



ACADEMIC REFERENCING - "APA" STYLE 7th Edition

G. C. FOSTER COLLEGE SPORT
LIBRARY AND INFORMATION CENTRE

Presentation Overview

- APA Style defined
- Importance of APA
- Formatting your Title Page
- In-text citation
- Reference Page
- Obtaining information from journals and other reputable sources
- Using keywords to source information

What is APA Style?

The American Psychological Association's (APA) Style is a set of guidelines that help authors to structure their papers, write more clearly and concisely, know the mechanics of style, display their results, credit their sources, and provide references (APA, 2010).

Simply put, it is a style or system for writing.

APA Style

APA style is a standard for writing academic and professional papers in the disciplines of social sciences, business, and nursing so that the organization of content, writing style, and citing of references is the same for everyone and for every paper.

Why is APA Style important?

- A way of giving credit to the sources from which we use ideas, words, and images.
- Increase the ease of reading comprehension.
- Used for documenting sources used in a research paper.
- Sticking to a consistent style allows readers to know what to look for as they read journal articles and other forms of psychological writing.

Major Sections of your paper

- In most cases, your paper should include these main sections, namely:
 - The Title Page
 - The Body/main section (in-text citation)
 - References

Formatting your Title Page

The title page is the first page of your document. It is **page # 1**. The purpose of the title page is to let the reader know what your paper is about and who it was written by. The title page should include:

- ✓ the title – (typed in **bold**)
- ✓ Student's name
- ✓ Student's Identification Number
- ✓ Course name/number or code
- ✓ Group/Class code
- ✓ Institution's name
- ✓ Instructor's/Lecturer's name
- ✓ Due date of the paper

Body of the Paper

Five Levels of Headings in APA Style Format Table

Heading

Level	Format
1	Bold, center alignment, Upper and lowercase letters Start the text as a new paragraph
2	Bold, left alignment, Upper and lowercase letters Start the text as a new paragraph
3	Bold, italics, left alignment, Upper and lowercase letters Start the text as a new paragraph
4	Bold, indent from left, Upper- and lower-case letters, period at end. Start the text on the same line as heading and continue as standard paragraph
5	Bold, italics, indent from left, Upper- and lower-case letters, period at end. Start the text on the same line as heading and continue as standard paragraph

Five Levels of Headings in APA Style Format Table. Adapted from Publication Manual of the American Psychological Association (7th edition) (page 48), by American Psychological Association, 2020,

In-text Citation

An in-text citation is a way to let your reader know that you have used someone else's research to support your writing and where to find that source. It is important to include citations in your text and identify where you found the information you used. APA format dictates that when citing sources in your paper, use the author's name, followed by the date of publication and page number(s).

In APA style, you will use in-text citations to refer readers to a reference list. **In-Text Citation** prevents plagiarism.

What is Plagiarism?

- to commit literary theft by stealing and passing off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to present as new and original an idea or product derived from an existing source.

TO AVOID PLAGIARISM



Use online tools to check for plagiarism



Provide links you have referred to



Write in your own words

DONT COPY

IDEA

Prevent plagiarism by quoting, paraphrasing and summarizing

Quoting:

These are the exact words of an author, copied directly from a source, word for word. The exact words **must** be in open and closed quotation marks with the source cited.

Paraphrasing:

The putting of someone else's words or ideas into your own words. Although you are using your own words, the ideas are taken from someone else and must be cited on your Works-Cited page. Paraphrasing is not simply rearranging or rewording an original passage.



Summarizing:

You have to understand what the author is saying and then entirely write the ideas in your own words.

In-Text Citation

In-text citations follow the *author-date citation system*. Each citation has two parts, (APA, 2020, p. 261-63):

1. A brief in-text citation comprised of, at minimum, the author(s) names, and the year of publication, and
2. A corresponding reference list entry.

