



Inspiring Innovation and Leadership

APA Referencing Style Guide

A guide to referencing

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This referencing style guide for students of Karatina University is based on APA Referencing, developed by the American Psychological Association.

General considerations

General format of the reference list

- Start the reference list on a new page, with the word “**References**” centered at the top of the page.
- Second and subsequent lines of each reference should be indented (hanging indent format)
- The reference list should be listed alphabetically by author and then by year
- Book titles and journal titles should be in italics (preferably) or underlined
- The date is the year of publication, not printing
- For a book, the edition is only mentioned if it is other than the first
- The place of publication is the town or city, not the country
- Journal titles should be given in full, not abbreviated
- Do not put a full stop after a website URL
- Be consistent in format, layout, type-face and punctuation

Abbreviations in the Reference list

chapter	chap.
edition	ed.
editor or editors	Ed. or Eds.
no date	n.d.
number	No.
page	p.
pages	pp.
part	Pt.
revised edition	Rev. ed.
second edition	2nd ed.
supplement	Suppl.
translated by	Trans.
volume	Vol. (as in Vol. 4)
volumes	vols. (as in 3 vols.)

Capitalization

In the text

- Capitalize major words and all other words of four letters or more, in headings, titles, and subtitles outside reference lists, for example, "A Study of No-Win Strategies."

In the reference list

- For titles of books, chapters, and articles, capitalize only the first word of the title, the first word of the subtitle, and any proper names.
- For periodical titles, capitalize the first, last, and all principal words.
- For conference proceedings, capitalize the name of the conference, symposium etc.

Citations in the text

Brief citations are inserted within the text. When citing always provide the author's surname, year and specific page or paragraph number for non-paginated materials. This is to enable the reader to find the corresponding source in the reference list.

- This same point is made by others (Smith & Davies, 2006, p. 65).
- Smith and Davies (2006) made this same point.
- In 2006, Smith and Davies made this same point.

Note that "and" is replaced by the ampersand sign ("&") when the authors are given in brackets.

To cite a specific part of a source, indicate the page, chapter, figure or table at the appropriate point in the text. Always give page numbers for quotations.

- (Jones, 1998, chap. 3)
- (Walker, 2005, p. 234)

Quotations in the text

Short quotations of less than 40 words should be incorporated into the text, and the quotation enclosed in double quotation marks.

- “This is a quote of less than forty words” (Smith, 2008, p. 43)
- Smith (2008) said that “This is a quote of less than forty words” (p. 43)

Quotations of more than 40 words should be displayed in an indented block of text, without quotation marks.

- Smith (2008) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text, and include a full reference without page number in the reference list (p. 43).

- Smith (2008) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text and include a full reference without page number in the reference list.

If the quotation consists of more than one paragraph you should indent the first line of each paragraph (p. 43).

Compiling a Reference List

Books, Single author

Format:	Author's Surname, Initials. (Date of publication). Title (Edition, if not the first). Place of publication: Publisher.
Examples:	Nye, J. S. (2008). <i>The powers to lead</i> . New York: Oxford University Press. Boddy, D. (2005). <i>Management: An introduction</i> (3rd ed.). Harlow: Financial Times Prentice Hall.

Books, Multiple authors

<p>Format:</p>	<p>2-6 authors:</p> <p>1st Author's Surname, Initials, & 2nd Author's Surname, Initials. (Date of publication). Title (Edition, if not the first). Place of publication: Publisher.</p> <p>1st Author's Surname, Initials, 2nd Author's Surname, Initials, 3rd Author's Surname, Initials, 4th Author's Surname, Initials, 5th Author's Surname, Initials, & 6th Author's Surname, Initials. (Date of publication). Title (Edition, if not the first). Place of publication: Publisher.</p> <p>More than 6 authors: As above, but after the sixth author's name and initial use "et al." to indicate the remaining authors.</p>
<p>Examples:</p>	<p>Clarke, S., & Cooper, C. L. (2004). <i>Managing the risk of workplace stress: Health and safety hazards</i>. London: Routledge.</p> <p>Ponton, G., Gill, P., Mercer, P. A., & Smith, G. (1993). <i>Introduction to marketing</i> (3rd ed.). Oxford: Blackwell.</p>
<p>In the text:</p>	<p>2-6 authors Name all the authors in the first citation. Beginning with the second reference, name only the first author, then add "et al."</p> <ul style="list-style-type: none"> • First citation (Ponton, Gill, Mercer & Smith, 1993) • Subsequent citations (Ponton et al., 1993) <p>More than 6 authors Use the first author et al. for all citations including the first.</p> <ul style="list-style-type: none"> • (Stewer et al., 2003)

Books, Corporate author

- Where there is no named individual as author, this is often because there has been shared or corporate responsibility for the production of the material. In this case, the corporate name becomes the author. Corporate authors include government bodies, companies, professional bodies, societies, international organizations.

