**Mini-Guide to APA 6th for Referencing, Citing, Quoting**

**Key Words**

**APA:** American Psychological Association; an organisation that publishes books and journals, and has developed a style for referencing, citing and quoting. This is the style used by most faculties at MIT.

**Citation:** the in-text acknowledgement of the use of ideas from a source; a citation should provide the author’s surname (or first few words of the title when the title is the main element), and year. Parentheses () are used to indicate a citation.

**DOI:** digital object identifier; a persistent alpha-numeric identifier given to articles, books, documents, images, etc. on the web. Visit http://www.crossref.org to find a DOI from an article or an article from its DOI.

**Quotation:** exact words copied from a previous work.

**Reference:** the precise details that identify a source and enable a reader to retrieve it.

**Reference list:** a list of the specific sources used in the written work; every reference in the list must be cited at least once, and every citation must link to a reference.

**Symbols and abbreviations:** Please refer to the glossary on page 7.

For further information on referencing electronic resources, see The APA Style Guide to Electronic References http://catalogue.manukau.ac.nz/vwebv/holdingsInfo?bibId=570133

**Tips**

Create the reference for a source when you begin reading.

- Identify the type of source (e.g. book, article in a database).
- Match with an example of that type.
- Follow the formatting in the example.

Take notes on the sources you are reading.

- Use your own words as much as possible.
- Copy key phrases/sentences exactly; also record the page or paragraph number.

When writing, integrate the ideas gathered from your reading and write in your own words.

- Insert citations (author’s family name, year) in your writing to identify the source of an idea.
- Include quotations sparingly to support a main point of your writing; add the page or paragraph number to the citation.

List references on a new page at the end of your writing.

- References are listed in alphabetical order.
- Ensure that there is a reference for each citation, and at least one citation for each reference.

**Identifying sources and creating a reference**

**Finding and recording details:**
Specific details are recorded in a reference, so that a source can be clearly identified and located. Each reference should contain the following basic elements:

- **Author**
- **Publication Date**
- **Title**
- **Publication information**
  or **Retrieval statement for electronic sources**

A full stop is used at the end of each element, except following a retrieval statement that ends with an Internet address or DOI.

**Brief notes on information in the elements**

**Author element**

- **Multiple authors:**
  - When there are two to seven authors, include all authors’ names; use an ampersand & before the last author’s name.
  - When there are more than seven authors, include the first six authors’ names, then insert three ellipsis points … and add the last author’s name.

- **No author:** move the title to the author position, in front of the publication date.

**Date element**

- For books give year; for articles in monthly magazines give year, month; for articles in newspapers give year, month, day
If no date can be found, use (n.d.). For undated sources when a date can be reasonably determined, use ca. and the approximate year in parentheses. e.g. (ca. 2010).

**Title element**
- Add edition in parentheses after title (2nd ed.); add a description of special format after the title in brackets [DVD].
- Italicise titles of books and journals; do not italicise titles of chapters and articles.

**Publication element**
- Provide city and abbreviated US state (find these at: https://www.usps.com/ship/official-abbreviations.htm) or city and full country name for cities outside the US.
- Provide a brief name of the publisher.

**Retrieval element**
- Use a DOI if it’s available.
- If there is no DOI, use the retrieval address of the book collection or journal’s home page.
- If there is no home page, use the name of the database.
- Use a retrieval date only if the information might change, such as an unarchived wiki page.

**Examples of references by type of source**

**Book:**
Find details on the title page, and the back of the title page.

**Record:**
author(s) family Name(s), Initials of first name(s).

(Year).

Title of book: Subtitle (?th ed.).

City, abbreviated State (if in USA) or City, Country in full (if out of USA) of publisher location: Publisher’s Name.

**Example:**
Book, two authors, edition:


**Book, electronic version:**
Find details on the title page, and the back of the title page.

**Record:**
author(s) family Name(s), Initials of first name(s).

(Year).


Retrieval statement, providing DOI or retrieval address

**Example:**
Electronic book, no DOI, from the collection, EBL


**Chapter of an edited book:**
Find details on the chapter pages and/or the Contents, as well as the title page and back of the title page.

**Record:**
Chapter author(s) family Name(s), Initials of first name(s).

(Year).

Title of chapter: Subtitle.

In Book Editor(s) Initials family Name(s) (Eds.),


City, abbreviated State (if in USA) or City, Country in full (if out of USA) of publisher’s location; Publisher’s Name.

