Summary of Guidelines for Formatting References and Citations According to the APA Style Guide: 7th Edition

The purpose of references is to enable the reader to access the material used in your research for the paper. Citation of a work implies that you have personally read the cited work. (See instructions about *secondary sources* for works that you read about in another work.)

[Major changes from the 6th edition are highlighted in yellow.]

All sources (except personal communications) from which material is used for an article must be cited in two places in the article: (i) detailed information about the source appears in the **Reference List** at the end of the paper; and (ii) a brief **In-text Citation**, consisting of the author's name and date of publication, appears within the body of the paper at each place the source is used. This document includes a discussion of both.

Informing Science Institute journals follow the American Psychological Association (APA) guidelines for formatting references and citations, as well as the guidelines for punctuation and grammar. The Informing Science Institute uses its own layout for articles. These ISI format guidelines can be found at: http://www.informingscience.org/Uploads/JournalFormat.docx

These notes are a summary of our best understanding of the APA guidelines for references and citations and are not intended as a substitute for the guidelines published by APA. This website now has detailed information and numerous examples. For examples not found in this summary, go to https://apastyle.apa.org/ and click on STYLE AND GRAMMAR GUIDELINES at the top of the page for guidelines sorted by type.

Additional information can be found at the following.

American Psychological Association. (n.d.). *APA style blog.* https://apastyle.apa.org/blog

American Psychological Association. (2020a). *Journal Article Reporting Standards* (JARS). https://apastyle.apa.org/jars (Discusses aspects of quantitative, qualitative, and mixed methods research)

American Psychological Association. (2020c). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

American Psychological Association. (2020e). *What's new in the seventh edition publication manual.* https://apastyle.apa.org/blog/whats-new-7e

Purdue University Online Writing Lab. (n.d.) *APA formatting and style.* http://owl.english.purdue.edu/owl/resource/560/01/

[Free online rules for English grammar can be found at
http://grammar.ccc.commnet.edu/grammar/ and http://www.grammarbook.com/]

Reference List

The reference list appears at the end of your paper (but before any appendix and the biographical material). It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. **Each source you cite in the paper** (with the exception of personal communications) **must appear in your reference list; likewise, each entry in the reference list must be cited in your text**. Make sure that the spelling of authors' names and dates of publication are identical in both places.

A reference list entry generally has four elements: the author, date, title, and source. Each element answers a question: (1) author: **Who** is responsible for this work? (2) date: **When** was this work published? (3) title: **What** is this work called? (4) source: **Where** can I retrieve this work? Each of these elements is followed by a period, except periods are not placed after a DOI or a URL, which are usually the last element in an entry. Below are some general guidelines and examples. The examples show each part of the entry as it is discussed. A list of all of these examples in their completed form and in the correct order is at the end of this section.

[Links to examples of additional types of works can be found at https://apastyle.apa.org/style-grammar-guidelines/references/examples]

The most common entries in the references are to journal articles, books, or online sources. Although the basic structure is the same for all types of entries, there are some differences. Examples of these are included in the discussion below.

Journal articles include the name(s) of the author(s), the date of publication, the title of the article, the title of the journal, the volume and issue number, page numbers, and DOI or URL for the article.

Books include the name(s) of the author(s), the date, the title of the book, and the name of the publisher. (The location of the publisher is no longer included.) The DOI or URL is also included if the book has one.

Chapters in an edited book follow a format similar to a journal article, starting with the author(s), the date the book was published, and the title of the chapter. The source information begins with the word "In" followed by the names of the editors (with the initials in front of the last name), the title of the book, the page numbers, and the name of the publisher. (The location of the publisher is no longer included.)

Capitalization of Titles

APA uses two types of capitalization: title case and sentence case.

Title case. Capitalize the following: the first word in a title, the first word of a subtitle or after a colon, proper nouns, major words, and words of four letters or more. In references, title case is used for the names of journals, magazines, and newspapers.

> *Issues in Informing Science and Information Technology* (the title of a journal)

Sentence case. Capitalize only the following: the first word in a title, the first word of a subtitle, the first work after a colon, dash, or end punctuation in the heading, and proper nouns. All other words are in lowercase. In references, sentence case is used for the titles of articles in a journal, the titles of books, and the titles of chapters in a book.

> *Constructionism in practice: Designing, thinking, and learning in a digital world*
> *Publication manual of the American Psychological Association*
> *Research and PhD capacities in Africa: Kenya report*

WHO: Author

The order in which names are expressed vary by culture. In this document, "last name" refers to the surname or family name and "first name" refers to the given name.

If the author is a person, the entry of the name is inverted (last name [surname or family name] followed by a comma and the initials of first names). Give the last name and initials for all authors of a work (up to 20), keeping them in the same order as in the original work. An ampersand (&) is placed before the name of the last author.

