

Mini-Guide to APA 6th for Referencing, Citing, Quoting

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Key Words

APA: American Psychological Association; an organisation that publishes books and journals, and has developed a style for referencing, citing and quoting. This is the style used by most faculties at MIT.

Citation: the in-text acknowledgement of the use of ideas from a source; a citation should provide the author's surname (or first few words of the title when the title is the main element), and year. Parentheses are used to signal a citation.

DOI: Digital object identifier; a persistent alpha-numeric identifier give to articles, books, documents, images, etc. on the web.

Documents can be retrieved by DOI at <http://www.doi.org/>

Quotation: exact words copied from a previous work.

Reference: the precise details that identify a source and enable a reader to retrieve it.

Reference list: a list of the specific sources used in the written work; every reference in the list must be cited at least once, and every citation must link to a reference.

Symbols and abbreviations

&	ampersand	Used before the last author's name in the Reference when there are two to seven authors. Used in the text of your writing in a citation when the authors' names are in parentheses; write the word and when the authors' names are used in a sentence.
()	parentheses	Used in the text of your writing to signal a citation. Also used in a Reference for: year of publication; additional information, such as Editors, edition, issue number, chapter page numbers.
[]	brackets	Used in a Reference to identify the particular format of a source. Used in a quotation to indicate that you have inserted your words to clarify meaning.
“ ”	quotation marks	Used in the text of your writing to signal exact copying of words from another work.
...	ellipsis points	Used in a Reference between the sixth and last author when there are more than seven authors. Used to indicate that material in a quote has been omitted; four points are used when the omitted material is between two sentences.
para.	paragraph	Used to identify the location of a quote in an electronic source when page numbers are not visible.

Tips

Create the reference for a source **when you begin reading**.

- Identify the type of source.
- Match with an example of that type.
- Follow the formatting in the example.

Take notes on the sources you are reading.

- Use **your own words** as much as possible.
- Copy key phrases/sentences **exactly**; also record the page or paragraph number.

When writing, integrate the ideas gathered from your reading and write **in your own words**.

- Insert **citations** (author's last name, year) in your writing to identify the source of an idea.
- Include quotations **sparsely** to support a main point of your writing; add the page or paragraph number to the citation.

List references on a new page at the end of your writing.

- References are listed in **alphabetical** order.
- Ensure that there is a reference for each citation, and at least one citation for each reference.

Identifying sources and creating a Reference

Finding and recording details:

Specific details are recorded in a Reference, so that a source can be clearly identified and located. Each reference should contain the following **basic elements**:

Author

Publication Date

Title

Publication information

or **Retrieval statement for electronic sources**

A **full stop** is used at the end of each element, **except** following a retrieval statement that ends with an Internet address or DOI.

Brief notes on information in the elements

Author element

Multiple authors:

- When there are **two to seven authors**, include all authors' names; use an ampersand & before the last author's name.
- When there are **more than seven authors**, include the first six authors' names, then insert three ellipsis points ... and add the last author's name.

No author: move the title to the author position, in front of the publication date.

Date element

- For books give year; for articles in monthly magazines give year, month; for articles in newspapers give year, month, day
- If **no date** can be found, use (n.d.).

Title element

- Add edition in parentheses after title (2nd ed.); add a description of **special format** after the title in brackets [DVD].
- **Italicise** titles of books and journals; do not italicise titles of chapters and articles.

Publication element

- Provide **city and abbreviated US state** (find these at: http://www.usps.com/ncsc/lookups/usps_abbreviations.html)
- or **city and full country name** for cities outside the US.
- Provide a brief name of the publisher.

Retrieval element

Use a **DOI** if it's available.

If there is no DOI, use the retrieval address of the book collection or journal's **home page**.

If there is no home page, use the name of the database.

Use a retrieval date only if the information **might change**, such as from a wiki or page in htm or html format.

Examples of references by type of source

Book:

Find details on the title page, and the back of the title page.

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of book: Subtitle (?th ed.).

City, abbreviated State (if in USA) or City, Country in full (if out of USA) of publisher location: Publisher's Name.

Example: Book, two authors

Grellier, J., & Goerke, V. (2006). *Communication skills toolkit: Unlocking the secrets of tertiary success*. South Melbourne, Australia: Thomson Social Science Press.

Book, electronic version:

Find details on the title page, and the back of the title page.

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of book: Subtitle (?th ed.) [Version of e-book reader, if required].