In-text citations follow two basic formats:

- Narrative: where the author's name and year of publication are included as part of the text
- Parenthetical: where the author's name and year of publication appear in parentheses, separated by a comma, e.g. (Lewis, 2022). When a parenthetical citation is at the end of a sentence, the period or other punctuation appears inside the closing parenthesis.

Please note that only the year appears in the in-text citation entry. A page or paragraph number will always go at the end of the quotation or paraphrase in parentheses.

In-text Citation

Narrative

- Narrative citation is when you write out the author's name as you write their quote or paraphrase their work.

Example: According to Grady et al. (2019), "when children are reading storybooks that represent characters from ethnic or racial groups other than their own, they receive a wider array of emotional learning opportunities than when they read storybooks with characters that represent only their own race or ethnicity" (p. 215).

Parentheses

- Use this type of citation when it is not easy to use narrative citation and identify the authors' names in-text. Include names, dates, and pages in parentheses.

Example: One study found that students have a strong need for independence and are often torn between adult and peer values (Pangrazi & Darst, 2019).

APA Quotations Examples

Indirect: Some researchers note that "children are totally insensitive to their parents' shyness" (Lewis, 2021, p. 70).

Direct: 'Children are totally insensitive to their parents' shyness' (Lewis, 2021, p. 70).

Paraphrasing/Summarizing: Lewis (2021) posited that some children seem unaware that their parents are considered reserved (p, 70).

Authors' Name

Type of Citation	Narrative Format	Parenthetical Format
One work by one author	Walker (2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	(Bradley et al., 1999)
One work by six or more authors	Wasserstein et al. (2005)	(Wasserstein et al., 2005)

Organizations or Group as Authors

Type of Citation	Narrative Format, First Citation in Text	Narrative Format, Subsequent Citations in Text	Parenthetical Format, First Citation in Text	Parenthetical Format, Subsequent Citations in Text
Groups as authors (readily identified through abbreviation)	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups as authors (no abbreviation)	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Reference List

A reference list provides the information necessary for a reader to locate and retrieve any source cited in the body of a paper.

- **Location:** Begin your reference list on a new page after the text and before any tables/figures or appendices.
- **Heading:** Use **References** as the title at the top of the page (beginning with a capital letter, in bold, centered, and not in italics).
- **What to include:** All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails), which cannot be retrieved.

Reference List

- **Order:** All references are listed alphabetically by author , or title if there is no author. If there are two entries with identical authors but different dates, order them chronologically, earliest first. For each author, list the name first followed by the initials for their first and middle names.
- **Space:** Double-space the whole reference list.
- **Hanging indent:** 0.5 inch (1.27cm) from the left margin for the second and subsequent lines of each reference.
- **URL:** Use Of Hyperlinks Is Preferred. However, You May Use Plain Text That Is Not Underlined For Urls.

One handy rule of thumb to remember is that any source cited in your paper needs to be included in your reference section. And any source listed in your reference section must also be mentioned somewhere in your paper.

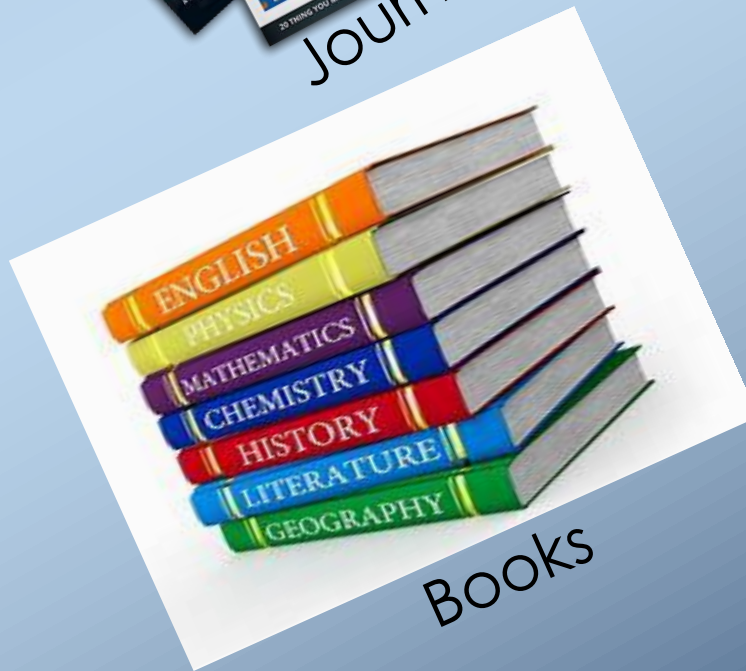
What sources can we reference?



