QUICK APA REFERENCING GUIDE

- Citations and references allow readers to locate the sources of information you have used to support the discussions and arguments in your assignments, projects, or dissertations.
- Proper use of quotes, paraphrasing, and citations helps avoid any suspicion of plagiarism.
- The American Psychological Association (APA) style is widely used for citations and references, and Asia Pacific University of Technology & Innovation (APU) has adopted this style.
- Below are some examples of APA in-text citations and end-text references as per our university guidelines.

Resources	In-Text Citation	End-Text Referencing (Reference List)
Book: Single Author	One possible definition of primary research is….(Mehra, 2009) **or** Mehra (2009) stated that…	Mehra, A. (2009). *Advertising management: Media approach for market research*. Global India Publications Pvt. Limited.
Book: Two Authors	Developing marketing skills has been described as …. (Richardson & Gosnay, 2010) **or** As noted by Richardson and Gosnay (2010), marketing skills have …	Richardson, N., & Gosnay, R. (2010). *Develop your marketing skills*. Kogan Page.
Book: Three Authors	Optical networks are defined as….(Ramaswami et al., 2010) **or** Ramaswami et al. (2010) stated that optical networks …	Ramaswami, R., Sivarajan, K. N., & Sasaki, G. H. (2010). *Optical networks: In optical networks*. Elsevier Inc.
Book: Four or more Authors	The fundamental difference between … (Eide et al., 2011) **or** (Eide et al., 2011) suggested that the fundamental difference is ….	Eide, A., Jenison, R., Northup, L., & Mickelson, S. (2011). *Engineering fundamentals and problem solving*. McGraw-Hill Publishing.
Book: Multiple works by an author in the same year	The basics of programming…. (Deitel & Deitel, 2019a, 2019b) **or** Deitel & Deitel (2019a, 2019b) added that…	Deitel, P. J., & Deitel, H. (2019a). *Intro to Python for the computer and data sciences: Learning to program with AI, Big Data and The Cloud*. Pearson Education, Incorporated. Deitel, P. J., & Deitel, H. (2019b). *Python for programmers*: *with big data and artificial intelligence case studies.* Pearson Education.
E-Book	Digital film making is defined as … (Schenk & Long, 2012) **or** Schenk & Long (2012) defined digital film making as ..	Schenk, S., & Long, B. (2012). *The digital filmmaking handbook*. Course Technology. https:// books.google .com.my/books?id=23A2YgEACAAJ
Books and E-Books with Editors	Where a Book or E-Book has one editor instead of one author you use the editor's name instead of the author's name followed by (Ed.) in the reference list. Where a Book or E-Book has multiple editor(s) instead of author(s) you use the editors' names instead of the authors' names followed by (Eds.) in the reference list.	

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Resources	In-Text Citation	End-Text Referencing (Reference List)
Journal Article	Certification process is important For … (McGill & Dixon, 2006) **or** McGill and Dixon (2006) asserted that…	McGill, T. and Dixon, M. (2005) Information technology certification: a student perspective. International Journal of Information and Communication Technology Education*,1*(1),19-30.
E-Journal Article	The concept of corporate social responsibility… (Othman, 2009) **or** Othman (2009) confirmed that ...	Othman, A. A. E. (2009). Corporate social responsibility of architectural design firms towards a sustainable built environment in South Africa. *Architectural Engineering and Design Management*, *5*(1–2), 36–45. https://doi.org/10.3763/aedm.2009.0904
Conference Proceeding	**Conference proceedings published in a journal :** Compression-based classification is useful ….. (Duckworth et al., 2019)) **or** According to Duckworth et al. (2019) **Paper Presentation :** Cook (2014, November 15–17) highlighted examples ...	Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. Proceedings of the National Academy of Sciences, USA, *116*(47), 23499–23504. https://doi.org/10.1073/pnas.1910510116 Cook, D. (2014, November 15–17). Developing franchised business in Scotland [Paper presentation]. Small firms: adding the spark: the 23rd ISBA national small firms' policy and research conference, Robert Gordon University, Aberdeen. Institute for Small Business Affairs.
Secondary (Indirect) Referencing [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 you do not understand. This study uses three critical thinking dispositions: accuracy, honesty and dignity (Ennis, 1996, cited in Robinson (2011).	Robinson, S. R. (2011). Teaching logic and teaching critical thinking: Revisiting McPeck. *Higher Education Research and Development*, *30*(3), 275–287. https://doi.org/10.1080/07294360.2010.500656
Newspaper articles (print and online)	**Newspaper article (print):** The effectiveness of vocational study… (Ng, 2011) **or** Ng's (2011)article reports that…	**Newspaper article (print):** Ng, E. (2011, September 10). Vocational study boost: curriculum to provide skilled workforce. *The Star*, 8.
	Newspaper article (online): Online buying will become …(Ueno, 2012) **or** Ueno (2012)claims that …	**Newspaper article (online):** Ueno, M. (2012, July 26). Future in online buying. *The Star*. https://www.thestar.com.my/business/business-news/2012/07/26/future-in-online-buying

