

APA Referencing Style Guide (7th Edition)

A guide to referencing

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Introduction

This Referencing Style Guide is a quick introduction to the American Psychological Association (APA) Style for references and citations for students of Outspan Medical College and is based on APA Referencing, developed by the American Psychological Association. For detailed standards and procedures, consult the Publication Manual of the American Psychological Association or the APA Style website at https://apastyle.apa.org/

This Referencing Guide will also give you all the tools and skills you need to construct accurate references whilst studying at Outspan Medical College. This guide also introduces a reference management tool (Zotero) to help you not only with references, but also manage large amounts of information (PDFs, reports etc.). If you feel like you need further guidance on referencing, visit the library for more guidance.

As a college student you need to include a reference whenever you use information from someone else's work. It doesn't matter where that information came from: websites, textbooks, journal articles, magazines, newspapers, computer programs, images, social media: if you use it, you must reference it.

Definition of Terms

Citation: this is an acknowledgement that you place in your writing at the point you have referred to someone else's work. It is usually in the author-date format (e.g., Jones, 2020).

Reference: each citation should have a corresponding reference, which provides further details about the source of information you have used. This may include the author's name, date of publication, title of the work, publisher details and a URL if accessed online. References are usually placed at the end of your writing in a **reference list.**

Citation styles: These are guidelines and conventions that different disciplines follow to present writing and sources in a consistent way (e.g., APA style). There are many different referencing styles (over 100). It is essential to follow the style specified in your assignments and not to mix styles. Consistency of style is important

APA: APA is one of many referencing styles used in academic writing. APA stands for American Psychological Association. The Association outlines the style in the Publication manual of the American Psychological Association [APA] (7th ed.).

General considerations

General format of the reference list

- ✓ Start the reference list on a new page, with the word "References" centered at the top of the page.
- ✓ Second and subsequent lines of each reference should be indented (hanging indent format)
- ✓ The reference list should be listed alphabetically by author and then by year
- ✓ Book titles and journal titles should be in italics (preferably) or underlined
- ✓ The date is the year of publication, not printing
- ✓ For a book, the edition is only mentioned if it is other than the first
- ✓ The place of publication is the town or city, not the country
- ✓ Journal titles should be given in full, not abbreviated
- ✓ Do not put a full stop after a website URL
- ✓ Be consistent in format, layout, typeface and punctuation

Why reference?

Referencing is important for the integrity and quality of your academic writing. Here's why:

Referencing:

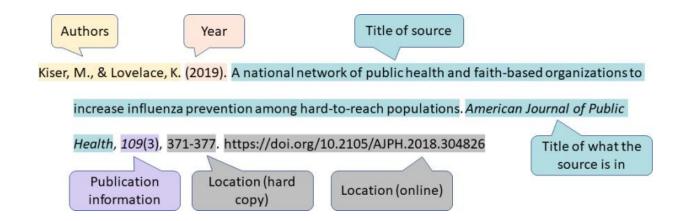
- makes clear which ideas are your own and those inspired by others; this enables you to
 avoid plagiarism. It is important (morally & legally) to acknowledge someone else's ideas
 or words you have used.
- Referencing correctly enables the marker or reader of your assignment to locate the source of the information. They can verify the information or read further on the topic.

• shows the reader how you have developed your arguments and engaged with the ideas of others. By referencing clearly and correctly, it demonstrates you have undertaken research on the assignment topic and located relevant information.

Below are some common elements used in APA-style references. Not every source will have every element. Use only those elements that are available for the source you used.

Element	More Information
Author(s)	Who created the information. The source may have editors, either with authors or instead of authors.
Date	When it was made available, not necessarily the copyright date
Title	Name of the thing you used. There may be two titles if the source is part of something larger; for example, an article in a journal, or an episode in a TV series.
Publication information	The information varies, depending on the type of source. All parts help describe what makes this item different from other, similar sources
Location	Where you can find the source, for example, page numbers, URL or DOI. There may be more than one location if the item is available both in hard copy and online

Example:



How to reference

In a nutshell, referencing is a two-step process. Whenever you refer to another source of information, you need to firstly insert a citation in your text (sometimes this is referred to as: citing in text, in text citations or text citations), and secondly, expand on that citation in a full reference at the end of your work (referred as reference list).