Danaher, M., Schoepp, K., Ater Kranov, A., & Wallace. J. B.

Denning, P. J. (2017). Remaining trouble spots with computational thinking. *Communications of the ACM*, *60*(6), 33-39. https://doi.org/10.1145/2998438

Kafai, Y., & Resnick, M.

Lazer, D. M., Baum, M. A., Benkler, Y., Berinsky, A. J., Greenhill, K. M., Menczer, F., & Schudson, M.

For more than 20 authors: Include last names and initials of first 19 authors, insert three ellipsis points (but no ampersand), and the last author's name.

Cohen, E. B., Howard, J., Fulton, L., Gill, T. G., Craig, K., Peterson, R., Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Jones, L., Iredell, M., Saha, S., White, G., Nations, J., Zhu, Y., Chelliah, M., Mathews, W., . . . Boyd, E. C. (1967). *Nerve cells and insect behavior*. Harvard University Press.

Names with suffix or hyphens

If the author uses a suffix, such as Jr. or III, put it after the author's initials. The suffix is not included in the in-text citation.

Freeman, S., Jr., Krier, K., Al-Asfour, A., & Thacker, R.

When first names are hyphenated, enter the initials with a period after each letter and a hyphen but no space between the letters.

Chang, H.-H., & Wong, K.-H.

Group author

If the author is a group, such as a government agency, hospital, or non-profit organization, enter the full name of the group as the author and place a period after it.

American Psychological Association.

National Science Foundation.

No author

If a source has no author listed, place the title at the beginning in place of the author and before the date, using sentence case. Do not italicize the title of an article; do italicize the title of a book. Only if the text is attributed to Anonymous is the word Anonymous used as the name of the author.

Clinton puts "human face" on health-care plan.

Merriam-Webster's collegiate dictionary (11th ed.)

Anonymous. (2019). *A warning.*

WHEN: Date

The date refers to when the work was published, whether in print or online. Most commonly, it is the just the year, but can include the month or day, as shown below. The date is enclosed in parentheses and followed by a period. Some articles found on the web do not have dates. In those cases, put (n.d.) for "no date" as the date of the source.

American Psychological Association. (2020).

Chang, H.-H., & Wong, K.-H. (2010).

Dean, W. (n.d.).

Denning, P. J. (2017).

Kafai, Y., & Resnick, M. (1996).

Periodicals

For periodicals, such as **magazines** and **newspapers**, include the month or months. For weekly and daily publications, also include the day.

Clinton puts "human face" on health-care plan. (1993, September 16).

Herkewitz, W. (2020, April/May).

Kauffmann, S. (1993, October 18).

Yong, E. (2020, April)

Same author(s) and same date

If there two or more entries that have the same author (or authors in the same order) and the same date, place them in the reference list alphabetically by the first significant word of the title of the article or chapter. Then assign letter suffixes after the year, e.g., 2019a, 2019b.

Blau, P. (2017a).

Blau, P. (2017b).

Council for the Advancement of Standards in Higher Education. (2019a).

Council for the Advancement of Standards in Higher Education. (2019b).

WHAT: Title

Include the title of the work being cited. There are two main categories of entries: (i) works that stand alone, such as a whole book, a report, or a web page; and (ii) works that are part of a larger publication, such as journal articles and chapters in an edited book.

Chapters in a book can fall into either category. If the chapter is in an edited book, the title of the chapter is entered here, and the title of the book is entered in the source part of the references. If author of the chapter is in a book authored by the same person or persons, the title of the book is entered here, and the chapter number or page numbers are entered in the in-text citation.

For standalone works, the title of that work is entered here. For works in another larger publication, the title of the article or chapter is entered here, and the title of the journal or book is entered in the source part of the references. A period is placed at the end of the title information.

Title for standalone works

Italicize the title and capitalize it using sentence case, i.e., the first word in the title, the first word after a colon, dash or end punctuation in the heading, and proper nouns. Enclose in parentheses any additional information, such as the edition number, after the title; do not italicize the parenthetical information. (Note that the abbreviation for edition is a lowercase "ed." while the abbreviation for editor is a title case "Ed.")

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Barasa, P. L., & Omulando, C. (2018). *Research and PhD capacities in Sub-Saharan Africa; Kenya report.*

Blau, P. (2017a). *Exchange and power in social life* (2nd ed.).

Council for the Advancement of Standards in Higher Education. (2013). *Preparation standards for student affairs professionals in higher education standards and guidelines: Self-assessment guide.*

Hammond, R. W. (2018). *Avoiding the carnage: A guidebook through sales transformation.* Informing Science Press.

Title for works that are part of a larger publication

Do not italicize or use quotation marks (unless they are a part of the title). Capitalize the title using sentence case.

