

# APA style – quick guide

## Step 1: Referencing when?

<p><b>Reference:</b></p> <ul style="list-style-type: none"> <li>- When quoting (=using the exact text of someone else).</li> <li>- When paraphrasing (= someone else’s text in your own words).</li> </ul>	<p><b>Do not reference:</b></p> <ul style="list-style-type: none"> <li>- When you give an overview of historical facts.</li> <li>- Your own experiences or observations.</li> <li>- When repeating information that you’ve already referenced in conclusions or summaries.</li> <li>- When summarizing “general knowledge”</li> </ul>
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## Step 2: How to quote and paraphrase? Use paraphrases and citations to support not to replace your own ideas!

<p>When <b>paraphrasing</b>, you express your understanding of the contents of the original source in your own words:</p> <ul style="list-style-type: none"> <li>- a <b>paraphrase</b> is not enclosed in quotation marks.</li> <li>- author(s) and year are mentioned in parentheses: <b>(Author, year)</b>.</li> <li>- mentioning the page number is not mandatory.</li> <li>- the reference is part of the sentence.</li> </ul>	<p>With a <b>quote</b> you literally copy (a part of) the original document:</p> <ul style="list-style-type: none"> <li>- <b>short quote</b> (less than 40 words): place the quote in the running text in double quotes</li> <li>- <b>long quote</b> (more than 40 words): indent quote on a new line (block quote).</li> <li>- author(s), year and page number are given in parentheses: <b>(Author, year, p. x)</b>.</li> <li>- the reference is not part of the sentence (like a short quote is) and is placed after the period of the quote.</li> </ul>
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## Step 3: In text reference

<p><b>One or two authors</b></p>	<p>In parentheses: (Johnson &amp; De Vries, 2019) In running text: Johnson and De Vries (2019)</p>
<p><b>Three or more authors</b></p>	<p>In parentheses: (Johnson et al., 2019) In running text: Johnson et al. (2019)</p>
<p><b>No author</b></p> <ul style="list-style-type: none"> <li>- provide the name of group (institution, government agency, organization etc.) responsible</li> <li>- provide the title when there is no author or responsible organization. Place it in quotation marks if the title is a journal article or book chapter</li> </ul>	<p>In parentheses: (World Health Organization, 2020) In running text: World Health Organization (2020)</p> <p>In parentheses: (<i>Concert raises thousands for quake victims</i>, 2006) In running text: <i>Concert raises thousands for quake victims</i> (2006)</p>
<p><b>No year of publication</b></p> <ul style="list-style-type: none"> <li>- mention n.d. (no date)</li> </ul>	<p>In parentheses: (Jansen, n.d.) In running text: Jansen n.d.)</p>
<p><b>Personal communication</b></p> <ul style="list-style-type: none"> <li>- e.g. a conversation, interview, e-mail (incl. attachments), lesson etc.</li> <li>-in-text citation only, no reference in the reference list</li> </ul>	<p>In parentheses: (J. Jansen, personal communication, May 12, 2020) In running text: Jan Jansen (personal communication, May 12,i 2020)</p>
<p><b>Secondary source or indirect citation</b></p> <ul style="list-style-type: none"> <li>- mentioning the year of the primary source (see Laloux in the example) is allowed, but not mandatory.</li> <li>- only the secondary source (see Koeleman in the example) is included in the source list</li> </ul>	<p><i>Paraphrase:</i> In parentheses: (Laloux, 2017, cited in Koeleman, 2018) In running text: Laloux (2017, cited in Koeleman, 2018)</p> <p><i>Quote:</i> In parentheses: (Laloux, 2017, quoted in Koeleman, 2018, p. 53) In running text:: Laloux (2017, quoted in Koeleman, 2018, p. 53)</p>
<p><b>Website as a whole</b></p> <ul style="list-style-type: none"> <li>-if no specific information from the site is used, refer to the website in parentheses in the text only</li> </ul>	<p>In parentheses: The Classification and Rating Administration (CARA) provides information on rating of movies and an search option for the rating of a specific movie (<a href="http://www.filmratings.com">www.filmratings.com</a>)</p>
<p><b>Tables and Figures</b></p>	<p>2.4 Figures and 2.5 Tables -&gt; See: The University of Western Australia (n.d.). <i>APA 7 referencing style: Tables and Figures</i>. <a href="https://guides.library.uwa.edu.au/apa/tables_figures">https://guides.library.uwa.edu.au/apa/tables_figures</a></p>
<p><b>Image as an illustration</b></p>	<p>4.33 Image -&gt; See: The University of Western Australia (n.d.). <i>APA 7 referencing style: Images and Copyright</i>. <a href="https://guides.library.uwa.edu.au/apa/images_copyright">https://guides.library.uwa.edu.au/apa/images_copyright</a></p>

