

# APA 7<sup>th</sup>

## referencing guide

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## Introduction

APA referencing style is one of the most popular formats for academic writing. APA 7th is an author-date referencing style used in many subject areas, especially psychology, education, social science, etc. The guide is also based on the Publication Manual of the American Psychological Association, 7th ed. If you need to publish your articles or other work, you need to get information from the publishers as their requirements might slightly differ from this guide.

There are two parts in referencing:

- In-text citation
- Reference list entry

## Definition

**Referencing** is a standardized reference list which aims to acknowledge the books, journal articles, and other difference sources of knowledge that you simply use when writing a paper.

**Citation** providing readers with source information that you have cited in your work. In addition, it gives necessary information to help readers find these sources.

## Purpose

When writing an assignment or a research project, in order to support your arguments, you need to cite plenty of different sources, thus requiring to indicate where the ideas and quotations are from.

- To provides an evidence that your research based on a substantial background;
- To help readers able to find relevant literature about the topic;
- To help author avoid plagiarism.

**Detailed contents: In-text citation explanation;  
Author variations;  
Referencing list example**

## **1. In-text citation explanation**

### **1.1. Direct quote**

**Copy** *exactly the words, sentences, and paragraphs that the author uses*

- **40 words or less**
  - Use **quotation marks** to close the quote;
  - Including **author, publication year** and **page number**.

**Ex:**

*Narrative:* According to Otung (2021), “optical fiber has numerous advantages over radio and copper lines as a transmission medium” (p.20).

*Parenthetical:* Optical fiber has numerous advantages over radio and copper lines as a transmission medium (Otung, 2021, p.20)

When the page number is not available, use the **paragraph number** for sources

**Ex:** “The energy invested in building materials and construction is significant” (Kibert, 2016, para.4)

- **More than 40 words:** Start with an independent block of text without quotation marks and indented from the left edge. Add additional information like: name of **author, publication year**, and **page/paragraph number** in parentheses.

**Ex:**

Distance education is a new trend in education that has benefited from developing information technology and tries to make the best use of new technologies for different geographical locations. That is why cloud computing is an attractive environment for students, teachers, and researchers. (Al-Malah et al., 2021, p.4)

### **Paraphrasing**

- Paraphrasing is rewriting someone else's ideas by writer's own words.
- Use the author-date citation system

**Ex:**

A literature review is a written document that presents a logically argued case founded on a comprehensive understanding of the current state of knowledge about a topic of study.

*Paraphrasing:* A literature review is a document that provides a reasonably argued argument based on background of the existing information on a particular subject (Machi & McEvoy, 2016)

### **Multiple sources with the same information**

When using several sources to support an argument or explain a consensus in your writing: All references are mentioned alphabetically in the *same set of brackets* in the in-text citation; *Use semi colons* to separate the citations, and *reference list entry* must be provided for each source.

**Ex:** Various studies reports that Covid-19 has potential impact on environment (Cheval et al., 2020; Verma & Prakash, 2020; Sarkar et al., 2021; Shakil et al., 2020)

### Multiple works by the same author(s)

#### ***Published in the same year***

Two or more than two publications of an author in the same year must be separated by the expansion of a, b, etc. (whether or not they were composed, altered, gathered or deciphered), and are recorded in order by titles. All work titles in the reference list order sequentially.

<b>In-text citation</b>	(Nguyen & Choi, 2009a). Nguyen and Choi (2009b) affirmed that...
<b>Reference list</b>	<p>Nguyen, Q.-H., &amp; Choi, S.-B. (2009a). Dynamic modeling of an electrorheological damper considering the unsteady behavior of electrorheological fluid flow. <i>Smart Materials and Structures</i>, 18(5), 055016. <a href="https://doi.org/10.1088/0964-1726/18/5/055016">https://doi.org/10.1088/0964-1726/18/5/055016</a>.</p> <p>Nguyen, Q.-H., &amp; Choi, S.-B. (2009b). A new approach for dynamic modeling of an electrorheological damper using a lumped parameter method. <i>Smart Materials and Structures</i>, 18(11), 115020. <a href="https://doi.org/10.1088/0964-1726/18/11/115020">https://doi.org/10.1088/0964-1726/18/11/115020</a>.</p>

***Published in different years:*** In the reference list, arrange the references in the chronological order.

<b>In-text citation</b>	Ahn and Le (2014) and Le et al. (2021) state....
<b>Reference list</b>	<p>Ahn, H., &amp; Le, M. H. (2014). An insight into the specification of the input-output set for DEA-based bank efficiency measurement. <i>Management Review Quarterly</i>, 64(1), 3–37. <a href="https://doi.org/10.1007/s11301-013-0098-9">https://doi.org/10.1007/s11301-013-0098-9</a>.</p> <p>Le, M. H., Afsharian, M., &amp; Ahn, H. (2021). Inverse frontier-based benchmarking for investigating the efficiency and achieving the targets in the Vietnamese education system. <i>Omega</i>, 102427. <a href="https://doi.org/10.1016/j.omega.2021.102427">https://doi.org/10.1016/j.omega.2021.102427</a>.</p>

### Different authors with the same surname

With authors have the same family name when referring to two or more titles, include the first author's initials name in in-text citations and arrange the references in the chronological order.