Chang, H.-H., & Wong, K.-H. (2010). Adoption of e-procurement and participation of e-marketplace on firm performance: Trust as a moderator.

Kauffmann, S. (1993, October 18). On films: Class consciousness.

Marchi, R. (2012). With Facebook, blogs, and fake news, teens reject journalistic "objectivity".

WHERE: Source

The source shows where the cited work can be found. Include a retrieval date only if the work is unarchived and designed to change over time. Most references do not include retrieval dates.

DOI and URL

Because so much scholarship is available online, most reference list entries will end with either a DOI or a URL; these enable readers to easily find the source of information in the manuscript. The DOI should be included for all works that have a DOI. If the work has both a DOI and a URL, use the DOI. DOIs can be found by going to https://search.crossref.org/references and entering the reference entry. DOIs begin with https://doi.org/ followed by numbers and letters that identify the document. The identifier begins with the number 10 followed by a four-digit number assigned to the publisher. This is followed by a forward slash and

combination of letters or numbers that the publisher creates for each work, e.g., https://doi.org/10.1002/cae.22076 and https://doi.org/10.28945/4526

URLs begin with either http:// or https://

The best way to make sure that the URL or DOI is entered correctly is to **copy it from your browser** and paste it into the reference. Do not add line breaks manually into the hyperlink; let the word processor insert any necessary line breaks. Do not place a period at the end of a DOI or URL. For more information, see https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls

Standalone works

The source for a standalone work is usually the publisher or website plus any DOI or URL. If the author is also the publisher, nothing is entered as the publisher. (The location of the publisher is no longer included.) Make sure that the DOI goes to the work itself, not a review about the work. (For more information, see https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references)

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

Barasa, P. L., & Omulando, C. (2018). *Research and PhD capacities in Sub-Saharan Africa; Kenya report.* British Council and the German Academic Exchange Service. https://www2.daad.de/medien/der-daad/analysen-studien/research_and_phd_capacities_in_sub-saharan_africa_-_kenya_report.pdf

Blau, P. (2017a). *Exchange and power in social life* (2nd ed.). Routledge. https://doi.org/10.4324/9780203792643

Hammond, R. W. (2018). *Avoiding the carnage: A guidebook through sales transformation.* Informing Science Press.

Works that are part of a larger publication

The source is information about the larger publication.

Journal articles

Enter the **full** title of the journal – do not use abbreviations. Italicize the title and use title case (i.e., capitalize all words except prepositions). Place a comma after the title and follow it with the volume number in italics. If the journal has numbered issues, give the issue number in parentheses after the volume number but not in italics; if the periodical uses continuous pagination throughout a particular volume, include just the volume number. If the journal does not use volume numbers, use the month, season, or other designation within the year to designate the specific journal article. Place a comma after this and enter the page numbers giving the full range, e.g., 235-256 not 235-56. Conclude this element with a period.

If a journal article has a DOI, include the DOI at the end of the reference. If the journal article does not have a DOI but does have a URL that leads to the article, include the URL of the article at the end of the reference. The words "retrieved from" are no longer entered in front of a URL. Do not put a period after a DOI or URL. (For more details, see https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references

Aguirre-Muñoz, Z., & Pantoya, M. L. (2016). Engineering literacy and engagement in kindergarten classrooms. *Journal of Engineering Education*, *105*(4), 630-654. https://doi.org/10.1002/jee.20151

Danaher, M., Schoepp, K., & Ater Kranov, A. (2017). Are students in graduate programmes adequately attaining professional skills? *World Transactions on Engineering and Technology Education*, *15*(4), 310-317. http://www.wiete.com.au/journals/WTE&TE/Pages/Vol.15,%20No.4%20(2017)/01-Danaher-M.pdf

Enneking, J., & Kleiner, B. (2017). Excellence in organizational socialization. *Global Education Journal*, *2017*(1), 50-58.

O'Meara, K., Jaeger, A., Eliason, J., Grantham, A., Cowdery, K., Mitchall, A., & Zhang, K. (2014). By design: How departments influence graduate student agency in career advancement. *International Journal of Doctoral Studies*, *9*, 155-179. https://doi.org/10.28945/2048

Chapters in an edited book

For chapters in an edited book, the source element begins with the word "In" followed by the editor(s) of the book with (Ed.) or (Eds.) followed by a comma after the last editor. The initials of each editor's name are placed in front of the last name. Next is the title of the book in italics and sentence case followed by the page numbers in parentheses and a period. The name of the publisher is next followed by a period; omit designations of the type of business structure such as "Inc." or "LLC". Enter the DOI or URL if there is one.

Brislin, R. W. (1980). Translation and content analysis of oral and written materials. In H. C. Triandis (Ed.), *Handbook of cross cultural psychology* (pp. 389-444). Allyn and Bacon.

