



# MIDLANDS STATE UNIVERSITY



## ACADEMIC REFERENCING USER GUIDE

### AMERICAN PSYCHOLOGICAL ASSOCIATION (APA)

Communication Skills Centre

MSU 2020 



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### Preamble

Different forms of write-ups are produced in university learning, the common being essays/assignments, reports, thesis/theses, research papers and they in most cases rely on information from other people, as published or unpublished documents. Following good academic practice, students and any producers of such write-ups are expected to appropriately acknowledge any ideas, words, or work of other people. This entails that when creating authentic pieces of academic write-ups, we are expected to;



- Undertake research on what is already known i.e. published or written.
- Analyse the research in the context of the work to be produced.
- Compare and/or contrast existing knowledge against our own findings/thoughts/opinions.
- Synthesise and create write-ups in which information is appropriately presented for the expected audience.
- Acknowledge **all** contributing sources appropriately.

Students produce academic write-ups and work is produced primarily for assessment as well as for use by fellow students or even by seasoned academics. As such, not only is it necessary to acknowledge sources appropriately but it is also expected that acknowledgement be made using a consistent style. The use of style guides helps in achieving appropriateness as well as achieve this consistency.

In academic writing, it is a norm to use other people's words, work, thoughts, ideas etc or to demonstrate divergent thinking. In doing so, it is vital that we indicate whose words and work we are using or have used. Any reader would benefit from seeing just how the other person's work contributes to ours.



Failure to acknowledge, omissions or any errors to demonstrate that we are using other people's words, work etc. not only are we misleading the reader that the ideas, words, works were originated by others; we are also giving an impression that the words or ideas written are our own when they are not. This is a violation of good scholarship, and any intentional or unintentional violation, is deemed academic misconduct.



### Purpose of this guide

This guide has been designed primarily for students undertaking undergraduate and postgraduate studies at Midlands State University. The purpose is to guide students and researchers alike, in developing referencing skills when producing their various academic write-ups. This guide provides some information on how to use common referencing styles such as Harvard, the American Psychological Association (APA), Chicago or the IEEE. The university has no one prescribed referencing style; various departments recommend certain styles and students need to find out from their respective departments the recommended styles. This guide offers information on these popular styles used, from which the presented variations are the recommended standards

### What is Academic Referencing?

Academic referencing is a system used to acknowledge or demonstrate that one has used other scholars' ideas and material in their own work. Every academic write-up is expected to be appropriately referenced especially when presenting direct quotations, paraphrases and even when presenting summaries of someone else's ideas, theories or data. Failure to acknowledge sources of information renders the producer of a write up guilty of plagiarism. Plagiarism is academic misconduct which is a very serious academic offense. To avoid plagiarism information from books, journals, magazines, the internet, newspapers, conference papers, TV/radio programmes, dissertations or theses should be acknowledged properly.



It should be noted that plagiarism is a punishable offense and serious instances of plagiarism may lead students to dismissals from the university. This is not only unique to MSU but a code applicable to all universities around the globe. Instead of perfecting ways of plagiarizing, students should instead perfect referencing skills.



### Why Reference?

Proper referencing is the central key to good scholarship as well as intellectual exchange. Below are some of the key reasons why we have to reference or cite;

- Avoid plagiarism.
- Show respect for ideas, thoughts etc. of others.
- Helps the reader to distinguish our ideas or thoughts from published/unpublished materials contributing to our work.
- Allows the reader to verify our claims.
- To establish credibility and authority of our thoughts i.e. authenticating our work.
- Share the blame (should we get certain issues wrong).

### What are the instruments of citation?

#### Direct quotations

Presentation of borrowed ideas, thoughts, etc. verbatim. Short direct quotations (less than three lines) are shown using quotation marks, single (‘ ’) or double (“ ”). You are however expected to be consistent. Long direct quotations (more than three lines) are indented i.e. you carry out indentation/indentation which is the leaving out of justified space on the left margin or on both margins. Text font size is usually reduced from say 12pt to 10pt. quotation marks are not used on indented material.



### Ellipses/ellipsis

This is the use of three dots to indicate deliberate omission of text, words or phrases without changing the idea on direct quotations. Ellipsis can be placed at the beginning, somewhere at the middle, end of a statement or in all the three cases.



### Et al, ibid, nd., Anon, ed/eds.

**Et al.** means ‘and other scholars’ used usually with sources authored by multiple authors.

**Ibid** a term used in the same source (used to save space in textual references to a quoted work which has been mentioned in a previous reference e.g. ibid. p. 100).

