A GUIDE TO USING THE APA 7th EDITION REFERENCING STYLE

Contents

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INTRODUCTION: About the APA

APA stands for American Psychological Association and it is one of many referencing styles used in academic writing. APA Style uses the author-date citation system in which a brief in-text citation directs readers to a full reference list entry. This guide covers basic explanations and examples for the most common types of citations used by students/faculty/researchers.

This guide is based on the Publication Manual of the American Psychological Association, 7th Edition

GENERAL RULES

1. A reference list is arranged alphabetically by author's last name /surname.
2. If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
3. In works of multiple authors, always list the authors in the order in which they appear in the publication.
4. Each reference appears on a new line and is required to have a hanging indent.
5. References should not be numbered
6. Journal, magazine and newspaper titles should be provided in full and use capitals where appropriate (rather than sentence case) e.g. Namibia Journal of Managerial Sciences, New Era. These should be *italicized.*
7. Works cited in the text must appear in the reference list, and each work in the reference list must be cited in the text; except for sources like personal communications which are cited in the text only.

BOOK

One author
Reference list:
Jay, R. (2003). *How to write proposals and reports that get results.* London, UK: Pearson Education.
Intext: Jay (2003)
(Jay, 2003)

Two authors

Intext: Always list the authors in the order in which they appear in the publication.
Cite both authors for each use of reference.

Example: Dancey and Reidy (2004)
(Dancey & Reidy, 2004)
Reference list

Dancey, C. P., & Reidy, J. (2004). *Statistics without maths for psychology: Using SPSS for Windows* (3rd ed.). Harlow, England: Pearson/Prentice Hall.

NB: Before "&" between authors, do not forget to put a comma.

Three to five authors

Intext: Cite all authors the first time the reference appears; for all subsequent citations, cite last name of first author followed by "et al."

Example:

    First instance: (Turban, Leidner, McLean & Wetherbe, 2005)

    Subsequent uses: (Turban et al., 2005) in subsequent citations

Or

    First instance: Turban, Leidner, McLean and Wetherbe (2005) state that …

    Subsequent uses: Turban et al., (2005) states that …

Reference list:

Turban, E., Leidner, D., McLean, E., & Wetherbe, J. (2005). *Information Technology for Management: Transforming Organizations in the Digital Economy* (5ᵗʰ ed.). Hoboken, NJ: Wiley.

Six to seven authors

Intext: Cite just the last name of the first author followed by "et al." and year for the first and all other citations

Okongo (2020) urgues that…

      Or

It was argued that… (Okongo et al., 2020)

Reference list

Okongo, J., Jelutheni, F., Sikwana, H., Minin, M., Jacobs, T., Shikongo, P., & Paulus, W. (2020). *Making Namibia great*. Windhoek, Na: Macmilan.

Eight or more authors

In-text: Cite just the last name of the first author followed by "et al." and year for the first and all other citations. Example:

    Badenhorst (2007) argue…

      Or

    It was argued that…(Badenhorst et al., 2007)

Reference list rule: Cite the last names & initials of the first six authors then follow with a comma and three spaced ellipsis points (. . .), then the last author's name.

Example:

Badenhorst, J. A., Cant, M.C., Cronje, J., Toit, J. S., Erasmus, B. J., Grober, P.A., … Mpofu, R. T. (2007). *Introduction to Business Management*. Capetown, South Africa: Oxford.

Edited book

Intext: Treat multiple editors same as multiple authors
 Example: Engelbrecht and Green (2007)
            (Engelbrecht & Green, 2007)

Reference list:

Engelbrecht, P., & Green, L. (Eds.). (2007). *Responding to the challenges of inclusive education in Southern Africa.* Pretoria, South Africa: Van Schaik.

Edition other than the first

Intext: Weiss (2009) or (Weiss, 2009)

Reference list: The edition statement is placed after the title of the work. This is not necessary for a first edition.
 Example:

Weiss, J. W. (2009). *Business ethics: A stakeholder & issues management approach with cases* (5th Ed.). Australia: South-western Cengage learning

Ebook

- ➢ Enter the Digital Object Identifier of the book in the DOI field.
- ➢ If the book has no DOI, use the URL field and enter the full web address of the e-book if it was only published electronically.
- ➢ If the book was originally published in print, enter the web address of the homepage of the website on which it is available.