Danaher, M., Schoepp, K., Ater Kranov, A., & Wallace. J. B. (2018). Empowering graduates for knowledge economies in developing countries. In F. Belqasmi, H. Harroud, M. Agueh, R. Dssouli, & F. Kamoun (Eds.). *Emerging technologies for developing countries* (pp. 220-225). Springer International. https://doi.org/10.1007/978-3-319-67837-5_21

Magazine or newspaper article

Enter the full title of the magazine or newspaper in italics and title case, followed by the page numbers. Separate continuous page numbers by a dash; separate noncontinuous page numbers by a comma. Online magazines or newspapers may not have page numbers. For more information, see https://apastyle.apa.org/style-grammar-guidelines/references/examples/magazine-article-references or https://apastyle.apa.org/style-grammar-guidelines/references/examples/newspaper-article-references

Clinton puts "human face" on health-care plan. (1993, September 16). *The New York Times*, B1.

Herkewitz, W. (2020, April/May). AI is now the undisputed champion of computer chess. *Popular Mechanics*, 18-19.

Kauffmann, S. (1993, October 18). On films: Class consciousness. *The New Republic*, 30.

Lee, C. (2020, March 24). All parks in county ordered shut down. *The Press Democrat*, A1, A10

Yong, E. (2020, April). How to tackle a giraffe. *The Atlantic*, *325*(3), 36-42.

Dissertations

The title of a dissertation is entered in the title element in sentence case. For a published dissertation, within square brackets, enter the description, e.g., "Doctoral dissertation" or "Master's thesis", followed by a comma, and the name of the university. If the dissertation has not been published, place the words "Unpublished doctoral dissertation (or master's thesis)" inside square brackets after the title and place the name of the university outside the brackets.

Robinson, T. N. (2016). *Exploring an Integrative Graduate Education Research Traineeship (IGERT): Using organizational culture to understand how programs work* [Doctoral dissertation, University of Maryland]. https://drum.lib.umd.edu/handle/1903/18975

Robinson, T. N. (2016). *Exploring an Integrative Graduate Education Research Traineeship (IGERT): Using organizational culture to understand how programs work* [Unpublished master's thesis]. University of Maryland.

Unpublished works

Unpublished manuscript not submitted for publication

Boyd, E. (2001). *How to increase PhD completion rates* [Unpublished manuscript]. University of the West, San Francisco, CA.

(Omit university if not applicable.)

Submitted for publication and accepted

Put "(in press)" as date and give name of journal or publisher.

Clegg, S., & Trayhurn, D. (in press). Gender and computing: Not the same old problem. *British Educational Research Journal.*

Submitted for publication but not yet accepted

Give the date it was written, but do not give name of journal or publisher to which manuscript has been submitted. Add "Manuscript submitted for publication" in square brackets after the title.

Cohen, E. (2007). *Publishing tips* [Manuscript submitted for publication].

Non-English works

Give the original title of the work or article in the native language, followed by the English translation in brackets. If the source is part of a larger publication, such as a book or journal, the name of the larger work does not need to be translated.

Çakıroğlu, Ü. (2013). Öğretim teknolojilerinin öğrenme ortamlarına entegrasyonu [Integration of instructional technologies into learning environments]. In K. Çağıltay & Y. Göktaş (Eds.), *Öğretim teknolojilerinin temelleri: Teoriler, araştırmalar, eğilimler* (pp. 413-430). Pegem Akademi.

Mazman, S. G., & Usluel, Y. K. (2011). Bilgi ve iletişim teknolojilerinin öğrenme-öğretme süreçlerine entegrasyonu: Modeller ve göstergeler [ICT integration into learning-teaching process: Models and indicators]. *Eğitim Teknolojisi Kuram ve Uygulama, 1*(1), 62-79. https://doi.org/10.17943/etku.14356.

Translated works

If the original work was written in a different language and you read a copy that was translated into English, the English title is placed in the reference, followed by the name of the translator in parentheses. The original publication date is the last portion of the entry and is placed within parentheses with the note "Original work published" followed by the date. In the citation, include the original publication date and the date of translation.

Cohen, E. C. (2019). *Make way for the information age* (E. C. Boyd, Trans.). IS Press. (Original work published in 1950.)

Reprinted or republished works

Add information about the original work in parentheses at the end of the reference entry. In the in-text citations include both the original publication date and date of republication.

Clark, G., & Zimmerman, E. (1988). Professional roles and activities as models for art education. In S. Dobbs (Ed.), *Research readings for discipline-based art education.* National Association of Education. (Reprinted from *Studies in Art Education, 19* (1986), 34-39.)

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. & Trans.), *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 3-66). Hogarth Press. (Original work published 1923).

