



L-Università  
ta' Malta

# APA

# Referencing Style

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## Guidelines

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*Last updated: 5 December 2018*

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## 1. Referencing

Referencing is the process of providing detailed information on all sources consulted to compile an article, book chapter, essay or dissertation both within the text (in-text citations) and at the end of your work (reference list or bibliography). This will allow readers to easily locate the original sources and consult them.

### 1.1 Why should I reference?

Referencing is important as it shows the reader that you have researched the subject widely and adds weight to your arguments by supporting them with relevant literature.

It also separates your ideas/results from someone else's findings by giving credit to the authors of the cited works. Referencing shows the credibility and quality of resources used and helps you avoid plagiarism.

### 1.2 What should I reference?

You should reference all sources that you cited in your text (reference list) as well as sources used to prepare the writing (bibliography).

### 1.3 What is plagiarism?

Plagiarism is a term used when an author either purposely or unintentionally presents someone else's work as if it is his/her own work. Therefore, using other people's ideas/works without citing the sources is considered as plagiarism.

Always remember that if you are quoting, paraphrasing or summarising someone else's work, you always need to acknowledge the source.

Be careful of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.

Plagiarism is treated very seriously and results in disciplinary action.

### 1.4 What is a Reference Management Software?

A reference management software allows you to collect, store, organise, add notes, link (to full-text, web pages and documents), cite, and create bibliographies in your preferred reference style.

## 2. Examples of references

American Psychological Association (APA) is an author-date citation style where sources are cited in the text, and the list of references/bibliography is organised in alphabetical order by the author's last name.

### 2.1 In-text references

In-text references require the surname of the author and the year of publication:

(Author's Last Name, Year)

#### **Direct Quotation of Sources**

When using a direct quote, make sure that you provide the author, date and a specific page or a paragraph number.

##### ***Quotation of fewer than 40 words***

Short quotations (less than 40 words) should be incorporated in text using double quotation marks. Cite your source after the quotation marks and either continue the sentence or end it with a period outside the parenthesis.

Walsh (2012) explained that "QR codes are matrix codes that encode data in two dimensions rather than the one dimension used by standard barcodes" (p. 115), which means that they can easily fit international standards.

"QR codes are matrix codes that encode data in two dimensions rather than the one dimension used by standard barcodes" (Walsh, 2012, p.115).

##### ***Quotation of 40 or more words***

Long quotation (more than 40 words) should be written as indented and freestanding block of text without using quotation marks.

Quotation should start on a new line, with a half inch indent from the left margin. If your quote includes additional paragraphs, you should indent the first line by an additional half inch. Finally, double-space entire quote and cite the source after the final punctuation mark.

Walsh explains the origins and purpose of QR codes:

QR codes were originally created for stock control by Denso Weave, a manufacturer of car parts, in which context they are read by an application on a mobile phone that is then prompted to carry out a specific action.

They can be used to display text, to automatically phone a number or send a text message or, most flexibly, link to a mobile-friendly web page. (Walsh, 2012, p. 115)

### 2.1.1 One author

There is nothing either good or bad, but thinking makes it so (Shakespeare, 1992).

**OR**

In his tragedy, William Shakespeare (1992) writes...

### 2.1.2 Two or more authors

When citing a work with **two** authors, include both names:

(Smith & Brown, 2014)

**OR**

Smith and Brown (2014)

When there are **three, four or five** authors include all names when citing for the first time. For all subsequent citations, use only the name of the first author and type the words "et al." instead of the other names:

(Borg, Camilleri, Spiteri, Zammit & Vassallo, 2004)

(Borg et al., 2004)

When there are **six or more** authors simply provide the name of the first author with "et al." from the first citation to the last.

(Abela et al., 2015)

### 2.1.3 Unknown author

In case when the author is unidentified, use first few words of the reference (usually the title) and the year. When using the title of an article, book chapter or a webpage, place it in quotation marks:

("Ageing and life-course", 2018)

When using the title of a book, journal or a report, write it using italics:

(*Merriam-Webster Dictionary*, 2005)

Legal works (legislation, court cases, statutes, etc.) should be treated as documents with no author.

### 2.1.4 Group authors

In case of group authors like government agencies, organisations, associations, corporations, etc. provide the group name and the date:

(World Health Organization, 2008)

You may abbreviate the name of the group author as long as your reader will be able to identify the author without any difficulties:

(WHO, 2008)

### 2.1.5 Unknown date

If there is no date available, write "n.d.":

(Borg, n.d.)

**OR**

In his article, Borg (n.d.) mentions...