Example:

Ardia, D. (2008). *Financial risk management with Bayesian estimation of GARCH models: Theory and applications* [SpringerLink version]. doi: 10.1007/978-3-540-78657-3

Speed, H. (2004). *The practice and science of drawing*. Seeley Service. Retrieved from http://www.gutenberg.org/etext/14264

Chapter in an edited book - print

Intext: Use the chapter authors, NOT the editors of the book
            Treat multiple authors in same format as books
                Example: (Tsoukas & Vladimirou, 2005)

Reference list: example

Tsoukas, H., & Vladimirou, E. (2005). What is organizational knowledge? In S. little & T. Ray (Eds.), *Managing knowledge: An essential reader* (2nd ed., pp. 85-106). London, UK: SAGE Publications

Chapter from an edited electronic book without DOI

Elements of the reference list

Author(s) of chapter – Surname and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initials and family name - of book (Ed. OR Eds.), *Title of book – italicised* (pp. Page numbers). Retrieved from http: www.xxxxxx

Example:
Scott, D. (2005). Colonial governmentality. In J. X. Inda (Ed.), *Anthropologies of modernity* (pp. 21-49). Retrieved from http://www3.interscience.wiley.com/cgi-bin/bookhome/117909832
Intext: Use the chapter authors, NOT the editors of the book
Treat multiple authors in same format as books

Chapter from an edited electronic book with DOI

Intext: Use the chapter authors, NOT the editors of the book
Treat multiple authors in same format as books e.g. Hodges and Tod (2007) …
Reference list example:
Hodges, B., & Tod, J. (2007). A Holistic Approach to Meeting Physical, Social and psychological Needs. In F. Valentine & L. Lowes (Eds.), Nursing care of children and young people with chronic illness (pp.84-106). https://doi.org/10.1002/9780470692103.ch4

NB: Do not include "retrieved from' before doi

JOURNAL ARTICLE

- Not all journal articles will have digital object identifier (DOI)
- If the journal article has a DOI, include this in your reference.
- If there is no DOI and you have accessed the article electronically, include the web address of the journal's homepage in which the article was published or the permalink (i.e. permanent URL) in your reference.
- Same rules apply for multiple authors as in citing a multi-author book [see examples given under Book]

Print journal article

Example for intext reference
Tjihenuna (2015) opine that unlike goods and services, there is no global market for labour.
or
… there is no global market for labour like there is for goods and services (Tjihenuana, 2015).

Elements of the reference:
Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. *Journal name – italicised*, *Volume* – italicised (Issue or number), Page number(s).

Example:
Tjihenuna, G. U. (2015). The impact of globolisation on labour and poverty reduction. *Namibia Journal of Managerial Sciences, 1*(6), 47-61.

Online journal article with DOI

Nketiah-Amponsah, E., Abubakari, M., & Baffour, P.T. (2019). Effect of HIV/AIDs on economic growth in Sub-Saharan Africa: Recent evidence. *International Advances in Economic Research, 25*(4), 469-480 doi.org/10.1007/s11294-019-09754-3

Journal article accessed electronically, without DOI

Strauss, L. J. (2019). Disclosing protected health information. *Journal of Health Care Compliance, 21*(5), 67-69. Retrieved from http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=139005895&site=eds-live

Journal article with no volume & issue number

Blevins, J.B., Jalloh, M.F., & Robinson, D.A. (2019). Faith and global health practice in Ebola and HIV emergencies. *American Journal of Public Health*, 379-384

WEBPAGE

- ➢ Do not italicise the title of the webpage when it is part of a website.
- ➢ Only italicise the title when it can be considered a stand-alone document.
- ➢ Do not include retrieval date on the reference unless the information you viewed is likely to change over time (e.g. Wikis).
- ➢ It is always important to validate a website before using it in your academic work. Credible webpages will typically have at least one individual author or an organizational author (the organization that created the webpage).

Webpage with author

Elements of the reference
Author(s) of page – person or organization, use & for multiple authors. (Year page created or revised). *Title of page*. Retrieved from http://www.xxxxxx

Ashikuzzaman, M. D. (2018). *Role of libraries in Higher Education.* http://www.lisbdnet.com/role-of-libraries-in-higher-education/

Webpage with no author

In-text reference: Use title instead of author name. Place in double quotation marks.
E.g. ("Behaviour modification", 2007)

Elements of the reference: Title (year). Retrieved from http://www.xxxxxxxxxx

Webpage with no date

Elements of the reference: Author. (n.d.). Title of specific document. Retrieved from URL of specific document

Webpage-group (corporate)

Elements of the reference: Author(s) of page – group or organization, use & for multiple authors. (Year page created or revised). *Title of page*. Retrieved from Web Address.