Note: in the parenthetical citation give the original publication date and the date of republication (Freud, 1923/1961)

Work discussed in a secondary source

If Boyd's 1990 work is discussed in a work by Cohen and you did not read Boyd's work, list the work by Cohen in the reference list, as shown below. The in-text citation would be: "Boyd's findings (1990, as cited in Cohen, 2002) ..."

Cohen, E. B. (2002). *Developing organizations.* Informing Science Institute.

Dictionary or encyclopedia with a group author
(This is changed from the 6th edition)

When the author is a group, such as Merriam-Webster, the name of the group is placed in the author position.

If you used a print version of the work, enter the publication date. Online dictionaries or encyclopedias are usually continuously updated; some also have archived versions. If you used an archived version with a DOI or URL, enter the date of that version. If you are citing an online work that does not have archived versions, enter (n.d.) as the date and enter the date retrieved at the end of the reference.

The term or phrase being defined is placed after the date in sentence case. As with an edited book, begin the source element with "In" and the name of the publication, in italics. If more than one entry for the group is included, the date with suffix is shown with a dash before the suffix.

Encyclopædia Britannica. (2016, November 7). Distance learning. In *Encyclopædia Britannica*.
https://www.britannica.com/topic/distance-learning

Merriam-Webster. (n.d.-a). Interdisciplinary. In *Merrian-Webster.com dictionary*. Retrieved March 25, 2020, from
https://www.merriam-webster.com/dictionary/interdisciplinary

Merriam-Webster. (n.d.-b). Transdisciplinary. In *Merrian-Webster.com dictionary*. Retrieved March 25, 2020, from
https://www.merriam-webster.com/dictionary/transdisciplinary

Wikipedia and other wikis

The title of the page is entered as the author element.

Enter the date of the version you used. Information in wikis changes, but some, such as Wikipedia, archive past versions. In Wikipedia, archived versions can be accessed by selecting the "View history" tab on the Wikipedia page. Enter the archived date for the version you used. If you are using a wiki that does not provide permanent links to archived versions of the page, enter (n.d.) as the date.

Enter "In" followed by the name of the wiki in italics. If you used an archived source, enter the URL for that work. If you did not use an archived source, enter the date retrieved and the URL.

How to have a fun, interesting conversation via text. (n.d.) In *wikiHow*. Retrieved March 26, 2020, from
https://www.wikihow.com/Have-a-Fun,-Interesting-Conversation-Via-Text

Informing science. (2019, January 13). In *Wikipedia*. https://en.wikipedia.org/wiki/Informing_science

YouTube video or other streaming videos

Enter the name of the person or group who uploaded the video as the author. After the date the video was uploaded, enter the title in sentence case italics. Put Video in square brackets after the title. Follow this with the name of the streaming service and the URL.

Intel. (2015, April 15). *Moore's law got me!* [Video]. YouTube. https://www.youtube.com/watch?v=Hoqa-fBsQfs

Order of Reference List

Reference entries are listed in alphabetical order by the first significant word in the entry; typically, this is the first author's last name. If the first element is the name of organization, group, or title, alphabetize by the first significant word of the name, i.e., ignore "The" and "A." For example, an entry starting with "A puppy may reduce stress and save your life" is sorted as starting with "puppy". Use full names for organizations and groups, not abbreviations.

If you have more than one work by the same author (or authors in the exact same order), list them in order by the year of publication, starting with the earliest. Entries for the same author with (n.d.) as the date are listed before those with a date; entries with (in press) as the date are listed after those with a date.

When an author appears both as a sole author and, in another reference entry, as the first author of a group, list the one-author entries first.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author or the last name of the third if the first and second authors are the same.

If you are using more than one source by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by first significant word the title of the article or chapter. Then assign letter suffixes after the year, e.g., 2019a, 2019b.

Sample reference list

Aguirre-Muñoz, Z., & Pantoya, M. L. (2016). Engineering literacy and engagement in kindergarten classrooms. *Journal of Engineering Education*, *105*(4), 630-654. https://doi.org/10.1002/jee.20151

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

Anonymous. (2019). *A warning*. Hachette Book Group.

Barasa, P. L., & Omulando, C. (2018). *Research and PhD capacities in Sub-Saharan Africa; Kenya report*. British Council and the German Academic Exchange Service. https://www2.daad.de/medien/der-daad/analysen-studien/research_and_phd_capacities_in_sub-saharan_africa_-_kenya_report.pdf

Blau, P. (2017a). *Exchange and power in social life* (2nd ed.). Routledge. https://doi.org/10.4324/9780203792643

Blau, P. (2017b). Structural constraints of status complements. In L. A. Coser (Ed.), *The idea of social structure* (pp. 117-138). Routledge.