### 2.1.6 Multiple works of the same author in the same year

References by the same author published in the same year are distinguished by adding lowercase letters next to the year:

(Smith, 2006a)

(Smith, 2006b)

### 2.1.7 Citing more than one source in the same reference

When you want to cite more than one source at the same time, place citations in parentheses in alphabetical order by the first author's surname. Make sure to separate the citations with semicolons:

(Borg, 2007; Camilleri, 1999)

### 2.1.8 Secondary referencing

Always try to cite the primary (original) source of information. However, if this is impossible, provide the secondary source.

For example, if **Borg** cited a work written by **Smith** and you did not read Smith's work, use Borg as a source and cite it accordingly:

Smith claims (as cited in Borg, 2007)

### 2.1.9 Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, etc.), letters, interviews and phone conversations.

Personal communication should be cited **in text only** by providing the initials of the communicator and, if possible, exact date:

(J.R. Martin, personal communication, May 16, 1999)

## 2.2 Final list of references/bibliography

The list of references/bibliography is organised in alphabetical order by the author's last name.

### 2.2.1 One author

In APA style, the list of references should be arranged in alphabetical order by the author's surname followed by initials:

Borg, C. (2017).  
Camilleri, Z. (2013).

### 2.2.2 Same author, different year

In case of several works by the same author, arrange the publications by year starting from the earliest:

Borg, C. (2005).

Borg, C. (2007).

Borg, C. (2016).

### 2.2.3 Same author, same year

Publications written by the same author in the same year should be arranged in alphabetical order by the first significant word of the title and distinguished by placing a lowercase letter (*a, b, c...*) immediately after the year:

Camilleri, Z. (2013a). Critical analysis...

Camilleri, Z. (2013b). Principles of...

### 2.2.4 Same first author, different co-authors

In case of works with the same first author but different second, third... author, arrange the works in alphabetical order by the surname of the second author:

Borg, C. & Camilleri, Z. (2013).

Borg C. & Zammit, L. (2007).

### 2.2.5 Different authors, same surname

In case of works with different authors having the same surname, arrange the works in alphabetical order by initial:

Borg, C. (2007).

Borg, M. (2005).

### 2.2.6 No author

If there is no author provided, place the reference in alphabetical order by the first significant word of the title (omit articles).

### 2.2.7 Books

Author(s) of book – surname and initials [use “&” for multiple authors]. (Year of publication). *Title of book* – written in italics. Place of publication: Publisher.

Godwin, P., & Parker, J. (2012). *Information literacy beyond library 2.0*. London: Facet Publishing.

Provide surnames and initials for up to **seven** authors. In case of eight or more authors, provide first six, insert three ellipsis points and write last authors’ name:

Borg, M., Camilleri F., Farrugia, D., Galea M., Abela, L., Zammit, G., . . . Scicluna P. (2016). *Information Literacy*. Manchester: EduPublishing.

### 2.2.8 Book chapter

Author(s) of book – surname and initials, [use “&” for multiple authors]. (Year of publication). Title of the chapter. In Editor First Initial. Second Initial. Surname (Ed. Or Eds. in case of multiple editors) *Title of book* – written in italics (page numbers). Place of publication: Publisher.

Vinik, E. J., & Vinik, A. I. (2007). Transcending tradition: Quality of life as the inextricable link between activities of daily living and specific organ and disease states. In I. Farquhar, K. H. Summers & A. Sorkin (Eds.), *The value of innovation: Impact on health, life quality, safety, and regulatory research* (pp. 29-52). Connecticut: Emerald Group Publishing Limited.

### 2.2.9 Journal articles

Author(s) of journal article – surname and initials, [use “&” for multiple authors]. (Year of publication). Title of journal article. *Journal name* – in italics, *Volume* – in italics (Issue or number), Page number(s).

Savage, M., & Burrows, R. (2007). The coming crisis of empirical sociology. *Sociology*, 41(5), 885-899.

In case of electronic articles provide the DOI number after the page number:

Author(s) of journal article – surname and initials, [use “&” for multiple authors]. (Year of publication). Title of journal article. *Journal name* – in italics, *Volume* – in italics (Issue or number), Page number(s). doi:xx.xxxxxxxx

Weiner, S. A. (2012). Institutionalizing information literacy. *Journal of Academic Librarianship*, 38(5), 287. doi: 10.1016/j.acalib.2012.05.004

### 2.2.10 Website

Personal or Group Author. (Last update or copyright date - year, month day; if not known, put n.d.). Title. Retrieved from: <http://www.xxxxxx>

Fox News. (2017, Feb 24). Wash. post stands by 9-source Russia story after trump calls it 'fake news'. Retrieved from <http://insider.foxnews.com/2017/02/24/wash-post-stands-behind-9-source-story-after-trump-calls-it-fake-news>

If authors' full name is not available, you may use the screen name.