Bank of Namibia (2019). *Repo Rate unchanged at 6.50 Percent.* Retrieved from: https://www.bon.com.na/CMSTemplates/Bon/Files/bon.com.na/48/484b6c4c-787d-43a7-b7aa-11da28479fe5.pdf

Image on a webpage

Elements of the reference: Title of image [Image] (Year). Retrieved from Web Address

In-text reference: The image of the rash (Scarlet Fever Rash Picture, n.d.)

Example of the reference list
Scarlet fever rash picture [Image] (n.d.). Retrieved from http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html

OTHER INTERNET SOURCES

Blog post

Elements of the reference: Author - last name, initial(s) or screen name. (Year, month day). Title [Blog post]. Retrieved from http://www.xxxxxx

Mathis, T. (2015, August 12). What is human systems integration? [Blog post]. Retrieved from http://blog.apabooks.org/2015/08/12/what-is-human-systems-integration/

Podcasts

Elements of the reference: Author. (Year, month day). *Title* - italicised, [Type of media]. Retrieved from http://www.xxxxxx

Example:
Al Zaabi, M. (Producer), & Bjarnesen, T. (Presenter). (2006, November 7). Diabetes in the elderly [Audio podcast]. Retrieved from http://www.abc.net.au/hn/talks/

In-text reference: (Al Zaabi & Bjarnesen, 2006)
                                      Al Zaabi and Bjarnesen (2006)

YouTube video

International University of Management (2018, September 30). IUM Nursing Graduands Oathtaking Ceremony [Video file]. Retrieved from https://www.youtube.com/watch?v=5BRFF8wyj1w

Use the name of the account that uploaded the video as the author.

Intext reference: (International University of Management, 2019)
International University of Management (2019)

Interview or personal communication

In-text reference
 (K. Johannes, personal communication, January 17, 2020).
Or
K. Johannes (personal communication, January 17, 2020)

Reference list: Not included in reference list, only cite in text.

NEWSPAPER ARTICLE

> ➢ Italicise the title of the newspaper

> ➢ If the newspaper article has a URL that will resolve for readers (e.g., it is from an online newspaper), include the URL of the article at the end of the reference.

> ➢ Give the URL of the home page when the online version of the article is available by search to avoid non-working URLs.

> ➢ Precede page numbers for newspaper articles with p. or pp

> ➢ If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g. pp. 1, 3, 5).

Newspaper article

Elements of the reference: Author Surname, First Initial. Second Initial. (Year, Month Day). Article title. *Newspaper Title*, page number. Retrieved from URL [if viewed online]

Print newspaper article

Immanuel, S. (2020, February 4). ACC hunts for Fishrot lawyer linked to N$90m. *The Namibian*. p.1-2

Online newspaper article

Tjitemisa, K. (2020, February 4). Namibia suspends visas for Chinese nationals. *New Era*. Retrieved from https://neweralive.na/posts/namibia-suspends-visas-for-chinese-nationals

Newspaper article with no author

Karakul the oldest sheep breed. (2020, February 4). *The Namibian*, p.12

MAGAZINE

➢ Not all magazine articles have volume or issue numbers, include those details that are given.
➢ If a magazine article has a DOI, include the DOI in the reference.
➢ If the article does not have a DOI, include an URL that will resolve for readers in your reference

Magazine article print

Munyama, G. W. (Ed.). (2018, January-March). Humbled graduates: changing the employment mindset. *Varsity vibes, 1(1),* 8-10

Magazine article - online

Zender, S. (2019, September). Womanish: Toxicity Central. *Monochrome Magazine*. Retrieved from http://monochromemagazine.net/2019/09/12/womanish-toxicity-central/

REPORT

➢ The specific agency responsible for the report appears as the author.
➢ The names of parent agencies not present in the group author name appear in the source element as the publisher. This creates concise in-text citations and complete reference list entries. E.g. of group authors: government agencies, nonprofit organizations, and task forces.

