A Guide to using the APA Referencing Style
Introduction

When to use citations

What are citations and why you must use them

APA citation style for:

- periodicals
- books
- Internet

APA reference list
When to use citations

When you:

- Quote directly
- Refer to a specific detail in a text (for example, a specific theory or idea, an illustration, a table, a set of statistics)
- Paraphrase or summarise a text within your assignment, paper or dissertation
What is APA?

APA is short hand for the American Psychological Association referencing style most commonly used to cite sources within the social sciences.

An APA citation is a combination of two parts:

- a reference on the page which links to
- the entry in the reference section at the end of your paper

Through using these two elements together you acknowledge the relevance of the material you have used for your research. The reference list entry by itself is not a citation.
Why you must always cite

You acknowledge all sources used in your work to show that:

- You are intellectually honest and haven’t plagiarised any material used
- Your sources are of quality and value, and that they support and enhance the debate in your work
Citation in text

Citations in the text should provide brief information. This is usually the name of the author and the date of publication, to lead the reader to the source of information in the reference list at the end of the paper.
Citation in text

Examples:

Libraries historically highly value intellectual freedom and patron confidentiality (La Rue, 2007).

La Rue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological“ (Gould & Brown, 1991, p. 14).
APA Periodicals

Periodicals, magazines, newspapers, journal citations should have the:

- Title of the periodical formatted in *italics*

- Issue and/or volume number details come immediately after the title of the journal

- Volume number listed before the issue number: 11(1). Type in *italics*
APA Periodicals

Examples:


APA Books

Book citations should:

- Format the title in italics
- Cite the city address of publisher before the publisher name
- Have all the relevant full stops in the right places
Examples:

Washington, DC: American Psychological Association

*Merriam-Webster's collegiate dictionary* (10th ed.)
APA Internet

Internet sourced citations should include:

- The date the information was retrieved

- The web address
APA Internet

Examples:


Finally the APA Reference list

- Alphabetise your references
- Indent the second line
- Center the word “References” across the top of the page. Do not use bold or underline the word
- Ensure the page(s) are double-spaced with no additional spaces between references
- Have the page number as the last item followed by a full stop. Note that there is no full stop at the end in internet sources cited, (because it might cause problems with the web address)
- Use authors initials not full first name/s
Referencing tools available - External

Here are three examples of referencing tools available via the internet:

- https://www.citethisforme.com/
- http://www.neilstoolbox.com/bibliography-creator/
- http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing/referencingtools.aspx
Referencing tools available - Internal

There is also an internal tool available via Word 2013 on the UKH system. Go to:

- ‘Word ‘and click on the top label ‘References’
- Change the style to the one you are using for this piece of work
- Use the other three elements of this section to correctly add your source list to your paper in the referencing style of choice
Still Confused?

Go to the following websites:

- https://owl.english.purdue.edu/owl/resource/560/10/
- http://library.flcc.edu/APA_FLCC.pdf
- http://www.apastyle.org/
- University of Kurdistan Hewlêr Library webpage. Follow the links in your subject area to get to the ‘Citation and Referencing’ section
I will take your questions now. Thank you for taking this seminar