



L-Università
ta' Malta

APA 7th edition Referencing Style

Guidelines

*University of Malta Library
Outreach Department
Email: refworks.lib@um.edu.mt*

Last updated: 3 December 2019

Table of Contents

1. Referencing	1
1.1 Why should I reference?	1
1.2 What should I reference?	1
1.3 What is plagiarism?	1
1.4 What is a Reference Management Software?	1
2. Examples of references	2
2.1 In-text references	2
2.1.1 One or two authors	3
2.1.2 Three or more authors	3
2.1.3 Unknown author	4
2.1.4 Group authors	4
2.1.5 Unknown date	4
2.1.6 Multiple works of the same author in the same year	5
2.1.7 Citing more than one source in the same reference	5
2.1.8 Secondary referencing	5
2.1.9 Personal communication	6
2.2 Final list of references	6
2.2.1 One author	6
2.2.2 Same author, different year	6
2.2.3 Same author, same year	7
2.2.4 Same first author, different co-authors	7
2.2.5 Different authors, same surname	7
2.2.6 No author or no date	7
2.2.7 Multiple authors	8
2.2.8 Books	8
2.2.9 Book chapter in an edited book	8
2.2.10 Journal articles	8
2.2.11 Websites/ Online Newspapers/ Online Magazines	9
2.2.12 Computer programs	10
2.2.13 Non-text material	10
2.2.14 Audio and video resources	10
2.2.15 Unpublished material/ dissertation/ theses	11
2.2.16 Legal documents	12

2.2.17	Government publications	12
3.	Managing your references	13
RefWorks.....		13
4.	Further help	13
5.	Useful sources.....	13

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). 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.

When using RefWorks select **APA 7th - No Case Changes (No Title Casing)**, DOI: <https://doi.org/> 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 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)

Author (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)

When you are citing specific part of the source, provide an author-date citation plus information about specific part, e.g. page number, chapter, table etc.:

(Walsh, 2012, p. 115)

(Walsh, 2012, Chapter 5)

(Walsh, 2012, Table 2)

2.1.1 One or two authors

When there is one or two authors, include the name(s) in every citation.

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

OR

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

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

(Smith & Brown, 2014)

OR

Smith and Brown (2014)

2.1.2 Three or more authors

When there are **three or more** authors include only the name of the first one and type the words "et al." instead of the other names every time, including the first time when citing this source:

(Borg et al., 2004)

If shortening in-text citation would create ambiguity (citations of multiple works with three or more authors would have the same form) you should write as many other names as needed to distinguish the citations:

Zammit, Borg, Camilleri, Zahra and Aquillina (2018)

Zammit, Borg, Cutajar (2018)

If you would not add extra surnames, both citations would be shortened to Zammit et al. (2018). This would cause ambiguity. This also applies to **group authors**.

To avoid ambiguity, add other surnames that will allow reader to distinguish these works:

Zammit, Borg, Camilleri, et al. (2018).

"et al." refers to plural and it cannot stand for one name only. When only the final author is different, spell out all names in every citation:

Zammit, Borg, and Cutajar (2018)

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. If title was written in italics, also write it using italics in the in-text citation, otherwise place it in quotation marks:

(*Ageing and life-course*, 2018)
("Ageing and life-course", 2018)

If author of the work was specifically designated as "Anonymous", then use it in place of authors' name:

(Anonymous, 2007)

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.

When citing for the first time write full name of the organisation followed by abbreviation in square brackets:

(World Health Organization [WHO], 2008)

You may also spell out the full name as part of the narrative and add abbreviation with the year in parentheses:

The World Health Organization (WHO, 2008) indicated . . .

For every subsequent citation use abbreviation:

(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)

When you are citing more than one source written by the same author, arrange them by the year of publication. Write authors' surname once:

(Borg, n.d., 2013, 2016)

When authors share the same surname but different initials, include authors' initials in all in-text citations.

(G. Baldacchino, 2009; L. Baldacchino, 2011)

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:

In text, first mention the primary source, and then write "as cited in" and then mention the secondary source that you used.

If publication years of both sources are known, write:

(Smith, 1999, as cited in Borg, 2007)

If publication year of the primary source is unknown, omit it:

Smith claims (as cited in Borg, 2007)

When citing the secondary source of information, in reference list provide the secondary source entry.

2.1.9 Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, online chats, telephone conversations etc.). These are the sources that cannot be retrieved by your readers.

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)

Your research interviews do not count as personal communication.

2.2 Final list of references

Reference list should be started on a new page, after the main text, but before appendices, tables and figures. Page should be labelled “References” written in capital letters in bold and in the centre of the page.

All references should be double-spaced, using a hanging indent (first line of each reference is towards the left margin and each subsequent line is indented by 0.5 inch). This option can be applied in Microsoft Word by using paragraph-formatting function.

References should be listed in the alphabetical order by author.

For more reference examples you may consult APA Style website:

<https://apastyle.apa.org/style-grammar-guidelines/references/index>

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 or no date

If the work is signed "Anonymous", begin the reference with word "Anonymous" and alphabetize the reference as if Anonymous was the actual name of the author.

Anonymous. (2012).

If there is no author and the work is not signed as "Anonymous" begin the reference with the title putting it in the alphabetical order by first significant word of the title.

Literature review. (2004).

If there are any numbers in the title, alphabetize them as if they were spelled out.

If there is no date, write (n.d.):

Zammit, M. (n.d.).

