

UNIVERSITY OF TWENTE.

# APA: Guideline overview and examples

Professional Academic Skills

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## 1. In-text citations

**1.1 General information (see APA Publication Manual 8:11: Parenthetical and Narrative Citations: Citing References in Text, page 263. Please note that 8:16 (p. 265) is also referred to in this section.)**

In-text citations allow a reader to know where to look in your reference list when you provide information from a specific source. Depending on how you write your text, an in-text citation can be either active or passive:

- **active:** A citation in which you mention the author in the sentence itself, i.e. **narrative in-text citations**
  - o Example: Van Hoof (2017) found more factors in alcohol-purchasing strategies.
- **passive:** A citation in which you only provide information from a specific source, i.e. **parenthetical in-text citations**
  - o Example: Risk-benefit evaluation is an important factor when it comes to privacy of data (Barth & De Jong, 2017).

However, depending on the type of source and citation, the way in which you must cite an author or authors varies. In some situations, the way in which you must refer to certain authors changes after the first time you cite them. Below are the most common examples (also see 8:17 of the APA manual, 7<sup>th</sup> ed., p. 266):

Type of citation	First citation (active)	Subsequent citations (active)	First citation (passive)	Subsequent citations (passive)
1 author *	Van Hoof (2017)	Van Hoof (2017)	(Van Hoof, 2017)	(Van Hoof, 2017)
2 authors	Barth and De Jong (2017)	Barth and De Jong (2017)	(Barth & De Jong, 2017)	(Barth & De Jong, 2017)
3 or more authors **	Janssen et al. (2013)	Janssen et al. (2013)	Janssen et al. (2013)	Janssen et al. (2013)
Group (with abbreviation) ***	Central Bureau of Statistics (CBS, 2013)	CBS (2013)	(Central Bureau of Statistics [CBS], 2013)	(CBS, 2013)
Group (no abbreviation)	University of Twente (2010)	University of Twente (2010)	(University of Twente, 2010)	(University of Twente, 2010)

\*Always include the year of publication, unless when “multiple narrative citations to a work appear within a single paragraph”(p.265)

\*\*Examples includes only 3 authors. The same format applies for 4 and 5 authors. Please note that this type of citation differs substantially from previous APA edition.

\*\*\* You have to write the full name of the group once before using the abbreviation

## 1.2 Multiple sources (see APA Publication Manual: Citing References in-Text 8:12 and 8:19, p. 263 - 264 and p. 267 - 268)

When writing a text, you may use several pieces of information from multiple sources at the same time. "When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons (APA Publication Manual, p. 263)". In these cases, the following rules apply:

Type of citation	Example (passive – parenthetical in-text citations)
Works of different authors	(Barth & De Jong, 2017; Janssen, Van Vuuren, & De Jong, 2013)
Works of the same authors*	(Van Hoof, n.d., 2017, 2010, in press)
Works of the same authors that were published in the same year**	(Barth & De Jong, 2017a, 2017b)
Works of different authors, but first authors have the same surname***	(J. Jansma, 2001; S. R. Jansma & Gosselt, 2017)

\* "Place citations with no date first, followed by the works with dates in chronological order; in-press citations appear last" (p. 263).

\*\* Include a lowercase letter after the year. If this situation occurs, you must also apply this to your references.

\*\*\* If this situation occurs, you must include the first author's initials in all text citations, even if they have different publication years.

## 1.3 Online sources

Unless you are citing an entire website, citing online sources comply to the normal rules of in-text citations. In this table, active examples are also included for websites, periodicals and common software and mobile apps.