Journals



Websites



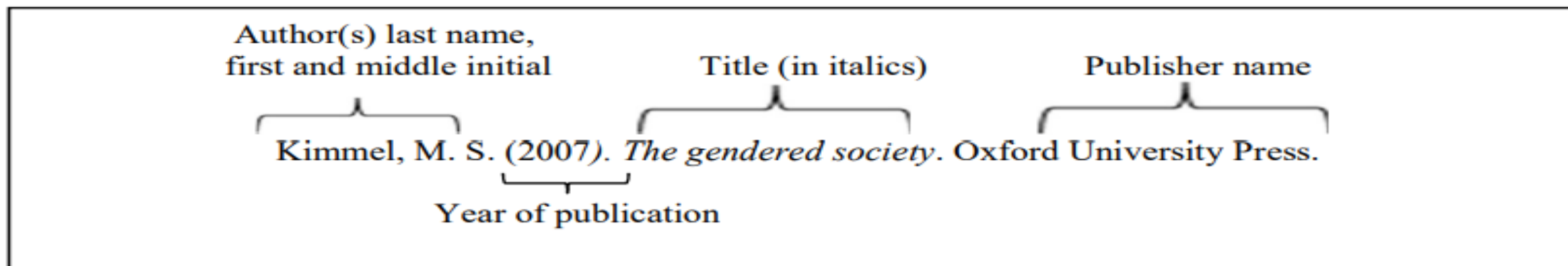
Books



Newspapers

Books:

By a Single Author



By Two or More Authors

DiFonzo, N., & Bordia, P. (2007). *Rumor psychology: Social and organizational approaches*. American Psychological Association.

By a Corporate (Group) Author

American Sociological Association. (1975). *Approaches to the study of social structure*. Free Press.

Edited Book

Rhodewalt, F. (Ed.). (2008). *Personality and social behavior*. Psychology Press.

No Author

The universal declaration of human rights. (1974). U.S. Catholic Conference, Division of Latin America.

Ebooks:

With a doi

Gillam, T. (2018). *Creativity, wellbeing and mental health practice*. Wiley Blackwell.
<https://doi.org/10.1007/978-3-319-74884-9>

Without a doi (Cite the same as a print book)

Lauwers, J., Opsomer, J. & Schwall, H. (Eds.). (2018). *Psychology and the classics: a dialogue of disciplines*. De Gruyter.

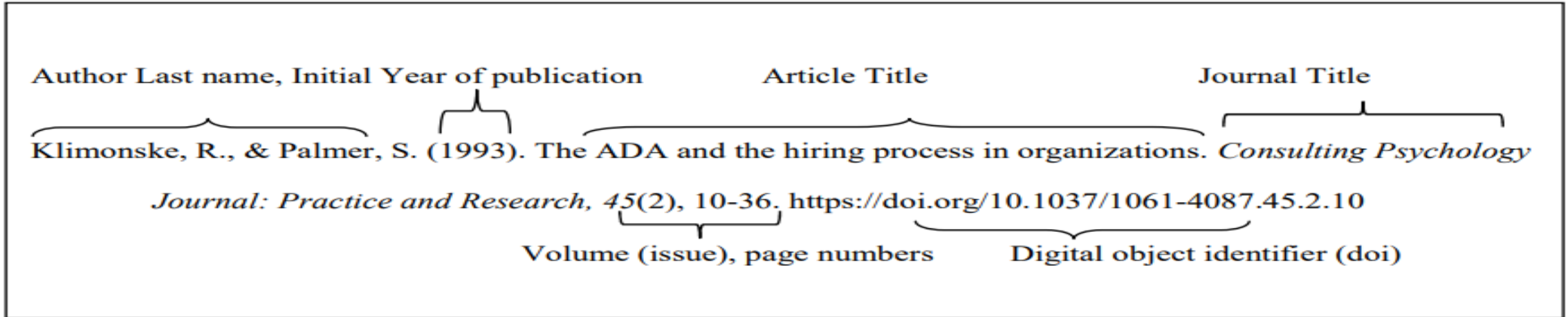
From a website:

Sanger, M. (2000). *Woman and the new race*. Bartleby.com. <http://www.bartleby.com/1013/> (Original work published 1920).

Chapters in Books

Levi-Strauss, C. (1971). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82-89). Random House.

Journal Articles



Article without DOI or in print:

Scroggins, W. A., Thomas, S .L., & Morris, J. A. (2008). Psychological testing in personnel selection, Part II: The refinement of methods and standards in employee selection. *Public Personnel Management, 37*(2), 185-199.

Two or more authors (up to 20 authors)

Klimonske, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research, 45*(2), 10-36. doi:10.1037/1061-4087.45.2.10

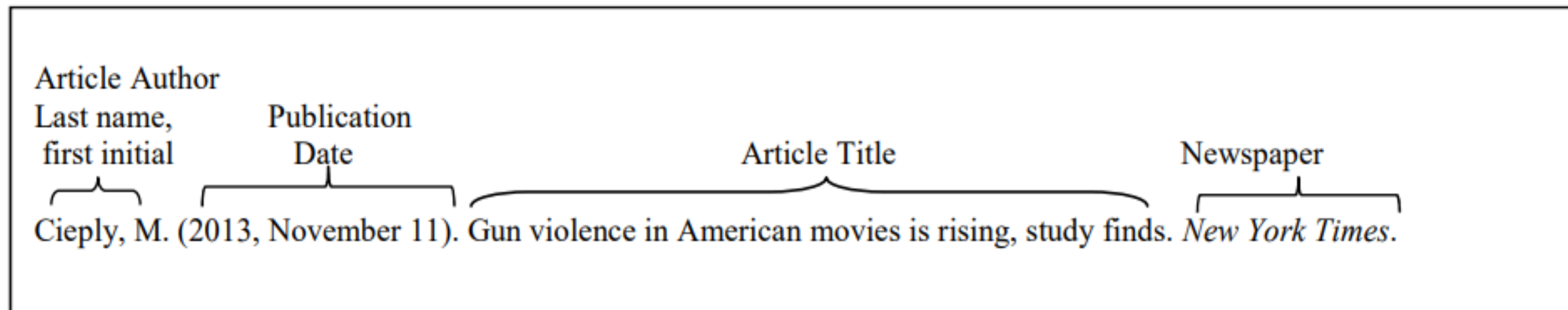
Note: If an article has 21 authors or more, list the first 19 authors, then insert an ellipsis (...) and then the last name and first initials of the last author.

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., Johnson, A., Ito, H., Ramirez, J., Jones, H., Anderson, P., Winkle, S., Short, A., Bergen, W., Wentworth, J., Ramos, P., Woo, L., Martin, B., Josephs, M., ... Brown, Z. (2005). Study of the brain. *Psychology Journal 32*(1), 1-15. doi:10.1037/1061-4087.45.1.11

Newspaper Article

Online:

From a database (note: do not include database URL or name)



From a website, with no author:

It's subpoena time. (2007, June 8). *New York Times*. <https://www.nytimes.com/2007/06/08/opinion/08fri1.html>

Print:

Jones, S. (1997, October 19). Hit-and-run suspect commits suicide. *New York Times*, p. 17.