Government Report – Print

Elements of the reference
Author(s) of report – person or government department, use & for multiple authors. (Year of Publication). *Title of report - italicised* (Report Number - if available). Place of publication: Publisher.

Ministry of education, Arts and culture. (2017). *Incorporating Early Childhood Development (ECD) into the Ministry of Education, Arts and Culture*. Windhoek, Namibia: Ministry of Education, Arts and Culture.

Government report – online

Ministry of education, Arts and culture. (2017). *Incorporating Early Childhood Development (ECD) into the Ministry of Education, Arts and Culture*. Windhoek, Namibia: Ministry of Education, Arts and Culture. Retrieved from http://www.moe.gov.na/files/downloads/9b2_Incorporation.pdf

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf

Published report

Hargreaves, K., Stewart, R., & Oliver, S. (2005). *Survey of information resources on newborn blood spot screening for parents and health professionals: a systematic review*. London: Social Science Research Unit, Institute of Education, University

DICTIONARY OR ENCYCLOPEDIA

Dictionary or Encyclopedia - print

Elements of the reference
Author(s) or editor(s) of work – family name and initials, use & for multiple authors or editors. (Ed. or Eds. - if editor used) (Year of publication). Title - italicised (Edition - if other than first). Place of publication: Publisher.

Brooker, C. (Ed.). (2006). *Churchill Livingstone's dictionary of Nursing* (19th ed.). Edinburgh, Scotland: Churchill Livingstone Elsevier

Dictionary or encyclopedia - Online

Elements of the reference
Author(s) - family name and initials, use & for multiple authors. (Year of publication). Title of entry. In - Editor(s) - initial. last name (Ed. OR Eds.), *Title of dictionary or encyclopaedia - italicised* (Edition - if other than first). doi:xx.xxxxxxxxxx

Author(s) - family name and initials, use & for multiple authors. (Year of publication). Title of entry. In - Editor(s) - initial. last name (Ed. OR Eds.), *Title of dictionary or encyclopaedia - italicised* (Edition - if other than first). Retrieved from http: www.xxxxxx

Example:
Onwuegbuzie, A.
 J. & Mayoh, J. (2016). Mixed methods. In H. L. Miller (Ed.), *The SAGE encyclopedia of theory in psychology.* http://dx.doi.org/10.4135/9781483346274

Dictionary or encyclopedia - no author

Elements of the reference
Entry title. (Year of publication). In Editors - initial(s). Last Name - use & for multiple editors, Title of dictionary or encyclopaedia - italicised (Edition - if other than first ed.). doi: xxxxxx

DISSERTATIONS AND THESES

➢ A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global, an institutional repository, or an archive.
➢ If the database assigns publication numbers to dissertations and theses, include the publication number in parentheses after the title of the dissertation or thesis without italics.
➢ Include the description "Doctoral dissertation" or "Master's thesis" followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number.
➢ In the source element of the reference, provide the name of the database, repository, or archive.
➢ If the database or archive requires users to log in before they can view the dissertation or thesis, meaning the URL will not work for readers, end the reference with the database name (as in the Kabir example below).

Published dissertation or thesis

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Bruce, P. (2018*). A Comparative Case Study of a Student Involvement Co-curricular Portfolio and Transcript* (Publication No. 10787296) [Doctoral dissertation, University of Massachusetts Boston]. PQDT Open. https://pqdtopen.proquest.com/doc/2051403901.html?FMT=ABS

Chinsembu, K. C. (2010). HIV/AIDS and science education in Namibian secondary schools [Doctoral dissertation, University of Namibia]. UNAM Scholarly Repository. https://repository.unam.edu.na/handle/11070/528

Intext examples:
Parenthetical citations: (Kabir, 2016; Bruce, 2018; Chinsembu, 2010)
Narrative citations: Kabir (2016), Bruce (2018), and Chinsembu (2010)

Unpublished dissertation or thesis

➢ When a dissertation or thesis is unpublished, include the description "[Unpublished doctoral dissertation]" or "[Unpublished master's thesis]" in square brackets after the dissertation or thesis title.
➢ In the source element of the reference, provide the name of the institution that awarded the degree.
➢ The same format can be adapted for other unpublished theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate.
➢ For dissertations/thesis retrieved from a database or in a repository or archive, follow the examples given for the published dissertation or thesis.

