The IWC QUICK GUIDE to APA Style

APA style refers to the academic format style developed by the American Psychological Association. It is generally used in the social sciences (including communication studies, economics, education, psychology, sociology, etc.). There are many style guides available online covering all aspects and requirements of APA format. This Quick Guide focuses on basic APA referencing and citation for academic writing. NOTE: For information on terms used in this guide, refer to the IWC Quick Guide to Referencing & Citation.

In-Text Citation Format

APA uses the "author-date" system of referencing and citation.
- In-text citations provide the <u>last name</u> of the author of the source and the <u>date</u> when the source was made or published
- The citation will appear in parentheses, e.g. (Smith, 1997). This indicates that the source being cited was written by an author whose last name is "Smith", and that the source was published in 1997. NOTE: If no name is provided on the source, the name of the website, university, or organization that provided the material can be used instead, e.g. (UNESCO, 2009).
- When using direct quotes or specific details taken from sources, the in-text citation should also include the page number where the information was found. For example, the in-text citation (Smith, 1997, p.28) means the information cited can be located on page 28 of the document written by Smith. NOTE: for webpage articles that do not have page numbers, paragraph numbers can be given instead. (e.g. para. 5)

Example: (Note: <u>bold text not required</u> (used here for emphasis).

> **Childress (2009)** advocates the establishment of an institutional internationalization plan, i.e. a written commitment to the process of internationalization as a way of advancing an institution's internationalization agenda. This echoes **Wright (2008)** who asserts that "No internationalization can succeed without the development and implementation of a strategic plan" **(p. 25)**. According to **Childress**, this can include can include "goal statements, mission statements, vision statements, implementation initiatives, allocated resources, timelines, and performance indicators" **(2009, p. 291)**. Most importantly, an internationalization plan "provides direction, expresses institutional commitment, and may define the particular goals of internationalization for an institution" **(Knight, 2004, p. 175)**.

Reference List Format

The reference list (the list containing specific information about the sources used, i.e. author, title, date of publication, etc.) appears at the end of the essay, usually beginning on a separate page.
- In the reference list, sources are listed alphabetically, according the first letter of the author's last name (or the first letter of the name of the website, company, or university that published the material).
- Each entry uses "hanging indentation" as shown below. This can be done using the paragraph settings in MS Word
- The information provided for each entry will depend on the type of source being referred to (article, book, website, etc.). Page 2 of this guideline provides formatting information on the types of sources most commonly used by students.

Example: (Note: works cited list entries are normally double-spaced)

> References:
>
> Appelbaum, P., Friedler, L. M., & Ortiz, C. E. (2009).Internationalizing the university mathematics curriculum. *Journal of Studies in International Education*, 13(3), 365-381. Retrieved from the SAGE Premier 2010 database
>
> Childress, L. K. (2009). Internationalization plans for higher education institutions. Journal of Studies in International Education, 13(3), 289–309. Retrieved from the SAGE Premier 2010 database: http://jsi.sagepub.com.ezp. waldenulibrary.org/content/13/ 3/289.full.pdf+html
>
> Stearns, P. N. (2009). *Educating Global Citizens in Colleges and Universities: Challenges and Opportunities*. New York, NY: Routledge.

Author Names (General Rules)
- In-text citations use just the author's last name.
- Reference list entries provide the author's last name, followed by a comma, followed by the initial(s) of the author's first (and second) name, followed by a period (e.g. Harrison, R.K. Jones, M. Smith, J. etc.) NOTE: If you are unfamiliar with foreign names you may have to research the authors to determine which names are first names and which are last names.
- When there are two or three authors, all names must be listed in the order they appear on the original source
- For in-text citations, when there are <u>more than three authors</u>, the last name + initials of the first author must be given followed by et al. (meaning there are several authors not listed in the citation). In the reference list, all names must be listed.
- If a source is published by a website, university, or other organization with no author provided, the name of the website, university, or organization can be used in place of an author's name
- These rules apply to all sources, regardless of type

IWC

The IWC QUICK GUIDE to APA Style

Reference List Entry Format

The following are APA reference list entry guidelines for sources most commonly used by students.