**nd.** When a writer cannot locate the year of publication /nd./ is used for /no date/.

**Anon.** This is short for /Anonymous/ used when the name(s) of the author on the source cannot be located.

**ed./eds.** This is short for /editor/ or /editors/ used for edited books. The editor referred to here is not the ‘technical’ person who has helped authors bring about a text to print but a researcher or researchers who may have collected information to have it published under their name or guidance.

### Paraphrase

Paraphrasing is the presentation of scholars’ ideas from the point of view of the writer. In other words, the writer uses his/her own expression and language. This usually allows personal interpretations of borrowed ideas to be noted.



### Summary

A summary is a shorter version of the original text. Both direct citations and paraphrases are used in coming up with a summary.



### Lists of References

A Reference List or simply **References** are a collection of ALL sources which may have been used in a given write up. You are expected to draft a List of References following the guidelines below;

- Sources should be presented on a fresh page.
- Don not number sources e.g. 1, 2, 3 or a, b or c; instead arrange sources in alphabetical order.
- Usually no subheadings are required for instance do not arrange books alone, newspapers on their own etc. Use the alphabetical ordering system by pinning the surnames of sources that appear in your write-up. Differences in types of sources is usually noted by use of respective punctuation such as italicising book titles, names of journals and names of newspapers and leaving plain titles of all journal, newspaper articles, chapter titles in edited books, titles of dissertations etc.

### What to cite

What is usually cited is material written, oral, or electronic usually;

- Words,
- Text
- Visual
- Graphic
- Maps
- Conversations
- Broadcasts



Common knowledge within a field or disciplines needs no acknowledgement as no single author may be credited with the knowledge.



### When to cite

- When we acknowledge ideas, thoughts that are not ours. Readers should be in a position to distinguish our ideas, thoughts, findings etc. from those that we have borrowed from others.
- Within the written work, we need to indicate where we have used external sources and the inclusion of a Reference List/Bibliography or References.
- In oral presentations, provide the audience with a handout of References or List of References on the last slide(s).
- ‘During an oral presentation, we can acknowledge sources we are using by the use of phrases, for example, “As Gandhi puts it ...” or “According to ...”. We can show a direct quotation by saying “Quote ... Unquote” or by signaling with “rabbit’s ears” or “air quotes”. In a presentation supported by posters or slides, we can include short or full references on the slides; if short references are made on the slides, then we should again provide a full List of References on a handout or on the final slide(s)’ (International Baccalaureate Organization, 2014:4).

### How to cite

When referencing or citing, it should be very clear what exactly we are citing i.e. whether paraphrasing or directly quoting. The reader needs to be very clear just what it is that we owe to someone else. Phrases like ‘According to...’ ‘Marx says...’ etc. help in introducing references as well as distinguishing the material being referenced or acknowledged. You should also be very clear on which referencing style being used. You need not mention it anywhere in your document, but how you reference may tell the reader whether you are using the Harvard style or Chicago.





Given the infinite set of sources available to students, in this guide examples of common sources are given. Below are how sources may be acknowledged using the American Psychological Association (APA). This referencing style contains author-date references within the text (in-text referencing). The information in the text is supplemented by a list of sources, normally listed at the end of an essay with sufficient bibliographic details to facilitate the identification of the works cited in the text (**end-text referencing/ the reference list**). This model is also known as the alphabetic name-date/ author-date referencing system.



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### Book 1 Author

- Paraphrase*      Soles (2006) says...
- or                      Henderson (2005) has investigated the effectiveness of Google scholar to find medical research.
- A recent study investigated the effectiveness of Google scholar to find medical research (Henderson, 2005).
- Direct quote*      Soles (2006:20) says 'plagiarism...'

#### References

Soles, K. (2006). *How to write good essays*, Sage: London.

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### Book with multiple authors

- Paraphrase*      Soles & Bhatia (2006) say...
- statement* (Soles & Bhatia, 2006)
- Soles et al. (2006) say
- Recent research indicates that the number of duplicate papers being published is increasing (Arrami & Garner, 2008).
- Arrami & Garner (2008) point out that ...



*Direct quote* Soles & Bhatia (2006:20) say ‘plagiarism...’ **Or**  
 ‘...plagiarism...’ (Soles & Bhatia, 2006 p.20),  
**Or** Soles et al. (2006 para 6) say ‘ ’  
**Or** Arrami & Garner (2008 p.16) point out that ‘...’



