

# **APA Referencing Guide**

Alphacrucis University College, April 2022

# APA Style

## What is APA?

For all Health and Human Science units at Alphacrucis University College, it is expected that you will use APA style for referencing. APA style differs from Turabian style (used in the Theology, Ministry and Business faculties) in a number of ways. Most notably, APA style does not use footnotes, but lists a short citation in the text, followed by a full citation at the end of the work in a reference list.

APA stands for American Psychological Association. The APA publishes a referencing manual which is occasionally updated. At the time of writing (April 2022) the 7th edition is current. You can find out up to date information about how to reference in APA style at this website: <https://apastyle.apa.org/>

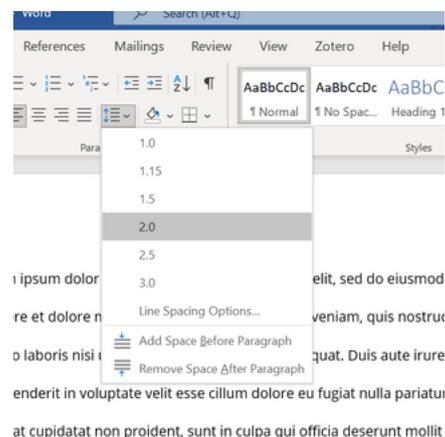
## Why is referencing important?

Referencing acknowledges the sources that you use to write your essay or assignment paper. It is a way of legitimising your research, and giving credit where it is due. A referencing style is a type of common language used in academia to acknowledge sources.

In-text citations are used throughout your writing to acknowledge the sources of your information. The full references for the citations are then listed at the end of your assignment paper in the References list.

## General Formatting

- Every assignment should begin with a cover page. See your unit handout for a cover page template.
- Double space your text
- Indent the first line of each paragraph of text 0.5 in. from the left margin. Use the tab key or the automatic paragraph-formatting function of your word-processing program to achieve the indentation (the default setting is likely already 0.5 in.). Do not use the space bar to create indentation.
  - Section labels (e.g., "Abstract," "References" & "Appendices") and headings should be centered and bold.



*How to change line spacing in MS Word*

[See more formatting tips on the APA website here](#)

## Basic Principles

*This information is taken from the [APA Style website](#)*

In scholarly writing, it is essential to acknowledge how others contributed to your work. By following the principles of proper citation, writers ensure that readers understand their contribution in the context of the existing literature—how they are building on, critically examining, or otherwise engaging the work that has come before.

APA Style uses the **author-date citation system**, in which a brief in-text citation directs readers to a full reference list entry. The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication. This enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper.

## In Text Citations

*This information is taken from the [APA Style website](#)*

Both **paraphrases** and **quotations** require citations. The following are guidelines to follow when writing in-text citations:

- Ensure that the spelling of author names and the publication dates in reference list entries match those in the corresponding in-text citations.
- Cite only works that you have read and ideas that you have incorporated into your writing. The works you cite may provide key background information, support or dispute your thesis, or offer critical definitions and data.
- Readers may find a long string of citations difficult to understand, especially if they are using assistive technology such as a screen reader; therefore, include only those citations needed to support your immediate point.
- Cite primary sources when possible, and cite secondary sources sparingly.
- Cite sources to document all facts and figures that you mention that are not common knowledge.
- To cite a specific part of a source, provide an author–date citation for the work plus information about the specific part.
- Even when sources cannot be retrieved (e.g., because they are personal communications), still credit them in the text (however, avoid using online sources that are no longer recoverable).

## Parenthetical Versus Narrative In-Text Citations

*This information is taken from the [APA Style website](#)*

In-text citations have two formats: parenthetical and narrative.

- In parenthetical citations, the author name and publication date appear in parentheses.
- In narrative citations, the author name is incorporated into the text as part of the sentence and the year follows in parentheses.

### Parenthetical citations

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.

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

If other text appears with the parenthetical citation, use commas around the year.

(see Koehler, 2016, for more detail)

When text and a citation appear together in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses.

(e.g., falsely balanced news coverage; Koehler, 2016)

## Narrative citations

The author's surname appears in running text, and the date appears in parentheses immediately after the author's name for a narrative citation. The author's name can be included in the sentence in any place it makes sense.

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.

## Author-Date Citation System

*This information is taken from the APA Style website*

Use the author–date citation system to cite references in the text in APA Style. In this system, each work used in a paper has two parts: an in-text citation and a corresponding reference list entry.



