

REFERENCE STYLE

(APA 7th Edition)

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(APA 7TH EDITION)

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UNIT 1. BASIC RULES OF REFERENCING

A. What is Referencing?

Referencing is the act of mentioning the sources of information you use in your academic work, such as books, journal articles, images, or research reports (Eastern Institute of Technology, 2020). The basic idea of referencing is to help you differentiate other works with your works and avoid plagiarism. Referencing is also needed to support or contrast your ideas, arguments, statements, information, perspectives or theories by acknowledging others' work (University of Otago, 2017). Referencing is a way to give credit to the scholar whom you have borrowed the words and ideas. By doing referencing, you show your respects to the intellectual property rights of scholars or researchers (UNSW Sydney, 2019). Accuracy is a must when you do referencing since this process can help your readers to track the source of your ideas or works you have written.

B. The Importance of Referencing

- Allowing readers to identify and locate sources quickly and efficiently
- Acknowledging and respecting the work of others
- Verifying quotations
- Proving the depth of your research
- Protecting you from plagiarism

(University of Nottingham, 2020)

There are many different styles of referencing, such as MLA (Modern Language Association of America), Vancouver, Chicago, APA, and so on. ELT Forum uses the American Psychological Association (APA) referencing style, 7th Edition. Referencing has two basic terms, in-text citation and reference list (University of Otago, 2017). In all referencing systems a short reference, called the in-text citation, is appropriately placed within the body of the text to provide a key to the full bibliographic details that will follow later in your work in the footnotes, endnotes, reference list or bibliography (The format and terms used depend on the citation style.) The terms reference list and bibliography are sometimes used to mean the same thing, that is, the complete list of references or bibliographic details for the sources you have cited. However,

bibliography can be used more broadly to describe a list of relevant, influential, and related sources, which may also include work that you did not directly cite.

Any words, ideas, arguments, perspectives or information taken from any source requires a reference. You need to do referencing from words or ideas from books, journal articles, newspapers and magazines, pamphlets or brochures, films, documentaries, television programs or advertisements, websites or electronic resources, letters, emails, online discussion forums, personal interviews, lecturers or tutors, diagrams, illustrations, charts, or pictures (UNSW Sydney, 2019). Yet, for scientific journal articles, magazines, blog, website or any typical sources are usually inappropriate to be used for scientific journal article. Some documents related to your own experiences, observations, or thoughts need no reference. The list is as follows (UNSW Sydney, 2019).

- writing your own observations or experiment results, for example, a report on a field trip
- writing about your own experiences, for example, a reflective journal
- writing your own thoughts, comments or conclusions in an assignment
- evaluating or offering your own analysis
- using 'common knowledge' (facts that can be found in numerous places and are likely to be known by a lot of people) or folklore
- using generally accepted facts or information. This will vary in different disciplines of study.

C. Basic Rules for Referencing

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- All authors' names should be inverted (i.e., last names should be provided first).
- Authors' first and middle names should be written as initials.
 - For example, the reference entry for a source written by Sarah Jackson Smith would begin with "Smith, S. J."
 - If a middle name isn't available, just initialize the author's first name: "Smith, S."
- Give the last name and first/middle initials for all authors of a particular work up to and including 20 authors. Separate each author's initials from the next author in the list with a comma. Use an ampersand (&) before the last author's name. If there are

21 or more authors, use an ellipsis (but no ampersand) after the 19th author, and then add the final author's name.

- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- When referring to the titles of **books, chapters, articles, reports, webpages**, or other sources, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
 - Note again that the titles of academic journals are subject to special rules.
- Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
- Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.

(Purdue Online Writing Lab, 2020)

D. Basic Rules for Articles in Academic Journals

- Present journal titles in full.
- Italicize journal titles.
- Maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
 - For example, you should use **PhiloSOPHIA** instead of *Philosophia*, or *Past & Present* instead of *Past and Present*.
- Capitalize **all major words** in the **titles of journals**. Note that this differs from the rule for titling other common sources (like books, reports, webpages, and so on) described above.
 - This distinction is based on the type of source being cited. Academic journal titles have all major words capitalized, while other sources' titles do not.
- Capitalize **the first word of the titles and subtitles of journal articles**, as well as the **first word after a colon or a dash** in the title, and **any proper nouns**.
- Do not italicize or underline the article title.
- Do not enclose the article title in quotes.
 - So, for example, if you need to cite an article titled "Deep Blue: The Mysteries of the Marianas Trench" that was published in the

journal *Oceanographic Study: A Peer-Reviewed Publication*, you would write the article title as follows:

- Deep blue: The mysteries of the Marianas Trench.
- ...but you would write the journal title as follows:
 - *Oceanographic Study: A Peer-Reviewed Publication*

(Purdue Online Writing Lab, 2020)

E. In-Text Citations: Author/Authors

a. A Work by Two Authors

Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand (&) in parentheses.