[**NB:** conjunction /and/ is used in its symbolic representation /&/. **et al.** is used when the source is referred to the second time in a text for sources authored by three, four and five authors. The first time all surnames should be indicated. Only a source authored by six or more /et al./ used the first and successive times. **For direct citations**, the year of publication and respective page numbers are separated by /p./ or /pp./ e.g. Garner (2008 p.6) or Garner, (2008 pp.66-67). Inscription /para/ short for /paragraph/ followed by the number of the paragraph, may also be used when citing information from sources like posters or internet sources where paragraphs are observable than page numbers e.g. Garner (2008 para 6)].

## References

Barker, R., Kirk, J. & Munday, R.J. (1988). *Narrative analysis*. 3rd ed., Indiana University Press: Bloomington.  
 Soles, K. & Bhatia, W. (2006). *How to write good essays*, Sage: London.  
 Soles, K. et al. (2006). *How to write good essays*, Sage: London.

[**NB:** You are expected to capitalise the first letter of title(s) save for situations where the title carries proper nouns (names of people or places) e.g. Soles, K. & Bhatia, W. (2006) *How to write good essays in Zimbabwe*. Sage: London.; the term /Zimbabwe/ is a proper noun and as such the respective writing rules apply.]

## Edited Book 1 editor

*Paraphrase* Soles (ed.) (2006) says...  
*Direct quote* Soles (ed.) (2006 p.20) says ‘plagiarism...’

The inscription /ed./ short for /editor/ is placed between the author’s name and date of publication.

## References

Soles, K. (ed.) (2006) *How to write good essays*, London: Sage.



## Book with multiple editors

- Paraphrase* Soles & Bhatia (eds.) (2006) say... or *statement* (Soles & Bhatia eds., 2006) or Soles et al. (eds.) (2006) say...
- Direct quote* Soles & Bhatia (eds.) (2006 p.20) say ‘plagiarism...’ Or ‘...plagiarism...’ (Soles & Bhatia eds., 2006 pp.20-21), or Soles et al. (eds.) (2006 para. 4) say ‘ ’



### References

- Barker, R., Kirk, J. & Munday, R.J. (eds.) (1988). *Narrative analysis*. 3rd ed., Indiana University Press: Bloomington.
- Soles, K. & Bhatia, W. (eds.) (2006). *How to write good essays*, Sage: London.
- Paul, L. M., Simons, G. F., and Fennig, C. D. (eds.) (2013). *Ethnologue: Languages of the World, Seventeenth edition*, SIL International: Dallas Texas, [Online version] <http://www.ethnologue.com> Accessed 5 November 2016.

## Chapter in an edited book

The difference between **a chapter in an edited book** and **an edited book** is that, in an edited book (see examples above), the book chapters do not specify who contributed which chapter. In an edited book, each chapter has a specific title with contributing author(s) also indicated.

- Paraphrase* Miller (1998) says...  
According to Malbry (2009) case studies are...
- Direct quote* Mannetti (2010 p.28) says ‘sign systems vary significantly...’

### References

- Miller, D. (1998). Introduction: Why some things matter. In Miller, D. (ed.) *Material cultures – Why some things matter*, University College London Press: London.
- Mannetti, G. (2010). Ancient semiotics. In Cobley, P. (ed.) *The Routledge companion to semiotics*, Routledge: New York.
- Malbry, L. (2009) Case study in social research. In Alasuutari, P., Bickman, L. and Brannen, J. (eds.) *The Sage handbook of social research methods*, London: Sage.



Moran, M. J. (2007). Engineering Thermodynamics. In Kreith, F. & Goswami, D. Y. (eds.) *The RC handbook of mechanical engineering*, CRC Press: Boca Raton, pp. 12-34.



[NB: There are edited books where specific chapters carry titles and author(s) specified on the chapter. In the intext the contributing author(s) is/are acknowledged and in the endtext the contributing author(s) is/are stated, year of publication followed by the title of the chapter. Details of editor(s) as written on the cover of the book and title with place and publisher following. Titles of chapters remain either plain or quotation marks “ ” may be used and the book title is italicised. Running pages of the chapter may also be provided right at the end but one has to be consistent for any respective choices made.]

### Journal article 1 Author

Usually in the intext (paraphrase and direct quotations) books and article presentations are similar. One cannot spot the difference and the reader is merely interested in knowing who authored and not necessarily which type of source. The same applies even for multiple authored journal articles.

*Paraphrase* Harzing (2001) says...  
According to van der Merwe (2005) smoking weed is hazardous to...

*Direct quote* Harzing (2001 p.28) says ‘plagiarism...’

