



# **TONY WILMOT MEMORIAL LIBRARY**

## **A GUIDE TO APA REFERENCING STYLE**

**7<sup>TH</sup> EDITION**

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## ACKNOWLEDGEMENTS

This guide is adapted from the Publication Manual of the American Psychological Association (7th ed.) and some examples provided are drawn from it.

## INTRODUCTION

The American Psychological Association (APA) citation style, based on the author-date system, is one of the most widely used frameworks in academic writing. This guide, grounded in the 7th edition of the Publication Manual of the American Psychological Association (2020), offers clear instructions and practical examples for accurately citing a diverse range of sources. It serves as a reliable resource for achieving consistency in referencing, which is a fundamental aspect of academic integrity. Proper citation not only acknowledges the contributions of original authors but also enhances the credibility of your work and allows readers to verify the sources you have used.

## BASICS OF APA REFERENCING

### General

- ❖ There are two parts to APA referencing: **the in-text citation** and the **reference list entry**
- ❖ APA is an in-text referencing style, meaning that brief citation information (Author, Date) must be included within the text of your work whenever you quote from external sources. Full details of references used are then included in a reference list at the end of the document
- ❖ All references cited in-text must be included in the reference list, and all entries in the reference list must be cited in the text. The only exceptions to this rule are personal communications and classical works.

### What should I cite?

Always provide a citation when:

- Using a direct quote
- Summarizing a theory
- Referencing someone else's viewpoint
- Incorporating case studies
- Citing statistics or visual data

However, there's no need to cite when sharing your own opinions, observations, or personal experiences.

### Key aspects to note

- ❖ The APA 7th edition requires the inclusion of DOIs for publications that have them. This ensures the accessibility of your references, as DOIs offer greater reliability and permanence that standard URLs do not.
  - ❖ Capitalize all proper nouns and names as appropriate.
-

- ❖ APA 7 no longer requires access URLs for eBooks from library/database sources. Only include URLs for eBooks found via the web.

Example: **Ebook from a Library/Database (No URL needed)**

Smith, S. (2024). *Digital learning in the 21st century*. Educational Press.

Example: **Ebook from the Web (Include URL)**

Smith, S. (2024). *Digital learning in the 21st century*. Educational Press.  
<https://www.example.com/ebook>

### Common abbreviations used in APA 7th edition

<b>Ed. or Eds.</b>	Used for editor or editors. Do not confuse with edition (below).
<b>ed.</b>	Used for editions. You do not need to include edition information for a 'standard' first edition.
<b>et al.</b>	This is used for in-text citations when there are three or more authors to mean 'and others'.
<b>n.d.</b>	Used for references that have no publication/creation date listed.
<b>p. or pp.</b>	is used for single page citations; pp. when multiple pages are involved [Examples, p. 302 or pp. 12-13]
<b>para. or paras.</b>	is used for a web page paragraph; use paras. for multiple paragraphs [Count the paragraphs on the page, e.g. para. 3]

## IN-TEXT CITATIONS

- ❖ When adding a citation within your document, include the authors' last names (surname) and the publication year in parentheses, such as (Jane & Jones, 2024). This short citation helps the reader locate the full reference in the list at the end of the document.
- ❖ If you include a direct quote (exact wording), the in-text citation must also specify the page number(s) where the quote can be found, e.g. ... "by referencing appropriately, you allow your audience to trace your sources and validate your claims" (Jane & Jones, 2024, p. 9).
- ❖ When citing multiple sources within parentheses, arrange the citations alphabetically by the first author's last name and separate them with a semi-colon (;), for example: (Jane & Jones, 2024; Judy, 2020).
- ❖ Use "and" when citing authors' names in a sentence, and use "&" when citing in parentheses. For example: Jane and Jones (2024) ... versus ... (Jane & Jones, 2024).

### In-text citations - Author/s

In the in-text citation provide the surname of the author but do not include prefixes or suffixes such as "Jr." "Dr.", etc.