Format

Author's name 1 and Author's name 2 (Year of Publication)

(Author's name 1 & Author's name 2, Year of Publication)

Example:

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

b. A Work by Three or More Authors

List only the first author's name followed by "et al." in every citation, even the first, unless doing so would create ambiguity between different sources.

Format

(1st Author's name, et al., Year of Publication)

1st Author's name, et al. (Year of Publication)

Example:

(Kernis et al., 1993)

Kernis et al. (1993) suggest...

c. Organization as an Author

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source, just as you would an individual person.

Format

(Organization's name, Year of Publication)

Organization's name (Year of Publication)

Example:

According to the American Psychological Association (2000), ...

A meta-analysis of available literature revealed inconsistency across large-scale studies of student learning (APA, 2000).

d. Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

Format

(Author's name of Work 1, Year of Publication Work 1; Author's name of Work 2, Year of Publication Work 2, so on)

Example:

(Berndt, 2002; Harlow, 1983)

If you cite multiple works by the same author in the same parenthetical citation, give the author's name only once and follow with dates. No date citations go first, then years, then in-press citations.

Format

(Author's name, n.d., Year of Publication Work 1, Year of Publication Work 2, so on, in press)

Example:

(Smith, n.d., 1995, 2002, in press)

(Purdue Online Writing Lab, 2020)

F. Reference List: Author/Authors**a. Single Author****Format**

Last name first, followed by author initials.

Example:

Brown, E. (2013). *Comedy and the feminine middlebrow novel*. Pickering & Chatto.

b. Two Authors**Format**

List by their last names and initials. Separate author names with a comma. Use the ampersand (&) instead of "and."

Example:

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117-143. <http://dx.doi.org/10.1037/pspp0000096>

c. Three to Twenty Authors

Format

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand (&).

Example:

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

d. More Than Twenty Authors

Format

List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than twenty names in the citation in total.

Example:

Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. *Bulletin of the American Meteorological Society*, 100(10), 2043-2061. <https://doi.org/10.1175/BAMS-D-18-0270.1>

e. Group Author

Group authors can include corporations, government agencies, organizations, etc; and a group may publish in coordination with individuals.

Format

List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than twenty names in the citation in total.

Organization. (Year of Publication). *Title of book in italics*. Publisher.

Example:

Merriam-Webster. (2008). *The introduction of fit for purpose omics-*

UNIT 2. IN-TEXT CITATION

When using APA format, follow the author-date method of in-text citation (Purdue Online Writing Lab, 2020). This means that the author's last name and the year of publication for the source should appear in the text, like, for example, (Jones, 1998).

Direct In-text Citation

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p." for a single page and "pp." for a span of multiple pages, with the page numbers separated by an en dash).

Example:

Jones (1998) found "students often had difficulty using APA style" (p. 199)

Indirect In-text Citation

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference and may omit the page numbers.

Example:

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Block Quotation (Direct quotations that are longer than 40 words)

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout, but do not add an extra blank line before or after it. The parenthetical citation should come after the closing punctuation mark.

Example (Western Oregon University, 2019):

Cyber threats are not the only challenge to cloud computing:

While security has been a major topic of interest, reliability is a much bigger concern. Cloud computing is based on Internet access, so a fast and constant Internet connection is critical to cloud computing solutions. Therefore, it is imperative to ensure the enterprise's connectivity to the Internet is well-established and that there are backup connections in case of connectivity failure. (Iyoob, Rossetti, & Chen, 2013, pp. 35-36).

There are two types of in-text citations, parenthetical and narrative. Both supply the same basic information, but are formatted differently (Concise Guide to APA Style, 2020).

A. Parenthetical In-text Citations

Format

(Author name, year of publication)
(Jones, 2019)

Author Unknown

If the author is unknown, the work title moves into the author position.