Brislin, R. W. (1980). Translation and content analysis of oral and written materials. In H. C. Triandis & J. W. Berry (Eds.), *Handbook of cross cultural psychology* (pp. 389-444). Allyn and Bacon.

Chang, H.-H., & Wong, K.-H. (2010). Adoption of e-procurement and participation of e-marketplace on firm performance: Trust as a moderator. *Information & Management*, *47*(5), 262-270. https://doi.org/10.1016/j.im.2010.05.002

Clinton puts "human face" on health-care plan. (1993, September 16). *The New York Times*, p. B1.

Cohen, E. B., Howard, J., Fulton, L., Gill, T. G., Craig, K., Peterson, R., Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Jones, L., Iredell, M., Saha, S., White, G., Nations, J., Zhu, Y., Chelliah, M., Mathews, W., . . . Boyd, E. C. (1967). *Nerve cells and insect behavior*. Harvard University Press.

Council for the Advancement of Standards in Higher Education. (2013). *Preparation standards for student affairs professionals in higher education standards and guidelines: Self-assessment guide*.

Council for the Advancement of Standards in Higher Education. (2019a). *About CAS*. https://www.cas.edu

Council for the Advancement of Standards in Higher Education. (2019b). *Glossary of terms*. https://www.cas.edu/glossary

Danaher, M., Schoepp, K., & Ater Kranov, A., (2017). Are students in graduate programmes adequately attaining professional skills? *World Transactions on Engineering and Technology Education*, *15*(4), 310-317. http://www.wiete.com.au/journals/WTE&TE/Pages/Vol.15,%20No.4%20(2017)/01-Danaher-M.pdf

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In-text Citations: Parenthetical and Narrative

(For more information, see https://apastyle.apa.org/style-grammar-guidelines/citations/)

Parenthetical citations are placed in the body of the paper (or in a table, figure, or appendix) to identify sources. They include the author(s) name(s) and date of publication to enable the reader to locate the corresponding entry in the alphabetical reference list at the end of the paper. **Each source you cite in the paper** (with the exception of personal communications) **must appear in your reference list; likewise, each entry in the reference list must be cited in your text**. Make sure that the spelling of authors' names and dates of publication are identical in both places.

Format of In-text Citations

For works with one or two authors, include both authors in all citations. For works with three or more authors, include the name of the first author followed by "et al." (not in quotation mark or italics) in **all** citations (This is a change from previous APA editions.), e.g., (O'Meara et al., 2018), unless doing so would create ambiguity.

When two or more works with three or more authors have the same first author and same date and using just the name of the first author does not identify a work, it is necessary to disambiguate the entries. For example, the citations for the following two reference entries shorten to (Danaher et al., 2018).

Danaher, M., Schoepp, K., Ater Kranov, A., Dssouli, R., Kamoun, F., & Wallace. J. B. (2018). Empowering graduates for knowledge economies…

Danaher, M., Schoepp, K., & Rhodes, A. (2018). Effective evaluation of the non-technical skills…

To disambiguate the citations, include as many names as necessary to identify the work and then enter "et al." However, since "et al." is plural, meaning "and others", it cannot stand for just one name. When only the final name is different, spell out the name. The citations to the references above would be (Danaher, Schoepp, Ater Kranov, et al., 2018) and (Danaher, Schoepp, & Rhodes, 2018).

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

Place the last name and date, separated by a comma, within parentheses. A parenthetical citation can appear within or at the end of a sentence.

> When modeling an informing system, we normally define one or more clients, one or more informers, and one or more channels through which informing takes place (Gill, 2015).

> In this paper, we conduct a descriptive analysis of characteristics of TDKPTs from a systems perspective (Cilliers, 1998) as an approach to the study of TDKPTs.

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

> (see Gill, 2015, for more detail)

> (The work by Cilliers, 1998, is a good example.)

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**.

> (for example, mobile phones; Gill, 2015)

Narrative Citations

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

> An article by Gill (2015) addresses the issue of a rugged landscape.

If both the name of the author and the date are used in the text, a parenthetical citation is not necessary.

> In his 2018 book, Rob Hammond reveals ways to survive business disruptions.

Within same paragraph, when the name of the author is part of the narrative, you do not need to repeat a citation as long as this source cannot be confused with others cited in the article. However, the name and year should be included in all parenthetical citations in which the author is not named in the sentence.

> According to Hammond (2018), leadership employs every technique in the management toolbox. ... Hammond gives examples of businesses facing disruptions. ... The research also found significant differences between businesses (Hammond, 2018).

Paraphrasing

If you are referring to or paraphrasing an idea from another work but **NOT** directly quoting the material, you only need to make reference to the author and year of publication in your in-text reference. Although it is not required to provide a page or paragraph number in a citation, you may include one (in addition to the author and year) when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book).

