

# Caribbean Maritime University

Writing Using the APA Style:  
7<sup>th</sup> edition

Citing sources

# OUTCOMES

At the end of this session you should be able to:

- state the reasons for citing sources according to the 7<sup>th</sup> edition.
- Explain the basic rules of citing using the APA style
- Cite sources in your research paper / assignment using the author-date method
- Format references cited in your paper

# Reasons for Using APA

- Standard
- Looks professional
- Communicate important information
- Shows you have done some research
- Gives credit to sources
- Plagiarism – gives credit where credit is due

# CITING SOURCES

Each time you cite a source in your work you must

include

1. author's last name – OR title if no author is named
2. date of publication

# REFERENCE LIST AND TEXT

- Each work cited in the text must appear in the reference list and each work in the reference list must be cited in the text.
- Ensure that the spelling of author names and publication dates in the reference list entry match those in the in-text citations.

# PRIMARY AND SECONDARY SOURCES

- In scholarly work a primary source reports original content.
- A secondary source refers to content first reported in another source.
- Cite secondary sources sparingly, for instance, when the original work is out of print, unavailable, or available only in a language that your do not understand.

# PRIMARY AND SECONDARY SOURCES

- When citing a secondary source, provide a reference list entry for the secondary source that you used. In the text identify the primary source and then write “as cited in” the secondary source that you used.
- If the year of publication of the primary source is known, also include it in the



# **PRIMARY AND SECONDARY SOURCES**

# PERSONAL COMMUNICATION

Personal communication include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, live speeches, unrecorded class room lectures, memos, letters, messages from non-archived discussion groups or online bulletin boards and so on.

# PERSONAL COMMUNICATION

Use a personal communication citation only when a recoverable source is not available.

For example, if you learned about a topic via a classroom lecture, it would be preferable to cite the research on which the instructor based the lecture. However, if the lecture contained original content not published elsewhere, cite the lecture as personal communication.

Do not use a personal communication citation for quotes or information from participants whom you interviewed as part of your own original research.

# CITING PERSONAL COMMUNICATION IN THE TEXT

Because readers cannot retrieve the information in personal communication, these are not included in the reference list; they are cited in the text only.

Give the initial(s) and surname of the communicator and provide as exact a date as possible, using the following format:

**Narrative citation:** E.M. Clarke (personal communication, August 8, 2019)

**Parenthetical citation:** (E.M. Clarke, personal communication, February 10, 2020)

# IN-TEXT CITATIONS: AUTHOR – DATE CITATION SYSTEM

- The name of the author is followed directly by the date
  - Author (date)  
Harris (1989) notes
  - Author, 1989  
A recent study (Harris, 1989) notes

# IN-TEXT CITATIONS: AUTHOR – DATE CITATION SYSTEM

Use author-date citation system to cite reference in the text in APA style. In this system, each work used in a paper has two parts: an in-text citation and a corresponding reference list entry.

The in-text appears within the body of the paper and briefly identifies the cited work by its author and date of publication.

# IN-TEXT CITATIONS: AUTHOR – DATE CITATION SYSTEM

The in-text citation enables readers to locate corresponding entry in the alphabetical reference list at the end of the paper.

In an in-text citation provide the surname(s) of the author(s) or the name(s) of the group author(s).

Do not include suffixes such as “Jr” in the in-text citation.

# IN-TEXT CITATIONS: AUTHOR – DATE CITATION SYSTEM

The date in the in-text citation should match the date in the reference list entry. Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day).

For works with no date, use “n.d.” in the in-text citation.

For works that have been accepted for publication but have not yet been published, use “in press”.

# PARENTHETICAL AND NARRATIVE CITATIONS

In-text citations have two formats: parenthetical and narrative.

- In parenthetical citations, the author(s) name(s) and publication date appear in parentheses.
- In narrative citations, the author(s) name(s) and publication date is incorporated into the text as part of the sentence.

# PARENTHETICAL CITATIONS

Both the author and the date, separated by a comma, appear in parentheses.

A parenthetical citation can appear within or at the end of a sentence.

When it appears at the end of a sentence, put the period or other end punctuation after the closing parenthesis.

**Example: Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Taylor, 2016).**

# PARENTHETICAL CITATIONS

When the text and a citation appear in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses.

**Example: (falsely balanced news coverage; Taylor, 2016)**

# NARRATIVE CITATION

The author appears in running text and the date appears in parentheses immediately after the author(s) name(s).

