



# APA Referencing & Style Guidelines

Academic Writing: Citing, Quoting and Referencing

**UAEU** University  
College

John Hart  
English writing instructor

[j.hart@uaeu.ac.ae](mailto:j.hart@uaeu.ac.ae) • C5-2044

# APA Referencing

- » The purpose of bibliographic **reference lists**
- » **Paraphrasing** — within the main body of your thesis
- » **Quotations** — within the main body of your thesis
- » **Referencing** — after the main body of your thesis

There are many different referencing styles.

» Chicago Style (economics)

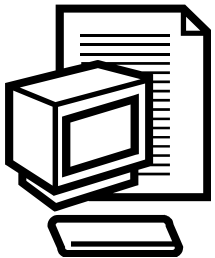
» MLA (arts and the humanities)

» APA (social sciences)  | 

- » Universities and academic journals will state which style they expect written submissions to follow.
- » APA uses **Harvard referencing** within the text, listing the author's name and year of publication, keyed to an alphabetical list of sources at the end of the paper (Hart, 2012).
  - » **NOTE: If you use a software package like EndNote™ to manage your references, it can automatically convert them from one referencing format to another.**

The purpose of referencing is:

- » To give credit to the those whose words or ideas you are using to support what you are arguing/explaining
- » Make your writing more credibility
- » Allows readers to **cross-reference** your sources easily



**Cross-referencing:** allows readers to locate the publication information of source material. This is of great value for researchers who may want to locate your sources for their own research projects.

- » If you do not give credit to those whose work you use, you are guilty of **PLAGIARISM**, which is a **VERY** serious violation of academic integrity.

You avoid plagiarism by **citing** and **quoting** and **referencing** each and every source you use.

- » Citations (indirect quotations)
  - » Paraphrase (or summarise) from the source in your own words
  - » Author's name/s, publication year and, page number
  
- » Direct quotations
  - » Original passage copied directly from the source
  - » “Quotation marks”, author's name/s, publication year and, page number

## Sample Citation (in-text):

186 *E. Rutledge et al.*

Since then mid-1990s, the systemic inefficiencies that are an inevitable consequence of providing public sector jobs by default, as well as the difficulty of servicing large wage bills during times of low oil prices, have become increasingly apparent (e.g. Davidson 2008b; Rutledge 2009). Exacerbating this is the region's well-documented demographic pyramid, which will result in ever larger numbers of nationals wanting to enter the workforce in the coming decade or so (e.g. Fasano and Goyal 2004). Yet neither the attractiveness of the public sector nor the rapid increase in the number of nationals now seeking to enter the workforce explains why women are three times more likely to be unemployed (see Table 1). Leaving aside the issue of relative educational attainment levels to be addressed below it is likely that various socio-cultural factors have a significant bearing (e.g. Adam 2003; Nelson 2004; Farrell 2008; Metcalfe 2008).

## References

Adam, K. 2003. Women's empowerment and leadership in education: A key factor for Emiratisation in the United Arab Emirates. Master's level thesis, University of South Africa.

Ahmed, A. 2010. Bahrain. In *Women's rights in the Middle East and North Africa*, ed. S. Kelly, and J. Breslin, 59–88. New York: Freedom House.

Al-Ali, J. 2008. Emiratisation: Drawing UAE nationals into their surging economy. *International Journal of Sociology and Social Policy* 28, no. 9: 365–79.

Al-Dosary, A., and S. Rahman. 2005. Saudization (localization) – A critical review. *Human Resource Development International* 8, no. 4: 495–502.

Attwood, E. 2010. Land of the PetroDollar. *Arabian Business*, October 2010. <http://www.arabianbusiness.com/land-of-petrodollar-354867.html> (accessed October 11, 2010).

Bains, E. 2009. Raising standards and aspirations. *Middle East Economic Digest* 53, no. 51: 38–41.

Baud, I., and H. Mahgoub. 2001. *Increasing national female participation in the labour force*. Dubai: Tanmia.