Author type	Parenthetical citation	Narrative citation
No author		
One author	(Joyce, 2020)	Joyce (2020)
Two authors	(Flowers & Churchill, 2016)	Flowers and Churchill (2016)
Three or more authors	(Rivers et al., 2018)	Rivers et al. (2018)
Group author with abbreviation  First citation  Subsequent citation	  (American Psychological Association [APA], 2017)  (APA, 2017)	  American Psychological Association (APA, 2017)  APA (2017)
Group author without abbreviation	(Full Name of Group, Year)	Subsequent mentions: (Full Name of Group, Year)

## Multiple Citations in one Parenthesis

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons.

Example: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

Arrange multiple works by the same authors based on their publication year. Start with citations that have no date (n.d.), followed by works arranged in chronological order. List any in-press citations last.

To **highlight** the work(s) most directly relevant to your point in a given sentence, place those citations first within parentheses in alphabetical order and then insert a semicolon and a phrase, such as “see also,” before the first of the remaining citations, which should also be in alphabetical order. This strategy allows authors to emphasize, for example, the most recent or most important research on a topic, which would not be reflected by alphabetical order alone.

Example: (Sampson & Hughes, 2020; see also Augustine, 2017; Melara et al., 2018; Pérez, 2014)

If multiple sources are cited within the narrative of a sentence, they can appear in any order. Suliman (2018), Gutiérrez (2012, 2017), and Medina and Reyes (2019) examined . . .



## Paraphrases and Quotations

If a quotation consists of fewer than 40 words, treat it as a short quotation: Incorporate it into the text and enclose it within double quotation marks. For a direct quotation, always include a full citation (parenthetical or narrative) in the same sentence as the quotation. Place a parenthetical citation either immediately after the quotation or at the end of the sentence. For a narrative citation, include the author and year in the sentence and then place the page number or other location information in parentheses after the quotation; if the quotation precedes the narrative citation, put the page number or location information after the year and a comma.

### Examples:

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).

In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (p. 598).

## Block Quotations (40 words or more)

If a quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose a block quotation. 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 an additional 0.5 in. Double-space the entire block quotation; do not add extra space before or after it.

## RULES FOR COMPILING A REFERENCE LIST

APA Style uses the author–date citation system, in which a brief in-text citation directs readers to a full reference list entry. The reference list comes after the main text.

### Page format

The reference list starts on a new page. Every line is double-spaced, without extra space between entries. The word “References” is centered at the top and bolded.

Use the “hanging indent” format: start the first line of each entry at the left margin but indent all subsequent lines one tab space.

## Order of references

- ❖ List each source alphabetically by the last name of its first author. If there is no author, alphabetize the source by the first word of its title (excluding a, an, the).

## Names

- ❖ Shorten all first and middle names to initials. List all authors by last name first, then initials. If a source has multiple authors, don't change the order they're in.
- ❖ Write the author's surname **exactly** as it appears in the published work.

## Multiple authors

- ❖ If a source has up to 20 authors, list them all. If it has 21 or more, list the first 19, add an ellipse (three dots separated by spaces), and name the last.

## One author, multiple works

- ❖ List more than one work by the same author in the order of the years they were published. If multiple works were published in the same year, alphabetize them by their titles and label them (2011a), (2011b).

## Dates

- ❖ Put the year of publication in parentheses immediately after the author's name(s). If your source provides no date, use the abbreviation "n.d." ("no date") instead of the year.

## Capitalization

- ❖ In the title and subtitle of a book, chapter, or article, capitalize only the first word and any proper nouns. In journal, magazine, and newspaper titles, capitalize all major words.

## Italics

- ❖ *Italicize* titles of books, journals, magazines, and newspapers. Also italicize volume numbers in journal references. Do not italicize article and chapter titles or put them in quotation marks.

## Publication information

- ❖ The publication information required for books includes only the name of the publisher. The requirement for articles includes volume, issue, and page numbers.