How you format your citations and references will depend on the referencing style that you use and the type of information you're referencing.

In-text Citations

You need to cite a source if you use the words, ideas, data, images and/or tables from somewhere. Your citation in the text must have a matching item in the list of references. Quotations require page numbers.

You have two options for in-text citations: parenthetical or narrative citations.

Parenthetical = All information about the source is in parentheses.

Narrative = All or part of the source information is in the text, and the rest is in parentheses.

When citing always provide the **author's surname**, **year** and **specific page** or **paragraph number** for non-paginated materials. This is to enable the reader to find the corresponding source in the reference list.

- ✓ This same point is made by others (Kuria & Onyango, 2016, p. 35).
- ✓ Kuria and Onyango (2016) made this same point.
- ✓ In 2016, Kuria and Onyango made this same point.

Note that "and" is replaced by the ampersand sign ("&") when the authors are given in brackets.

To cite a specific part of a source, indicate the page, chapter, figure or table at the appropriate point in the text.

Always give page numbers for quotations.

- (Rotich, 2024, chap. 3)
- (Kasongo, 2019, p. 234)

Quotations in the text

Short quotations of less than 40 words should be incorporated into the text, and the quotation enclosed in double quotation marks.

- "This is a quote of less than forty words" (Kuria, 2016, p. 43)
- Karigi (2008) said that "This is a quote of less than forty words" (p. 43)

Quotations of more than 40 words should be displayed in an indented block of text, without quotation marks.

• Kuria (2016) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text, and include a full reference without page number in the reference list (p. 25).

• Karigi (2019) found that:

In the case of quotations of more than forty words you must display the quotation in an indented block of text without quotation marks and quote the author, year and page number in the text and include a full reference without page number in the reference list.

If the quotation consists of more than one paragraph you should indent the first line of each paragraph (p. 25).

Compiling a Reference List

Books, Single author

Format	Author's Surname, Initials. (Date of publication). Title (Edition, if not
	the first). Place of publication: Publisher.
Example	Mugenda, O. M. (1999). Research methods: Quantitative and
	qualitative approaches. Nairobi: Acts Press.

Books, Multiple authors

Format	2-6 authors:
	Surname, A., & Surname, A. (Copyright date). Title: Subtitle in italic
	sentence case (edition number if applicable.). Place of
	publication: Publisher.
	1 st Author's Surname, Initials, 2 nd Author's Surname, Initials, 3 rd
	Author's Surname, Initials, 4 th Author's Surname, Initials, 5 th
	Author's Surname, Initials, & 6 th Author's Surname, Initials.
	(Date of publication). Title (Edition, if not the first). Place of
	publication: Publisher.
	More than 6 authors:
	As above, but after the sixth author's name and initial use "et al." to
	indicate the remaining authors.
Example	Mugenda, O. M. & Mugenda, A.G. (1999). Research methods:
	Quantitative and qualitative approaches (3rd ed.). Nairobi: Acts
	Press.
	Stillings, N. A., Weisler, S. E., Chase, C. H., Feinstein, M. H.,
	Garfield, J. L., & Rissland, E. L. (1995). Cognitive science: An
	introduction (2nd ed.). New York: The MIT Press.
In the text:	2-6 authors
	Name all the authors in the first citation.
	In subsequent citations, name only the first author, then add "et al."
	• First citation (Ponton, Gill, Mercer & Smith, 1993).
	• Subsequent citations (Ponton et al., 1993).
	More than 6 authors
	Use the first author et al. for all citations including the first.
	• (Stewer et al., 2003).

NB:

Where there is no named individual as author, this is often because there has been shared
or corporate responsibility to produce the material. In this case, the corporate name
becomes the author. Corporate authors include government bodies, companies,
professional bodies, societies, international organizations.

Outspan Medical College. (2024). ...