Online (Electronic) Sources

Webpage Articles & Websites

Format:
Author's last name, Initials. (Year). *Title of document in Italics*. Retrieved from http://Web address

Examples:
Ennis, R. H. (2009). *The nature of critical thinking* Retrieved from Criticalthinking.net http://www.criticalthinking.net/longdefinition.html

World Health Organization (WHO). (2010). *Evidence-based public health initiatives*. Retrieved from http://www.who.org/positions/evidencebased.html

Notes:
- If no date is given write (n.d.) in place of the year

Newspaper/Magazine Articles (Online)

Format:
Author's last name, Initials. (Year, Month, Day). Title of article. *Title of Newspaper or Magazine in Italics*. Pages. Retrieved from URL address

Example:
Leech, G. (2002, September 19). Call for research shake-up. *The Australian*, pp. 3-4. Retrieved from http://www.theaustralian.news.com.au

Notes:
- For printed newspaper and magazine articles, use the same format but without the URL address

Online Journal Articles

Format:
Author's last name, Initials. (Year). Title of article. *Title of Online Journal in Italics, volume number in italics* (issue number if available). Pages. Retrieved from URL Address

Example:
Collins, R. (2010). Geopolitical conditions of internationalism, human rights, and world law. *Journal of Globalization Studies,1*. 88-105.Retrievedfrom http://www.sociostudies.org

Notes:
- For printed journal articles, use the same format but without the URL address
- If a DOI (Digital Object Identifier) number is provided it can be used in place of the URL address

Online Reports & Handbooks

Format:
Author's last name, Initials., Company, or Organization (and abbreviation). (Year). *Title of document in Italics, volume number* (ID code or number if available). Retrieved from URL Address

Examples:
Australian Bureau of Statistics (ABS). (2006). *Alcohol consumption in Australia: A snapshot, 2004-05* (Cat. no. 4832. 0.55.001). Retrieved from http://www.abs.gov.au/ausstats

ACT (2011). *National collegiate retention and persistence to degree rates*. Retrieved May 15, 2015 from http://www.act.org/research/policymakers/pdf/retain_2014.pdf

Notes:
- For well-known organizations the abbreviation is enough, e.g. UNESCO, NAFSA, etc.
- Sometimes reports provide an author's name and suggested citation format. In such cases use the suggested format.

Online Videos

Format for TED Talk Website Videos
Speaker's Last name and initials. (Year, Month). *Title of talk in Italics* [Video file]. Retrieved from URL address

Example:
Aduaka, N. (2007, June). *Newton Aduaka: The story of Ezra* [Video file]. Retrieved from http://www.ted. com/talks/newton_aduaka_tells_the_story_of_ezra

Format for YouTube Videos
Screen name. (Year, Month day). *Title of video in Italics* [Video file]. Retrieved from URL address

Example:
Bellofolletti. (2009, April 8). *Ghost caught on surveillance camera* [Video file]. Retrieved from http://www.youtube.com/watch?v=Dq1ms2JhYBI

Printed Materials

Books

Format:
Author's last name, Initials. (Year). *Title of book in Italics*. City: Publisher.

Example:
Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Article or Chapter in an Edited Book

Format:
Author's last name, Initials. (Year). Title of chapter. In Name of Editor (Ed.), *Title of book in Italics* (pages of chapter). Location: Publisher.

Example:
O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Notes:
- For book chapters found online, include the URL address in place of the city and publisher

Bibliography

The following sources were used in the making of this Quick Guide:

American Psychological Association APA Style Blog:
http://blog.apastyle.org/apastyle/2011/10/how-to-create-a-reference-for-a-youtube-video.html
Camden-Carroll Library (Morehead State University):
http://research.moreheadstate.edu/c.php?g=107001&p=694785
Purdue University Online Writing Lab:
https://owl.english. purdue.edu/owl/resource/560/10/
University of Minnesota Student Writing Support:
http://writing.umn.edu/sws/quickhelp/sources/APAcitations.html
University of New England Academic Skills Office APA Referencing:
https://www.une.edu.au/__data/assets/pdf_file/0007/12958/REF_APA-Referencing.pdf