## Step 4: Where to place the citation in the text? Place the in-text citation directly with the used keyword, passage or sentence

<p>This can be at the Beginning, in the middle or at the end of the sentence:</p> <ul style="list-style-type: none"> <li>- Hofstede’s statement (2001) indicates that the usage of technology is influenced by culture and can therefore differ across the globe.</li> <li>- The usage of technology is influenced by culture according to Hofstede (2001) and he concludes that it can therefor differ across the globe.</li> <li>- The usage of technology is influenced by culture and can therefore differ across the globe (Hofstede, 2001).</li> </ul>
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## Step 5: What do you include in the reference list?

Include:	Do not include:
<ul style="list-style-type: none"><li>- All the sources that you've referred to in the text.</li><li>- Make one list for all references.</li><li>- Alphabetise the list on family name of the author.</li><li>- Place it at the end of your report, dissertation etc.</li></ul>	<ul style="list-style-type: none"><li>- Sources that you did not use in your text but are interesting.</li><li>- Quick reference, e.g. currency converter, timetable or route planner.</li><li>- Personal communication like interviews, telephone conversations.</li><li>- Reference to a whole website. Give the url in the text: (www.wto.org).</li></ul>

## Step 6: Reference list

<b>Book paper</b> Author, A. (year of publication). <i>Title of the book</i> . Name publisher. <b>Example:</b> Saunders, M., Lewis, P., & Thornhill, A. (2015). <i>Research methods for business students (7th ed.)</i> . Pearson Education.
<b>Book online</b> Author, A. (year of publication). <i>Title of the book</i> . Name publisher. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Chapter from book paper</b> Author, A. (year of publication). <i>Title of the chapter</i> . In A. Editor (Ed.), <i>Title of the book</i> (pp. xx-xx). Name publisher.
<b>Chapter from book online</b> Author, A. (year of publication). <i>Title of the chapter</i> . In A. Editor (Ed.), <i>Title of the book</i> (pp. xx-xx). Name publisher. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Lemma/article from dictionary or encyclopaedia without author online</b> Lemma. (year of publishing, Month day). <i>Title of the reference work</i> . Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Journal article paper</b> Author, A. (year of publication). <i>Title of the article</i> . <i>Name Journal</i> , volume(issue number), first page number-last page number.
<b>Journal article online</b> Author, A. (year of publication). <i>Title of the article</i> . <i>Name Journal</i> , volume(issue number), first page number-last page number. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a> Patented articles from databases like <i>Cochrane Database of Systematic Reviews</i> , <i>UpToDate</i> and <i>NEN Connect</i> can only be found there. Use the format for a journal article on paper. Replace the Name of the journal etc. with: <i>Name database</i> , <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Newspaper article paper</b> Author, A. (year of publishing, Month day). <i>Title of the article</i> . <i>Name newspaper</i> , p. page number
<b>Newspaper article online</b> Author, A. (year of publishing, Month day). <i>Title of the article</i> . <i>Name newspaper</i> . Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Conference proceedings online</b> Author, A. (year of publishing, Month day). <i>Title of the contribution</i> . In A. Editor (Ed.), <i>Title of the conference bundle</i> (pp. xx-xx). Name publisher. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Dissertation or thesis online</b> Author, A. (year of publication). <i>Title of the publication</i> [Description publication type, Name university]. Name database. <i>Not from database? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Report online</b> Author, A. (year of publication). <i>Title of the report</i> (publication number). Name publisher. <a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <i>No DOI? Provide:</i> Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Video YouTube or other video sites</b> Author, A. (year of publishing, Month day). <i>Title of the video</i> [Video]. Name website. Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>PowerPoint</b> Author, A. (year of publishing, Month day). <i>Title of the presentation</i> [PowerPoint presentation]. Name website. Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a> <i>On online learning platform? Replace the name of the website with: Name of the online learning platform if your reader can access this platform.</i>
<b>Webpage and Blog</b> Author, A. (year of publishing, Month day). <i>Title of the web page</i> . Name website. Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>
<b>Social media</b> Author, A. (year of publishing, Month day). <i>Provide the first 20 words as a title</i> [Description of media message type]. Name website. Retrieved on Month day, year, from <a href="http://xxxx">http://xxxx</a> or <a href="https://xxxx">https://xxxx</a>