<b>In-text citation</b>	(P. M. Ryan & Ryan, 2013); (H. J. Ryan, 1901)
<b>Reference list</b>	Ryan, H. J. (1901). The transformer for measuring large direct currents. <i>Transactions of the American Institute of Electrical Engineers</i> , XVIII, 165–190. <a href="https://doi.org/10.1109/T-AIEE.1901.4764174">https://doi.org/10.1109/T-AIEE.1901.4764174</a> . Ryan, P. M., & Ryan, P. M. (2013). <i>The Dreamer</i> . Scholastic Inc.

### Authors citing other authors

Cite the original author when:

- The original source quoted by the secondary source;
- When a secondary source discusses a certain topic and writer repeat the study's findings or arguments without consulting the primary source;
- Use the author-date citation system from the original source (author, year of publication and add “as cited in (Author and publication year of secondary source)”

The reference list includes only the secondary source.

<b>In-text citation</b>	“Refers to one's on-line awareness of comprehension and task performance” (G. Schraw & Moshman, 1995, as cited in Follmer & Tise, 2021, p.3)
<b>Reference list</b>	Follmer, D. J., & Tise, J. (2021). Across-task relations among monitoring judgments: Differential effects of item feedback on monitoring bias during reading. <i>Learning and Individual Differences</i> , 88, 102007. <a href="https://doi.org/10.1016/j.lindif.2021.102007">https://doi.org/10.1016/j.lindif.2021.102007</a> .

## 2. Author variations

### Work without author

With work without the author was given, check to see whether there is a corporate author for that work and consider the source is reliable if no personal author is indicated. if your source is reliable, follow the steps below:

- Replace the author by the article title in both the citation and reference list, abbreviate the work title if it is too long in the in-text citation.
- In every citation for a portion of a work, such as an article, a book chapter, or a webpage the title should place in quotation marks.
- For whole work, such as a book, brochure, or report, italicize the title in the in-text citation.
- For in-text citations and the text of your assignment, capitalize the source title in a headline style.

<b>In-text citation</b>	(“Child Psychologist,” 2015). OR In the article “Child Psychologist” (2015) ...
<b>Reference list</b>	Child psychologist inspired by dreams of Freud. (2010, August 16). <i>The West Australian</i> . p. 2.

### One – two authors

- Every citation should include the name of all author(s).

<b>In-text citation</b>	(Crane & Weber, 2012). OR Crane and Weber (2020) found that...
<b>Reference list</b>	Crane, Randall., & Weber, Rachel. (2012). <i>The Oxford handbook of urban planning</i> . Oxford University Press. <a href="https://doi.org/10.1093/oxfordhb/9780195374995.001.0001">https://doi.org/10.1093/oxfordhb/9780195374995.001.0001</a> .

### Three – 20 authors

- To avoid confusion, provide as many names as necessary to identify the references, then abbreviate the additional names to et al. in cases when many publications with more than three contributors are shortened to the same in-text citation (et al.);
- All authors must be provided in the reference list.

<b>In-text citation</b>	(Leal et al., 2019). OR Leal et al. (2019) found that...
<b>Reference list</b>	Leal, N., Moreno, S., & Zurek, E. (2019). Simple Method for Detecting Visual Saliencies Based on Dictionary Learning and Sparse Coding. <i>2019 14th Iberian Conference on Information Systems and Technologies (CISTI)</i> , 1–5. <a href="https://doi.org/10.23919/CISTI.2019.8760988">https://doi.org/10.23919/CISTI.2019.8760988</a> .

### 21 or more authors

- Including the surname of only the primary author plus “et al”.
- Providing the first 19 authors, then an ellipsis (...), and finally the last author's name in the reference list.