2.2.7 Multiple authors

Provide surnames and initials for up to and including **20** authors.

When there are two to 20 authors, write **&** before last author's name:

. . . Zammit, M., Briffa, P., & Camilleri, R.

In case of **21 or more** authors, provide **first 19**, insert three ellipsis points and write last authors' name:

Mertins, P., Mani, D., Ruggles, K., Gillette, M., Clauser, K., Wang, P., Wang, X., Qiao, J., Cao, S., Petralia, F., Kawaler, E., Mundt, F., Krug, K., Tu, Z., Lei, J., Gatzka, M., Wilkerson, M., Perou, C., Yellapantula, V., . . . Carr, S. (2016). Proteogenomics connects somatic mutations to signalling in breast cancer. *Nature*, 534(7605), 55-62K.
<https://doi.org/10.1038/nature18003>.

2.2.8 Books

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

*If DOI or URL is unavailable, you may omit it.

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

2.2.9 Book chapter in an edited book

Author(s) of the chapter – 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). Publisher. DOI or URL*.

*If DOI or URL is unavailable, you may omit it.

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). Emerald Group Publishing Limited.

2.2.10 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 or URL 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

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

2.2.11 Websites/ Online Newspapers/ Online Magazines

Personal or Group Author. (Date; if not known, put n.d.). *Title written in italics*. Website name. URL

Buckley, J. (2019). *How to travel without destroying the planet*. CNN Travel. <https://www.cnn.com/travel/article/green-travel-tips/index.html>

In RefWorks use Web Page entry only if there is no other reference category that fits or the work cannot be associated with other publication such as journal/newspaper/blog etc.

Online newspapers and online magazine articles should be entered in RefWorks as Newspaper article or Magazine article, not as websites.

For online newspapers and magazines, use the example below:

Personal or Group Author. (Year, Month Day; if not known, put n.d.). Title. *Website name written in italics*. URL

Borg, J. (2019, Dec 2). Muscat: I will only handle day-to-day running of government. *Times of Malta*. <https://timesofmalta.com/articles/view/muscat-i-will-only-handle-day-to-day-running-of-government.754243>

If you are citing a source that is not archived, where the content may change/get updated include also retrieval date.

If the author and site name are the same, you may omit the site name:

World Health Organization. (2019, November). *Ebola in the Democratic Republic of the Congo Health: Emergency Update*. Retrieved November 29, 2019 from <https://www.who.int/emergencies/diseases/ebola/drc-2019>

2.2.12 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]. Publisher.

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]. Biostat.

2.2.13 Non-text material

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

Artwork in a museum or on a museum website:

Artist. (Year). *Title of work written in italics* [Description of material]. Institution, Museum, or Collection, City, Country or abbreviated Province/State.

Image found online:

Artist. (Year). *Title of work written in italics* [Description]. Institution, Museum, or Collection, City, Country or abbreviated Province/State.
URL

2.2.14 Audio and video resources

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

Film:

Director, B.B. (Director or Producer). (Year). *Title of the film – in italics* [Format - Film, DVD, etc.]. Publisher. URL

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

Music recording:

Writer, A. (Year). Title of song [Song]. [Recorded by B.B. Artist if different from writer]. On *Title of album – in italics*. Label/Publisher. (Date of recording if different from song copyright date)

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

Online videos:

Author - last name, initial(s) [Screen name]. (Year, Month Day). *Title of video written in italics* [Video]. Name of the portal. URL

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

2.2.15 Unpublished material/ dissertation/ theses

Author(s) of the material – surname and initials. (Year). *Title of the work – written in italics*. [Unpublished manuscript] [or Manuscript submitted for publication, or Manuscript in preparation]. University information. URL

Pisani, R. (2017). *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren* [Unpublished manuscript]. Faculty of Media and Knowledge Sciences, University of Malta.

In case of dissertations and theses:

Author(s) of the material – surname and initials. (Year). *Title of the work – written in italics*. [Unpublished doctoral dissertation or Unpublished master's thesis]. Name of Institution awarding the Degree.

If dissertation is published in a database or online platform (like OAR@UM) use:

Author(s) of the material – surname and initials. (Year). *Title of the work – written in italics*. [Doctoral dissertation or Master's thesis, awarding Institution]. Database or archive name. URL

Pisani, R. (2017). *The role of digital literacy when teaching information literacy skills to primary and secondary schoolchildren* [Master's thesis, University of Malta]. OAR@UM. <https://www.um.edu.mt/library/oar//handle/123456789/26703>

2.2.16 Legal documents

Court decisions:

Title or name of the case (usually Name v. Name), Title Source, usually volume and page number also known as reporter (Precise jurisdiction of the court writing the decision, date of decision). URL

Statutes:

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

2.2.17 Government publications

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]). Publisher. DOI or URL

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*. PEI: Health Canada, Statistics Canada, Canadian Institute for Health Information.

If the publisher is the same as the author, you may omit it.

European Commission & Directorate-General for Environment. (2017). *Report from the Commission to the European Parliament and the Council assessing Member States' monitoring programmes under the Marine Strategy Framework Directive*. (COM/2017/03). <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=COM:2017:3:FIN>

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 or by phone on 2340 2541.

5. Useful sources

American Psychological Association. (2020). *Publication Manual of the American*

Psychological Association (7th ed. ed.) <https://doi.org/10.1037/0000165-000>

American Psychological Association. (2019). *Reference*

Examples. <https://apastyle.apa.org/style-grammar-guidelines/references/examples>