• Some works such as dictionaries and reference books have no author. In this case, the title is used in place of the author.

Merriam-Webster's collegiate dictionary (15th ed.). (2003). Springfield, MA: Merriam-Webster.

Books, Chapter from edited

Format	Contributing author's surname, initials. (Date of publication). Title of
	chapter. In Initials Surname of editor(s) (Ed.) or (Eds.), Title
	of book (Page numbers). Place of publication: Publisher.
Example	Adani, C., & Ronge, V. (2023). Conflict resolution mechanism. In K.
	Annan & G. Antonio (Eds.), Classes, power and conflict (pp. 44-
	78). New York: McGraw Hill.

Books, Electronic

Format	Author's Surname, Initials. (Date of publication). Title. (Edition, if
	not the first). Place of publication: Publisher. Retrieved day
	month, year, from website URL
Example	Mugenda, O. M. & Mugenda, A.G. (1999). Research methods:
	Quantitative and qualitative approaches (3rd ed.). Nairobi: Act
	Press. Retrieved 21 July, 2024, from
	http://www.myilibrary.com?id=177101

Journal articles, printed

• The rules on how to cite multiple authors, shown under referencing style for books, also apply for journal articles and other forms of publication.

Format	Author's Surname, initials. (Year of journal). Full title of article. Full
	Title of Journal, Volume Number (Issue Number*), page
	numbers of article.
	* The issue number is not necessary if the journal pages are
	numbered continuously throughout the year, only if each issue
	begins with page 1.
Example	Trappey, C. (1996). A meta-analysis of consumer choice and
	subliminal advertising. <i>Psychology and Marketing</i> , 13, 517-530.
	Stiles, P., & Taylor, B. (1993). Benchmarking corporate governance:
	An update. Long Range Planning, 26(6), 138-13

Journal articles, electronic

• Journals articles are available through subscription databases, such as Business Source Premier, Emerald and ScienceDirect, but some are freely available on Internet websites.

Format	Database:
	Author's Surname, initials. (Year of journal issue in which article
	appeared). Full title of article. Full Title of Journal, Volume
	Number (Issue Number*), page numbers of article. Retrieved
	day month, year, from database.
	Website:
	Author's Surname, initials. (Year of journal issue in which article

	appeared). Full title of article. Full Title of Journal, Volume
	Number (Issue Number*), page numbers of article. Retrieved
	day month, year, from website URL
	* The issue number is not necessary if the journal pages are numbered
	continuously throughout the year, only if each issue begins with page 1.
Example	Database:
	Bryd-Bredbenner, C., Wong, A., & Cottee, P. (2000). Consumer
	understanding of US and EU nutrition labels. British Food
	Journal, 103, 615-629. Retrieved 22 October, 2008, from
	Emerald database.
	Website:
	De Blasio, G. G. (2008). Understanding McDonald's among the
	"World's Most Ethical Companies". Electronic Journal of Business
	Ethics and Organization Studies, 13(1), 5-12, Retrieved 28 October,
	2008, from http://ejbo.jyu.fi/pdf/ejbo vol13_no1_pages_5-12.pdf

Newspaper articles, printed

Format	Author's Surname, initials. (Year, month day). Full title of article.
	Title of Newspaper, page numbers of article.
	If no author:
	Full title of article. (Year, month day). Title of Newspaper, page
	numbers of article.
Example	Bowers, S. (2008, November 15). Lehman administrators' task will
	dwarf Enron, creditors told. Guardian, p. 39.
	Picking up the bills. (2005, June 4). <i>Independent</i> , pp.28-29

Newspaper articles, electronic

• Newspaper articles are available from the database LexisNexis, or from newspapers' own websites