Format:	Name of the corporate author. (Date). Title (Edition, if not the first). Place of publication: Publisher. Use the word "Author" for the publisher, if author and publisher are identical.
Example:	Institute of Chartered Accountants in England & Wales. (2004). <i>Sustainability: The role of accountants</i> . London: Author.
In the text:	(Institute of Chartered Accountants in England & Wales, 2004)

Books, no author

- Some works such as dictionaries and reference books have no author

Format:	Title (Edition, if not the first). (Date). Place of publication: Publisher.
Example:	<i>Merriam-Webster's collegiate dictionary</i> (15th ed.). (2003). Springfield, MA: Merriam-Webster.
In the text:	(Merriam-Webster's Collegiate Dictionary, 2003)

Books, edited

- Apply the above rules for single author, 2-6 authors, and more than 6 authors, to editors

Format:	1 st Editor's Surname, initials, & 2 nd Editor's Surname, initials. (Eds.). (Year of publication). Title (Edition if not the first). Place of publication: Publisher.
Examples:	Mendenhall, M., Oddou, G., & Stahl, G. (Eds.). (2007). <i>Readings and cases in international human resource management</i> (4th ed.). London: Routledge. Lee, M. (Ed.). (2008). <i>Government public relations: A reader</i> . Boca Raton, FL: CRC Press.

Books, Chapter from edited

Format:	Contributing author's surname, initials. (Date of publication). Title of chapter. In Initials Surname of editor(s) (Ed.) or (Eds.), Title of book (Page numbers). Place of publication: Publisher.
Examples:	Bantz, C. R. (1995). Social dimensions of software development. In J.A. Anderson (Ed.), <i>Annual review of software management and development</i> (pp. 502-510). Newbury Park, CA: Sage. Offee, C., & Ronge, V. (1982). Theses on the theory of the state. In A. Giddens & D. Held (Eds.), <i>Classes, power and conflict</i> (pp. 74-98). London: Macmillan.

Books, Electronic

Format:	Author's Surname, Initials. (Date of publication). Title. (Edition, if not the first). Place of publication: Publisher. Retrieved day month, year, from website URL
Example:	Saunders, M., Lewis, P., & Thornhill, A. (2007). <i>Research methods for business students</i> (4th ed.). Harlow: Pearson. Retrieved 28 October, 2008, from http://www.mylibrary.com?id=177101

Journal articles, printed

- The rules on how to cite multiple authors, shown on page 5 under referencing style for books, also apply for journal articles and other forms of publication.
-

Format:	Author's Surname, initials. (Year of journal). Full title of article. Full Title of Journal, Volume Number (Issue Number*), page numbers of article. * The issue number is not necessary if the journal pages are numbered continuously throughout the year, only if each issue begins with page 1.
Examples:	Trappey, C. (1996). A meta-analysis of consumer choice and subliminal advertising. <i>Psychology and Marketing</i> , 13, 517-530. Stiles, P., & Taylor, B. (1993). Benchmarking corporate governance: An update. <i>Long Range Planning</i> , 26(6), 138-139.

Journal articles, electronic

- Journals articles are available through subscription databases, such as Business Source Premier, Emerald and ScienceDirect, but some are freely available on Internet websites.

<p>Format:</p>	<p>Database: Author's Surname, initials. (Year of journal issue in which article appeared). Full title of article. Full Title of Journal, Volume Number (Issue Number*), page numbers of article. Retrieved day month, year, from ... database.</p> <p>Website: Author's Surname, initials. (Year of journal issue in which article appeared). Full title of article. Full Title of Journal, Volume Number (Issue Number*), page numbers of article. Retrieved day month, year, from website URL</p> <p>* The issue number is not necessary if the journal pages are numbered continuously throughout the year. only if each issue begins with page 1.</p>
<p>Examples:</p>	<p>Database: Bryd-Bredbenner, C., Wong, A., & Cottee, P. (2000). Consumer understanding of US and EU nutrition labels. <i>British Food Journal</i>, 103, 615-629. Retrieved 22 October, 2008, from Emerald database.</p> <p>Website: De Blasio, G. G. (2008). Understanding McDonald's among the "World's Most Ethical Companies". <i>Electronic Journal of Business Ethics and Organization Studies</i>, 13(1), 5-12, Retrieved 28 October, 2008, from http://ejbo.iyu.fi/pdf/ejbo_vol13_no1_pages_5-12.pdf</p>

Newspaper articles, printed

<p>Format:</p>	<p>Author's Surname, initials. (Year, month day). Full title of article. Title of Newspaper, page numbers of article.</p> <p>If no author: Full title of article. (Year, month day). Title of Newspaper, page numbers of article.</p>
<p>Examples:</p>	<p>Bowers, S. (2008, November 15). Lehman administrators' task will dwarf Enron, creditors told. <i>Guardian</i>, p. 39.</p> <p>Picking up the bills. (2005, June 4). <i>Independent</i>, pp.28-29.</p>

Newspaper articles, electronic

- Newspaper articles are available from the database LexisNexis, or from newspapers' own websites

