concept of corporate social responsibility... (Othman, 2009) or Othman (2009) confirmed that ... | Othman, A. A. E. (2009). Corporate social responsibility of architectural design firms towards a sustainable built environment in South Africa. <i>Architectural Engineering and Design Management</i> , 5(1–2), 36-45. https://doi.org/10.3763/aedm.2009.0904 |
| Conference Paper | Compression-based classification is useful (Burago & Lowd, 2015) or According to Burago & Lowd (2015) ... | Burago, I., & Lowd, D. (2015). <i>Automated attacks on compression-based classifiers</i> . Proceedings of the 8th ACM Workshop on Artificial Intelligence and Security, 69–80. https://doi.org/10.1145/2808769.2808778 |
| Secondary (Indirect) Referencing [content first reported in another source] | Cite secondary sources sparingly—for instance, when the original work is out of print, unavailable, or available only in a language that you do not understand. This study uses three critical thinking dispositions: accuracy, honesty and dignity (Ennis, 1996, cited in Robinson (2011)). | Robinson, S. R. (2011). Teaching logic and teaching critical thinking: Revisiting McPeck. <i>Higher Education Research and Development</i> , 30(3), 275–287. https://doi.org/10.1080/07294360.2010.500656 |
| Newspaper articles (print and online) | Newspaper article (print): The effectiveness of vocational study... (Ng, 2011) or Ng's (2011)article reports that... | Newspaper article (print): Ng, E. (2011, September 10). Vocational study boost: curriculum to provide skilled workforce. <i>The Star</i> , 8. |
| | Newspaper article (online): Online buying will become ... (Ueno, 2012) or Ueno (2012)claims that ... | Newspaper article (online): Ueno, M. (2012, July 26). Future in online buying. <i>The Star</i> . https://www.thestar.com.my/business/business-news/2012/07/26/future-in-online-buying |
| Magazine (online) | With Author: It was proposed that ... (Sharma, 2012) or As stated by Sharma (2012) ... | With Author: Sharma, M. (2012, October). Starbucks may find small coffee more profitable: corporate India. <i>BusinessWeek</i> . https://www.bloomberg.com/news/articles/2012-10-18/starbucks-may-find-small-coffee-more-profitable-corporate-india |
| | Without Author: The modern consumers have been demanding that companies ... ("The Business of Giving," 2006) or According to article "The Business of Giving" (2006) ... | Without Author: The business of giving. (2006, February). <i>The Economist</i> . https://www.economist.com/special-report/2006/02/25/the-business-of-giving |

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| Resources | In-Text Citation | End-Text Referencing (Reference List) |
|--|--|---|
| Website / Web Document | Website: Teachers can benefit from social network... (Sullivan, 2010) or As identified by Sullivan (2010) ... | Website: Sullivan, J. (2010). <i>Social networking tips for teachers</i> . EducationWorld, 2. https://www.educationworld.com/a_tech/tech/tech256.shtml |
| | Web Document: The development of energy sector... ("Wind Energy and the Historic Environment," 2005) or According to "Wind Energy and the Historic Environment," (2005), ... | Web Document: Wind Energy and the Historic Environment. (2005). In <i>Policy</i> . https://www.english-heritage.org.uk/sustainable-development |
| Interview – in person / recorded | In person: In a personal interview, Brown (2013) stated... | In person: Personal interviews/communication whether conducted in-person, phone, email, virtual (i.e. Skype, WebEx, Google Hangouts...) are not recoverable data and therefore a reader would not be able to go back to the source to review the interview. Therefore, not included in the reference list. Cite them IN TEXT ONLY. |
| | Recorded: (Muhammad Alhadi, 2012) the CEO of Dynamik Enterprise commented that the idea ... | Recorded: If an interview or Skype meeting is posted online (i.e. YouTube, web site) then include the reference and direct the reader to the audio or video file that captured the interview. |
| Figures and Tables from a Book | Caption under the figure/table: Note: Short-term memory test involving pictures. Reprinted from Short-term Memory Loss (p. 73), by K. M. Pike, 2008, Mackerlin Press. Copyright 2008 by the Association for Memory Research. Reprinted with permission. | Pike, K. M. (2008). <i>Short-term memory loss</i> , Mackerlin Press |
| Figures and Tables from Journal Article | Caption under the figure/table: Note: Schematic drawings of a bird's eye view of the table (a) and the test phase of the choice task (b). Numbers represent the dimensions in centimetres. Adapted from "Visual Experience Enhances Infants' Use of Task-Relevant Information in an Action Task," by Wang & Kohne (2007), Developmental Psychology, 43, p. 1515. Copyright 2003 by the American Psychological Association. | Wang, S. hua, & Kohne, L. (2007). <i>Visual experience enhances infants' use of task-relevant information in an action task</i> . Developmental Psychology, 43(6), 1513–1522. https://doi.org/10.1037/0012-1649.43.6.1513 |

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See the American Psychological Association website for details of the APA Style (7th Edition):

1. Handouts and Guides

<https://apastyle.apa.org/instructional-aids/handouts-guides>

- a. Common Reference Examples Guide

<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>

- b. Student Paper Checklist

<https://apastyle.apa.org/instructional-aids/concise-guide-formatting-checklist.pdf>

- c. In-Text Citation Checklist

<https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf>

2. Reference Examples

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

IMPORTANT NOTE:

When writing your reference list, ensure that all sources of information are presented in a **single list in ascending alphabetical order.**

APU recommends the use of citation tools such as Mendeley in order to format your citations and reference list correctly.

SOURCES OF INFORMATION TO AVOID WHEN MAKING REFERENCES

| | | | | |
|--------------|-----------|----------------|--------------|----------|
| Wikipedia | About.com | 123helpme | QuickMBA.com | Wisegeek |
| Investopedia | Ask.com | Ezine Articles | Tutor2u.net | |

The sites above may provide background information BUT in many cases will be based on individual viewpoints and not based on robust academic investigation which is what is required for sources of information in your Assignments, Final Year Project or Dissertation