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# QUICK CITATION AND REFERENCE GUIDE

AMERICAN PSYCHOLOGY ASSOCIATION (APA)

6TH EDITION ON



## IN-TEXT CITATION

### GENERAL RULES

The American Psychological Association reference style uses the Author-Date format. When quoting directly or indirectly from a source, the source must be acknowledged in the text by author's name and year of publication. There are two ways of citing in text from a source; direct and indirect. This can be accomplished by either;

1. Making it a part of the sentence or
2. Putting it in parentheses at the end of the sentence

TYPE	EXAMPLE
<b>Direct Quotations</b> Make use of quotation marks around the quote and include page numbers.	Mark and Logan (2017) argue that "companies will differentiate themselves on the basis of what they know" (p.107). "Companies will differentiate themselves on the basis of what they know" (Mark & Logan, 2017, p.10)
<b>Indirect quotation/paraphrasing/summarizing</b> This does not require the use of quotation marks	According to Mark and Logan (2017), companies will differentiate themselves on the basis of what they know. Thus, the basis for which companies differentiate themselves is on what they know (Mark & Logan, 2017)
<b>Citations from a secondary source</b> You must acknowledge all the authors <ul style="list-style-type: none"><li>• The author(s) of the source referred to (i.e. Gould, 1981)</li><li>• The author(s) of the work which contains the original source (i.e. Cohen &amp; Lotan, 2014)</li></ul> However, in the reference list, the work containing the original source is cited.	Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014). Gould's (1981) findings "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).

## REFERENCE LIST

### GENERAL RULES

- APA style requires **double spacing** throughout e.g. text, references, etc.
- All citations must be in the **Hanging Indent Format** with the first line flush to the left margin and all other lines indented (one-half inch or five spaces).
- Reference list entries should be **alphabetized** by the last name of the first author (or editor) of each work.
- Each bibliographic entry must end with a **full stop**.
- Titles of books, journal names, periodical names, theses title, technical report titles, or any major work must be **italicized**.
- Titles of journal articles, book chapters must **not be italicized, underlined, or have quotation marks** put around them.

TYPE	EXAMPLE
<b>BOOKS AND BOOK CHAPTERS</b>	
In Print Format	
<b>Book with One Author</b>	Highmore, B. (2001). <i>Everyday life and cultural theory</i> . New York: Routledge
<b>Book with Multiple Authors</b>  Each author must be listed up to the seventh author and if it is more than seven list the first six authors followed by “...” and the last author.	Carter, R., Gleick, E., Lohr, S. & Raloff, J. (2002). <i>Health care technology</i> . New York: Columbia University Press.  Carter, R., Gleick, E., Lohr, S., Raloff, J., Smith, S., Brofen, E., ... & Morawski, M. A. (2003). <i>Government and nonprofits in the modern age</i> . New York: Routledge.
<b>Book with an Editor</b>	Adoo-Adeku, K. K. (Ed.). (2016). <i>Evolution of adult education in some selected countries</i> . Accra: Akrong Publication Limited.
<b>Edition Other than the First</b>	Boateng, S. M., Ofori, B. & Addo, J. (2011). <i>The battered child</i> (2nd ed.). Chicago: University of Chicago Press.
<b>Corporate Author with an Edition and Published by the Corporate Author</b>	Ghana Statistical Service. (2002). <i>2000 Population and housing census: Summary report of final results</i> . Accra: Ghana Statistical Service.
	American Psychiatric Association. (1994). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed.). Washington, DC: Author.
<b>Chapter/Section of a Book</b>	Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), <i>Handbook of peer interactions, relationships, and groups</i> (pp. 490-507). New York: Oxford University Press.