Type of citation	Example passive (i.e. parenthetical in-text citations) and active
Entire website (not a specific page)*	( <a href="https://www.utwente.nl">https://www.utwente.nl</a> )
Social media (e.g., Twitter)	(Trump, 2020)
Website for a survey	I created my survey using Qualtrics ( <a href="https://www.qualtrics.com">https://www.qualtrics.com</a> )
Periodicals	We searched the Journal of [fill in the dots] for studies to include in the meta-analysis.
Common software and mobile apps	"Mention the name in the running text as well as the version used if known" (p.269)

\*When citing an entire website, you should not include it in your reference list. When citing a specific webpage, refer to an author and a date if available

#### 1.4 Sources without an author or publication year (see APA Publication Manual: Citing References in Text, page 265)

Sometimes, the source you are trying to cite is missing certain information. This most commonly occurs when trying to cite certain types of web content. Below are some of the most common examples of how this should be dealt with:

Type of citation	Example passive (i.e. parenthetical in-text citations) and active
Unknown author*/ **	("Title of the text", 2015)
Unknown publication year***	(Haaksma, n.d.)
Anonymous author	(Anonymous, 2010)

\*In this case, you provide the title of the work instead of the author. "Note that the title moves to the author position in the reference list entry as well" (p.265).

\*\* Titles that are too long should be shortened for the in-text citation, for example: Novel with no author: (*Classical stories*, 2020) OR Magazine Article with no author: ("Understanding how things came to be", 2020)

\*\*\*In this case, you replace the year of publication by "n.d.", which is an abbreviation for "no date".

**1.5 Quotes** (see APA Publication Manual 7<sup>th</sup> ed. Of Woodworth & Adams, n.d.: Quoting and Paraphrasing 8:26 and 8:27, page 272. Refer to 8:30 and 8:31 about matching wording, spelling and interior punctuation to original source and them requiring explanation or not on p. 275 and 276. Refer to 8:32 on p. 276 of the publication manual for more information about citations to other works in block quotations.)

In some cases, it is better to quote a source directly instead of paraphrasing it (i.e., putting it in your words). This can be the case when wanting to use specific definitions, or information that may be misinterpreted. When quoting, the following rules apply:

Type of citation	Rules	Example
Short Quotations, <40 words	Incorporate quote in-text. Use double quotation marks and provide page number(s).	Liu, Volcic, and Gallois (2014) define communication as “the process by which people use shared verbal or nonverbal codes, systems, and media to exchange information in a particular cultural context” (p. 28).
Block Quotations, Quote, ≥40 words */**/**	Use a block quotation, avoid using quotation marks, and provide page number(s).	Lowdermilk (2013) described the main advantage of unstructured interviews as follows: Unstructured interviews allow for a more open dialog that’s fitting for this type of exploration. The key to unstructured interviews is the level of informality. Not structuring your interview allows free-form ideas to emerge because you’re having an open discussion about the problem space (pp. 83-84).

\*"Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin. If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph and additional 0.5 in. Double space the entire quotation" (p.272). If block quote includes citations, refer to section 8:32 of the APA 7<sup>th</sup> ed.

\*\*When quoting directly, you may not make any modifications to the source, so always write it in full. However, you may change the first letters of the sentence into uppercase or lowercase, the punctuation that marks the end of a sentence, and omitting certain parts of the text and replace them with three spaced ellipsis.

\*\*\*When quoting online sources, page numbers are not always present. In that case, you should indicate the paragraph number in which your quote appears, instead of mentioned a page number. This has the following format: (Author, year, para. x)

**1.6 Secondary sources** (citing a source within another source). (See APA Publication Manual 7<sup>th</sup> ed. Of Woodworth & Adams, n.d.:

Specifically, refer to section 8.6 on Primary and Secondary Sources in the APA manual (Woodworth & Adams, n.d.) to continue reading about how and when to use secondary sources.

When to use secondary sources and when not to use them. It may sometimes be the case that you find a useful source within a certain work. If this is the case, you must always attempt to try and access the original article first. However, this is not always possible. In this situation, you have to consider both the primary source and secondary source. For instance:

- **Situation:** You are reading a book by De Jong (2017), which provides information from an article from Haaksma (2016) you want to use. However, the article by Haaksma (2016) is no longer accessible.
  - The source of the information (article by Haaksma) is the primary source.
  - The source that you actually read (book by De Jong) is the secondary source.