**Example: Taylor (2016) noted the dangers of a falsely balanced news coverage.**

# CITING MULTIPLE WORKS

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

Listing both parenthetical in text citations and reference list entries in alphabetical order helps readers locate and retrieve works because they are listed in the same order in both places.

**Example:**

**(Adams et al., 2019; Brown & Williams, 2015; Davis, 2017)**

# CITING MULTIPLE WORKS

If multiple sources are cited within the narrative of a sentence, they can appear in any order.

**Example:**

**Suliman (2018), Bryan (2012, 2017), and Medina and Ray (2019) stated that .....**

# UNKNOWN OR ANONYMOUS AUTHOR

When the author of a work is not named, the author may be unknown or identified specifically as “Anonymous”.

**For this include the title and year of publication in the in-text citation (note that the title moves to the author position in the reference list entry).**

# **UNKNOWN OR ANONYMOUS AUTHOR**

When the author of a work is overtly designated as “Anonymous”, “Anonymous” takes the place of the author name in the in-text citation.

**Example**

**(Anonymous, 2017)**

# OMITTING THE YEAR IN REPEATED NARRATIVE CITATION

Include the author and date in every in-text citation. If you need to repeat a citation, repeat the entire citation; do not, for example, include only a page number.

**The year can be omitted from a citation only when multiple citations to a work appear within a single paragraph.**

# OMITTING THE YEAR IN REPEATED NARRATIVE CITATION

- Once you have provided a narrative citation to a work in a paragraph, do not repeat the year in subsequent narrative citations in that same paragraph.
- If you cite multiple works by the same author or authors, regardless of the publication years, include the date in every in-text citation to prevent ambiguity.

# WORK WITH ONE AUTHOR

For a work with one author include the author name in every citation

## **Example**

**(Luna, 2020) for parenthetical citation**

**Luna (2020) for narrative citation**

# WORKS WITH TWO AUTHORS

For a work with two authors include the authors names in every citation.

## **Examples:**

**Chang and McWatt (2020) discuss the literature of the British Caribbean ... (narrative citation)**

**Christmas celebrations in late 19<sup>th</sup> and early 20<sup>th</sup> century Jamaica retained some aspects of Victorian culture (Chang & McWatt, 2020). (parenthetical citation)**

# WORK WITH TWO AUTHORS

- Use the word “and” between the authors’ names in the **narrative citation** but **ampersand (&)** between their names in **parenthetical citation**.
- Cite both names every time the reference is made in text.

# WORK WITH 3-5 OR MORE AUTHORS

Include the name of only the **first author plus “et al”** in every citation, including the first citation, unless doing so would create ambiguity.

## **Example**

**Martin et al (2020) for narrative citation**

**(Martin et al (2020) for parenthetical  
citation**

# **GROUP AUTHOR WITH ABBREVIATION**

Include the name of the group or the organization date along with the abbreviation of the organization the first time cited.

**Example:**

**For narrative citation, first time cited:**

**National Institute of Mental Health (NIMH, 2019)**

**Subsequent citation: NIMH (2019)**

# **GROUP AUTHOR WITH ABBREVIATION**

For parenthetical citation:

First time cited

(National Institute of Mental Health (NIMH), 2020)

Subsequent citation

(MIMH, 2020)

# GROUP AUTHOR WITHOUT ABBREVIATION

Parenthetical Citation

**Example**

**(Stanford University, 2020)**

Narrative Citation

**Example**

**Stanford University (2020)**

# WORK WITHOUT AUTHOR

- If there is no author(s), that is, human or organizational, use title of book, title of document and / or article.

# Works with the same author and same date

When multiple references have an identical author (or authors) and publication year, include a lowercase letter after the year.

The year-letter combination is used in both the in-text citation and the references.

- (Judge & Mueller, 2012a)
- Judge and Mueller (2012b)

# Authors with the same surname

If the first authors of multiple references share the same surname but have different initials, include the first authors' initials in all in-text citations, even if the year of publication differs.

Initials help avoid confusion within the text and help readers locate the correct entry in the reference list.

**Example:**

**(J.M. Taylor & Brown, 2015; T. Taylor, 2014)**

# ABBREVIATING GROUP AUTHORS

If a reference has a group author, the name of the group can sometimes be abbreviated.

**Example:**

**American Psychological Association can be abbreviated to “APA”.**

You are not obligated to abbreviate the name of group author but can if the abbreviation is well known, will help to avoid cumbersome repetition or will appear at least three times in the paper.

# ABBREVIATING GROUP AUTHORS

As with other abbreviations provide the full name of the group on first mention in the text followed by the abbreviation.