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Resources	In-Text Citation	End-Text Referencing (Reference List)
Magazine (online)	**With Author:** It was proposed that … (Sharma, 2012) **or** As stated by Sharma (2012) …	**With Author:** Sharma, M. (2012, October). Starbucks may find small coffee more profitable: corporate India. *BusinessWeek*. https://www.bloomberg.com/news/articles/2012-10-18/starbucks-may-find-small-coffee-more-profitable-corporate-india
	Without Author: The modern consumers have been demanding that companies … ("The Business of Giving," 2006) **or** According to article "The Business of Giving" (2006) …	**Without Author:** The business of giving. (2006, February). *The Economist*. https://www.economist.com/special-report/2006/02/25/the-business-of-giving
Magazine (online)	**With Author:** It was proposed that … (Sharma, 2012) **or** As stated by Sharma (2012) …	**With Author:** Sharma, M. (2012, October). Starbucks may find small coffee more profitable: corporate India. *BusinessWeek*. https://www.bloomberg.com/news/articles/2012-10-18/starbucks-may-find-small-coffee-more-profitable-corporate-india
	Without Author: The modern consumers have been demanding that companies … ("The Business of Giving," 2006) **or** According to article "The Business of Giving" (2006) …	**Without Author:** The business of giving. (2006, February). *The Economist*. https://www.economist.com/special-report/2006/02/25/the-business-of-giving
Website / Web Document	**Website:** Teachers can benefit from social network… (Sullivan, 2010) **or** As identified by Sullivan (2010) …	**Website:** Sullivan, J. (2010). *Social networking tips for teachers*. EducationWorld, 2. https://www.educationworld.com/a_tech/tech/tech256. shtml
	Web Document: The development of energy sector… ("Wind Energy and the Historic Environment," 2005) **or** According to "Wind Energy and the Historic Environment," (2005), …	**Web Document:** Wind Energy and the Historic Environment. (2005). *In Policy*. https://www.english-heritage.org.uksustainable development
Interview – in person / recorded	**In person:** In a personal interview, Brown (2013) stated...	**In person:** Personal interviews/communication whether conducted in- person, phone, email, virtual (i.e. Skype, WebEx, Google Hangouts...) are not recoverable data and therefore a reader would not be able to go back to the source to review the interview. Therefore, **not included** in the reference list. Cite them **IN TEXT ONLY.**
	Recorded: (Muhammad Alhadi, 2012) the CEO of Dynamik Enterprise commented that the idea …	**Recorded:** If an interview or Skype meeting is posted online (i.e. YouTube, web site) then include the reference and direct the reader to the audio or video file that captured the interview.

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Resources	In-Text Citation	End-Text Referencing (Reference List)
Figures and Tables from a Book	**Provide a caption directly under the figure or table that includes a note about the source:** **Example:** Note: Short-term memory test involving pictures. Reprinted from *Short-term Memory Loss* (p. 73), by K. M. Pike, 2008, Mackerlin Press. Copyright 2008 by the Association for Memory Research. Reprinted with permission.	Pike, K. M. (2008). *Short-term memory loss*, Mackerlin Press
Figures and Tables from Journal Article	**Include a caption beneath it with a note that provides credit to the original source:** **Example:** Note: Schematic drawings of a bird's-eye view of the table (a) and the test phase of the choice task (b). Numbers represent the dimensions in centimetres. Adapted from "Visual Experience Enhances Infants' Use of Task-Relevant Information in an Action Task," by Wang & Kohne (2007), *Developmental Psychology, 43*, p. 1515. Copyright 2003 by the American Psychological Association.	Wang, S. hua, & Kohne, L. (2007). *Visual experience enhances infants' use of task-relevant information in an action task.* Developmental Psychology, *43*(6), 1513–1522. https://doi.org/10.1037/0012-1649.43.6.1513

For detailed information on APA Style (7th edition), please refer to the American Psychological Association website by clicking on the following links:

1. **Handouts and Guides**:
    - Common Reference Examples Guide
    - Student Paper Checklist
    - In-Text Citation Checklist
2. **Examples of References**

IMPORTANT NOTE:

When writing your reference list, ensure that all sources of information are presented in a **single list in ascending alphabetical order.**

APU recommends the use of citation tools such as Mendeley in order to format your citations and reference list correctly.

SOURCES OF INFORMATION TO AVOID WHEN MAKING REFERENCES

Wikipedia	About.com	123helpme	QuickMBA.com	Wisegeek
Investopedia	Ask.com	Ezine Articles	Tutor2u.net	

The sites above may provide background information BUT in many cases will be based on individual viewpoints and not based on robust academic investigation which is what is required for sources of information in your Assignments, Final Year Project or Dissertation