

Citation and referencing with APA 7

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1 A concise guide to APA 7

The APA Publication Manual is a format for academic citations and referencing created by the American Psychological Association. APA format is often used in the social sciences (including, of course, psychology) and certain humanities fields. The seventh edition, commonly known as APA 7, was released in 2019. This is a short guide to the APA format. For a more comprehensive guide, please refer to the official APA guide in Section 6.

To refer to source materials correctly, you need to provide both an *in-text citation* (Section 3) which refers to a corresponding *end-text reference* (Section 4). In APA 7 style, end-text references should appear at the end of your paper under the heading **References**. The list of references should not include any list formatting such as bullet points or numbers.

2 Why provide citations?

- To *acknowledge the sources* that you used — to allow your readers to locate the same material if required.
- To *avoid plagiarism* — providing citations and referencing correctly reduces the chance of committing unintentional plagiarism.
- To help *give credibility* — to demonstrate that you have done the necessary reading required to understand the topic at hand.
- To *give context* — to show where your work sits within what already exists; how it is similar and where it differs.

You should provide citations any time that you paraphrase, summarise or directly quote someone else's work or any facts or concepts that are not common knowledge.

3 In-text citations

APA 7 uses an 'author/date' system, meaning that a basic in-text citation includes the author name and the year of publication. Mentioning an author in the text means you just include the year, e.g. "According to Jones (1984),...". Otherwise, an in-text citation requires both author and date within the brackets. How you cite depends on the number of authors, e.g.:

- Single author, e.g. (Jones, 1984)

- Two authors, e.g. (Jones & Tanaka, 1988)
- Works with three authors or more should only give the name of only the first author plus “et al.”, e.g. (Jones et al., 2018)
- Authors that share a surname should still be referred to by just their surname, e.g. (Jones & Jones, 2018).

The order of authors should match the publication itself and should NOT be in alphabetical order. e.g., if the publication lists the author names as “Tanaka, Jones and Smith”, they should be listed as such, not as “Jones, Smith and Tanaka”.

Works republished in a newer volume should include the original work’s publication date, followed by the volume’s publication date, e.g., (Descartes, 1641/2011).

3.1 Direct quoting

When quoting directly from a source, it is necessary to provide the exact page number(s). For web sources, you should cite paragraph number instead of page number:

- One page, e.g. (Jones, 1984, p. 3)
- Two or more pages, e.g. (Jones, 1984, pp. 2-4)
- Paragraph, e.g. (Tanaka, 2008, para. 4).

Note that Figures or Tables which are not your own work need to include a citation within the caption.

4 End-text references

The following are some of the formats which are common for students to use. For sources that do not fit into any of the below categories, please check the reference examples on the official APA website: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Some general points on end-text references:

- Titles of works should appear in sentence case.
- Note that book styles are the same regardless of medium (traditional book, ebook).
- A DOI (Document Object Identifier) is often available for research works published online.
- Note that end-text references need to list all authors if the total is twenty or fewer.
- Works published in a language other than English should include the original title followed by an English translation in square brackets. All other information should be supplied in English. For example, a Japanese novel:
Mishima, Y. (1949). *Kamen no kokuhaku* [Confessions of a mask]. Kawade Shobo Shinsha.

- If a work shares the same author name and is published in the same year as another work, you should add a letter after the year in both the in-text and end-text references, e.g. 2018a, 2018b, etc.

While end-text references can contain a lot of detailed information, the examples below provide the minimum information required to meet APA 7 standards.

4.1 Book

A reference to a book needs to include the following:

- Author(s)
- Year published
- Book title (Sentence case, in *italics*)
- Publisher name

Format:

Author, A. (Year published). *Book title*. Publisher name.

Example:

Heskett, J. (2002). *Toothpicks and logos: Design in everyday life*. Oxford University Press.

4.2 Book chapter

A reference to a book chapter needs to include the following:

- Chapter author(s)
- Year published
- Chapter title (Sentence case)
- Editor(s)
- Book title (Sentence case, in *italics*)
- Page numbers if available
- Publisher name

Format:

Author, A. (Year published). Chapter title. In A. Editor (Ed.), *Book title* (pp. X-Y). Publisher name.

Example:

Zangwill, N. (2003). Beauty. In J. Levinson (Ed.), *Oxford companion to Aesthetics* (pp. 325-343). Oxford University Press.

If a work is republished in a newer volume, a note should be included at the end describing when the work was originally published.