## DOIs and URLs

- ❖ Many sources have a Digital Object Identifier (DOI), a permanent number that goes with them wherever they're published online. If your source has a DOI, your citation must include it. **Don't put a period at the end.**
- ❖ If an electronic source has a DOI, don't include the URL. No DOI? Try to find a URL that links to the source directly. If none is available, do not include.

## Retrieval dates

- ❖ Don't include retrieval dates for online sources unless the source is both unarchived and expected to change over time.

## PROPER CITATION OF SOURCES

### Secondary sources

Secondary sources are materials in which an author references the work of another researcher. These sources must be acknowledged and cited appropriately.

If the referenced research is relevant to your own work, it is recommended to locate and review the original publication to form your own independent perspective on the research. However, if obtaining the original work proves challenging, you may cite the secondary source instead. Ensure that the citation clearly indicates it is a secondary reference.

**In-text citations for secondary sources** should include the name and date of the original research, along with a citation for the source that references that research. **Example:**

(Smith, 2005, as cited in Johnson, 2020)

**In the reference list**, you should only include the full details of the work you actually read. You do not include the original source if you did not consult it directly.

**Example:** Johnson, A. (2020). *Title of the work: Subtitle if applicable*. Publisher.

### Multiple sources by the same authors

If you have multiple sources by the same authors from the same year, arrange them alphabetically by title in your reference list. Assign letters (e.g., a, b, c) after the year to distinguish the references in your in-text citations. For example:

Jones, S. (2024a). *Introduction to marketing*. Oxford university Press

Jones, S. (2024b). *Digital marketing*. Cambridge University Press.

The in-text citations would be formatted as (Jones, 2024a) or (Jones, 2024b), depending on the specific document being cited.

### Books and Reference Works

The books category encompasses authored and edited books, anthologies, religious texts, and classical literature. The reference works category comprises dictionaries, encyclopedias and diagnostic manuals. When citing ebooks, do not include the format, platform, or device (e.g.,

Kindle) in the reference. Below template shows how to construct references for books and reference works.

Author or editor	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B. Name of Group.	(2025)	Title of book.	Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <a href="https://xxxxx">https://xxxxx</a>
Editor, E. E. (Ed.).		Title of book (2nd ed., Vol. 4).	First Publisher Name; Second Publisher Name.	
Editor, E. E., & Editor, F. F. (Eds.).		Title of book [Audiobook].		
		Title of book (E. E. Editor, Ed.).		
		Title of book (T. Translator, Trans.; N. Narrator, Narr.).		

## General Rules for Citing Books

<b>Author names</b>	<ul style="list-style-type: none"> <li>➤ List authors with their surname first, followed by a comma and initials (do not include full first names).</li> <li>➤ Include all authors up to 20 in the reference list. For 21 or more authors, list the first 19, followed by an ellipsis (...), then the last author's name.</li> <li>➤ If a book has no author, move the title to the author position, before the publication year, and end with a full stop.</li> <li>➤ For edited books, list the editors in the author position. After the last editor, include the abbreviation (Ed.) or (Eds.), followed by a full stop.</li> </ul>
<b>Book titles</b>	<ul style="list-style-type: none"> <li>➤ Book titles should be written in full (including any subtitle) and italicized.</li> <li>➤ Capitalize the first word of the title and subtitle, as well as any proper nouns.</li> </ul>
<b>Editions</b>	<ul style="list-style-type: none"> <li>➤ Include the edition details in parentheses after the title (without italics), followed by a full stop.</li> <li>➤ Editions should only be included if it is the 2nd edition or higher, a special first edition (e.g., 1st Aust. ed.), or if the book has been revised or updated (e.g., Rev. ed., Updated 8th ed.). APA does not require documenting a standard first edition.</li> <li>➤ Remove any superscript when typing editions—all letters should appear on the same line (e.g., 2nd ed.).</li> </ul>