Format	Database:
	Author's Surname, initials. (Year, month day). Full title of article.
	Title of Newspaper, page numbers of article. Retrieved day
	month, year, from database.
	If no author:
	Full title of article. (Year, month day). Title of Newspaper, page
	numbers of article. Retrieved day month, year, from
	database.
	Website:
	Author's Surname, initials. (Year, month day). Full title of article.
	Title of Newspaper. Retrieved day month, year, from website
	URL
	If no author:
	Full title of article. (Year, month day). Title of Newspaper. Retrieved
	day month, year, from website URL
Example	Bowers, S. (2008, November 15). Lehman administrators' task will
	dwarf Enron, creditors told. Guardian, p. 39. Retrieved 18
	November, 2008, from LexisNexis database.
	Emmett, S. (2008, May 9). Buy-to-let: Professional investors cash in
	on the credit crunch. The Times. Retrieved 27 October, 2008,
	from http://www.timesonline.co.uk

Conference papers and proceedings

- Capitalize Each Word of the name of the conference or symposium.
- Treat regularly published proceeding as journals

Format	Author's Surname, Initials. (Year of publication). Title of conference
	paper.In Initials. Surname of editor of proceedings (Ed.), Title
	of conference proceedings (page numbers of contribution).
	Place of publication: Publisher.
	Regularly published:
	Author, Initials. (Date of publication). Title of conference paper. Title
	of Proceedings, volume number, page numbers.
Example	Proctor, P. (1998). The tutorial: Combining asynchronous and
	synchronous learning. In S. Banks (Ed.), Networked Lifelong
	Learning: Proceedings of the 1998 International Conference
	(pp.3.1- 3.7). Sheffield: University of Sheffield.

Dissertations and theses

Format	Author's Surname, Initials. (Year). Full Title. (Unpublished doctora				
	Dissertation). Awarding institution, location of the University.				
	Author's Surname, Initials. (Year). Full Title. (Unpublished master's Thesis). Awarding institution, location of the University.				
Example	Kuria, F. (2021). The development of positive budgetary theory within the Kenya hotel industry. (Unpublished doctoral dissertation). University of Nairobi, Kenya.				

Web pages and websites

- Direct readers as closely as possible to the information being cited wherever possible, reference specific documents rather than home or menu pages.
- As a minimum, a reference to an Internet source should provide a document title or description, a date(either date of publication or date of retrieval), and a web address.
 Wherever possible identify the authors of the document as well.

- If the author of the document cannot be identified, begin the reference with the title of the document.
- If there isn't a date available for the document, you can use (n.d.) for no date.
- When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document.

Format	Web page with author:			
	Author's Surname, initials. (Date). Title of page or internet			
	document. Retrieved day month, year, from web address			
	If no author:			
	Full title of page. (Date). Retrieved day month, year, from web			
	Address.			
Example	Tesco (2008). Corporate social responsibility review 2008. Retrieved			
	November 3, 2008, from http://www.tescoreports.com/			
	crreview08/index.html			
	Acas (2008). Employee appraisal. Retrieved July 14, 2008, from			
	http://www.acas.org.uk/CHttpHandler.ashx?id=254&p=0			

Referencing two or more sources by the same author

- Using the author's name for all entries, list the entries by year (earliest first).
- When an author appears both as a sole author and, in another citation, as the first author of several, list the sole author entries first.
- Use the format below when the author(s) and the date of publication are exactly the same for more than one source. List the titles alphabetically and add a,b,c,d, etc to the publication date.

Format	First source, e.g. a book:		
	Author's Surname, Initials. (Date of publication + a). Title (Edition, if		
	not the first). Place of publication: Publisher.		
	Second source, e.g. a journal:		
	Author's Surname, initials. (Year of journal + b). Full title of article.		
	Full Title of Journal, Volume Number (Issue Number), page numbers of article.		
	Third source:		
	Author's Surname, Initials. (Date of publication + c). [etc]		
Example	Brown, S. (1993a). Postmodern marketing? <i>European Journal of Marketing</i> , 27(4), 19-34.		
	Brown, S. (1993b). Postmodern marketing: Principles, practice and		
	panaceas. Irish Marketing Review, 6, 91-99		
In the text	(Brown, 1993a)		
	(Brown, 1993b)		