Note. The four elements of a reference list entry include the author (in purple), the date (in blue), the title (in yellow), and the source (in green). The in-text citations that correspond to this reference include the last name of the author and year of publication, which match the information in the reference list entry.

In-text citations may be parenthetical or narrative.

- In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity.
- In narrative citations, always spell out the word “and.”

## 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 (even the first citation).

The following table shows the basic in-text citation styles:

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation		
First citation <sup>a</sup>	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

<sup>a</sup> Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text.

### Exceptions to the basic in-text citation styles

- when two works in a paper would both abbreviate to the same “et al.” form (spell out as many surnames as needed to disambiguate)
- when multiple works in a paper have an identical author (or authors) and publication year (append letters to the years)
- when the first authors of multiple references in a paper share the same surname but have different initials (use initials in the in-text citations)

### Dates in a citation

- The year in the in-text citation should match the year 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).
- For works with no date, use “n.d.” in the in-text citation.
- For works that have been accepted for publication but have not yet been published, use “in press.”

### Repeating a citation

When repeating a citation, show the entire citation; do not, for example, include only a page number (the abbreviation “ibid.” is not used in APA Style). Instead, use the following guidelines:

- Include the author(s) and year for every parenthetical in-text citation.
- Do not repeat the year for narrative in-text citations the second and subsequent times they appear in a single paragraph. Follow this guideline with each new paragraph (i.e., include the year in the first narrative citation in a new paragraph).
- However, if you cite multiple works by the same author or authors, regardless of the publication years, include the date in every in-text citation to prevent ambiguity. For example, if you cite Mohammed and Mahfouz (2017) and Mohammed and Mahfouz (2019), include the year with every citation, even when one of the references is cited multiple times in a single paragraph.

# Quotations

*This information is taken from the APA Style website*

A direct quotation reproduces words verbatim from another work or from your own previously published work. It is best to paraphrase sources rather than directly quoting them because paraphrasing allows you to fit material to the context of your paper and writing style.

Use direct quotations rather than paraphrasing:

- when reproducing an exact definition (see Section 6.22 of the Publication Manual),
- when an author has said something memorably or succinctly, or
- when you want to respond to exact wording (e.g., something someone said).

Instructors, programs, editors, and publishers may establish limits on the use of direct quotations. Consult your instructor or editor if you are concerned that you may have too much quoted material in your paper.

This page addresses how to format short quotations and block quotations. Additional information is available about how to:

- include page numbers for quotations
- cite quotations from material without page numbers
- cite quotations that include errors
- indicate changes to quotations
- present quotations from research participants

## Short quotations (fewer than 40 words)

For quotations of fewer than 40 words, add quotation marks around the words and incorporate the quote into your own text—there is no additional formatting needed. Do not insert an ellipsis at the beginning and/or end of a quotation unless the original source includes an ellipsis.

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

For a direct quotation, always include a full citation (parenthetical or narrative) in the same sentence as the quotation, including the page number (or other location information, e.g., paragraph number).

- Place a parenthetical citation either immediately after the quotation or at the end of the sentence.
- For a narrative citation, include the author and year in the sentence and then place the page number or other location information in parentheses after the quotation.
- If the quotation precedes the narrative citation, put the page number or location information after the year and a comma.
- If the citation appears at the end of a sentence, put the end punctuation after the closing parenthesis for the citation.
- If the quotation includes citations, see Section 8.32 of the Publication Manual.
- If the quotation includes material already in quotation marks, see Section 8.33 of the Publication Manual.
- Place periods and commas within closing single or double quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material.

## **Block quotations (40 words or more)**

Format quotations of 40 words or more as block quotations:

- Do not use quotation marks to enclose a block quotation.
- Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin.
- Double-space the entire block quotation.
- Do not add extra space before or after it.
- If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. See an example in Section 8.27 of the Publication Manual.
- Either (a) cite the source in parentheses after the quotation's final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation's final punctuation.
- Do not add a period after the closing parenthesis in either case.

### **Block quotation with parenthetical citation:**

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

### **Block quotation with narrative citation:**

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)

The APA Style website has a checklist specifically for In-text citations. [You can find it here](#)

## **Reference Lists**

[See this helpful reference list guide for how to make an APA Style reference list](#)

[See this guide for examples of common resources used in a reference list, in APA style](#)

## **Other Resources**

You can find all the information in this document and much more on the APA Style Website, on the page titled ["Style and Grammar Guidelines"](#). Note - you do not need to buy the APA Style guide, all the information required for referencing using APA is accessible for free on the website.