<b>Publisher</b>	<ul style="list-style-type: none"> <li>➤ Publisher information is now mandatory for all books, regardless of format, marking a significant change in APA 7.</li> <li>➤ When multiple publishers are listed, separate them with a semicolon in the order they appear (e.g., American Heart Association; Wiley &amp; Sons).</li> <li>➤ Do not include business structure terms like "LLC," "Inc.," or "Ltd." in the publisher's name</li> <li>➤ If the author and publisher are the same, omit the publisher information to avoid redundancy.</li> </ul>
<b>Place of publication</b>	<b>No longer required.</b> This is a major revision for APA 7.
<b>Year of publication</b>	Use the copyright date shown on the book's copyright page as the year of publication in the reference, even if the copyright date is different than the release date.
<b>Access URLs</b>	<ul style="list-style-type: none"> <li>➤ If accessing an ebook from the library catalogue or a database, no access link is required. <b>This is a major revision for APA 7.</b></li> <li>➤ APA 7 does not require the statement "Retrieved from ..." for ebooks.</li> <li>➤ If the ebook was found via the web (and no log-in is required), include the full access link.</li> <li>➤ <b>Do not include a full-stop</b> after the URL at the end of the reference.</li> </ul>
<b>Digital Object Identifiers (DOIs)</b>	<ul style="list-style-type: none"> <li>➤ If the book includes a DOI, include the DOI in the reference after the publisher name.</li> <li>➤ <b>Do not</b> include a full-stop after the DOI at the end of the reference.</li> </ul>

### Authored book with a DOI

Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.  
<https://doi.org/10.1037/0000092-000>

**Parenthetical citation:** (Brown, 2018)

**Narrative citation:** Brown (2018)

### Authored book without a DOI

(from most academic research databases or print version)

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

**Parenthetical citation:** (Burgess, 2019)

**Narrative citation:** Burgess (2019)

### Authored book with editor credited on the book cover

When an editor is credited on the cover of an authored book, provide the editor's name in parentheses after the book title with "Ed." or "Eds." in parentheses.

Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). Chelsea Green Publishing.

**Parenthetical citation:** (Meadows, 2008)

**Narrative citation:** Meadows (2008)

### Edited book with a DOI, with multiple publishers

Separate multiple publisher names using semicolons

Schmid, H.-J. (Ed.). (2017). *Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge*. American Psychological Association; De Gruyter Mouton. <https://doi.org/10.1037/15969-000>

**Parenthetical citation:** (Schmid, 2017)

**Narrative citation:** Schmid (2017)

### Edited book without a DOI, from most academic research databases or print version

Hacker Hughes, J. (Ed.). (2017). *Military veteran psychological health and social care: Contemporary approaches*. Routledge.

**Parenthetical citation:** (Hacker Hughes, 2017)

**Narrative citation:** Hacker Hughes (2017)

### Book chapter/s

When citing a book chapter, follow these rules based on whether the chapter has individual authors or if the entire book is written by the same author(s). Here are the general guidelines:

- a) Where the same author/s wrote the entire book (i.e. authors aren't listed for the individual chapters), then you should cite the entire book, not the chapter/s.

**Format:** Author(s) of the book. (Year). *Title of the book*. Publisher.

- b) Chapter written by different authors (in an edited book)

**Format:** Author(s) of the chapter. (Year). Title of the chapter. In Editor(s) of the book (Ed(s).), *Title of the book* (pp. page range of the chapter). Publisher.

For multiple editors use (Eds.) 2 editors would be formatted as B. Edith & M. Jones (Eds.) with no comma between the editor names. For 3 or more editors, add a comma between them, e.g. B. Edith, M. Jones, & C. Jane (Eds.)