### References

Harzing, A. (2001). Are our referencing errors undermining our scholarship and credibility? The case of expatriate failure rate, *Journal of Organisational Behaviour*, 6(9), pp.27-43.

van der Merwe, N. (2005). Antiquity of the smoking habit in Africa, *Transactions of the Royal Society of South Africa*, 60(2), pp.147-150.

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### Journal article multiple authors

*Paraphrase* Archakis & Tsakona (2009) say...  
Mills, Bonner & Francis (2006) noted that...

*Direct quote* Archakis & Tsakona (2009:363) point out that ‘media discourses...’  
Mills, Bonner & Francis (2006: 80) define grounded theory as “...”



## References

Archakis, A. & Tsakona, V. (2009). Parliamentary discourse in newspaper articles: The integration of a critical approach to media discourse into a literacy-based language teaching programme, *Journal of Language and Politics* 8(3), pp.359- 385.

Mills, J., Bonner, A. & Francis, K. (2006) The development of constructivist grounded theory, *International Journal of Qualitative Methods* 5(1) Retrieved 6 October 2016 from [http://www.ualberta.ca/11qm/backissue/5\\_1/pdf/mills.pdf](http://www.ualberta.ca/11qm/backissue/5_1/pdf/mills.pdf), pp. 66-100.



[NB 1: Authors are presented in the same manner as with books by 1 author or multiple above. The last instance in the reference denote an online journal article where website and date retrieved/downloaded from the internet are given.]

[NB 2: APA may also require one to indicate or use what is known as the Digital Object Identifier (Doi) number which usually comes with online journal articles. You need to use the number exactly as it appears on the source. Should this be the case the /Doi/ number will be indicated or used as follows;]

Given, H., Kuh, L., Leekeenan, D., Mardell, B., Redditt, S., & Twombly, S. (2009). Changing school culture: Documentation to support collaborative inquiry, *Theory into Practice*, 49(1), pp.36-46. doi: 10.1080/00405840903435733.

Hadgkiss, E. J., & Renzaho, A. M. (2014). The physical health status, service utilisation and barriers to accessing care for asylum seekers residing in the community: A systematic review of the literature, *Australian Health Review*, 38, pp.142-159. <http://dx.doi.org/10.1071/AH13113>.

Smith, G. (2012). Barthes on Jamie: Myth and the TV revolutionary, *Journal of Media Practice*, 13, pp.3-17. <http://dx.doi.org/10.1386/jmpr.13.1.31>

## Newspaper article single and multiple authors

Presentation of name(s) of author(s) does not change from the examples above for paraphrases or direct quotations. The formulae remain as follows;

Paraphrase	1 Author	Surname (Year) says...
	2 Authors	Surname & Surname (Year)...
	3+	Sur, Sur & Sur (Yr) say... or Sur et al (Yr) say...
Direct quote	1 Author	Surname (Year:3) says... “ ”
	2 Authors	Surname & Surname (Year p.3) reported that “ ”
	3+	Sur, Sur & Sur (Yr p.3) say... or Sur et al (Yr para 3) say... “ ”



### References

Mkandawire, L. (2012). Nyaminyami: debasing a people's god, *The Herald*, 16 August 2012, p3.

The NewsDay (2014). Tonga life style, [Online] *The NewsDay*, 2 September 2014. Available at [www.newsday.co.zw](http://www.newsday.co.zw) Accessed 2 September 2014.



[NB: Where a newspaper story carries no specific name or mere 'Own Correspondent' the name of the newspaper becomes the organisational author.]

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## Dissertations/Theses

A dissertation or thesis is **ALWAYS** authored by a **single** person. However, a dissertation is supervised as such the supervisor(s) name(s) may be shown but in acknowledging them you are expected to merely work with the researcher's (not supervisor(s) name(s). In the intext,

Jakaza (2013) says

Jakaza (2013 p.16) argues that "..."

### References

Jakaza, E. (2013). Appraisal and evaluation in Zimbabwean parliamentary discourse and its representation in newspaper articles, (unpublished PhD Thesis), University of Stellenbosch: Cape Town.

## Organisational/Institutional Sources/Reports

These sources are usually reports, notices and various documents produced by organisations or institutions in their operations. In the intext you are expected to indicate the name of the organisation or institution. For instance, government or government departments publications such as Ministries, (do not cite the name of the Minister), Reserve Bank of Zimbabwe (do not cite the Governor or international organisations such as the United Nations (do not cite the Secretary General). Hence in the intext they may appear as;

According to the Reserve Bank of Zimbabwe (RBZ) (2016) ....