Retrieval statement, providing DOI or retrieval address

Example: Electronic book , no DOI, from the collection, EBL

Adair: J. (2007). *Decision making & problem solving strategies* (2nd ed.) [Adobe Digital Editions version]. Retrieved from <http://www.eblib.com.au>

Chapter of an edited book:

Find details on the chapter pages and/or the Contents, as well as the title page and back of the title page.

Record: Chapter author(s) family Name(s), Initials of first name(s).

(Year).

Title of chapter: Subtitle.

In Book Editor(s) Initials family Name(s) (Eds.),

Title of book: Subtitle (?th ed., pp. of chapter).

City, abbreviated State (if in USA) or City, Country in full (if out of USA) of publisher's location; Publisher's Name.

Example: Chapter of edited book, two authors of chapter, one editor of book, edition

Emerson, L., & Manalo, E. (2007). Essays. In L. Emerson (Ed.), *Writing guidelines for education students* (2nd ed., pp. 42-49). South Melbourne, Australia: Thomson.

Article in a daily newspaper:

Find details on the article page.

Record: author(s) family Name(s), Initials of first name(s).

(Year, month day).

Title of article.

Title of the Newspaper, section and page number.

Examples: Articles in a daily newspaper, no volume or issue numbering, both articles have same author and year

Print article:

McKenzie-Minifie, M. (2008a, January 31). Muted reception from educational executives. *The New Zealand Herald*, p. A2.

Online article, html format; retrieval date and newspaper home page web address included

McKenzie-Minifie, M. (2008b, February 11). Schools learning lesson on sustainability education. *The New Zealand Herald*. Retrieved April 28, 2008, from <http://www.nzherald.co.nz>

Article in a magazine: (volume or issue numbering)

Find details on the article pages and the Contents pages of the magazine, as well as the cover.

Record: author(s) family Name(s), Initials of first name(s).

(Year, month or as given on cover).

Title of article: Subtitle.

Title of the Magazine, volume or issue number, article page numbers. (Don't use pp.)

Example: Article in a magazine, issue numbering, **no author**; article title becomes first element

Back to the land and language. (2009-2010, Summer). *Mana*, 91, 32.

Article in a journal, print or electronic version, DOI available:

Find details on the article pages and the Contents pages of the journal.

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of article: Subtitle.

Title of the Journal, volume number, (issue number), article page numbers. (Don't use pp.)

doi:

Example: Article in a journal, DOI available, **seven authors** (list all)

Papaharalabos, S., Sweeney, P., Evans, B. G., Mathiopolous, P. T., Albertazzi, G., Vanelli-Coralli, A., & Corazza, G. E. (2007). Modified sum-product algorithms for decoding low-density parity-check codes. *IET Communications*, 1(3), 294–300. doi:10.1049/iet-com:20060173

Article in a journal retrieved from a database or the web; DOI available:

Find details on the database record pages or on the article pages. DOI replaces database name or Web address

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of article: Subtitle.

Title of the Journal, volume number, (issue number), article page numbers (don't use pp.)

doi:

Example: Article from a database, DOI available, **more than seven authors** (list first six, 3 ellipsis points last author)

Clegg, R.G., Withall, M.S., Moore, A.W., Phillips, I.W., Parish, D.J., Rio, R.,...Salmon, D. (2009). Challenges in the capture and dissemination of measurements from high-speed networks. *IET Communications*, 3(6), 957-966. doi:10.1049/iet-com.2008.0068

Article in a journal retrieved from a database; no DOI, so journal home page is given:

Find details on the database record pages or on the article pages.

Find the journal's home page by searching Google; type the journal name in quotation marks.

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of article: Subtitle.

Title of the Journal, volume number, (issue number), article page numbers (don't use pp.)

Retrieved from web address of the journal's home page.

Example: Article found in a database, two authors, no DOI, retrieval statement gives journal home page

Howard, R. M., & Davies, L. J. (2009). Plagiarism in the internet age. *Educational Leadership*, 66(6), 64–67. Retrieved February 28, 2009, from http://www.ascd.org/publications/educational_leadership.aspx

Article in a journal retrieved from a database; no DOI, no journal home page, so database name is given:

Find details on the database record pages or on the article pages.

Record: author(s) family Name(s), Initials of first name(s).

(Year).

Title of article: Subtitle.

Title of the Journal, volume number, (issue number), article page numbers (don't use pp.)

Retrieved from name of database.

Example: Article in a database, three authors, no DOI or journal home page:

Rachal, K. C., Daigle, S., & Rachal, W. S. (2007). Learning problems reported by college students: Are they using learning strategies? *Journal of Instructional Psychology*, 34(4), 191–199. Retrieved from Academic One File database.