Example:
Nanyeni, F. N. (2018). *Hifikepunya Pohamba's Rhetorical presidency: Inauguration and independence anniversary speeches* (Unpublished doctorate dissertation). University of Cape Town.

Intext
Parenthetical citation: (Nanyeni, 2018)
Narrative citation: Nanyeni (2018)

CONFERENCE PRESENTATIONS AND PROCEEDINGS

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Conference presentation

- ➢ Provide the names of the presenters in the author element of the reference.
- ➢ Provide the full dates of the conference in the date element of the reference.
- ➢ Describe the presentation in square brackets after the title. The description is flexible (e.g., "[Conference session]," "[Paper presentation]," "[Poster session]," "[Keynote address]").
- ➢ Provide the name of the conference or meeting and its location in the source element of the reference.
- ➢ To cite only the abstract of a conference presentation, include the word "abstract" as part of the bracketed description (e.g., "[Conference presentation abstract]").
- ➢ If video of the conference presentation is available, include a link at the end of the reference.

Example:

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. https://convention.apa.org/2019-video

Intext:

- • *Parenthetical citation*: (Evans et al., 2019)
- • *Narrative citation*: Evans et al. (2019)

Conference proceedings published in a journal

To reference conference proceedings published in a journal, follow the same format as journal articles.

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and no cognitive predictors of success. *Proceedings of the National Academy of Sciences*, *USA*, *116*(47), 23499–23504. https://doi.org/10.1073/pnas.1910510116

- • *Parenthetical citation*: (Duckworth et al., 2019)
- • *Narrative citation*: Duckworth et al. (2019)

Conference proceedings published as a whole book

To reference conference proceedings published as a whole book, follow the same reference format for referencing as whole edited books.

Example:
Kushilevitz, E., & Malkin, T. (Eds.). (2016). *Lecture notes in computer science: Vol. 9562. Theory of cryptography*. Springer. https://doi.org/10.1007/978-3-662-49096-9

- • *Parenthetical citation*: (Kushilevitz & Malkin, 2016)

- *Narrative citation*: Kushilevitz and Malkin (2016)

Conference proceedings published as a book chapter

The format for referencing conference proceedings published as an edited book chapter is the same as for edited book chapters.
Example:

Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. https://doi.org/10.1007/978-3-030-05348-2_21

- *Parenthetical citation*: (Bedenel et al., 2019)
- *Narrative citation*: Bedenel et al. (2019)

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1. **Pamphlet/Brochure**

   IUM (2018). Information for prospective students [Brochure]. Windhoek: IUM

2. **Conference paper/reports, Symposium & workshops,**
   Author, Initial(s). (Year). Title of the contribution. *Title of the conference/meeting* (pp.xx-xx). Location: Publisher
   - Symposium

Bank of Namibia (2019). Escaping the Middle-Income Trap: A Perspective from Namibia. Windhoek, Namibia: The Research Department of the Bank of Namibia
   - Published conference paper

   - Unpublished conference paper & presentation

Bowden, F.J., & Fairley, C.K. (1996, June). Endemic STDs in the Northern Territory: Estimations   of effective rates of partner change. Paper presented at the Scientific Meeting of the Royal   Australian College of Physicians, Darwin.
   - Print conference paper
   -
3. **DVD/CD**
   - Physical version

Brooks, J. L., Sakai, R., Mark. L., & Crowe, C. (Producers), & Crowe, C. (Director*). Jerry Maguire* [DVD]. Rosebank, South Africa: Sony Pictures Home Entertainment.
   - Online video (YOUTUBE)

International University of Management (IUM). (2020, February 4). *Navigating through the University students Portal* [video file]. Retrieved from: https://www.youtube.com/watch?v=jXbXJwM_glU.
   - Music record whole album

Cyrus, M. (2008). *Breakout* [CD]. Los Angeles, LA: Hollywood records inc.
   - Music record song from album

Cyrus. M. (2008). *7 things. On Breakout* [CD]. Los Angeles, LA: Hollywood records inc.