<b>In-text citation</b>	(Clark et al., 2020). OR Clark et al. (2020) reported that...
<b>Reference list</b>	Clark, H., Coll-Seck, A. M., Banerjee, A., Peterson, S., Dalglish, S. L., Ameratunga, S., Balabanova, D., Bhan, M. K., Bhutta, Z. A., Borrazzo, J., Claeson, M., Doherty, T., El-Jardali, F., George, A. S., Gichaga, A., Gram, L., Hipgrave, D. B., Kwamie, A., Meng, Q., ... Costello, A. (2020). A future for the world's children? A WHO–UNICEF–Lancet Commission. <i>The Lancet</i> , 395(10224), 605–658. <a href="https://doi.org/10.1016/S0140-6736(19)32540-1">https://doi.org/10.1016/S0140-6736(19)32540-1</a> .



### Corporate author (Group author, Organisations, etc.)

- Organization names must be in full name in citation and the reference list.
- The initial in-text citation should include the full name of the organization, and then can be anonymized.
- When numerous departments are given, chose the unit that is most important for the work as the author.

<b>In-text citation</b>	<b>First in-text citation</b> (World Intellectual Property [WIPO], 2020). OR The World Intellectual Property (WIPO, 2020) reports  <b>Subsequent citations</b> (WIPO, 2020) OR WIPO (2020) states...
<b>Reference list</b>	World Intellectual Property. (2020). <i>What's new in WIPO's Internship Program?</i> <a href="https://www.wipo.int/jobs/en/internships/news/2020/news_0001.html">https://www.wipo.int/jobs/en/internships/news/2020/news_0001.html</a>

### 3. REFERENCING LIST EXAMPLE

No.	Reference sources	In-text citation	Reference list
1.	Book/eBook	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Noreen et al., 2015)</p>	<p><b>Structure:</b> Author Surname, Initial(s). (Year). <i>Title of book: Subtitle</i> (#ed.). Publisher Name. <a href="https://doi.org...">https://doi.org...</a> OR URL</p> <ul style="list-style-type: none"> <li>• <b>For printed books, leave out DOI/URL</b></li> </ul> <p><b>Example:</b> Noreen, E. W., Brewer, P. C., Cheng, N. S., &amp; Yuen, K. C. K. (2015). <i>Managerial accounting</i> (2nd ed. ; Asia Global ed.). McGraw-Hill Education.</p>
2.	Chapter in an edited book	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Cardona &amp; Rey, 2022)</p>	<p><b>Structure:</b> Chapter Author Surname, Initial(s). (Year). Title of chapter. In Editor Initial(s). Editor Surname (Ed.), <i>Title of book</i> (# ed., pp. chapter page range). Publisher Name. <a href="https://doi.org...">https://doi.org...</a> OR URL</p> <ul style="list-style-type: none"> <li>• <b>For printed books, leave out DOI/URL</b></li> </ul> <p><b>Example:</b> Cardona, P., &amp; Rey, C. (2022). The limits of management by objectives. In P. Cardona &amp; C. Rey (Eds.), <i>Management by missions: Connecting people to strategy through purpose</i> (pp. 35–48). Springer International Publishing. <a href="https://doi.org/10.1007/978-3-030-83780-8_3">https://doi.org/10.1007/978-3-030-83780-8_3</a>.</p>
3.	Journal article	<p><b>Structure:</b> (Author, Year)</p>	<p><b>Structure:</b> Author Surname, Initial(s). (Year). Title of article: Subtitle. <i>Title of Journal, volume</i>(issue), page range. <a href="https://doi.org...">https://doi.org...</a> OR URL</p>

		<b>Example:</b> (Casey et al., 2019)	<b>Example:</b> Casey, W., Kellner, A., Memarmoshrefi, P., Morales, J. A., & Mishra, B. (2019). Deception, identity, and security. <i>Communications of the ACM</i> , 62(1), 85–93. <a href="https://doi.org/10.1145/3190836">https://doi.org/10.1145/3190836</a> .
4.	Newspaper or magazine article	<b>Structure:</b> (Author, Year)  <b>Example:</b> (Strauss & Romei, 2022)	<b>Structure:</b> Author Surname, Initial(s). (Year, Month Day). Title of article: Subtitle. <i>Newspaper or Magazine Title</i> . URL.  <b>Example:</b> Strauss, D., & Romei, V. (2022, January 4). Economic recovery faced with burden of political disarray and Brexit friction. <i>The Financial Times</i> , 1. Gale OneFile: Business. <a href="https://link.gale.com/apps/doc/A688546435/GPS?sid=bookmark-GPS&amp;xid=8592febd">https://link.gale.com/apps/doc/A688546435/GPS?sid=bookmark-GPS&amp;xid=8592febd</a> .
5.	Press release	<b>Structure:</b> (Author, Year)  <b>Example:</b> (Martin et al., 2019)	<b>Structure:</b> Author Surname, Initial(s). (Year, Month Day). <i>Title of press release</i> [Press release]. URL.  <b>Example:</b> Martin, T. W., Leary, A., & Jeong, A. (2019, July 1). <i>Trump steps into North Korea as two sides agree to restart nuclear talks</i> . [Press release]. <a href="https://www.wsj.com/articles/trump-says-north-koreas-kim-wants-to-meet-11561862697">https://www.wsj.com/articles/trump-says-north-koreas-kim-wants-to-meet-11561862697</a> .
6.	Conference paper OR Poster	<b>Structure:</b> (Author, Year)	<b>Structure:</b> Author Surname, Initial(s). (Year, Month Day). <i>Title of paper</i> [Type of presentation]. Title of Conference: Subtitle of Conference, Location. <a href="https://doi.org...">https://doi.org...</a> OR URL  <ul style="list-style-type: none"> <li>• <b>For Poster</b>, use [Poster presentation]</li> </ul>