<b>A Translation</b>	Laplace, P. S. (1951). <i>A philosophical essay on probabilities</i> . (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)
<b>Review</b>	Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book <i>The self-knower: A hero under control</i> , by R. A. Wicklund & M. Eckert]. <i>Contemporary Psychology</i> , 38, 466-467.
<b>In Electronic Format</b>	
<b>E-book</b>	Stoker, B. (2000). <i>Dracula</i> [Kindle HDX version]. Retrieved from <a href="http://www.overdrive.com/">http://www.overdrive.com/</a> Book accessed from a Database
	Rodriguez-Garcia, R., & White, E.M. (2005). Self-assessment in managing for results: Conducting self-assessment for development practitioners. doi:10.1596/9780-82136148-1
<b>DICTIONARY AND ENCYCLOPAEDIA</b>	
<b>Print</b>	VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association.
<b>Online</b>	Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopaedia of psychology</i> . Retrieved from <a href="http://www.gale.cengage.com/">http://www.gale.cengage.com/</a>
	<i>Note: If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference.</i>
<b>THESIS AND UNPUBLISHED MATERIALS</b>	
	Alhassan, W. (2017). Detection of listeria species and listeria monocytogens in raw milk and milk products in the northern region, Ghana. <i>MPhil Thesis</i> , University for Development Studies: Tamale.
<b>JOURNAL ARTICLES</b>	
<b>Print</b>	Scruton, R. (1996). The eclipse of listening. <i>The New Criterion</i> , 15(3), 5-13.
<b>Accessed Online</b>	Bayer, J. (2010). Customer segmentation in the telecommunications industry. <i>Journal of Database Marketing &amp; Customer Strategy Management</i> , 17, 247 – 256. doi: 10.1057/dbm.2010.21
<b>Accessed from a Website</b>	Weatherson, B. & Egan, A. (2000). <i>Epistemic modals and epistemic modality</i> . Retrieved from <a href="http://brian.weatherson.org/iemaem.pdf">http://brian.weatherson.org/iemaem.pdf</a>

	Include date of retrieval if you think internet source might change. In instances where there is no date of publication, use “n.d.”.
	Weatherston, B. & Egan, A. (n.d.). <i>Epistemic modals and epistemic modality</i> . Retrieved December 15, 2012, from <a href="http://brian.weatherston.org/iemaem.pdf">http://brian.weatherston.org/iemaem.pdf</a> .
<b>Article from a Database</b>  <i>To cite from a library’s subscription database, include the article’s DOI at the end and don’t add the database name. If there is no DOI, include the database name and the number assigned to the article by the database, if any.</i>	Holiday, R. E. & Hayes, B. K. (2001). Dissociating automatic and intentional processes in children’s eyewitness memory. <i>Journal of Experimental Child Psychology</i> , 75(1), 1-42. doi:10.1006/jecp.1999.2521
	Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness to change. <i>The Journal of School Nursing</i> , 23(2), 73-79. Retrieved from PsycINFO database (2007-05057003).
<b>Article in a Magazine</b>	Henry, M. A., (1998, April 20). Making the grade in today's schools. <i>Time</i> , 135, 25-32.
<b>Article in a Newspaper</b>	Schultz, E. (2001, December 2). Calls made to strengthen state energy policies. <i>The Country Today</i> , pp. 1A, 2A.
<b>Other Online Periodicals</b>  <i>All publication information applies here. However, if the article has a DOI (digital object identifier), include that number. All journals must have their volume and issue numbers.</i>	Thompson, E. S. (2013). Power in his presence. <i>Social Science Research</i> , 11(2), 535-555. doi:10.1006/ssre.2000.0680  <i>However, if there is no DOI, use the URL for the article or that of the journal’s home page.</i>
<b>CONFERENCE/SEMINAR PAPER</b>	
<b>Print</b>  <i>Use the Book chapter citation format if the paper is from a book and if it is from regularly published proceedings (e.g. quarterly, bi- annual), use the Journal article citation format.</i>	Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts
<b>Online</b>	Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i> , Canberra, Australia: Geoscience Australia. Retrieved from <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a>