In this situation, you should cite the both sources as shown below. In your reference list, you should only include the secondary source.

- Example (active – narrative citation): Haaksma (as cited in De Jong, 2017) found several distinguishing user groups.
- Example (passive – parenthetical citation): Users of technical products have their own ways of framing their experiences (Haaksma, as cited in De Jong, 2017)
  - “If the year of publication of the primary source is known, also include it in the text” (Woodworth & Adams, n.d., p. 259). In this example, that year was indeed known, which is 2016 and which should be included in the running text, so: (Haaksma, 2016, as cited in De Jong, 2017).

## 2. Reference list

**General information** (See APA Publication Manual 7<sup>th</sup> ed. Of Woodworth & Adams, n.d.: Chapter 9 - Reference List, page 281)

"The reference list at the end of a paper provides the information necessary to identify and retrieve each work cited in the text" (p. 281), whereas a bibliography "cites work for background or further reading" (p. 281), and may even include notes. Referencing properly will ensure that you are perceived as a credible and careful researcher and writer, according to the APA guidelines. Refer to section 9.6 to continue reading about this. A reference list contains the full references of the work that you cite in your text. As is the case with in-text citations, the rules for what to include in a reference varies depending on the type of source. Before including a reference list, first determine the reference category:

Type of work categorized in groups *	Examples specified per group
1. textual work group	Books, dissertations, theses, and periodicals – journal article
2. data sets, software and tests group	Computer software, mobile apps, tests and equipment
3. audiovisual media group	Films, TV Shows, and YouTube videos
4. online media group	Social media, webpages and websites

\* Continue reading in section 9.1 of the Publication Manual, 7<sup>th</sup> ed. Consult chapter 10 (e.g. on p. 341 – audiovisual media types and what to include as the author) for templates and more examples.

In section 9.4, **four elements of a reference** are specified, which are:

1. **Author** (see sections 9.7-9.12 of the manual)
2. **Date** (see sections 9:13 -9:17 of the manual)
3. **Title** (see sections 9:18-9:22 of the manual)
4. **Source** (see sections 9:23 -9:37 of the manual)

There are a few **general rules** you need to take into account when organizing your reference list should:

1. always start on a new page and have "References" as the title
2. be arranged in an alphabetical order by the last name of the first author. Single authors go before multiple authors when references have the same first author. Organise by year of publication if names are the same.
3. be separated by using indentations (Note: avoid using bullet points or numbers). The first line of a reference should be left as normal, while subsequent lines of each references should be indented (see examples).

If information is missing, consult table 9.1 on p. 283 of the APA manual to see how to go about creating a reference.

## 2.1 Journal articles (see APA Publication Manual, Chapter 10.1: Periodicals, page 316)

Journal articles are quite straightforward to refer to. In general, the following format applies: Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of the article. Journal, volume number(issue number), x-y. <https://doi.org/...>

Source type: Journal article	Examples
<b>1 author</b>	Mellers, B. A. (2000). Choice and the relative pleasure of consequences. <i>Psychological Bulletin</i> , 126(6), 910-924. <a href="https://doi.org/10.1037/0033-2909.126.6.910">https://doi.org/10.1037/0033-2909.126.6.910</a>
<b>Two up to 20 authors</b> → use an ampersand, and provide surnames as well as initials.	Bochaver, A., & Fenko, A. (2010). Metaphors in happy and unhappy life stories of Russian adults. <i>Metaphor and Symbol</i> , 25(4), 243-262. <a href="https://doi.org/10.1080/10926488.2010.510928">https://doi.org/10.1080/10926488.2010.510928</a>
<b>Three or more authors</b> → Use a serial comma before the ampersand.	Janssen, S., van Vuuren, M., & de Jong, M. D. T. (2013). Identifying support for functions in developmental relationships: A self-determination perspective. <i>Journal of Vocational Behavior</i> , 82(1), 20-29. <a href="https://doi.org/10.1016/j.jvb.2012.09.005">https://doi.org/10.1016/j.jvb.2012.09.005</a>
<b>21 authors or more:</b> include the first 19 author's names, insert an ellipsis and add the final author's name **	"Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437-471. <a href="http://doi.org/fg6rf9">http://doi.org/fg6rf9</a>

\*Use a serial comma before the ampersand with three or more authors.