# Important Consideration:

Before incorporating a citation, consider the following:

- (1) They should SUPPORT your point, not MAKE your point.
- (2) If you do cite, do you need to cite the given author's entire argument or just the portion of it that is most relevant to your own research?



# Citations

- » Paraphrasing
- » Quoting
- » Referencing

- » If you paraphrase from a source (i.e. rewrite it in your own words), give the author/s credit for their ideas as follows:

According to Jones and Smith (2002), phobias can be treated more successfully by cognitive therapy than psychoanalysis. More text, more text...

- » (This is sometimes called an “indirect quotation”)

- » If you use a direct quotation from an original source, give the author/s credit for their ideas (words)
- » Include the page number/s from where the words were taken – as this will enable your readers to find it.

Some text here, some text here... “Cognitive therapy is more effective than psychoanalysis in the treatments of phobias” (Jones & Smith, 2002, p. 44). More text, more text...

## Note the Difference

According to Hart (2011), those who write with paper and pencil tend to be more creative.  
More text, more text...

Some text here, some text here... “the sample who preferred to edit using a word processing program were found to be less creative” (Hart, 2011, p. 167). More text, more text...

- » You must create the following type of citation.:

According to Jones (as cited in Smith 2005), phobias can be treated more successfully by cognitive therapy than psychoanalysis. More text, more text...

## References

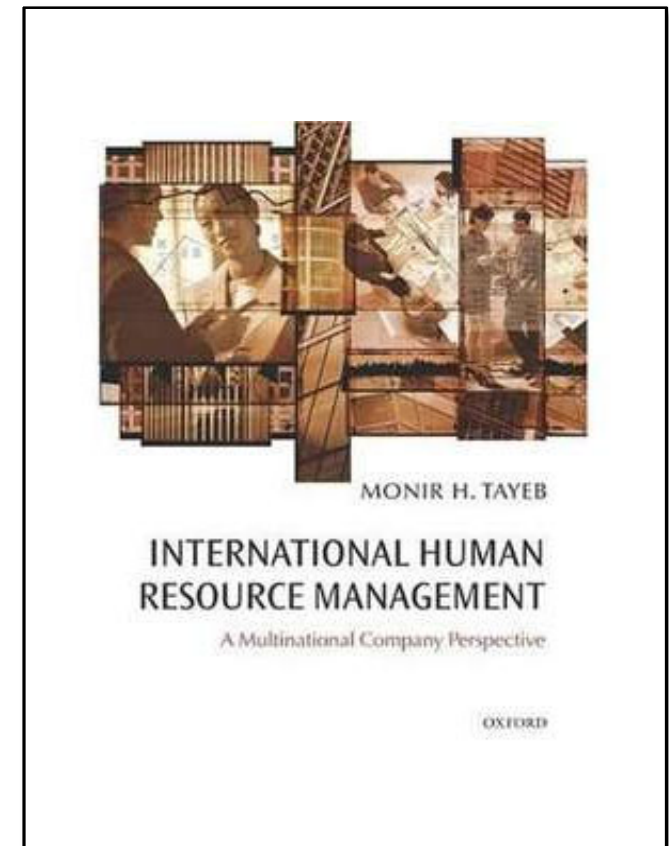
Hart, J. (2011). *The semantic web*. Cambridge: Cambridge University Press

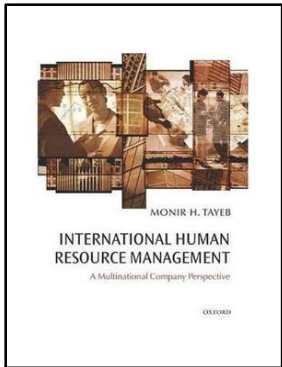
Smith, T. (2005). *The Five Rules of Setting up an Internet Giant*. London: Routledge.

- » Your **reference list** must alphabetically list *every* source cited in your paper.
- » It provides the information necessary for readers to locate and retrieve any sources cited in your paper.
- » **NOTE: Each and every retrievable source cited in your paper must appear in your reference list and, vice versa.**

How do APA-style reference lists help your readers?