		<b>Example:</b> (Gupta, 2009)	<b>Example:</b> Gupta, A. K. (2009). <i>Environment and disasters: Resources, systems and management</i> [Paper presentation]. Current Science Conference (00113891), New Delhi. <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;db=egs&amp;AN=41529360&amp;site=ehost-live">http://search.ebscohost.com/login.aspx?direct=true&amp;db=egs&amp;AN=41529360&amp;site=ehost-live</a> .
7.	Thesis	<b>Structure:</b> (Author, Year)  <b>Example:</b> (Valentina, 2015)	<b>Structure:</b> Author Surname, Initial(s). (Year). <i>Title of dissertation or thesis</i> [Doctoral dissertation or Master's thesis, Name of Institution Awarding the Degree]. Source Name. URL.  <b>Example:</b> Valentina, F. (2015). <i>Soil-structure interaction during tunnelling in urban area: Observations and 3D numerical modelling</i> [Doctoral dissertation, Università di Bologna]. AlmaDL. <a href="http://amsdottorato.unibo.it/6926">http://amsdottorato.unibo.it/6926</a> .
8.	Webpage	<b>Structure:</b> (Author, Year)  <b>Example:</b> (Hai Minh, 2019)	<b>Structure:</b> Author Surname, Initial(s) or Organisation Name. (Year). <i>Title of webpage</i> . Site Name. URL.  <ul style="list-style-type: none"> <li>• <b>Webpage - no date</b>, replace the Year with (n.d.)</li> <li>• <b>Webpage - no author</b>, use the Organisation Name if available. If No, use the Webpage Title.</li> <li>• <i>If the Author Name and Site Name are the same, omit the Site Name</i></li> </ul> <b>Example:</b> Hai Minh. (2019). <i>New milestone in VN-EU relations</i> . Government News. <a href="http://news.chinhphu.vn/Home/New-milestone-in-VNEU-relations/20196/36969.vgp">http://news.chinhphu.vn/Home/New-milestone-in-VNEU-relations/20196/36969.vgp</a> .

9.	Video OR Film	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Vietnamese-German University Library, 2021)</p>	<p><b>Structure:</b> Director Surname, Initial(s) (Director). (Year, Month Day). <i>Title of video/film</i> [Video/Film]. Production Company. URL.</p> <ul style="list-style-type: none"> <li>• <i>If the Author Name and Production Company are the same, omit the Production Company</i></li> <li>• <i>If not online video/film, omit URL.</i></li> <li>• <b>For direct quote:</b> <i>Indicate the exact timestamp where the quote begins. (Ex: (Vietnamese-German University Library, 2021, 1:30))</i></li> </ul> <p><b>Example:</b> Vietnamese-German University Library. (2021, October 31). <i>VGU new library</i> [Video]. <a href="https://www.youtube.com/watch?v=2oBg_Li3mCc">https://www.youtube.com/watch?v=2oBg_Li3mCc</a>.</p>
10.	Lecture	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Merriman, 2008)</p>	<p><b>Structure:</b> Author Surname, Initial(s). (Year). <i>Title of lecture</i> [Format]. Site Name. URL.</p> <p><b>Example:</b> Merriman, J. (2008). <i>Lecture 3 - Dutch and British exceptionalism</i> [iLecture]. Open Yale Courses. <a href="https://oyc.yale.edu/history/hist-202/lecture-3">https://oyc.yale.edu/history/hist-202/lecture-3</a>.</p>
11.	Podcast	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Grant, 2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s). (Year, Month Day). <i>Title of podcast</i> [Type of podcast]. Site Name. URL.</p> <p><b>Example:</b> Grant, H. (2019, June 26). <i>How to ask for help -- and get a "yes."</i> [Audio podcast episode]. TED Talks Daily. <a href="https://podcasts.apple.com/us/podcast/how-to-ask-for-help-and-get-a-yes-heidi-grant/id160904630?i=1000442842512">https://podcasts.apple.com/us/podcast/how-to-ask-for-help-and-get-a-yes-heidi-grant/id160904630?i=1000442842512</a>.</p>