**NB:** You can cite multiple chapters from these types of books as separate entries in your reference list.

### Chapter in an edited book with a DOI

Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In *Culturally responsive cognitive behavior therapy: Practice and supervision* (pp. 287-314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

**Parenthetical citation:** (Balsam et al., 2019)

**Narrative citation:** Balsam et al. (2019)

### Book in another language

When a book is in a different language than your paper, include a translation of the book title in square brackets.

Piaget, J., & Inhelder, B. (1966). *La psychologie de l'enfant* [The psychology of the child]. Quadrige.

**Parenthetical citations:** (Piaget & Inhelder, 1966)

**Narrative citations:** Piaget and Inhelder (1966)

### Republished book, eBook, or audiobook

If the new version has been edited and/or translated from the original, provide the name(s) of the editor(s) and/or translator(s) after the title in parentheses.

If an audiobook was released in a different year than the text version of the book, treat the audiobook as republished.

Freud, S. (2010). *The interpretation of dreams: The complete and definitive text* (J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900)

Rowling, J. K. (2015). *Harry Potter and the sorcerer's stone* (J. Dale, Narr.) [Audiobook]. Pottermore Publishing. <http://bit.ly/2TcHchx> (Original work published 1997)

**Parenthetical citations:** (Freud, 1900/2010; Rowling, 1997/2015)

**Narrative citations:** Freud (1900/2010) and Rowling (1997/2015)

### Diagnostic manual

- When the author and publisher are the same, omit the publisher from the source element.
- It is common, but not required, to identify the title (and edition) of a diagnostic manual in the text. Group authors and manual titles can be abbreviated in the text (with a few exceptions) but not the reference list
- Generally, include a citation for a manual the first time it is mentioned in the text. If the first mention appears in a heading, do not cite the manual in the heading; rather, cite it within the first paragraph of that section or soon thereafter.
- Do not repeat the citation for a subsequent general mention of a manual. Repeat a citation only when it directly supports a statement (e.g., quoting, paraphrasing).

American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

World Health Organization. (2019). International statistical classification of diseases and related health problems (11th ed.). <https://icd.who.int/>

#### **Parenthetical citation with abbreviation included:**

Diagnostic and Statistical Manual of Mental Disorders (5th ed.; DSM-5; American Psychiatric Association, 2013)

International Statistical Classification of Diseases and Related Health Problems (11th ed.; ICD-11; World Health Organization, 2019)

#### **Narrative citation with abbreviation included:**

American Psychiatric Association's (2013) Diagnostic and Statistical Manual of Mental Disorders (5th ed.; DSM-5)

World Health Organization's (2019) International Statistical Classification of Diseases and Related Health Problems (11th ed.; ICD-11)

**Subsequent parenthetical citations:** (American Psychiatric Association, 2013; World Health Organization, 2019)

**Subsequent narrative citations:** American Psychiatric Association (2013) and World Health Organization (2019)



## Dictionary, Thesaurus, or Encyclopedia

- When a stable or archived version of the work is cited (as shown for the Zalta example), a retrieval date is not needed.
- When an online reference work is continuously updated and the versions are not archived (as with the APA Dictionary of Psychology and the Merriam-Webster.com Dictionary examples), use “n.d.” as the year of publication and include a retrieval date

### Examples

American Psychological Association. (n.d.). *APA dictionary of psychology*. Retrieved June 14, 2019, from <https://dictionary.apa.org/>

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from <https://www.merriam.webster.com/>

Zalta, E. N. (Ed.). (2019). *The Stanford encyclopedia of philosophy* (Summer 2019 ed.). Stanford University. <https://plato.stanford.edu/archives/sum2019/>