**Example:**
Chapter of edited book, two authors of chapter, one editor of book, edition


**Article in a daily newspaper:**
Find details on the article page.

**Record:**
author(s) family Name(s), Initials of first name(s).

(Year, month day).

Title of article.

Title of the Newspaper. Retrieval statement

**Examples:**
Articles in an online newspaper (no volume or issue numbering), same author and year, newspaper home page given:


Article in a magazine: (volume or issue numbering)
Find details on the article pages and the Contents pages of the magazine, as well as the cover.
Record: author(s) family Name(s), Initials of first name(s).
(Year, month or as given on cover).
Title of article: Subtitle.
Title of the Magazine, volume or issue number, article page numbers. (Don’t use pp.)
Example: Article in a magazine, issue numbering, no author; article title becomes first element

Article in a journal, print or electronic version, DOI available:
Find details on the article pages and the Contents pages of the journal.
Record: author(s) family Name(s), Initials of first name(s).
(Year).
Title of article: Subtitle.
Title of the Journal, volume number, (issue number), article page numbers. (Don’t use pp.)
doi:
Example: Article from a database, DOI available, more than seven authors (list first six, 3 ellipsis points last author)

Article in a journal retrieved from a database or the web; DOI available:
Find details on the database record pages or on the article pages. DOI replaces database name or internet address
Record: author(s) family Name(s), Initials of first name(s).
(Year).
Title of article: Subtitle.
Title of the Journal, volume number, (issue number), article page numbers (don’t use pp.)
doi:
Example: Article from a database, DOI available

Article in a journal retrieved from a database; no DOI, so journal home page is given:
Find details on the database record pages or on the article pages. Find the journal’s home page by searching on the internet; type the journal name in quotation marks.
Record: author(s) family Name(s), Initials of first name(s).
(Year).
Title of article: Subtitle.
Title of the Journal, volume number, (issue number), article page numbers (don’t use pp.)
Retrieved from web address of the journal’s home page.
Example:

Article in a journal retrieved from a database; no DOI, no journal home page, so database name is given:
Find details on the database record pages or on the article pages.
Record: author(s) family Name(s), Initials of first name(s).
(Year).
Title of article: Subtitle.
Title of the Journal, volume number, (issue number), article page numbers (don’t use pp.)
Retrieved from name of database.
Example: Article in a database, three authors, no DOI or journal home page:
Course handbook / handout
(Note: lecture notes and powerpoints on eMIT are treated as personal communications – see page 5 for an example of a citation).

Find details on the publication.

Record: author(s) family Name(s), Initials of first name(s), or Name of Institution. Name of Faculty.
(Year, semester, if given). Title of the item followed by format description [Course handbook or Course handbook] in brackets.
City, Country: Name of Institution. Name of Faculty if written by named author(s), or City, Country: Author if faculty is both author and publisher.

Example: Course handbook or handout published in print

Internet or web information:
Find details anywhere you can on the document, or web site.

Record: author(s) family Name(s), Initials of first name(s) or name of group author.
(Year). Title of the Document: Subtitle. Retrieved from closest web address to the document. Retrieval date is not needed unless the information is from a wiki or other source that changes often. (No full stop at the end of a web address; break a long web address after http:// but before other punctuation.)

Example: Document from a web site, group author, date found

Example: Document from a web site, no author, no date

Legislation: for help with legal sources, see the Library handout, Citing and referencing legal materials.

Video, DVD, Motion Picture:
Find details in credits at beginning or end.

Record: Contributors’ names, followed by function in parentheses.
(Year). Title followed by format description e.g. [Video file] or [DVD] or [Motion picture] or [Videotape]. City, Country of production studio or distributor: Name of studio or distributor.

Example: educational DVD, no city given for publisher

Example: Video retrieved online:

Personal communication (letter, email, interview, speech, telephone conversation, handouts on emit)
This format applies to non-recoverable sources. These sources are cited, but not included in the Reference list.

Record: speaker’s Initials and family name, exact date of communication. See the example of a citation on page 5.

Television or radio programme:
Find details at the start or end of the programme.

Record: Reporter or presenter’s family name and initials, with function in parentheses.
(Year, month day of broadcast). Title of the episode followed by format description [Television broadcast or Television episode] in brackets. Title of the Series.
City, state or country of broadcasting company: Name of broadcasting company.

Example: single episode from a television programme, retrieved online
Citing and Quoting

Cite the source of an idea in the text of your writing when summarising, paraphrasing and quoting. This briefly acknowledges the source, and links to the full details provided in the Reference. All sources, whether printed or electronic, are cited in the same way. Use parentheses to signal the citation.