- *Format of the work title - italicized*
 - If the work title is italicized in the reference list, italicize it within the in-text citation.
 - Capitalize the work title using title case.

Example:

Book with no author
(Strategic Management, 2011)

- *Format of the work title - not italicized*
 - If the work title is not italicized in the reference list, use double quotation marks around the title.
 - Capitalize the work title using title case.

Example:

Magazine article with no author:
("Foundations of Strategic Management", 2007)

Specific Parts of a Work

To provide greater specificity of what is being referenced, additional information can be added to the end of the in-text citation. Examples include:

- *Page numbers*
(Smith, 2015, pp.10-15)

Note: Page numbers should always be included within in-text citations when directly quoting from a work.

- *Table numbers*
(Nowak, 2020, Table 3)

Location

A parenthetical citation may appear either:

- *Within a sentence*

Example:

A new framework (Nowak, 2015) has been devised to enhance the organization's Understanding of its supply chain inefficiencies.

- *At the end of a sentence*

Example:

"There are five reasons why servant leadership can be a foundation for personal and organizational excellence- contextual, anecdotal, empirical, philosophical, and cross-cultural" (Sendjaya, 2015, p. 3).

B. Narrative In-text Citations

With narrative in-text citations, the information about the work is incorporated within a sentence.

Format

Author name (publication year)

Jones (2019)

Example:

As Sendjaya (2015) points out, no individual is likely to possess all of the skills necessary for today's competitive market.

UNIT 3. JOURNAL

Journal in prints

Format

Author (s). (Year of Publication). Article title. *Journal Title in Italics*, Volume in *Italics*(Issue), Page(s).

Example:

Foxall, D. (2013). Barriers in education of indigenous nursing students: A literature review. *Nursing Praxis in New Zealand*, 29(3), 31-37.

Note: Include the DOI after the page numbers if one is given.

Online Journal without DOI

Format

Author (s). (Year of Publication). Article title. *Journal Title in Italics*, Volume in *Italics*(Issue), Page(s). URL

Example:

Stanton, R. (2019). Dyslexia and oral skills: A student's journey. *ATLAANZ Journal*, 4(1), 55-70. <https://journal.atlaanz.org/index.php/>

Online Journal with DOI

Format

Author (s). (Year of Publication). Article title. *Journal Title in Italics*, Volume in *Italics*(Issue), Page(s). DOI

Example:

Issel, L. M., Bekemeier, B., & Kneipp, S. (2012). A public health nurse research agenda. *Public Health Nursing*, 29(4), 330-342. <https://doi.org/10.1111/j.1525-1446.2011.00989.x>

Note for Writing Author's Name:

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Example:

Name : A. M. Rafferty
Inverted : Rafferty, A.M.

The examples in this unit are based on Guidelines for APA Referencing and Essay Writing (Southern Institute of Technology, Revised 2020), Concise Guide to APA Style, Seventh Edition (2020), APA Referencing (7th ed.): A brief guide (Eastern Institute of Technology, 2020), and Publication manual of the American Psychological Association (7th ed.).

UNIT 4. BOOK

The examples in this guide are based on

A. Book (Print Version)

Book without DOI

Format

Author (s). (Year of Publication). *Title of book in italics*. Publisher.

Example:

Lloyd Owen, D. A. (2018). *Smart water technologies and techniques: data capture and analysis for sustainable water management*. John Wiley & Sons.

Book with DOI

Format

Author (s). (Year of Publication). *Title of book in italics*. Publisher. DOI

Example:

Cameron-Smith, A. (2019). *A doctor across borders: Raphael Cilento and public health from empire to the United Nations*. Australian National University Press. <https://doi.org/10.22459/DAB.2019>

B. Book Chapter

Book Chapter without DOI

Format

Author (s). (Year of Publication). Title of the book chapter. In Editor Name (Ed. (s)). *Title of the book in Italics* (pp. Page). Publisher.

Example:

Levi-Strauss, C. (1971). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82- 89). Random House.

Note for Writing Editor's Name:

The initials and last name (not inverted) of each editor. Use “(Ed.)” for one editor or “(Eds.)” for multiple editors. End with a comma.