» For example you quote from the following book:





## Information Required:

» **Title**

*International Human Resource Management: A Multinational Company Perspective*

» **Author Name**

Monir H. Tayeb → Tayeb, M.

» **Published (year)**

27 Jan 2005 → (2005)

» **Published (by)**

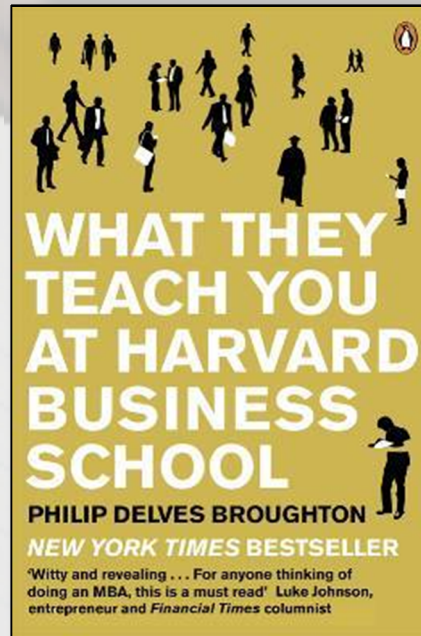
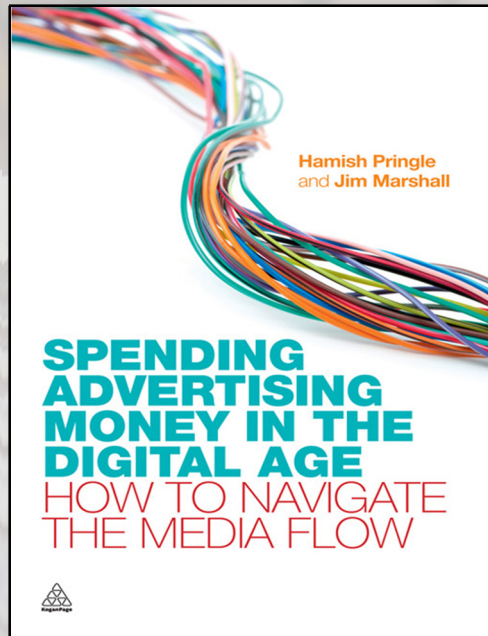
Oxford University Press

» **Published (location)**

USA



## » Books



## » Website

theguardian

### Dubai World will repay its debts, UAE economy minister insists

- Sultan Bin Saeed al-Mansouri 'surprised by negative campaign'
- Debt restructuring a normal part of business life, he says

Graeme Wearden  
guardian.co.uk, Thursday 3 December 2009 10:17 GMT



Dubai World helped to develop much of the emirate's spectacular skyline; now it wants a six-month moratorium on its debt repayments. Photograph: Karim Sahib/AFP/Getty Images

The United Arab Emirates economy minister has insisted that it is only "a matter of time" until Dubai World repays its debts, and hit out at media coverage of the crisis that rocked the financial markets last week.

Sultan bin Saeed al-Mansouri said the debt restructuring now underway at Dubai World – the emirate's main investment and development arm – was a normal part of business life. Speaking a week after Dubai World asked its creditors for a six-month delay, Mansouri insisted that the United Arab Emirates' economy would not be damaged by the episode.