The Ministry of Higher and Tertiary Education (MHE) (2016) proposed that

The United Nations (UN) (2016) report on food security finds...

Tibaijuka (2005 p.15) says “ ...”



[NB: You may be expected to use abbreviations against the full titles of the institutions the first time the source is presented so as to utilise the abbreviation when the same source is referred to for the successive time .e.g. The RBZ (2016) further instructed banks to...]



### References

Reserve Bank of Zimbabwe (2016). The 2016 Monetary Policy, Government Printers: Harare.

Tibaijuka, A. (2005). Report of the Fact-Finding Mission to Zimbabwe to assess the Scope and Impact of Operation Murambatsvina, UN Report on Human Settlement in Zimbabwe, Available at [http://www.un.org/News/dh/infocus/zimbabwe/zimbabwe\\_rpt.pdf](http://www.un.org/News/dh/infocus/zimbabwe/zimbabwe_rpt.pdf)

## Additional Aspects

- **Same scholar/author different years of publication in the same document**

The intext specifies author(s) name(s) with specific dates in order of how ideas are being presented e.g.

Eco (1999) says...,

Eco (1976 p.3) defines semiotics as “...”,

Eco (1981) & Eco (1993) emphasises the point that...

### References

Eco, U. (1999). Semiotics in the next millennium, Lecture given at the 7<sup>th</sup> International Congress of the IASS-AIS, October 6, 1999.

Eco, U. (1993). On semiotics and pragmatism: Interview by Chong-Min Hong, David Lurie and Jiro Tanaka, *The Harvard Review of Philosophy*, pp14-17.

Eco, U. (1981). Theory of signs and the role of the reader, *The Bulletin of the Midwest Modern Language Association* 14(1), pp.35-45.

Eco, U. (1976). *A theory of semiotics*, Indiana University Press: Bloomington.

[NB: You may use years of publication to order references with the latest coming first and maintain consistence.]



- **Same scholar(s)/author(s) with more than one source in the same year as used in the same write-up.**



Eco (1999a) says...,

Eco (1999b p.3) defines semiotics as "...",

Eco (1999a) and Eco (1999c) emphasises the point that...

### References

Eco, U. (1999a). On semiotics and pragmatism: Interview by Chong-Min Hong, David Lurie and Jiro Tanaka, *The Harvard Review of Philosophy*, pp.14-17.

Eco, U. (1999b). Theory of signs and the role of the reader, *The Bulletin of the Midwest Modern Language Association* 14 (1), pp.35-45.

Eco, U. (1999c). *A theory of semiotics*, Indiana University Press: Bloomington.

**[NB: Alphabetical letters in small caps a, b, c, etc. are used against years of publication to distinguish one publication from others in the same year.]**

- **Conference Presentations & Lectures**

Name(s) of author(s) are indicated as above in the intext together with the year of presentation following the formulae: Surname (Year).

### References

Eco, U. (1999). Semiotics in the next millennium, Lecture given at the 7<sup>th</sup> International Congress of the IASS-AIS, October 6, 1999.

Viriri, A. (2003). Language planning in Zimbabwe: The conservation and management of indigenous languages in Zimbabwe. Paper presented at ICOMOS 14<sup>th</sup> General Assembly & Scientific Symposium at Victoria Falls, 30 October 2003.

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### REFERENCES

American Psychological Association (2010). *Publication manual of the American Psychological Association: 6<sup>th</sup> edition*, American Psychological Association: Washington DC.



Bizzell, P. (1992). *Academic discourse and critical consciousness*, University of Pittsburgh Press: London.

Directorate of Learning Resources City of Sunderland College (2010). *Harvard referencing: student guide 3<sup>rd</sup> edition*, CoSC Press: Sunderland.

Frost, S. H. and Jean, P. M. (2003). Bridging the disciplines: Interdisciplinary discourse and faculty scholarship *The Journal of Higher Education* 74(2), pp.119-149.

Monash University (2012). *Harvard referencing guide*, Retrieved from <http://guides.lib.monash.edu/citing-referencing/harvard>

Saidi, U. (2018). *A pocket guide to academic referencing*, Africa Institute for Culture Peace, Dialogue & Tolerance: Harare.

University of Chicago Press (2003). *The Chicago manual of style. 15<sup>th</sup> edition*. University of Chicago: Chicago.

Wringe, C. (1989). *The effective teacher: Effective teaching of modern languages*, Routledge: London.