Magazine Article:

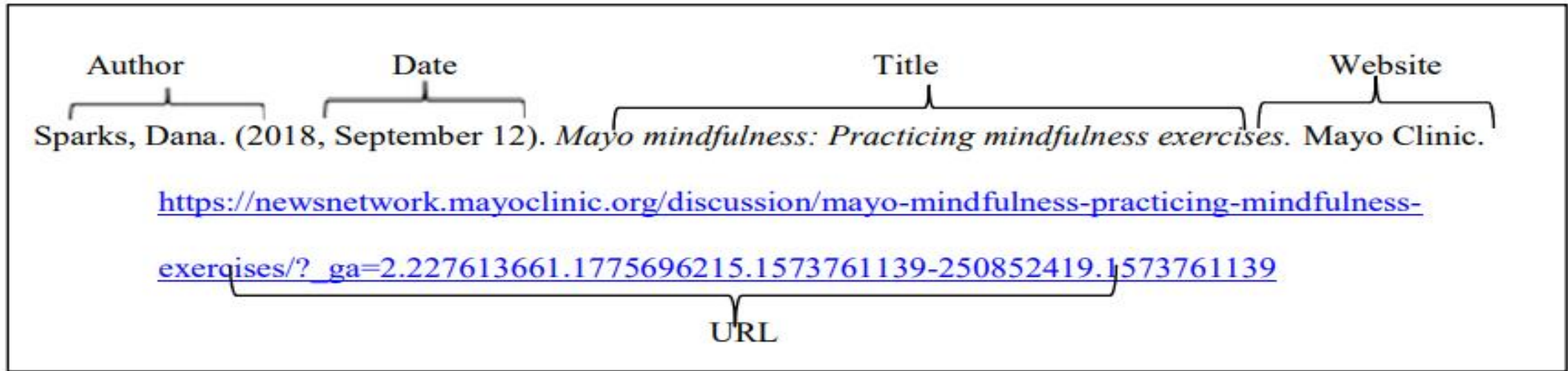
From a database or print:

Kluger, J. (2010, November 1). Keeping young minds healthy. *Time*, 176(18), 40-50.

From a website:

Heid, M. (2015, August 12). You asked: Why do I blush so much? *Time*. <http://time.com/3992760/blush-blushing/>

Web sites



Organization name as author (Group author):

National Institutes of Mental Health. (2015, May). *Anxiety disorders*.
<http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.s>

Note: when the author and the name of the website are the same, you don't need to list it as the name of the website.

No author, no date:

What is psychology? (n.d). BestPsychologyDegrees.com. <https://www.bestpsychologydegrees.com/what-is-psychology/>

Sourcing information from credible sources

When it comes to writing a research paper, it is crucial that you use credible sources to make sure that the information you are using is actually true. Knowing the difference between credible sources and unreliable sources does not always come easily with endless information flooding the internet. There are some simple tips that you can use to ensure that you are always using credible sources for your research. These tips include:

- Start simple, by browsing through some common search engines to see what you can find. While you may get ideas from Wikipedia, you should avoid using it as a reference since it allows the public to edit information. Sites such as these often run the risk of lacking accuracy and are not credible sources for research.

Credible sources

- Scholarly Databases: these are the best tools to utilize when it comes to finding credible sources for research. Online scholarly databases that can be trusted and are known to provide useful information for students include EBSCO Host, and ProQuest, Open Library. E-books, journal articles, peer-reviewed articles, and periodicals can be accessed from these databases.
- Some great examples of reliable websites for journal articles include Google Scholar, Eric, etc.
- Newspapers and Magazines: these sources are great places to find information about current events.
- Jamaica Information Service (JIS): another credible source to find information.
- .org.com websites are professional and reliable sources.
- For definitions, use dictionaries such as Merian Webster, Collins, thesaurus and oxford dictionary and for more detailed information, use encyclopedias such as Britannica.