Secondary referencing

- Give the secondary source in the reference list. In the text, name the primary work, and give a citation for the secondary source.
- For example, if Smith and Walker's work is cited in Evans, and you have not read Smith and Walker's original work –

Reference list:	Evans, W.A. (1994). Approaches to intelligent information retrieval.		
	Information Processing and Management, 7, 147-168.		
In the text:	Smith and Walker's study (as cited in Evans, 1994)		

More Examples:

Periodicals	References	In-text Citation (Parenthetical)	
Journal, 1 author, with DOI	Kimball, M.A. (2017). Tactical technical communication. <i>Technical Communication Quarterly, 26</i> (1), 1-7. http://doi.org/10.2105/AJPH.2018.304826	(Kimball, 2017, p. 6)	
Journal, 2 authors, with DOI	Kiser, M., & Lovelace, K. (2019). A national network of public health and faith-based organizations to increase influenza prevention among hard-to-reach populations. <i>American Journal of Public Health, 109</i> (3), 371-377. http://doi.org/10.2105/AJPH.2018.304826	(Kiser & Lovelace, 2019, pp. 373-374)	
Journal, 3-20 authors, no DOI	Khahro, S. H., Ali, T. H., Vighio, A. A., Khahro, Q. H., & Moriyani, M. A. (2020). Post pandemic project management key skills and challenges. Talent Development & Excellence, 12(3s), 2253–2260. http://iratde.com/index.php/jtde/article/view/1077	(Khahro et al., 2020, p. 2255)	
Journal, no page nos., with article number	, with article properties. Foods, 9(5), Article 681.		
Bimonthly magazine in library database	Raine, M. (2020, January/February). Demystifying streaming playlists. <i>Canadian Musician</i> , 42(1), 38-41.	(Raine, 2020, p. 39)	
Magazine, online	online Abel, A. (2017, July 1). Dreams of Canada. <i>Maclean's</i> . https://archive.macleans.ca/article/2017/7/1/dreams- of-canada		
Magazine, no author, no volume number	or, no		
Newspaper (print, non- consecutive numbers)	n- consecutive collect ethnocultural crime information. Regina Leader-Post, A1, A4.		
Online news source	MacKinnon, BJ. (2019, April 4). New Brunswick to consider automatic organ donation, says health minister. CBC News. https://www.cbc.ca/news/canada/new-brunswick/organ- donation-consent-new-brunswick-nova-scotia-1.5084956	(MacKinnon, 2019, para. 5)	
Journal preprint, in a repository			