**Parenthetical citations:** (American Psychological Association, n.d.; Merriam-Webster, n.d.; Zalta, 2019)

**Narrative citations:** American Psychological Association (n.d.), Merriam-Webster (n.d.), and Zalta (2019)

## Journal articles

### General rules

<b>Author name/s</b>	<ul style="list-style-type: none"><li>* List authors with the surname first, followed by initials (e.g., Smith, J. K.).</li><li>* Up to 20 authors - include all names.</li><li>* 21 or more authors -list the first 19 authors, insert ..., then add the final author.</li><li>*No author - move the title to the author position before the year, ending with a period.</li></ul>
<b>Article Titles</b>	*Capitalise the first word of the title and sub-title (and any proper nouns).
<b>Journal Titles</b>	<ul style="list-style-type: none"><li>*Capitalise all words in the journal title (except for common words - of, and, etc).</li><li>*Journal titles appear in full (not abbreviated), and in italics.</li></ul>
<b>Volume</b>	Volume numbers appear in italics immediately following the journal title and a comma.
<b>Issue number</b>	<ul style="list-style-type: none"><li>*Include the issue number if provided. If there is an article number, skip the issue number.</li><li>*If neither is listed, check the journal's website or database. If no issue number is found, only include the volume number and omit the issue number.</li></ul>
<b>Page numbers</b>	APA requires the full-page range for articles in references (e.g., 353–367, not just 353). Do not list only the starting page; include the entire range.

<b>Article numbers</b>	*Online-only journals may not have issue or page numbers but instead use article numbers. APA 7 allows using article numbers in references (e.g., Journal of Healthcare, 8, Article 99).
<b>Digital Object Identifiers (DOIs)</b>	DOIs must be formatted as the link version, e.g. <a href="https://doi.org/xxxxxxxxxx">https://doi.org/xxxxxxxxxx</a>  Do not include a full-stop after the DOI at the end of the reference.
<b>Access URLs</b>	*APA 7 does not require a URL for articles accessed from library databases (where login is required) *For articles from journals that are freely accessible online, include a link to the article. * APA 7 does not require the words "Retrieved from" before journal article access links.

### Journal articles with no author listed

#### Format:

<b>1: Article with a DOI (print or electronic)</b> Article title: Subtitle. (Year). <i>Journal Title, Volume(Issue)</i> , Page-Page. <a href="https://doi.org/10.xxxx">https://doi.org/10.xxxx</a>
<b>2: Print article (with no DOI)</b> Article title: Subtitle. (Year). <i>Journal Title, Volume(Issue)</i> , Page-Page.
<b>3. Article found on the web (with no DOI)</b> Article title: Subtitle. (Year). <i>Journal Title, Volume(Issue)</i> , Page-Page. <a href="https://www">https://www</a>
<b>4. Article from a library or database (with no DOI)</b> Article title: Subtitle. (Year). <i>Journal Title, Volume(Issue)</i> , Page-Page. <b>Do not include an access link</b>

In-text citation: the general format for a source that has no author: ("Article Title," Year)

Note that the comma is enclosed by the double-quote marks, not after them.

If the title is long, you can shorten it for use in the in-text citation.

### Journal articles with 1 author

Author Surname, Initial. (Year). Article title: Subtitle. *Journal Title, Volume(Issue)*, Page-Page.

Include DOI if available or URL as guided in above general rules.

Bocala-Wiedemann, T. J. (2022). Social Media as a Tool for Evangelism Among Youth and Young Adults. *Great Commission Research Journal*, 14(1), 19–34.

### Journal articles with 2 authors

1st Author Surname, Initial., & 2nd Author Surname, Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(Issue), Page-Page.

Include DOI if available or URL as guided in above general rules.

Example:

Marra, A. R., & Edmond, M. B. (2014). New technologies to monitor healthcare worker hand hygiene. *Clinical Microbiology & Infection*, 20(1), 29-33.  
<https://doi.org/10.1111/1469-0691.12458>

### Journal articles with more than 3 authors but not more than 20

1st Author Surname, Initial., 2nd Author Surname, Initial., & 3rd Author Surname, Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(Issue), Page-Page.

List all authors following this format

Include DOI if available or URL as guided in [see **general rules**].