Using Key words to search/source information

- When doing a key word search, it is a good idea to try a number of different search terms and phrases. Do not be discouraged if your initial keyword search brings back too many, too few, or irrelevant results. You can try multiple keywords, synonyms for your keywords, or different combinations of keywords to get the best results.
- For example, if you are looking for information about teaching physical education in schools, you may start out with keywords like:

(physical education, teaching physical education, learning physical education, physical education in schools, physical education instruction).

Using Key words to search/source information

You can also try using synonyms for keywords:

example: PE instruction – coaching, schooling, lessons, classes

You may also want to combine words to get a better, more thorough result:

example: teaching and learning PE

Using Key words to search/source information on Ebsco Host Database

New Search Subjects ▾ Publications ▾ Images ▾ Company Profiles More ▾

Sign In Folder Preferences Languages ▾ Help Exit

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Ebsco Host
search box:
enter
keywords
here



Searching: **Caribbean Search**, [Show all](#) | [Choose Databases](#)

Enter any words to find books, journals and more

Search

Create Alert [?](#)

[Search Options](#) ▸ [Basic Search](#) [Advanced Search](#) [Search History](#)

Search Options

Using Key words to search/source information on Ebsco Host Database

The screenshot shows the Ebsco Host search interface. At the top, there is a search bar with the Ebsco Host logo on the left. To the right of the search bar are three dropdown menus labeled "Select a Field (optional)". A green "Search" button is positioned to the right of these dropdowns. Below the search bar, there are two rows of search options, each starting with an "AND" dropdown menu followed by a search input field and another "Select a Field (optional)" dropdown menu. To the right of the search bar, there are links for "Create Alert" and "Clear ?". At the bottom of the search bar area, there are links for "Basic Search", "Advanced Search", and "Search History".

Search Options

Search Modes and Expanders

Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)


If you click on Boolean/phrase, it gives you more options to add up to three keywords before searching.

Reset

Using Key words to search/source information on Ebsco Host Database

New Search Subjects ▾ Publications ▾ Images ▾ Company Profiles More ▾

Sign In Folder Preferences Languages ▾ Help Exit

 Searching: **Caribbean Search**, [Show all](#) | [Choose Databases](#)

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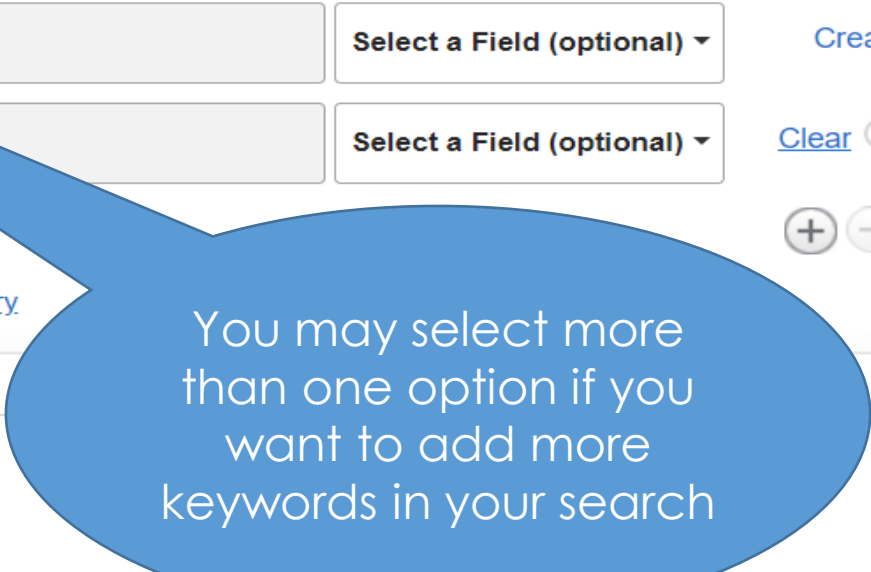
Select a Field (optional) ▾ **Search**

AND ▾ Select a Field (optional) ▾ [Create Alert](#)

AND ▾ Select a Field (optional) ▾ [Clear](#) ?