4. **White paper/grey literature**

Telsis. (2015). *Protecting against the Next Generation of Telephony Fraud* (White paper).Retrieved   from   https://corning

services.de/Telekommunikation/Produkte/Softswitch/Downloads/Telsis_1590   1379
02_SIPFraudWhitepaper.pdf?m=1512641201

5. **Government documents**
   - Legal source

Herman Konrad v Shanika Ndapanda (2019) NASC 1. Retrieved from https://namiblii.org/na/judgment/supreme-court/2019/1
   - Government legislation (Bill &Act)

Namibian Citizenship Act 14 of 1990 (NA). Retrieved from https://laws.parliament.na/cms_documents/namibian-citizenship-e2c40e9db0.pdf

6. **Lecture notes**
   - Lecture notes print

Shongwe, M. (2019). *Teaching and learning for LIS professionals* [Powerpoint slides]. Unpublished manuscript, LIS5036S, University of Cape Town, Cape Town, South Africa.

   - Lecture note online

Rout, V. & Mishra, P. (2018). *English Communication skills Module 1: The elements of Communication* [Powerpoint slides]. Retrieved from HM3101, Biju Patnaik University of Technology Rourkela Odisha, BPUT, https://lecturenotes.in/notes/3702-notes-for-english-   communication-skills-ecs-by-vikram-rout

7. **Podcast & radio**

BBC, (2019, June 24). Death in ice valley [Audio podcast]. Part of *Turning detective*. Retrieved from https://www.bbc.co.uk/programmes/p07f05nh

   *Radio

Elias, M. (Presenter). (2019, November 19). *After hours* [Radio broadcast]. Windhoek: Radio   wave

8. **Software**

   Atlas.ti (2020). *Atlas.ti: qualitative data analysis* (version.8.1). [Computer software]. Retrieved from https://atlasti.com/free-trial-version/

9. **Television series**
   - Single episode from a series

Zuiker, A. E. (Writer) & John M. Keane, J. M.; Batter, K. K. (Directors). (2015). under my skin [television series episode]. In A. E. Zuiker, W. Petersen, J. Bruckheimer, A. Donahue, K. Fink, N. Shankar, & D. Cannon (executive producers), *CSI: Crime Scene Investigation.* Santa Clarita, California: Jerry Bruckheimer Television and CBS Productions.
   - Television program

Bryant, B. (Writer). (2001, September 12). The Bryant medical hour [Television broadcast]. Sydney, Australia: Public Broadcasting Service.

INTEXT CITATION

The references used in your writing have to be noted throughout the text of your article. You must acknowledge your sources whenever you present a statement of evidence such as a quote, or when using the ideas, opinions or theories of someone else in your own words (paraphrasing).

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NB! In-text Citation only requires author/s surname and year. In absence of authors use editors. A page number is included when using a direct quote. Place a comma after the year.
Use p. for single page, pp. for multiple pages e.g. (Harris, 2012, p. 164) or (Lewis, 2016, pp. 56-58).

Following are some examples of how to cite sources in your paper.

1. One author & 2 authors

If the author is part of the narrative you only put the year in brackets

e.g. According to Fillipus (2015) …..
Or Sikwana and Minin (2011) state that…

If a citation is parenthetical, meaning in brackets

e.g It is very important for students to make use of the library materials to excel in their academic year (Johannes, 2009).

If they are two (Johannes & Kiana, 2020).

If a citation is part of the narrative, it looks like 'According to Jones (2013)…, or Jones (2013) states that….

When In-text citing use the ampersand sign (&) when authors/editors surname and year are in brackets (Shigwedha & Mathews, 2018) and if they not in brackets write the world out as indicated above

2. 3 -5 authors

When citing 3-5 authors for the first time you write them all and when citing for the second time you only write the first authors surname followed by et al.

1st time e.g According to Fillipus, Minin, Shigwedha and Johannes (2019) …
2nd time e.g according to Fillipus et al. (2019).

OR

It is very important for students to make use of the library materials to excel in their academic year (Fillipus, Minin, Shigwedha & Johaness, 2019).

It is very important for students to make use of the library materials to excel in their academic year (Fillipus et al., 2019).

3. 6 & 7 authors

If a material has more than 5 authors cite only the surname of the first author followed by et al and the year.

e.g Shigwedha et al (2019) stated that ...
As found in relevant research (Shigwedha et al., 2019) argues that

Referencing list

Write all authors

e.g.

Minin, M. M., Johannes, F., Sikwana, H., Shigwedha, E., Kiana, L., Mathews, E., & Kasongo, J. (2008). The role of academic libraries in distance education. *Journal of Library and Information Science,36* (12), 179-181.

4. 8 or more authors

In text-citation of 8 authors and more is cited the same as 6 and 7 authors.