Zewude, G. T., Natnael, T., Woreta, G. T., & Bezie, A. E. (2025). A Multi- Mediation Analysis on the Impact of Social Media and Internet Addiction on University and High School Students' Mental Health Through Social Capital and Mindfulness. *International Journal of Environmental Research and Public Health*, 22(1).

Othman, N. A., Panchapakesan, C., Loh, S. B., Zhang, M., Gupta, R. K., Martanto, W., Phang, Y. S., Morris, R. J. T., Loke, W. C., Tan, K. B., Subramaniam, M., & Yang, Y. (2024). Predicting public mental health needs in a crisis using social media indicators: a Singapore big data study. *Scientific Reports*, 14(1), 23222.  
<https://doi.org/10.1038/s41598-024-73978-5>

**In-text:** the general format for a source that has 3-20 authors: (1st Author surname et al., Year)

### Journal articles with 21+ authors

For 21+ authors, add the first 19, then an ellipsis (...), then the last author.

Example:

Davies, G., Lam, M., Harris, S. E., Trampush, J. W., Luciano, M., Hill, W. D., Hagenaars, S. P., Ritchie, S. J., Marioni, R. E., Fawns-Ritchie, C., Liewald, D. C. M., Okely, J. A., Ahola-Olli, A. V., Barnes, C. L. K., Bertram, L., Bis, J. C., Burdick, K. E., Christoforou, A., DeRosse, P., ... Deary, I. J. (2018). Study of 300,486 individuals identifies 148 independent genetic loci influencing general cognitive function. *Nature Communications*, 9, Article 2098. <https://doi.org/10.1038/s41467-018-04362-x>

## Web resources

### Web pages

General Notes:

- The title of web pages should now be italicised
- The name of the hosting site is required to be added before the access link
- The words 'Retrieved from' are no longer required before an access link unless a retrieval date is required for the source.
- When citing a source, ensure the publication year is clear by checking for a posting, creation, or update date. If available, include the month and day in your reference. Do not use the copyright date from a repeated web page footer as the creation date.
- For in-text citations, use only the Year of the web page, do not include the Month and Day

### Format

Web page authored by a person	Author Surname, Initial. (Year, Month Day). <i>Title of page: Subtitle</i> . Title of Website. <a href="http://www...">http://www...</a>
Web page with a corporate author	Corporate Author. (Year, Month Day). <i>Title of page: subtitle</i> . <a href="http://www...">http://www...</a> Where the author is the same as the title of the website, do not repeat the website title
Web page with no date	Follow the above patterns but replace (Year, Month Day) with (n.d.).

World Health Organization. (2018, May 24). *The top 10 causes of death*. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

In-text: Follow the general patterns: (Author Surname, Year) or (Corporate Author, Year)

- **Parenthetical citation:** (World Health Organization, 2018)
- **Narrative citation:** World Health Organization (2018)

## Blog posts

General notes:

- Provide the exact date of the post in the form Year, Month Day.
- Do not italicise the title of the post.
- The name of the blog site is required to be added before the access link
- The words 'Retrieved from' are no longer required before an access link
- For in-text citations, use only the Year of the posting, do not include the Month and Day.
- Do not include a full-stop after the URL at the end of the reference

Blog post authored by a person	<p><b>Author Surname, Initial.</b> (Year, Month Day). <i>Title of post.</i> <i>Title of Blog Site.</i> <a href="http://www...">http://www...</a></p> <p>Where the author is using a screen name, use that in place of the standard naming.</p>
Blog post with a corporate author	<p><b>Corporate Author.</b> (Year, Month Day). <i>Title of post.</i> <a href="http://www...">http://www...</a></p> <p>Where the author is the same as the title of the website, do not repeat the website title</p>