Include:
- family name(s) of author(s), or full name of group author, or first few words of title, if title is the first element
- page number if quoting, or citing a specific fact, chart, diagram, photograph, table, or the like.

one author:
- first citation: cite name and year (Stringleman, 2009a) or Stringleman (2009a) explained that…

two authors:
- first citation: cite both names and year (Tiatia & Natoealofa, 2009) or Tiatia and Natoealofa (2009) outlined…

three, four, five authors:
- first citation: cite all authors and year. (Rachal, Daigle, & Rachal, 2007)
- subsequent citations: cite first author's name followed by et al. and year. Rachal et al. (2007)

six or more authors:
- all citations: cite first author’s name followed by et al. and year. (Clegg et al., 2009)

group author with long name:
- first citation: full name of the organisation, abbreviated name in square brackets, year. (New Zealand Ministry of Economic Development [MED], 2011)
- subsequent citations: abbreviated name and year. (MED, 2011)

no author: (title is used as main element of the Reference)
- first citation: use first few words of the title, year. book or document title in italics: (Management styles, n.d.)
- article title in quotation marks (“Warrior wahine”, 2013)

Citing a secondary source:
- citation includes both primary source and secondary source.
- Secondary source only is listed in the Reference list.

Example: Mininni (as cited in Luther, 2011) advocates thinking creatively in the planning process.

Citing personal communication:
- Personal communication (interview, speech, telephone conversation, email, emit handout etc.) is cited, but cannot be included in the Reference list, as it is not recoverable by a reader. Citation should include speaker's Initials and family Name, and exact a date as possible.

- Examples: N. Writer (personal communication, October 9, 2011) has indicated that…
  Listening skills are a vital part of communication (X. Lecturer, personal communication, March 17, 2013).

Using a quote to support a main point of your essay:

Add page number to citation details. For electronic sources where no page number is visible, use a heading and paragraph number; use the abbreviation para.

If a quote is less than 40 words, include it in the text of your writing, but identify it as a quote by using quotation marks, a citation and page number.

If a quote is 40 or more words, it should be indented in a block quotation. Do not use quotation marks for block quotations; include citation and page number.

Examples of ways to quote. Note the different ways that the citation and quotation information can be incorporated into your writing.

Quotation 1:
- When writing an essay it is important to read sources, evaluate them and “formulate your own ideas” (Emerson & Manalo, 2007, p. 42).

Quotation 2:
- Emerson and Manalo (2007) explain that essays require you “to be able to present your ideas in such a way that your reader knows that you understand the debate on a particular topic” (p. 42).

Quotation 3:
- Emerson and Manalo (2007) state:
  You need to distinguish between different sorts of information, evaluate what others have said and then formulate your own ideas in the context of these different perspectives. Finally, you need to be able to present your ideas in such a way that…you can logically present a case for a specific perspective on the topic (p.42).

If part of the quote is omitted, use three ellipsis points; use four if the omitted words are from two sentences.
Reference List

At the end of your assignment start a new page, with References centred at the top of the page.
Use double line spacing or the spacing required by your faculty or school; this example has been single-spaced to save paper.
Use a hanging indent format for each reference; first line is flush with the left margin, and subsequent lines are indented five to seven spaces (use the Tab key).
List the sources in alphabetical order according to the family name of the first-named author or editor, or the title if there is no author or editor (ignore initial articles such as the English words, A, An, The, and the Maori words, Te, He)
List several works by the same author(s) in date order, with earliest first; use lowercase letters (a, b, c, etc.) for references with the same author(s) and year.
Make sure that there is a reference for each citation, and at least one citation for each reference.

Example:

References


Symbols and Abbreviations

&  ampersand  Used before the last author’s name in the Reference when there are two to seven authors. Used in the text of your writing in a citation when the authors’ names are in parentheses; write the word and when the authors’ names are used in a sentence.

(  )  parentheses  Used in the text of your writing to signal a citation. Also used in a Reference for: year of publication; additional information, such as Editors, edition, issue number, chapter page numbers.

[  ]  brackets  Used in a Reference to identify the particular format of a source. Used in a quotation to indicate that you have inserted your words to clarify meaning.

“  ”  quotation marks  Used in the text of your writing to signal exact copying of words from another work.

…  ellipsis points  Used in a Reference between the sixth and last author when there are more than seven authors. Used to indicate that material in a quote has been omitted; four points are used when the omitted material is between two sentences.

para.  paragraph  Used to identify the location of a quote in an electronic source when page numbers are not visible.