\*\* Example taken from APA Manual page 317. Short DOI is used here → Section 9:36 of APA Manual

**2.2 Notes about DOI and URLs** (see APA Publication Manual, Sections 9:34 When to include DOIs and URLs, and 9:35 for formatting of DOIs and URLs)

### **DOIs**

At the end of the reference you see something called a DOI (Digital Object Identifier) link. A DOI code can usually be found in the document details of an article, or in the first few pages of the article itself. Once you found that code, you only need to turn it into a link by adding <https://doi.org/> in front of it. “The current DOI format presents the DOI as a direct link to the work rather than as an unlinked number or a link through a proxy server. It simplifies and standardizes retrieval” (p. 300 of the Manual).

Though this is the recommended way of presenting a DOI code, some other, older formats are also accepted. Examples are:

- <https://dx.doi.org/10.1037/0033-2909.126.6.910>
- DOI: 10.1037/0033-2909.126.6.910

### **DOI-shorteners**

When DOIs are too long, you may want to use a shortened one. Use the Short-DOI service provided by the International DOI Foundation (<http://shortdoi.org/>).

### **DOI and URL (i.e. Uniform Resource Locator) rules taken from the manual on p. 299:**

- Include a DOI when available.
- If a print work does not have either a URL or a DOI, do not use it.
- If an online work has both, only include the DOI.
- If an online work has a URL only, use that. For more specific guidelines on URL use, see p. 299 of the manual.
- If only ISBNs or ISSNs are available, do not include these numbers, for these are not used in APA.

**2.3 Books** (See APA Publication Manual: See sections 9:29 on p.296, 10:2 (i.e. Books and Reference Works, pp. 321-326) and 10:3 (i.e. Edited Book Chapters and Entries in Reference Works, pp. 326-329).

When referring to an entire book or a book chapter, you should include the book's edition, editors if applicable and the publisher (including location)

Type of source – Book	Example
Printed book	Kassin, S., Fein, S., & Markus, H. R. (2013). <i>Social Psychology</i> (9 <sup>th</sup> ed.). Wadsworth.
Book chapter**	Lowdermilk, T. (2013). <i>What is user-centered design?</i> In M. Treseler (Ed.), <i>User-centered design: A developer's guide to building user-friendly applications</i> (pp. 5-11). O'Reilly Media.
Edited e-book	Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). <i>Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents, children, and adolescents</i> . Springer Publishing Company. <a href="http://a.co/0IAiVgt">http://a.co/0IAiVgt</a>
Audio book	Rowling, J. K. (2015). <i>Harry Potter and the sorcerer's stone</i> (J. Dale, Narr.) [Audiobook]. Pottermore Publishing. <a href="http://bit.ly/2TcHchx">http://bit.ly/2TcHchx</a> (Original work published 1997)
Book from an online library	Liu, S., Volcic, Z., & Gallois, C. (2014). <i>Introducing intercultural communication: Global cultures and contexts</i> . Retrieved from <a href="https://books.google.com/books?isbn=1473909112">https://books.google.com/books?isbn=1473909112</a>

\*Add the book's edition (e.g., (9th ed.)) if applicable

\*\*In this case, you first list the chapter that you want to cite first, and the full title of the book second

\*\*Whenever applicable, indicate the editors of a book by marking them with (Ed.) or (Eds.)