Format:	<p>Database: Author's Surname, initials. (Year, month day). Full title of article. Title of Newspaper, page numbers of article. Retrieved day month, year, from ... database.</p> <p>If no author: Full title of article. (Year, month day). Title of Newspaper, page numbers of article. Retrieved day month, year, from ... database.</p> <p>Website: Author's Surname, initials. (Year, month day). Full title of article. Title of Newspaper. Retrieved day month, year, from website URL</p> <p>If no author: Full title of article. (Year, month day). Title of Newspaper. Retrieved day month, year, from website URL</p>
Examples:	<p>Bowers, S. (2008, November 15). Lehman administrators' task will dwarf Enron, creditors told. <i>Guardian</i>, p. 39. Retrieved 18 November, 2008, from LexisNexis database.</p> <p>Emmett, S. (2008, May 9). Buy-to-let: Professional investors cash in on the credit crunch. <i>The Times</i>. Retrieved 27 October, 2008, from http://www.timesonline.co.uk</p>

Conference papers and proceedings

- Capitalize the name of the conference or symposium.
- Treat regularly published proceeding as journals

Format:	Author's Surname, Initials. (Year of publication). Title of conference paper. In Initials. Surname of editor of proceedings (Ed.), Title of conference proceedings (page numbers of contribution). Place of publication: Publisher. Regularly published: Author, Initials. (Date of publication). Title of conference paper. Title of Proceedings, volume number, page numbers.
Example:	Proctor, P. (1998). The tutorial: Combining asynchronous and synchronous learning. In S. Banks (Ed.), <i>Networked Lifelong Learning: Proceedings of the 1998 International Conference</i> (pp.3.1 - 3.7). Sheffield: University of Sheffield.

Dissertations and theses

Format:	Author's Surname, Initials. (Year). Full Title. (Unpublished doctoral Dissertation). Awarding institution, location of the University. Author's Surname, Initials. (Year). Full Title. (Unpublished master's Thesis). Awarding institution, location of the University.
Example:	Jones, T. (2006). <i>The development of positive budgetary theory within the UK hotel industry</i> . (Unpublished doctoral dissertation). University of Gloucestershire, Cheltenham.

Web pages and websites

- Direct readers as closely as possible to the information being cited – wherever possible, reference specific documents rather than home or menu pages.
- As a minimum, a reference to an Internet source should provide a document title or description, a date (either date of publication or date of retrieval), and a web address. Wherever possible identify the authors of the document as well.
- If the author of the document cannot be identified, begin the reference with the title of the document.
- If there isn't a date available for the document, you can use (n.d.) for no date.
- When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document.

Format:	Web page with author: Author's Surname, initials. (Date). Title of page or internet document. Retrieved day month, year, from web address If no author: Full title of page. (Date). Retrieved day month, year, from web address
Example:	Tesco (2008). <i>Corporate social responsibility review 2008</i> . Retrieved November 3, 2008, from http://www.tescoreports.com/crreview08/index.html Acas (2008). <i>Employee appraisal</i> . Retrieved July 14, 2008, from http://www.acas.org.uk/CHttpHandler.ashx?id=254&p=0

Referencing two or more sources by the same author

- Using the author's name for all entries, list the entries by year (earliest first).
- When an author appears both as a sole author and, in another citation, as the first author of several, list the sole author entries first.
- Use the format below when the author(s) and the date of publication are exactly the same for more than one source. List the titles alphabetically and add a,b,c,d, etc to the publication date.

Format:	First source, e.g. a book: Author's Surname, Initials. (Date of publication + a). Title (Edition, if not the first). Place of publication: Publisher. Second source, e.g. a journal: Author's Surname, initials. (Year of journal + b). Full title of article. Full Title of Journal, Volume Number (Issue Number), page numbers of article. Third source: Author's Surname, Initials. (Date of publication + c). [etc]
Examples:	Brown, S. (1993a). Postmodern marketing? <i>European Journal of Marketing</i> , 27(4), 19-34. Brown, S. (1993b). Postmodern marketing: Principles, practice and panaceas. <i>Irish Marketing Review</i> , 6, 91-99.
In the text:	(Brown, 1993a) (Brown, 1993b)

Secondary referencing

- Give the secondary source in the reference list. In the text, name the primary work, and give a citation for the secondary source.
- For example, if Smith and Walker's work is cited in Evans, and you have not read Smith and Walker's original work -

Reference list:	Evans, W.A. (1994). Approaches to intelligent information retrieval. <i>Information Processing and Management</i> , 7, 147-168.
In the text:	Smith and Walker's study (as cited in Evans, 1994)

Further help

If you need information on referencing other types of publication, not covered in this guide, copies of the book which details APA style are available in the University Library:

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: American Psychological Association.

The following eBook in ebrary includes a chapter on APA referencing:

Lipson, C. (2006). *Cite right: a quick guide to citation styles: MLA, APA, Chicago, the sciences, professions, and more*. Chicago: University of Chicago Press.
<http://site.ebrary.com/lib/strathmore/docDetail.action?docID=10229992&p00=citations>

Or

Ask-a-librarian by sending an email to library@karu.ac.ke

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