If the group name first appears in a narrative citation, include the abbreviation before the year in parentheses, separated with a comma.

**Example:**

**The American Psychological Association (APA, 2017) described .....**

# ABBREVIATING GROUP AUTHORS

If the group name first appears in a parenthetical citation, include the abbreviation in square brackets, followed by a comma and the year.

## Example

**(American Psychological Association, [APA],  
2017)**

# ABBREVIATING GROUP AUTHORS

In the reference list entry, do not abbreviate the group author name. Instead, spell out the full name of the group as presented in the source.

## **Example:**

American Psychological Association. (2017, January). Understanding and overcoming opioid abuse.

<https://www.apa.org/jhelpcenter/opiod-abuse.aspx>

If several references have the same group author, introduce the abbreviation only once in the text.

# PRINCIPLES OF DIRECT QUOTATIONS

A direct quotation reproduces words verbatim from another work or from your own previously published work. It is best to paraphrase sources rather than directly quoting them because paraphrasing allows you to fit material to the context of your paper and writing style.

Use direct quotations rather than paraphrasing when reproducing an exact definition, when an author has said something memorably or succinctly, or when you want to respond to exact wording .

# PRINCIPLES OF DIRECT QUOTATIONS

When quoting directly always provide the author, year and page number of the quotation in the in-text citation in either parenthetical or narrative format.

To indicate a single page, use the abbreviation “p”.

**Example p. 25**

For multiple pages use the abbreviation “pp” and separate the page range with a dash.

**Example: pp.34-36**

If pages are discontinuous, use a comma between the page numbers

**Example: pp.67, 72.**

# Direct Quotes

- Include the page number
  - Nicholas (2008, p.27) notes “technology is very much a part of modern life.”
  - Nicholas notes “technology ...” (2008, p. 87)
  - Nicholas (2008) notes, “technology is much a part of modern life.” (p. 27)

# SHORT 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. 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.

# SHORT QUOTATIONS

## Examples:

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

**(parenthetical citation)**

Smith (2018) noted that “incorporating the voice of students with disabilities into supported education services can increase access, involvement and retention” (p.299). **(Narrative citation)**

# LONG QUOTES

Place direct quotations that are **40 words, or longer**, in a free-standing block of typewritten lines, and omit quotation marks.

- Start the quotation on a new line, indented  $\frac{1}{2}$  / 0.5 inch from the left margin, i.e., in the same place you would begin a new paragraph.
- Double space the entire block quotation.
- Cite (a) the source in parentheses after the quotation's final punctuation (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation's final punctuation.
- Do not add a period after the closing parenthesis in either case.

# LONG QUOTES

## Block quotation with narrative citation

Batson-Savage (2007) points to the double meaning:

The term is often applied to someone who is a cultural ambassador, one who is sent out to represent the nation's culture across the nations of the world, thus becoming 'at large'.. The same description is used to describe someone

who has evaded the law. This aptly describes many of Oliver's dealings as he attempts to operate outside the system.

(pp. 76-77).

# LONG QUOTES

## Block quotation with parenthetical citation:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide arrange of

.....

(Davis & Bennett, 2015, p.957)

# DIRECT QUOTATION OF MATERIAL WITHOUT PAGE NUMBERS

To directly quote from written material that does not contain page numbers (e.g., webpages, websites, some e-books) provide readers with another way of locating the quoted passage.

Any of the following approaches is acceptable; use the approach that will best help readers find the quotation:

# DIRECT QUOTATION OF MATERIAL WITHOUT PAGE NUMBERS

- Provide a heading or section name.
- **Example: For people with arthritis, “painful joints should be moved through a full range of motion every day to maintain flexibility and to slow deterioration of cartilage” ( Silver & Thompson, 2015, Arthritis section).**
- Provide an abbreviated heading or section name in quotation marks to indicate the abbreviation if the full heading or section name is too long or unwieldy to cite in full.

# DIRECT QUOTATION OF MATERIAL WITHOUT PAGE NUMBERS

- Provide a paragraph number (count the paragraphs manually if they are not numbered).
- People planning for retirement need more than just money, they also “need to stockpile their emotional reserves” to ensure adequate support from family and friends (Chamberlin, 2014, para.1)

# PERMISSION TO REPRINT OR ADAPT LENGTHY QUOTATIONS

You may need written permission from the owner of a copyrighted work if you include lengthy quotations (usually more than 800 words) for it in your work.

Quotations from shorter works (e.g., poems, songs) may also need permission.