[Basic Search](#) [Advanced Search](#) [Search History](#)

Search Options

 You may select more than one option if you want to add more keywords in your search

Using Key words to search/source information on Ebsco Host Database

← → ↻ <https://web.p.ebscohost.com/ehost/search/advanced?vid=1&sid=a9d1b5f1-cc94-43ba-8503-0aa6a5...> A ...

New Search Subjects ▾ Publications ▾ Images ▾ Company Profiles More ▾

Sign In Folder Preferences Languages ▾ Help Exit

Searching: **Caribbean Search**, [Show all](#) | [Choose Databases](#)

teaching Select a Field (optional) ▾ **Search**

AND ▾ physical education Select a Field (optional) ▾ [Create Alert](#)

AND ▾ Select a Field (optional) ▾ [Clear](#) ?

AND
OR
NOT

[Advanced Search](#) [Search](#)

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AND SPORTS**

Search Options

Search Modes and Expanders

Reset

Your options may include and, or and not. This will help to narrow your search.

Using Key words to search/source information on Ebsco Host Database

The screenshot shows the Ebsco Host search interface. The browser address bar displays the URL: <https://web.p.ebscohost.com/ehost/search/advanced?vid=1&sid=a9d1b5f1-cc94-43ba-8503-0aa6a5...>

The navigation bar includes links for [New Search](#), [Subjects](#), [Publications](#), [Images](#), [Company Profiles](#), and [More](#). On the right side of the navigation bar, there are links for [Sign In](#), [Folder](#), [Preferences](#), [Languages](#), [Help](#), and [Exit](#).

The main search area features the EBSCOhost logo on the left. The search status is "Searching: [Caribbean Search](#), [Show all](#) | [Choose Databases](#)". The search criteria are entered in three rows:

- Row 1:
- Row 2:
- Row 3:

On the right side of the search area, there is a green **Search** button, a [Create Alert](#) link, and a [Clear](#) link with a help icon. The text "G.C. FOSTER COLLEGE OF PHYSICAL EDUCATION AND SPORTS" is displayed in the top right corner.

Below the search area, there are links for [Basic Search](#), [Advanced Search](#), and [Search History](#).

The "Search Options" section is partially visible at the bottom left, and the "Search Modes and Expanders" section is also partially visible.

A blue callout bubble with a pointer to the search input fields contains the text: "Keywords in all three fields".

Using Key words to search/source information on Ebsco Host Database

The screenshot shows a web browser window with the URL <https://web.p.ebscohost.com/ehost/resultsadvanced?vid=3&sid=a9d1b5f1-cc94-43ba-8503-0a...>. The page displays search results for an Academic Journal. The first result is partially visible, showing subjects: Theory of knowledge; Physical education; Teaching; Learning; Higher education; Sports and Recreation Instruction, and a PDF Full Text link (10.4MB). The second result, highlighted by a blue callout, is titled "5. Physical education teachers' online teaching experiences and perceptions during the COVID-19 pandemic." It lists authors: MINHYUN KIM; HYEONHO YU; CHAN WOONG PARK; TAEMIN HA; JUN-HYUNG BAEK, and is from the Journal of Physical Education & Sport 2021 Supplement, Vol. 21, p2049. It includes subjects: PHYSICAL education teachers; PHYSICAL activity; COVID-19 pandemic; ONLINE education; TRANSFORMATIVE learning, and a PDF Full Text link (844KB). The third result is partially visible, titled "6. Educación física y universidad: Evaluación de una experiencia docente a través del aprendizaie".

This is a result from the search done previously.

The pdf document from the search result.

End of Presentation

- For more information, you can visit the physical or virtual library space. The library's email is librarysupport@gcfc.edu.jm.
- You can also log onto the library's integrated system: KOHA Database, which allows you to reserve books held in the physical space, and access other databases such as Ebscohost, ProQuest, Open library and other free journal databases embedded in the system. There is also a "Ask a Librarian" feature on the database that you can use to send in your reference questions to us, and we will address them in a timely manner.

THANK YOU