Periodicals	References	In-text Citation (Parenthetical)
Journal, 1 author, with DOI	Kimball, M.A. (2017). Tactical technical communication. <i>Technical Communication Quarterly, 26</i> (1), 1-7. http://doi.org/10.2105/AJPH.2018.304826	(Kimball, 2017, p. 6)
Journal, 2 authors, with DOI	Kiser, M., & Lovelace, K. (2019). A national network of public health and faith-based organizations to increase influenza prevention among hard-to-reach populations. <i>American Journal of Public Health, 109</i> (3), 371-377. http://doi.org/10.2105/AJPH.2018.304826	(Kiser & Lovelace, 2019, pp. 373-374)
Journal, 3-20 authors, no DOI	Khahro, S. H., Ali, T. H., Vighio, A. A., Khahro, Q. H., & Moriyani, M. A. (2020). Post pandemic project management key skills and challenges. Talent Development & Excellence, 12(3s), 2253–2260. http://iratde.com/index.php/jtde/article/view/1077	(Khahro et al., 2020, p. 2255)
Journal, no page nos., with article number	Hu, Y., Shim, Y. Y., & Reaney, M. J. (2020). Flaxseed gum solution functional properties. <i>Foods</i> , <i>9</i> (5), Article 681. https://doi.org/10.3390/foods9050681	(Hu et al., 2020, 2.3.3 section)
Bimonthly magazine in library database	Raine, M. (2020, January/February). Demystifying streaming playlists. <i>Canadian Musician, 42</i> (1), 38-41.	(Raine, 2020, p. 39)
Magazine, online	Abel, A. (2017, July 1). Dreams of Canada. <i>Maclean's</i> . https://archive.macleans.ca/article/2017/7/1/dreams- of-canada	(Abel, 2017, para. 4)
Magazine, no author, no volume number	Sunny days ahead. (2020, May). Harper's Bazaar, (3683), 121.	("Sunny days," 2020, p. 121)
Newspaper (print, non- consecutive numbers)	Salloum, A., Deibert, D., & Canadian Press. (2020, July 16). Police, StatsCanada to collect ethnocultural crime information. <i>Regina Leader-Post</i> , A1, A4.	(Salloum et al., 2020, p. A4)
Online news source	MacKinnon, BJ. (2019, April 4). New Brunswick to consider automatic organ donation, says health minister. CBC News. https://www.cbc.ca/news/canada/new-brunswick/organ-donation-consent-new-brunswick-nova-scotia-1.5084956	(MacKinnon, 2019, para. 5)
Journal preprint, in a repository	Ahmed, Y. A., Ahmad, M. N., Ahmad, N., & Zakaria, N. H. (2018). Social media for knowledge-sharing: A systematic literature review. ResearchGate. https://www.researchgate.net/publication/322838958_Social_Media_for_Knowledge-Sharing_A_Systematic_Literature_Review	(Ahmed et al., 2018, pp. 4-5)
Code (book)	Canadian Commission on Building and Fire Codes. (2015). <i>National building code of Canada 2015</i> (14th ed.). National Research Council of Canada. https://nrc.canada.ca/en/certifications- evaluations-standards/codes-canada/codes-canada-publications/national-building-code- canada-2015	(Canadian Commission on Building and Fire Codes, 2015, p. 28)
Standard	CSA Group. (2020). Eye and face protectors (CSA Standard No. Z94.3:20). https://store.csagroup.org/ccrz ProductDetails?viewState=DetailView&cartID= &portalUser=&store=&cclcl=en_US&sku=CSA%20Z94.3%3A20	(CSA Group, 2020, p. 26)
Patent	Bell, A. G. (1923). <i>Hydroplane</i> (Canada Patent No. 236360). Canadian Intellectual Property Office. https://www.ic.gc.ca/opic-cipo/cpd/eng/patent/236360/summary.html?query=236360&type=basic_s earch	(Bell, 1923)

Periodicals	Periodicals	References	Periodicals
Thesis/ Dissertation, online	Ekstrand C. (2019). reading [Doo https://harve	(Ekstrand, 2019, p. 56)	
Report, individual authors, with number	Bray, L., Murdock, C northern Sa Cameco. htt 2/technical-r	(Bray et al., 2019, p. 36)	
Annual report, group author	Canadian Nurses As /media/cna/p 2017_e.pdf? 46	(Canadian Nurses Association, 2018, p. 3)	
Government document, online	Canada, House of C 28/2014E-Pl 28-2014-eng	(Canada, House of Commons, n.d., p. 28)	
Course document, in Brightspace	Saskatchewan Polytechnic. (2019). DSGN 103 – Web site design principles [Course manual]. Brightspace. https://online.saskpolytech.ca/		(Saskatchewan Polytechnic, 2019)
Infographic	Undergraduate Libr University https://guide 7167863	(Undergraduate Library, n.d.)	

Further Help

If you need information	on on referencing other ty	pes of publication,	not covered in this	guide, refer
to APA Manual 7th Ed	lition 2024 Referencing (Guidebook (Saskato	chewan Polytechnic	, 2024)

Or

Ask-a-librarian by sending an email to library@omc.ac.ke

Sources used to compile this guide include

Saskatchewan Polytechnic. (2024). *Research Guides: APA 7*. https://saskpolytech.libguides.com/APA7/home

Karatina-University-APA-referencing-guide.pdf. (n.d.). Retrieved February 5, 2025, from https://library.karu.ac.ke/wp-content/uploads/2021/04/Karatina-University-APA-referencing-guide.pdf

This guide was compiled by: Fredrick Kuria, Librarian Outspan Medical College
