AeU Style Guide for Graduate Students using American Psychological Association (APA) Format

Asia e University Knowledge Centre
2016
Introduction

The Asia e University Style Guide aims to provide guidance on proper ways of constructing reference list for students preparing to write PhD and master theses. Examples provided are based on rules of American Psychological Association (APA) style. Graduate students are required to follow the style guide provided for consistency and good presentation style when citing sources.


This guide also contains a selective list of ‘FREE Reference Manager’ software and websites for managing your citations according to APA style.
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PART I

American Psychological Association (APA)

Style Guide
Plagiarism

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

Exact copy plagiarism

There are 2 types of exact copy plagiarism:

1. Whole source plagiarism: claiming the entire work as your own. Example: a student puts his or her name on a paper written by others.

2. Partial copy plagiarism: putting exact words or content from a source without proper acknowledgement.

When to give credit

(Adapted from Avoiding Plagiarism by Purdue University’s Online Writing Lab)

<table>
<thead>
<tr>
<th>Need to cite when</th>
<th>No need to cite when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referring to someone else’s ideas, opinions, or</td>
<td>Using ideas, opinions, or theories that are genuinely</td>
</tr>
<tr>
<td>theories, such as by paraphrasing</td>
<td>original with you</td>
</tr>
<tr>
<td>Copying exact words</td>
<td>Writing up your own experiment results</td>
</tr>
<tr>
<td>Reprinting or copying graphical elements such as</td>
<td>Including your own artwork or other original creation</td>
</tr>
<tr>
<td>diagrams, illustrations, maps, charts, and</td>
<td></td>
</tr>
<tr>
<td>pictures</td>
<td>Recording anecdotes about other people, in which those</td>
</tr>
<tr>
<td></td>
<td>people remain anonymous</td>
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<tr>
<td>Using ideas from others given in conversation,</td>
<td>Using common knowledge according to accepted criteria</td>
</tr>
<tr>
<td>interviews, correspondence (letters or email) or</td>
<td></td>
</tr>
<tr>
<td>heard during lectures, speeches, and from media</td>
<td></td>
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<tr>
<td>such as television and radio</td>
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<td></td>
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</tr>
</tbody>
</table>
Crediting Sources

The citations usually appear in a list at the end of the paper entitled bibliography, references, endnotes and works cited. Besides, footnotes provide the full citation on the same page as the information cited.

Crediting Sources

Citing sources has several benefits to the writers and readers. One of the advantages is to avoid the possibility of plagiarism.

Purpose of citations:

1. Enable the readers to locate the original source and to verify the accuracy of information.
2. Identify the source of ideas, theories, research, specific words or other materials in order to acknowledge its contribution to the work.
3. Provide the readers with the high quality and relevancy of the information used in researching the papers in term of authority and expertise of the topics.

Typical elements in bibliographic citations from the print publication world includes of:

- author, editor, translator, organization (corporate author) or other creator of the content
- title and subtitle
- indication of which edition or version
- name of journal, series, encyclopaedia, or other parent publication in which the work appears
- publication information
  - place of publication
  - name of publishing body
  - date of publication
American Psychological Association (APA)

A style that is generally used to cite sources within the social sciences subject. This resource, designated according to the *Publication Manual of the American Psychological Association*, *(6th ed., 2nd printing)*. It contains general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

**Basic Rules**

All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

Reference list entries should be alphabetized by the last name of the first author of each work.

For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

Present the journal title in full.

Maintain the punctuation and capitalization that is used by the journal in its title.

- For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.

Capitalize all major words in journal titles.

When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

Italicize titles of longer works such as books and journals.

Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
General Notes on APA Style

APA requires that the entire paper be double-spaced, including all the lines in the reference list.

Number all pages consecutively, beginning with the title page, in Arabic numerals (e.g., 4, not IV) in the upper right-hand corner (Rule 8.03, p. 230).

You need to cite and document any sources that you have consulted, even if you presented the ideas from these sources in your own words. You need to cite:

- To identify other people’s ideas and information used within your essay.
- To inform the reader of your paper where they should look if they want to find the same sources.

A citation must appear in two places in your essay:

- in the body of your text ("in-text citations").
- in the reference list (at the end of your paper).

To introduce other people’s ideas in text, use the following examples:

Richardson *argues, refers to, explains, hypothesizes, compares, concludes*;

As Littlewood and Sherwin *demonstrated, proved*, ... etc.
AUTHOR/AUTHORS

Single Author

Last name first, followed by author initials. Do not include suffixes such as Jr. Example:


Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Example:


Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Example:


More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author’s name, use ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Example:

Organization as Author


Unknown Author


Note: Write the title directly.

Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).


When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.


References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.


**Two or More Works by the Same Author in the Same Year**

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."


**Introductions, Prefaces, Forewords, and Afterwords**

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.


Note: (Ed.) means editor
BOOKS

Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.


Edited Book, No Author


Edited Book with an Author or Authors


Note: (Ed.) means editor

A Translation


Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).
Edition Other Than the First


Article or Chapter in an Edited Book


Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.


Multivolume Work

OTHER PRINT SOURCES

An Entry in an Encyclopedia

Chicago, IL: Encyclopedia Britannica.

Work Discussed in a Secondary Source

List the source the work was discussed in:


NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...
**DISSENTATIONS AND THESES**

**Dissertation Abstract**


**Dissertation, Published**


**Dissertation, Unpublished**


GOVERNMENT DOCUMENT

Corporate Author. (Year). Title of work (Publication No. if any). Location: Publisher.


CONFERENCE PROCEEDINGS

REPORT

Author, A. (Year). Title of work (Report No. xxx). Location: Publisher.

Technical report


Report from a Private Organization


Report from non-governmental organization


ARTICLES IN PERIODICALS

Basic Form

Journal article, print:


Journal article, online

Provide the DOI (Digital Object identifier) number


Journal article, online, no DOI

Provide the URL of the journal’s homepage.


Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.


Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.


Article in a Magazine


Article in a Newspaper


LETTER TO THE EDITOR


REVIEW


ELECTRONIC SOURCES (WEB PUBLICATIONS)

Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.


Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number, page range. doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000


Note: A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.
Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.


Article from a Database


ABSTRACT

If you only cite an abstract but the full text of the article is also available, cite the online abstract as any other online citations, adding "[Abstract]" after the article or source name. However, if the full text is not available, you may use an abstract that is available through an abstracts database as a secondary source.


NEWSPAPER ARTICLE


ELECTRONIC BOOKS


Note (n.d) means no date

**Chapter/Section of a Web Document or Online Book Chapter**


**NOTE**: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site.
ONLINE BOOK REVIEWS

Cite the information as you normally would for the work you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrieved from," if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.


Dissertation/Thesis from a Database


Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Online Bibliographies and Annotated Bibliographies


Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").


Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.


Qualitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):


**Online Lecture Notes and Presentation Slides**

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).


**Non periodical Web Document, Web Page, or Report**

List as much of the following information as possible (you sometimes have to hunt around to find the information; don’t be lazy. If there is a page like http://www.somesite.com/somepage.htm, and somepage.htm doesn’t have the information you’re looking for, move up the URL to http://www.somesite.com/):


**NOTE**: 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. Also, if there isn’t a date available for the document use (n.d.) for no date.
**Computer Software/Downloaded Software**

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.


Software that is downloaded from a Web site should provide the software’s version and year when available.


**E-mail**

E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

**Online Forum or Discussion Board Posting**

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived (e.g. "Message posted to..., archived at...").


**Blog (Weblog) and Video Blog Post**

Include the title of the message and the URL. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author’s name is not available, provide the screen name.

Psychology Video Blog #3 [Video file]. Retrieved from http://www.youtube.com/watch?v=lqM90eQi5-M

Wikis


Audio Podcast

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.


Video Podcasts

For all podcasts, provide as much information as possible; not all of the following information will be available. Possible addition identifiers may include Producer, Director, etc.

PART II

Developing References Using
FREE Reference Manager
Introduction: Choosing a Citation Manager

Well-known citation managers provide similar basic features and functionalities. Several tips and comparison of citation managers for special features taken from PennState University Library website.