» Sources referenced alphabetically:

## References

Broughton, P. (2009). *What they teach you at Harvard Business School: My two years inside the cauldron of capitalism* (2<sup>nd</sup> ed.). London: Penguin

Pringle, H., & Marshall, J. (2011). *Spending advertising money in the digital age: how to navigate the media flow*. London: Kogan Page Publishers

Wearden, G. (2009, December 3). Dubai World will repay its debts, UAE economy minister insists. *The Guardian*. Retrieved August 3, 2012 from [www.guardian.co.uk/business/2009/dec/03/dubai-world-financial-crisis](http://www.guardian.co.uk/business/2009/dec/03/dubai-world-financial-crisis)

# The Key Elements: Author; Date; Title

## Author/s

|                   |   |
|-------------------|---|
| John Wilkes Booth | Booth, J. W.  |
| C. Thomas Howell  | Howell, C. T.   |
| J. R. R. Tolkien  | Tolkien, J. R. R.   |
| Two authors       | Martin, U. M., & Wenmbsley-Meeke, I.                                |
| Three authors     | Aaron, H., Upswitch, J. T., & Rennington, S.                        |
| Institutional     | International Monetary Fund.<br>United Nations Development Program. |

## Date

|               |         |
|---------------|---------|
| Standard Form | (1966). |
| No date given | (n.d.). |

## Title

|                    |  |
|--------------------|--|
| Title only         | <i>Managing oil capital.</i>                 |
| Title and Subtitle | <i>Liquid gold: Oil and wealth in Qatar.</i> |

## **Basic:**

Author, A. (2012). *Title of book*. City: Publisher.

## **Two authors, second edition:**

Author, A., & Author, B. (1972). *Title of book* (3<sup>rd</sup> ed.). City: Publisher.

## **Chapter in a book:**

Author, C. (2004). Title of chapter. In A. Editor (Ed.), *Title of book* (edition, pp. 87-124). City: Publisher.

## Basic:

Author, A. (2008). Title of article. *Name of Journal*, 7(2), 265–298.

## Two authors, accessed digitally:

Author, A., & Author, D. (2004). Title of article. *Name of Journal*, 32(4), 875–922. doi:00000000/00000000000000

- » DOIs (Digital Object Identifier) are an attempt to provide stable, long-lasting links for online articles.

## Newspaper article:

Author, A. (Year, Month Day). Title of article. *Title of Newspaper*.