Course handbook or handout:

Find details on the publication.

Record: author(s) family Name(s), Initials of first name(s), or Name of Institution. Name of Department.
(Year, semester, if given).

Title of the item followed by format description [Course handout or Course handbook] in brackets.

City, Country: Name of Institution. Name of Department if written by named author(s), or City, Country: Author if department is both author and publisher.

Example: Course handbook or handout

Manukau Institute of Technology. Department of Nursing & Health Studies. (2007, Semester 1).

722.702: Praxis – Acute care nursing [Course handbook]. Manukau City, New Zealand: Author.

Document from the web:

Find details anywhere you can on the document, or web site.

Record: author(s) family Name(s), Initials of first name(s) or name of group author.
(Year).

Title of the Document: Subtitle.

Retrieved from closest web address to the document. Retrieval date is not needed for a pdf document. (Don't use a full stop at the end of a web address; break a long web address after http:// but before other punctuation.)

Example: Document from a web site, group author, pdf document

Te Puni Kokiri. (2006). *Nga pukenga matauranga Maori: Maori graduates*. Retrieved from <http://www.tpk.govt.nz/en/in-print/our-publications/fact-sheets/maorigraduates/download/tpk-maorigraduates-2007-en.pdf>

Example: Document from a web site, no author, htm format so retrieval date is needed

Ten steps to a good research paper. (2010). Retrieved March 3, 2010, from <http://www.how-to-study.com/writing-a-research-paper.htm>

Legislation: for help with legal sources, see the Library handout, *Citing and referencing legal materials*.

Motion Picture, Video, DVD:

Find details in credits at beginning or end.

Record: Contributors names, followed by function in parentheses.
(Year).

Title followed by format description [Motion picture] or [Videotape] or [DVD].

Country of production studio or distributor; Name of studio or distributor.

Example: educational DVD

Hillel, J. (Presenter and Script Consultant). (2007). *Massaging the message: Truth, the media and you* [DVD]. Australia: Classroom Video.

Personal communication (letter, email, interview, speech, telephone conversation)

This format applies to non-recoverable sources. These sources are cited, but not included in the Reference list.

Record: speaker's Initials and family Name, exact date of communication. See the example of a citation on page 5.

Television or radio programme:

Find details at the start or end of the programme.

Record: Reporter or presenter's family name and initials, with function in parentheses.
(Year, month day of broadcast).

Title of the episode followed by format description [Television broadcast or Television episode] in brackets.

Title of the Series.

City, state or country of broadcasting company: Name of broadcasting company.

Example: single episode from a television programme

Vaughan, R. (Reporter), & Wilks, C. (Producer). (2009, December 2). Super city [Television episode]. In M. McRoberts (Presenter), *60 minutes*. Auckland, New Zealand: TV3.

Video blog post :

Find details on the screen.

Record: Contributors' family name and initials, with function in parentheses, if given.
(Year, month day of posting)

Title of the video followed by format [Video file] in brackets.

Retrieval statement

Example: video post on a blog; titles of blog postings are not italicised

Turner, L. (Writer), & Green, T. (Filmmaker). (2009, January 1). Academic writing tips : How to write a 10-page college term paper overnight [Video file]. Retrieved from <http://www.youtube.com/watch?v=BrfPSfxdrh4>

Citing and Quoting

Cite the source of an idea in the text of your writing when summarising, paraphrasing and quoting. This briefly acknowledges the source, and links to the full details provided in the Reference. All sources, whether printed or electronic, are cited in the same way. Use parentheses to signal the citation.

Include:

family name(s) of author(s), or full name of group author, or first few words of title, if title is the first element
year
page number if quoting, or citing a specific fact, chart, diagram, photograph, table, or the like.

one author:

first citation: cite name and year (McKenzie-Minifie, 2008a) or McKenzie-Minifie (2008a) explained that...

two authors:

first citation: cite both names and year (Grellier & Goerke, 2006) or Grellier and Goerke (2006) outlined...

three, four, five authors:

first citation: cite all authors and year. (Rachal, Daigle, & Rachal, 2007)

subsequent citations: cite first author's name followed by et al. and year. Rachal et al. (2007)

six or more authors:

all citations: cite first author's name followed by et al. and year. (Papaharalabos et al., 2007)

Note: See examples of references for seven and more than seven authors on page 3.

group author with long name:

first citation: full name of the organisation, abbreviated name in square brackets, year. (Te Puni Kokiri [TPK], 2006)

subsequent citations: abbreviated name and year. (TPK, 2006)

no author: (title is used as main element of the Reference)

first citation: use first few words of the title, year. book or document title in italics: (*Ten steps*, 2010)

article title in quotation marks ("Back to the land," 2009-2010)

citing a secondary source:

citation includes both primary source and secondary source.