12.	Facebook	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b></p>	<p><b>Structure:</b> Author Surname, Initials. [First name]. (Year, Month Day posted). <i>Text of post (up to first 20 words)</i> [Description]. Facebook. URL.</p> <p><b>Example:</b> Vietnamese-German University Library. (2022, February 11). <i>Welcome back to school.</i> [Status update]. Facebook. <a href="https://www.facebook.com/VGULibrary">https://www.facebook.com/VGULibrary</a>.</p>
13.	Blog	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Laswick, 2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s). (Year, Month Day). Title of the blog. <i>Blog Name</i>. URL.</p> <p><b>Example:</b> Laswick, M. (2019, June 14). Mental health. <i>Marina Laswick</i>. <a href="https://marooshk.com/2019/06/14/mental-health/">https://marooshk.com/2019/06/14/mental-health/</a>.</p>
14.	Instagram	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Skriver, 2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s). [Instagram username]. (Year, Month Day posted). <i>First few words of the post (up to 20 words)</i> [Description]. Instagram. URL.</p> <p><b>Example:</b> Skriver, J. [josephineskriver]. (2019, June 20). <i>Pride month</i>. [Photograph]. Instagram. <a href="https://www.instagram.com/p/By74Nv9HTD0/">https://www.instagram.com/p/By74Nv9HTD0/</a>.</p>
15.	Reports/ Government report/ Organisation report	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (UNICEF, 2019)</p>	<p><b>Structure:</b> Author Surname, Initials. OR Organisation Name. (Year). <i>Title of report: Subtitle</i>. Publisher Name. URL.</p> <p><b>Example:</b> UNICEF. (2019). <i>UNICEF annual report 2019</i>. <a href="https://www.unicef.org/reports/annual-report-2019">https://www.unicef.org/reports/annual-report-2019</a>.</p>

16.	DVDs	<p><b>Structure:</b> (Director, Producer, Year)</p> <p><b>Example:</b> (Howard, Grazer 2001)</p>	<p><b>Structure:</b> Creator's surname, Initial(s). (Role in production). (Year). <i>Title of work</i> [Medium]. Studio or Distributor.</p> <p><b>Example:</b> Howard, R. (Director). (2001). <i>A beautiful mind</i> [Drama, Suspense, Prime Video]. Universal Studio.</p>
17.	TV/radio	<p><b>Structure:</b> (Producer or Director, Year)</p> <p><b>Example:</b> (Lightfoot 2019)</p>	<p><b>Structure:</b> Creator Surname, Initial(s). (Role in production). (Year, Month Day). Title of episode [Television series episode]. In Executive Producer Initial(s). Surname (Executive Producer), <i>Television series name</i>. Production Company. URL.</p> <p><b>Example:</b> Lightfoot, S. (Director). (2017, November 17). Crosshairs [Television series episode]. In S. Lightfoot (Executive producer), <i>The punisher</i>. Netflix.</p>
18.	Standard	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Association, 2019)</p>	<p><b>Structure:</b> Author Surname, Initial(s) OR Organisation Name. (Year). <i>Title of standard</i>. (Standard number). Publisher Name. URL.</p> <p><b>Example:</b> Association, A. D. (2019). <i>Prevention or delay of type 2 diabetes: Standards of medical care in diabetes—2019</i>. (S29–S33). PubMed. <a href="https://pubmed.ncbi.nlm.nih.gov/30559229/">https://pubmed.ncbi.nlm.nih.gov/30559229/</a></p>
19.	Speech	<p><b>Structure:</b> (Author, Year)</p> <p><b>Example:</b> (Clinton 2018)</p>	<p><b>Structure:</b> Speaker Surname, Initial(s). (Year, Month Day). <i>Title of source</i>. URL.</p> <p><b>Example:</b> Clinton, H. (2018, February 5). <i>Women's voices are not shutting up</i>. <a href="https://www.theguardian.com/us-news/video/2018/feb/05/womens-voices-are-not-shutting-up-says-hillary-clinton-in-speech-at-georgetown-university-video">https://www.theguardian.com/us-news/video/2018/feb/05/womens-voices-are-not-shutting-up-says-hillary-clinton-in-speech-at-georgetown-university-video</a>.</p>