Retrieved, Month Day, Year from <http://www.site.com/full/url/>

## Website article:

Author, A. (Year, Month Day). Title of article. Retrieved, Month Day,

Year from <http://www.site.com/full/url/>

## Interviews, Email, and Other Personal Communication:

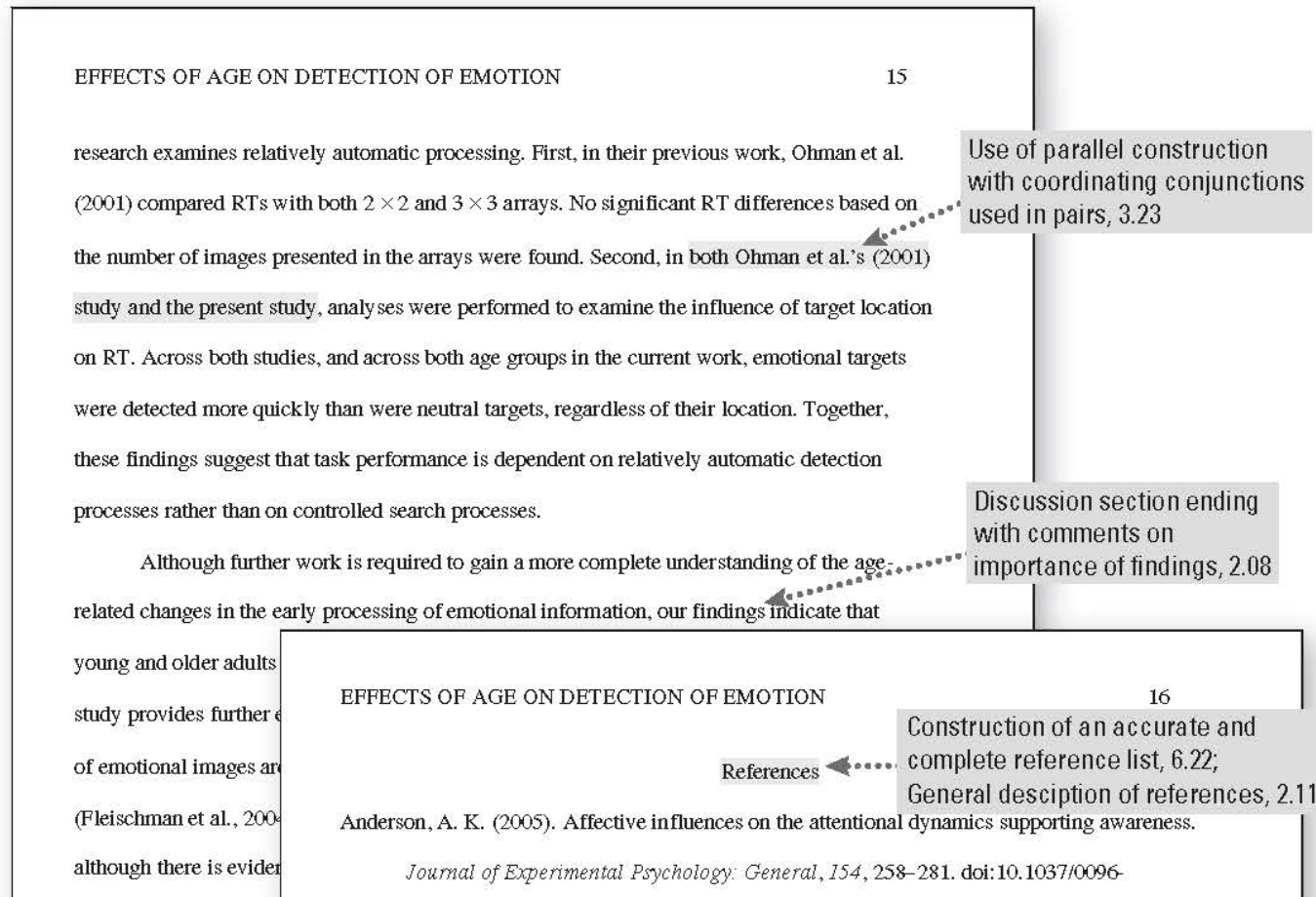
Some text here (Y. Lin, personal communication, May 6, 2010).

Y. Lin also argued that business is always pleasure (personal communication, May 6, 2010)

- » Only cite their name, the phrase “personal communication,” and the date of the communication in your text.
- » No personal communication is included in your reference list

# Additional Resource: APA Online Tutorial

» <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>



The screenshot displays two pages from an APA style tutorial. Page 15, titled 'EFFECTS OF AGE ON DETECTION OF EMOTION', contains a paragraph of text. Annotations include a callout box pointing to the phrase 'study and the present study' with the text 'Use of parallel construction with coordinating conjunctions used in pairs, 3.23', and another callout box pointing to the end of the paragraph with the text 'Discussion section ending with comments on importance of findings, 2.08'. Page 16, also titled 'EFFECTS OF AGE ON DETECTION OF EMOTION', shows a 'References' section. A callout box points to the reference entry for Anderson, A. K. (2005) with the text 'Construction of an accurate and complete reference list, 6.22; General description of references, 2.11'. The reference entry is: Anderson, A. K. (2005). Affective influences on the attentional dynamics supporting awareness. *Journal of Experimental Psychology: General*, 154, 258–281. doi:10.1037/0096-



# Practice: APA Citation and Referencing Workshop



# General APA Style Guidelines

- » Fonts and Formatting
- » Document organisation
- » Title conventions
- » Abstract conventions

## » **Fonts and Format**

- » Your doctoral thesis should be typed, double-spaced on A4 paper
- » It should have 1 inch (2.54cm) margins on all sides
- » You should use a clear font that is highly readable.
- » As a rule, Times New Roman font is used in 12pt size.
- » All text in your document should be double spaced.

## » **Title**

- » Type your title in upper and lowercase letters
- » It should not contain any abbreviations or words that serve no purpose.
- » Beneath the title, type your first name, middle initial(s), and last name.