Example:

Plato. (2011). The republic. In T. Crane & K. Farkas (Eds.), *Metaphysics: A guide and anthology* (pp. 230–234). Oxford University Press. (Original work published ca. 370 B.C.E).

4.3 Journal article

A reference to a journal article needs to include the following:

- Author(s)
- Year published
- Paper title (Sentence case)
- Journal name (In *italics*)
- Volume number (In *italics* after the journal name and a comma)
- The issue number (In brackets after the volume number)
- Page numbers and/or URL (Without any formatting) or DOI

Format:

Author, A. (Year published). Paper title. *Journal Name*, volume number(issue number). Page numbers/DOI/URL.

Example:

Buchanan, R. (1992). Wicked problems in design thinking. *Design Issues*, 8(2).
<https://doi.org/10.2307/1511637>

4.4 Conference paper published in proceedings

A reference to a conference paper published in proceedings needs to include the following:

- Author(s)
- Year published
- Paper title (Sentence case)
- Conference title (Sentence case, in *italics*)
- Page numbers and/or URL or DOI (Without any formatting)
- Volume number and issue number (if available) for proceedings

Format:

Author, A. (Date). Article title . *Title of proceedings, volume number*(issue number), page numbers. DOI or URL.

Example:

Ono, K., Iwamura, S., Ogie, A., Baba, T., & Haimes, P. (2017). Textile++: low cost textile interface using the principle of resistive touch sensing. *ACM SIGGRAPH 2017 Studio*, 1–2.
doi:10.1145/3084863.3084868

4.5 Conference presentation (not published in proceedings)

A reference to a conference presentation (not published in proceedings) needs to include the following:

- Author(s)
- Year published
- Paper title (Sentence case, in *italics*)
- [Format]
- Conference title (Sentence case)
- Conference location
- URL or DOI if available (Without any formatting)

Format:

Author, A. (Date). *Article title* [Format]. Conference name, location. DOI or URL.

Example:

Haimes, P. (2015). *Mapping Hazards in Japan: Increasing the accessibility of geo-spatial hazard information* [Conference presentation]. Nordcode seminar, Jyväskylä, Finland.

4.6 Lecture slides or notes

A reference to lecture slides/notes needs to include the following:

- Author(s)
- Year (or exact date if available) published
- Course title, followed by a colon and the class title (Sentence case, in *italics*)
- The file format used
- Publisher name (if available)
- URL (Without any formatting) of website where published (if available)

Format:

Author, A. (Year published). *Class name: Lecture name* [Format]. Publisher name. URL.

Example:

Haimes, P. (2020). *Design & society: A design history* [PDF]. Manaba+R. <https://ct.ritsumei.ac.jp>.

4.7 Web page or online document

A reference to a webpage or online document needs to include the following:

- Author(s)
- Year published (If you cannot establish a clear publication date, you can use n.d., meaning “no date”)
- Webpage title (Sentence case)
- URL (Without any formatting)

Format:

Author, A. (Year published). *Webpage title*. URL.

Example:

Haimes, P. (2020). *APA citation format*. <http://www.ritsumei.ac.jp/~haimes/citation.html>.

4.8 Figures

Figures include all types of images, including graphs, photographs, diagrams, charts and so on. A reference to a third-party figure needs to include the following:

- Author(s) or source
- Year published or created (If you cannot establish a clear date, you can use n.d., meaning “no date”)
- Figure title
- Type of media [in square brackets]
- Publisher
- URL if available (Without any formatting)

Format:

Author, A/Source. (Year published). *Figure title* [type of media]. Name of publisher. URL if available.

Example:

Dali, S. (1931). *The persistence of memory* [Oil on canvas]. Wikimedia commons. https://en.wikipedia.org/wiki/The_Persistence_of_Memory#/media/File:The_Persistence_of_Memory.jpg.

5 Formatting tools

- Current Ritsumeikan students can access Mendeley referencing software from the RU library:
<http://www.ritsumei.ac.jp/lib/>.
- Citation Machine is a free web service (warning: it has a lot of advertising) which can provide end-text references in APA 7 format:
<http://citationmachine.net>.

6 Further information

This document only covers the most common referencing formats. For more information or if in doubt about formatting your references, be sure to consult the reference examples on the official APA citation website:

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

7 Contact

If you have found anything wrong with this document or its content, or want to make any suggestions, please get in touch: haimes@fc.ritsumei.ac.jp.

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