## 2.4 Conference proceedings

Not all articles are published in scientific journals. Some are submitted or presented at certain meetings or symposia. Depending on how these works are published, you have to refer to these sort of articles differently:

Type of source – Conference Proceedings	Example
Conference proceeding, published regularly online*	Forlizzi, J., & Battarbee, K. (2004). Understanding experience in interactive systems. <i>Proceedings of the Conference on Designing Interactive Systems: Processes, Practices, Methods, and Techniques</i> , 5, 261-268. <a href="https://doi.org/10.1145/1013115.1013152">https://doi.org/10.1145/1013115.1013152</a>
Conference proceedings, published in book form**	Bevan, N. (2009). Extending quality in use to provide a framework for usability measurement. In M. Kurosu, <i>Lecture Notes in Computer Science: Vol. 5619</i> (pp. 13-22). Heidelberg, Germany: Springer-Verlag. <a href="https://doi.org/10.1007/978-3-642-02806-9_2">https://doi.org/10.1007/978-3-642-02806-9_2</a>

\*In this case, you use the same format as a journal article.

\*\*In this case, you use the same format as a chapter in an edited book. However, in conference proceedings, location is salient, which is why the location should be included in the reference.

## 2.5 Online sources

Writing a reference for an online source can be very tricky, since there are many different kinds of online sources, and sometimes not all the information you require is available. Below are some common examples:

Type of source – Online sources	Example
Webpage (e.g. a blog post)*	Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? Sci-Ed. <a href="https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/">https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/</a>
Webpage (year of publication unknown)**	The de Bono Group. (n.d.). <i>Six thinking hats</i> . Retrieved 2017, June 26, from <a href="http://www.debonogroup.com/six_thinking_hats.php">http://www.debonogroup.com/six_thinking_hats.php</a>
Social media (e.g., Twitter)***	Obama, B. [BarackObama]. (2013, November 26). For entrepreneurs and founders of startups, #Obamacare is a businessopportunity [Tweet]. Retrieved from <a href="https://twitter.com/BarackObama">https://twitter.com/BarackObama</a>

\*In this case, the source is a blog post or status update which is posted regularly. For these kind of sources, the title should not be italicized.

\*\*In this case, the exact date of publication is unknown. Therefore, you must indicate the date on which you retrieved the information from the source

\*\*\*In this case, the source concerns a stand-alone webpage. Therefore, the title must be italicized.

## 2.6 Other types of content

There are a few more common types of content which have not been covered yet. Below are some examples:

Type of source – various	Example
Thesis or dissertation*	Jansma, S. (2011). <i>Sharia and democracy: Doomed to fail?</i> (Master's thesis). Vrije Universiteit, Amsterdam.
Institutional report (online)	McDaniel, J. E., & Miskel, C. G. (2002). The effect of groups and individuals on national decision making (CIERA Report 3-025). <a href="http://www.ciera.org/library/reports">http://www.ciera.org/library/reports</a>
Newspaper article (online)**	Singer, N. (2017, May 13). How Google took over the classroom. <i>The New York Times</i> . <a href="https://www.nytimes.com">https://www.nytimes.com</a>
Standards (e.g., quality/safety)	International Organization for Standardization. (2010). <i>Ergonomic of human system interaction - Part 210: Human-centered design for interactive systems</i> (ISO Standard No. 9241-210). <a href="https://www.iso.org/standard/52075.html">https://www.iso.org/standard/52075.html</a>

\*If you retrieved the source from the web, replace the publisher institution and location with a URL.

\*This example concerns a master's thesis. If it concerns a doctoral dissertation, indicate this after the title of the source

\*\*For online newspaper articles, provide only the homepage URL of the newspaper

## References

Woodworth, A. T., & Adams, A. A. (n.d.). *Publication Manual of the American Psychological Association 7th ed.* <https://platform.virdocs.com/r/s/0/doc/1302723/sp/158777685/mi/516212248?cfi=%2F4%2F2%2F2%2F14%2F10%2F10%5Bt0008-0002%5D&menu=table-of-contents>