Direct Quotations

(For more information see ***https://apastyle.apa.org/style-grammar-guidelines/citations/quotations***)

Always give page numbers for direct quotations. Before the page numbers, enter "p." for a single page or "pp." for multiple pages.

Short quotation. Place direct quotations of fewer than forty words within your text and enclose the quotation within double quotation marks. Provide the author, year, and specific page citation in the text, and include a complete reference in the reference list. Punctuation marks, such as periods, commas, and semicolons, should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quotation but after the parenthetical citation if they are a part of your text. Do not insert an ellipsis at the beginning and/or end of a quotation unless the original source includes an ellipsis.

> According to the APA, "The main objective of scholarly writing is clear communication, which can be achieved by presenting ideas in an orderly and concise manner. … Precise, clear word choice and sentence structure also contribute to the creation of substantive, impactful work." (American Psychological Association, 2020, p. 111)

> It was found that "doctoral students' internal perspectives and monologues about their ability to achieve their professional goals reflected a larger degree of variance" (O'Meara et al., 2014, p.162).

> Young (2020) describes the beginning of his journey; "Riding in the jeeps, we head toward a group of giraffes. … We watch the animals grazing quietly. Will they see us?" (p. 39).

> She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

> What were the reasons Jones (1998) found "students often had difficulty using APA style" (p. 199)?

> Porter (1998) states, "The internetworked classroom has the potential to empower students" (p. 5), and this research project examines this potential.

Long quotation. Place direct quotations longer than forty words in a free-standing block of typewritten lines indented 0.5 inches and omit quotation marks. The source can be cited in parentheses at the end of the block or the author and date can be text before the block and just the page numbers included in parentheses at the end of the block. In both cases, the parenthetical citation comes **after** the closing punctuation mark.

> As Hammond (2018) previously explained,
>
>> It's expensive to replace salespeople. It's expensive because replacing salespeople equates to recruiting costs, lost selling time, longer sales cycles, smaller deals, fewer deals, and lost customers. Also, it's tougher to recruit high performers, and a company's brand reputation is damaged once people learn that a company is replacing salespeople. Avoiding these costs by retaining salespeople when possible, creates a compelling return on investment. (p. 1)

> Life moves fairly smoothly when things don't change much: however,
>
>> the routine approach unravels when your experiences deceive you because of a disruption, like moving to a new town or an unexpected rainstorm. Market disruptions are the same for a sales force. The disruptions make the routine ineffective. To be successful, we have to free ourselves of preconceived ideas about sales force motivation, training, and the trans-formation process so that we can develop a broader, deeper perspective of the situation. We need to get outside of our historical bounded reality to see the entire landscape. (Hammond, 2018, p. 43)

Quotations from research participants

Quotations from research participants are not included in the references but are indicated in the text that the quotations are from participants in the study.

> When asked about the importance of the group project, one student stated, "I think the project is essential." (Student 6)

> Another student responded as follows:
>
>> Without the project the student is nothing. The project is the base of the course due to its practical nature. Without the project, people can know how to use a formula, but this is not

the same as putting all the work together. … Despite being two MCQs tests, the project complemented them. (Student 12)

Citations to Corporate Author

When the reference is to a work by a corporate author, use the full name of the organization as the author.

> Retired officers retain access to all the university's educational and recreational facilities (Columbia University, 1987, p. 54).

If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you may put the abbreviation within brackets in the first citation and abbreviate the name in subsequent citations.

> [First citation] Though the brain may be done growing in size, it does not finish developing and maturing until the mid- to late 20s (National Institute of Mental Health [NIMH], 2020).

> [Subsequent citation] Because the teen brain is still developing, teens may respond to stress differently than adults (NIMH, 2020).

The above appears in the reference list without the abbreviation:

> National Institute of Mental Health. (2020) …

Citations When no Author

If no author is available, use the first few words of the reference list entry (usually the title) and the year. Use the shortest form that will allow you to recognize the work properly. Use double quotes around the title of an article, chapter, or web page and italicize the title of a book, brochure, or report.

If the title of the work is italicized in the reference, also italicize it in the citation; if the title is not italicized in the reference, use double quotation marks around the title in the citation. Use title case for these titles.

For example, a citation to the article titled "A puppy may reduce stress and save your life," could be shortened and entered as ("A puppy may reduce stress," 2020). (Remember that this title would be alphabetized in the Reference List using "puppy.") If you are citing the entire dictionary, not an entry in it, the citation would be entered as (*Merriam-Webster's*, 2005).

Personal Communication

Personal communications (such as e-mail messages to you), private interviews that you conducted with another person, personal letters, telephone calls, and other material that cannot be retrieved are cited in the text and receive a slightly more elaborate in-text citation. They are **not** listed in the references

To cite a personal communication, provide first name or initials and last name of the communicator, the type of personal communication, plus as exact a date as possible in the body of your paper.