Secondary source only is listed in the Reference list.

Example: Janis (as cited in Marsen, 2006) found that "groupthink" can cause a group to make defective decisions.

Reference: Marsen, S. (2006). *Communication studies*. Houndmills, England: Palgrave Macmillan.

citing personal communication:

Personal communication (interview, speech, telephone conversation, letter, email, etc.) is cited, but cannot be included in the Reference list, as it is not recoverable by a reader. Citation should include speaker's Initials and family Name, and exact date.

Example: ...according to H. Clark (personal communication, April 1, 2009), this was inexcusable.

Using a quote to support a main point of your essay:

Add page number to citation details. For electronic sources where no page number is visible, use a heading and paragraph number; use the abbreviation para.

If a quote is less than 40 words, include it in the text of your writing, but identify it as a quote by using quotation marks, a citation and page number.

If a quote is 40 or more words, it should be indented in a block quotation. Do not use quotation marks for block quotations; include citation and page number.

Examples of ways to quote. Note the different ways that the citation and quotation information can be incorporated into your writing.

Quotation 1:

When writing an essay it is important to read sources, evaluate them and "formulate your own ideas" (Emerson & Manalo, 2007, p. 42).

Quotation 2:

Emerson and Manalo (2007) explain that essays require you "to be able to present your ideas in such a way that your reader knows that you understand the debate on a particular topic" (p. 42).

Quotation 3:

Emerson and Manalo (2007) state:

You need to distinguish between different sorts of information, evaluate what others have said and then formulate your own ideas in the context of these different perspectives. Finally, you need to be able to present your ideas in such a way that...you can logically present a case for a specific perspective on the topic. (p.42)

If part of the quote is omitted, use three ellipsis points; use four if the omitted words are from two sentences.

Reference List

At the end of your assignment start a new page, with References centred at the top of the page.

Use double line spacing or the **spacing required by your faculty or school**; this example has been single-spaced to save paper. Use a **hanging indent** format for each reference; first line is flush with the left margin, and subsequent lines are indented five to seven spaces (use the Tab key).

List the sources in alphabetical order according to the **family name** of the first-named author or editor, or the **title** if there is no author or editor (ignore initial articles such as the English words, *A, An, The*, and the Maori words, *Te, He*)

List several works by the **same author(s)** in **date order**, with earliest first; use lowercase letters (a, b, c, etc.) for references with the same author(s) and year.

Make sure that there is a Reference for each citation, and at least one citation for each Reference.

Example:

References

- Adair, J. (2007). *Decision making & problem solving strategies* (2nd ed.) [Adobe Digital Editions version]. Retrieved from <http://www.ebilib.com.au>
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- Manukau Institute of Technology. Department of Nursing & Health Studies. (2007, Semester 1). *722.702: Praxis – Acute care nursing* [Course handbook]. Manukau City, New Zealand: Author.
- Marsen, S. (2006). *Communication studies*. Houndmills, England: Palgrave Macmillan.
- McKenzie-Minifie, M. (2008a, January 31). Muted reception from educational executives. *The New Zealand Herald*, p. A2.
- McKenzie-Minifie, M. (2008b, February 11). Schools learning lesson on sustainability education. *The New Zealand Herald*. Retrieved April 28, 2008, from <http://www.nzherald.co.nz>
- Papaharalabos, S., Sweeney, P., Evans, B. G., Mathiopolous, P. T., Albertazzi, G., Vanelli-Coralli, A., & Corazza, G. E. (2007). Modified sum-product algorithms for decoding low-density parity-check codes. *IET Communications*, 1(3), 294–300. doi:10.1049/iet-com:20060173
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- Ten steps to a good research paper*. (2010). Retrieved March 3, 2010, from <http://www.how-to-study.com/writing-a-research-paper.htm>
- Turner, L. (Writer), & Green, T. (Filmmaker). (2009, January 1). Academic writing tips : How to write a 10-page college term paper overnight [Video file]. Retrieved from <http://www.youtube.com/watch?v=BrfPSfxdrh4>
- Vaughan, R. (Reporter), & Wilks, C. (Producer). (2009, December 2). Super city [Television episode]. In M. McRoberts (Presenter), *60 minutes*. Auckland, New Zealand: TV3.