### 2.2.11 Computer programs

If you cannot find the author of a computer program, reference it as a work with no author.

Author(s) of the program – surname and initials, [use “&” for multiple authors]. (Year of publication). Title of program (Version number – if applicable) [Computer software]. Location: Name of producer.

If it is an online program use:

Author(s) of the program – surname and initials, [use “&” for multiple authors]. (Year). Title of program (Version number – if applicable) [Computer software]. Retrieved from <http://xxxx>

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

### 2.2.12 Non-text material

If there is no author, begin with the title. If there is no date, use (n.d.).

#### *Drawing/ Painting/ Sculpture/ Photograph:*

Artist. (Year). Title [Description of material]. Institution, Museum, or Collection, City, abbreviated Province/State.

#### *Image found online:*

Artist. (Year). Title [Description]. Institution, Museum, or Collection, Location. Available from Database Name OR Retrieved from URL

### 2.2.13 Audio and video resources

Audio-visual material includes motion pictures and audio or television broadcast.

#### *Motion picture:*

Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of motion picture – in italics* [Format - Motion picture, DVD, etc.] . Place of origin: Studio.

Smith, S. (Producer). (2009). *Excellence in teaching : Lesson planning* [DVD]. Plainview, NY: Sunburst Media.

#### *Music recording:*

Writer, A. (Copyright year). Title of song [Recorded by B.B. Artist if different from writer]. On *Title of album – in italics* [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

Baron Cohen, E. (2010). My Hanukkah (Keep the fire alive). On *Songs in the key of Hanukkah* [MP3 file]. Burbank, CA: WaterTower Music.

#### *Online videos:*

Author - last name, initial(s) [Screen name]. (Year, Month Day). Title of video [Video file]. Retrieved from <http://www.xxxxxx>

O'Brien, B. [Brenna O]. (2017, May 5). NVivo 11 training - full video (5/4/17) - updated [Video file]. Retrieved from <https://www.youtube.com/watch?v=eNo-Qxsp-mk>

### 2.2.14 Unpublished material

Author(s) of the material – surname and initials, [use “&” for multiple authors]. (Year). *Title of the work – written in italics*. Unpublished manuscript [or “Manuscript submitted for publication”, or “Manuscript in preparation”].

Pisani, R. (2017). *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren*. Unpublished manuscript.

If the work is available online, provide the URL at the end.

### 2.2.15 Legal documents

#### *Court decisions:*

Name v. Name, Volume Source Page (Court Date).

#### *Statutes:*

Name of Act, Volume Source § section number (Year).

### 2.2.16 Government publications

Reference government publications like you would reference books. If there is no author, use group author (government agency or department).

Author(s) of the publication – surname and initials, [use “&” for multiple authors]. OR Name of Government Agency. (Year). *Title: Subtitle – in italics* (Report No. xxx [if available]). Place of Publication: Publisher.

Gilmore, J., Woollam, P., Campbell, T., McLean, B., Roch, J., & Stephens, T. (1999). Statistical report on the health of Canadians: Prepared by the Federal, Provincial and Territorial Advisory Committee on Population Health. Charlottetown, PEI: Health Canada, Statistics Canada, Canadian Institute for Health Information.

## 3. Managing your references

### RefWorks

*RefWorks* is a software that will help you compile your bibliography with just a click of a button!

You may attend a *RefWorks* workshop to learn how to:

- add references manually into your personal *RefWorks* account
- export references from online sources such as online databases that the Library subscribes to and Google Scholar
- save references in different folders according to your assignments and research
- create a bibliography in your preferred reference style
- use *Write-n-Cite* - a tool that will help you insert in-text citations and footnotes in your assignments, dissertations, long essays, projects or articles

## 4. Further help

For further help you can contact us by sending an email at [library@um.edu.mt](mailto:library@um.edu.mt) or by phone on 2340 2541.

## 5. Useful sources

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

Butera, G. (2018). Research guides: APA citation style, 6th edition: APA. Retrieved from <http://libguides.gwumc.edu/c.php?g=27779&p=170330>

Newell, M. (2018). UQ library guides: APA 6th referencing style: About APA 6th. Retrieved from [//guides.library.uq.edu.au/referencing/apa6/about](http://guides.library.uq.edu.au/referencing/apa6/about)

Rose, C. (2018). Subject guides: Art: Citing art APA style. Retrieved from [//guides.library.mun.ca/c.php?g=501606&p=3435051](http://guides.library.mun.ca/c.php?g=501606&p=3435051)