> Jesse Moore (telephone conversation, April 17, 1989) confirmed that the ideas . . .

> A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Citation of a Work Discussed in a Secondary Source

To cite material that you have not read but that is discussed in another source, refer to both sources in the text, but include in the reference list only the source that you actually used. For instance, suppose you read a work by Feist and would like to quote or paraphrase material presented in that book that comes from work by Bandura. In this case, the in-text citation would be (Bandura, 1989, as cited in Feist, 1998). Feist (1998)

would be fully referenced in the list of References; Bandura would not be listed. If the date of the original work is unknown, it is omitted from the citation.

> Bandura (1989, as cited in Feist, 1998) defined self-efficacy as "people's beliefs about their capabilities to exercise control over events that affect their lives" (p. 1175).
>
> In an earlier study (Bandura, 1989, as cited in Feist, 1998) …

Translated, Reprinted, and Republished Works

This type of work has two dates: the date of the original publication and the date of the second publication. In the citations, enter the original date, a forward slash, and the date of the second publication.

Add information about the original work in parentheses at the end of the reference entry, e.g., (Cohen, 1950/2019) or Freud (1923/1961)

Web Site

When referring to an entire Web site and not citing specific information from the site, it is sufficient to give just the address of the site in the text and not include it in the list of references.

> "Kidspsych (http://www.kidspsych.org) is a wonderful interactive web site for children.

Dictionaries and Wikis

Dictionaries or encyclopedias. If the work has a named author, enter the name of the author; otherwise, enter the name of the publisher as the author. If you are citing a print version of the work, enter the publication date, e.g., (World Book Encyclopedia, 2017). Online dictionaries or encyclopedias are usually continuously updated; some also have archived versions. If you are citing an archived version with a DOI or URL, enter the date of that version. If you are citing an online work that does not have archived versions, enter (n.d.) as the date, e.g., (Merriam-Webster, n.d.); the date retrieved is entered in the reference.

Wikipedia and other wikis. Wikipedia provides access to archived versions.

Enter the title of the page in quotation marks, followed by the date accessed.

> Informing science is a transdiscipline that was established to promote the study of informing processes across a diverse set of academic disciplines ("Informing science," 2019).
>
> It can be difficult to make text conversations interesting, but with a little planning it can be done ("How to have fun," n.d.).

Authors with Same Surname

If two or more primary authors have same surname, include the primary author's initials in **all** text citations, even if the year of publication differs. (Although the suffix Jr. for S. Freeman is in the references, it is not included in the citation.)

> The research studies of S. Freeman et al. (2019) and M. A. Freeman et al. (1985) concluded that …
>
> One of several recent studies (S. Freeman et al., 2019) addressed the need for … However, an earlier study (M. A. Freeman et al., 1985) did not consider …

Citations Containing More Than One Work

Multiple authors cited together

List works by different authors in **alphabetical order by last name of the first author** (the same order as in the reference list) and use semicolons to separate the references. Note that these will not necessarily be in order by date.

> **Example:** (Blau, 2017b; Kafai, & Resnick, 1996; O'Meara et al., 2014)

However, if you are citing two that shorten to the same "et al." list them in order of the date of publication, which may not be in the same order as in the reference list.

> **Example:** Several studies (O'Meara et al., 2014, 2018) …

More than one work by the same author(s)

If you are citing more than one work by the same author(s), include enough information so that your reader can differentiate between them.

If you have used two studies by the same author(s) from different years, enter the name once followed by the dates of publication in chronological order and separated by commas.

> According to Denning (1970, 2017) there continue to be many unresolved questions concerning computational thinking.

Same author, same date

If you are citing more than one work by the same author in the same year, use the suffixes a, b, c, etc., so that your reader can differentiate between them (These suffixes will correspond to the order of entries in your References.):

> Several studies (Council for the Advancement of Standards in Higher Education, 2019a, 2019b) have shown that. . .
>
> In one study (Council for the Advancement of Standards in Higher Education, 2019b). In another study … (Council for the Advancement of Standards in Higher Education, 2019a).

"See also" Citations

To separate major citations from other citations, list the major citations first (in alphabetical order) and then insert "see also" followed by the other works, also in alphabetical order.

> **Example:** (Boyd, 2001; Cohen, 1999; see also Alger, 1998; Thomas, 1915.)

Appendices

An appendix is used for additional material that is referenced in the text but placed at the end of the document, after the list of references and before the biographical material. If there is only one appendix, title it "Appendix." If there is more than one appendix, identify each with letters, as in "Appendix A" and "Appendix B". All appendices should also have a descriptive title.