Referencing list

Note in the reference list: When there are eight (8) or more authors, include the first six (6) authors' names and then use ellipsis points (...) before concluding the last author's name.

e.g

Minin, M. M., Johannes, F., Sikwana, H., Shigwedha, E., Kiana, L., Mathews, E.,... Kasongo, J. (2008). The role of academic libraries in distance education. *Journal of Library and Information Science,36 (12)*, 179-181.

5. Citing same authors &same year

If a work has the same author and the same date, distinguish between them by assigning letters in the lower case a, b, c etc. These are listed alphabetically by title in the reference list (excluding A or The).

Requirement analysis was done to categorize the user needs into practical (Kasungo, 2013a). According to Kasungo (2013b) requirement analysis…

Referencing list

Kasungo, J. (2013a). *Analysis of tools used by medical doctors*. Windhoek, Zebra publishing.

Kasungo, J. (2013b). *Reducing your cancer risk*. Retrieved from http…

6. Citing multiple authors with similar information

In-text citation – Separate authors with a semicolon;

(Noble, Rogers, & Bennett, 2015; Walker, 2011)

Reference list

List works alphabetically

7. Group as author

Usually the names of groups that serve as authors (e.g., corporations, associations, government agencies) are written in full every time they appear in a quotation text. In the first quotation the names of some group authors (e.g., associations, government agencies) are spelled out and then abbreviated.

First text citation: (Ministry of Education [MOE], 2018).

Second citations: (MOE, 2018).

8. Citing secondary sources

It's always advisable to use original sources. However, if another author cites the information you wish to use, acknowledge the source that you have read, showing it is a secondary source. This shows that you didn't read the original source but wrote about it in a secondary source. Use the words "as quoted in" in the quotation text to suggest that this is a secondary source. In the list of references include the author and the source you are actually reading

e.g. According to Fillipus (as cited in Minin, 2019)…

In the reference list you cite the secondary source in this case **Minin should be the one to appear in the reference list**

9. Citing the same author more than once in the same paragraph

The rules for this are quite complex, mostly because there is one rule for citations in brackets (parenthetical) and other rules for citations that are part of the narrative. 'Part of the narrative' means that the reference is part of a sentence, and not in brackets.

Citations in brackets (parenthetical)

One rule, very direct. The APA manual states that all citations that are in brackets should include the year. Include the year in all parenthetical quotes' (APA, 2010, p. 174) this applies that regardless of the form (part of the narrative or parenthetic) of the first quotation.

E.g.

Minin (2011) is of the view that internet provides us with useful data, information, and knowledge for personal development. The study further showed that …. (Minin, 2011).

Citations that are part of the narrative

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There are two rules for this style of citing. Not so simple. If the first citation is part of the narrative, do not include the year in subsequent references that are in the narrative. APA states "you need not include the year in subsequent nonparenthetical [emphasis added] references…."

E.g.

Minin (2003) found that it is very important for student to be trained on E-resources. Minin further argues that….

If the first citation is in brackets, the year is to be included in subsequent citations* within the paragraph. (This applies whether they are in the narrative or parenthetical).

E.g.

The results shows that students use computers more than smartphones for their research (Minin, 2011). Minin (2011) further argues that…

10. Citing work with no author or editor/s

For title of article, chapter or web page with no author, use double quotation marks "....".

e.g. "Online catalogue, 2014"

For the title of a journal, book, brochure or report with no author, italicise the title.

e.g. *Longman Dictionary of contemporary English*, 2009

11. Direct quotes

- **Less than 40 words**

If you are quoting something less than 40 words you put it in quotation marks ""

 "It is very important for student to be trained on E-resources" (Minin, 2003, p.5).

- **Longer quote – 40 words or more**

For a direct quotation that is more than 40 words you indent the quote without the quotation marks.

E.g.

When educational aspect of the Internet use is considered, it is obvious that students, or people in general, who look for information can access it easily and with low cost.

> Regarding students who are obviously accepted as passionate users of the Internet, the use of the Internet is mainly for social and entertainment purposes since the Internet revolution is not just limited to finding information but also bringing people together. However, it is very obvious that the Internet provides not only social connection and entertainment, but also academic and scientific information as well. (Dogruera, Eyyamb & Menevis, 2011, p.607).

Therefore, new digital technologies have been widely involved in higher education institutions as well as other sections of the education system all over the world