How to choose a Citation Manager

<table>
<thead>
<tr>
<th>I Need to:</th>
<th>Use:</th>
<th>Why:</th>
</tr>
</thead>
<tbody>
<tr>
<td>...work from multiple computers or locations.</td>
<td>Zotero, Mendeley, EndNote Basic, Refworks</td>
<td>Zotero saves your citation library to your local computer, but syncs with multiple computers so you can work from home, work, or school. Mendeley is a program that lives on your local computer, but syncs with a web account. EndNote Basic is entirely web-based and can be accessed from any computer with internet access, and can sync with EndNote desktop. RefWorks is entirely web-based and can be accessed from any computer with internet access.</td>
</tr>
<tr>
<td>...work without an Internet connection.</td>
<td>Zotero, Mendeley, EndNote</td>
<td>Zotero, Mendeley and EndNote store your citation libraries locally on your computer.</td>
</tr>
<tr>
<td>...archive web pages and import citations from sites such as Amazon and ArtSTOR.</td>
<td>Zotero</td>
<td>Zotero allows you to easily save snapshots of web pages and annotate them within your citation library. It is a great tool for scraping citation information from web-based publications and some commercial and social networking sites.</td>
</tr>
<tr>
<td>...work on a group project or share my citations with others.</td>
<td>Zotero, Mendeley, EndNote Basic, Refworks</td>
<td>Zotero allows you to share your citations through shared folders -- you can give individuals or groups permissions to add and edit the citations in the shared folder. Mendeley allows you to share citations and documents with a group of up to 2 other users, or create a public reading list that is open to all. EndNote Basic allows you to create and share groups with other users. RefWorks allows you to share your citations through shared folders by inviting up to 10 individuals and giving permission to read, annotate, or modify the entries.</td>
</tr>
</tbody>
</table>

Note: URL https://www.libraries.psu.edu/psul/lls/choose_citation_mgr.html
LIST OF FREE REFERENCE MANAGER

1. Mendeley

Mendelay is a web programme for managing and sharing research papers, discovering research data and collaborating online. As a free reference manager and academic social network, it provides citations and bibliographies creation medium in Microsoft Word, OpenOffice.org, and LibreOffice.

Create a free account at https://www.mendeley.com/ and download Mendeley desktop for your computers or gadgets. You are able to generate citation in seconds by drag and drop your papers. You can read the overview at https://www.mendeley.com/features/ Training guides is available here https://community.mendeley.com/teaching

2. EndNote Basic by Thomson and Reuters

Free tools to learning on how to do research, citing sources, write papers and match your manuscript to a scientific journal. EndNote Basic is a web-based application which allows you to create bibliographies in Microsoft Word. It offers 20 most popular citation style.

Link: http://endnote.com/product-details/basic

EndNote quick reference is available here http://wokinfo.com/media/mtrp/enw_qrc_en.pdf

3. Knight Citation

An online citation generator provided by Hekman Library of Calvin Collage. Users may save all citations and get more citation features by register in KnightsCite at https://www.calvin.edu/library/knightcite/index.php?op=register

Citation link: http://www.calvin.edu/library/knightcite/

4 simple steps to create your own citation:
1. Choose the citation style
2. Select resource type
3. Fill up the form
4. Click submit
4. **BibMe**

BibMe is free and automatic bibliography maker that auto-fills. It’s the easiest way to generate citations to build a works cited page.

Link: [http://www.bibme.org/](http://www.bibme.org/)

Only 3 easy steps required:

1. Select style and search - Search for a book, article, website, film, or enter the information yourself.
2. Add it easily and continue - Add it to your bibliography and continue citing to build your works’ cited list.
3. Download bibliography – in APA, MLA, Chicago format etc.

5. **Citation Machine**

Citation machine provides 3 easy steps to create your citation in MLA, APA, Chicago, Turabian, and many more. Additional features in Citation Machine are plagiarism checker, writing resources and create a title page.

Link: [http://www.citationmachine.net/](http://www.citationmachine.net/)

6. **Zotero**

It is a free and easy-to-use tool that help users to collect, organize, cite and share research sources. You can create your personal library and add features such as PDFs, images, audio and video files, snapshots of web pages etc. Automatic indexing of full text content is available to help in searching process.

Link: [https://www.zotero.org/](https://www.zotero.org/)

7. **IFLANET**

This website compiled links of citation style and resources from many academic institutions.

Link: [http://archive.ifla.org/I/training/citation/citing.htm](http://archive.ifla.org/I/training/citation/citing.htm)
8. **RefMe**

Citation generator

Link: [https://www.refme.com/citation-generator/apa/](https://www.refme.com/citation-generator/apa/)

9. **Qiqqa**

Qiqqa has tools to create citations and bibliographies. It’s enable users to create own library, to manage PDF documents, has automatic duplicate detection for files, has full-text search application, able to import references from Mendeley, Zotero, EndNote etc

Link: [http://www.qiqqa.com/](http://www.qiqqa.com/)


10. **Papyrus – Version 7.0**

Papyrus helps to computerize the reference collection and assemble bibliographies in word processor.


REFERENCES


https://owl.english.purdue.edu/owl/


(2011). The Purdue online writing lab (OWL). Retrieved from https://owl.english.purdue.edu/