Example:

Name : F. E. Katz

Format of Editor's name : F. E. Katz

Book Chapter with DOI

Format

Author (s). (Year of Publication). Title of the book chapter. In Editor Name (Ed. (s)). *Title of the book in italics* (pp. Page). Publisher. DOI

Example:

Levi-Strauss, C. (1971). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82- 89). Random House. Springer. <https://doi.org/10.1007/978-3-030-04624-8>

C. E-book

E-book without DOI

Format (the same as a print book)

Author (s). (Year of Publication). *Title of book in italics*. Publisher.

Example:

Lauwers, J., Opsomer, J. & Schwall, H. (Eds.). (2018). *Psychology and the classics: A dialogue of disciplines*. De Gruyter.

E-book with DOI

Format (the same as a print book)

Author (s). (Year of Publication). *Title of book in italics*. Publisher. DOI

Example:

Gillam, T. (2018). *Creativity, wellbeing and mental health practice*. Wiley Blackwell. <https://doi.org/10.1007/978-3-319-74884-9>

D. Edited Book

Edited Book without DOI

Format

Editor's Name (s) (Ed (s)). (Year of Publication). *Title of book in italics*. Publisher.

Example:

Lindquist, R., Snyder, M., & Tracy, M. F. (Eds.). (2014). *Complementary & alternative therapies in nursing* (7th ed.). Springer.

Edited Book with DOI

Format

Editor's Name (s) (Ed (s)). (Year of Publication). *Title of book in italics*. Publisher. DOI

Example:

Helbich, M. (Ed.). (2018). *Frontiers in mental health and the environment*. MDPI. <https://doi.org/10.3390/books978-3-03897-391-1>

Note for Writing Editor's Name:

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors.

Chapter in an Edited Book**Format**

Author (s). (Year of Publication). Title of the book chapter. In Editor Name (Ed. (s)). *Title of the book in italics* (Ordinal Number of Edition ed., pp. Page). Publisher.

Example:

Casida, J.E. (2010). Pest toxicology: The primary mechanisms of pesticide action. In R. Krieger (Ed.), *Hayes' handbook of pesticide toxicology* (3rd ed., pp. 103-117). Academic Press.

Note for Writing Editor's Name:

The initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Example:

Name : R. Krieger

Format of Editor's name : R. Krieger

E. Online Book**Format**

Author (s). (Year of Publication). *Title of book in italics*. Publisher. URL

Example:

National Health Committee. (2015). *The introduction of fit for purpose omics-based technologies-think piece*. Ministry of Health. <https://www.health.govt.nz/publication/introduction-fit-purpose-omics-based-technologies-think-piece>

The examples in this unit are based on Guidelines for APA Referencing and Essay Writing (Southern Institute of Technology, Revised 2020), Concise Guide to APA Style, Seventh Edition (2020), APA Referencing (7th ed.): A brief guide (Eastern Institute of Technology, 2020), and Publication manual of the American Psychological Association (7th ed.).

UNIT 5. RESEARCH REPORT (THESES OR DISSERTATION)

References for doctoral dissertations and master's theses are divided by whether they are published or unpublished. Unpublished works generally must be retrieved from the university in print form, whereas published works are available from a database, or a university archive.

A. Unpublished Research Report

Format

Author (s). (Year of Publication). *Title of research report in italics* (Type of research report). Name of Institution.

Example:

Knight, A. (2001). *Exercise and osteoarthritis* [Unpublished master's dissertation]. Auckland University of Technology, Auckland, New Zealand.

B. E-copy from Database

Format

Author (s). (Year of Publication). *Title of research report in italics* (Type of research report). Database's Name.

Example:

Pflieger, J. C. (2009). *Adolescents' parent and peer relations and romantic outcomes in young adulthood* (Doctoral dissertation). ProQuest Dissertations and Theses Global.

C. E-copy from Online Archive or Repository

Format

Author (s). (Year of Publication). *Title of book in italics* (Type of research report). Repository's Name or Website.

Example:

Thomas, R. (2009). *The making of a journalist: The New Zealand way* (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Tuwhera Open Access. <http://hdl.handle.net/10292/466>

The examples in this unit are based on Guidelines for APA Referencing and Essay Writing (Southern Institute of Technology, Revised 2020), Concise Guide to APA Style, Seventh Edition (2020), APA Referencing (7th ed.): A brief guide (Eastern Institute of Technology, 2020), and Publication manual of the American Psychological Association (7th ed.).

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