**In-text:** Follow the general patterns: (Author Surname, Year) or (Corporate Author, Year)

## Video & audio

<b>YouTube clip</b>	<p><b>Screen Name.</b> (Year, Month Day). <i>Title of video</i> [Description]. <b>Hosting Site.</b> <a href="https://www...">https://www...</a></p>
<b>Podcast episode</b>	<p><b>Host Surname, Initial.</b> (Host). (Year, Month Day). <i>Title of podcast episode</i> (Episode number) [Description]. In <i>Title of podcast series.</i> <b>Production Company.</b> <a href="https://www...">https://www...</a></p>
<b>Films</b>	<p><b>Director Surname, Initial.</b> (Director). (Year). <i>Title of film</i> [Description]. <b>Production Company</b></p>

## Government Documents and Reports

Online document authored by a person	<b>Author Surname, Initial. (Year). Title of document: Subtitle (Document No. X). Government Department. https://...</b>
Online document with a government author	<b>Government Department. (Year). Title of document: Subtitle (Document No. X). https://...</b>  Where the author is the same as the publisher, do not repeat the publisher name
Print document authored by a person	<b>Author Surname, Initial. (Year). Title of document: Subtitle (Document No. X). Government Department.</b>
Print document with a government author	<b>Government Department. (Year). Title of document: Subtitle (Document No. X).</b>  Where the author is the same as the publisher, do not repeat the publisher name
Print or online document with a DOI	Follow the patterns above but end the reference with the link form of the DOI. https://xxxxxx

## CONFERENCE PRESENTATION AND PROCEEDINGS

### Conference proceedings published in a journal

To reference conference proceedings published in a journal, follow the same format as journal articles.

Reference as a **special issue of a journal**:

**1st Editor Surname, Initial., & 2nd Editor Surname, Initial. (Eds.). (Year). Title of special issue [Special issue]. Journal Title, Volume(issue).**

### Conference proceedings published as a whole book

To reference conference proceedings published as a whole book, follow the same reference format for referencing as whole edited books.

### Conference proceedings published as a book chapter

The format for referencing conference proceedings published as an edited book chapter is the same as for edited book chapters

## Dissertations and Theses

- References for doctoral dissertations and master's theses are categorized based on whether they are published or unpublished.
- Published works can be accessed through databases, university archives, or personal websites
- For unpublished dissertations and theses, the university's name is included in the source element of the reference, whereas for published ones, it is placed in square brackets following the title.

Below template shows how to construct references for **unpublished** dissertations and theses.

Author	Date	Title	Source
Author, A. A.	(2024)	<i>Title of dissertation</i> [Unpublished doctoral dissertation].  <i>Title of thesis</i> [Unpublished master's thesis].	Name of Institution Awarding the Degree.

Below template shows how to construct references for **published** dissertations and theses.

Author	Date	Title	Source	
			Database or archive name	URL
Author, A. A.	(2024)	<i>Title of dissertation</i> [Doctoral dissertation, Name of Institution Awarding the Degree].  <i>Title of thesis</i> [Master's thesis, Name of Institution Awarding the Degree].	Database Name.  Archive Name.	https://xxx

Example: Unpublished

Smith, A. (2024). *Transformational Leadership's Role in Change Management* [Unpublished doctoral dissertation]. Africa International University.

Example: published online from a database

Herring, M. E. (2024). *Cultivating Institutional Identity and Mission Within a Shared Governance Structure in Theological Schools: An Exploration of the Governing Board's Role and Processes* [Doctoral dissertation, Johnson University]. ProQuest. <https://www.proquest.com/openview/180b846e765d4dc20917199f6b8993/1?pq-origsite=gscholar&cbl=18750&diss=y>

## Other sources

### Personal Communication

The APA manual provides examples of personal communications, including emails, private letters, memos, personal interviews, telephone conversations, private online meetings such as Zoom sessions that cannot be retrieved, and other non-publicly accessible sources. While personal communications must be cited within the text, they are not included in the reference list.

To cite in-text include the initials and surname of the author, plus the day month and year of the communication.

#### In-text examples:

According to J. Smith (personal communication, May 10, 2022), students benefit from library seminars.

Or

Students benefit from seminars (J. Smith, personal communication, May 10, 2024).