

# The Writers' Workshop Quick APA Referencing Guide

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As an academic writer, in each paper you write you should include references for any work in your writing, whether indirectly quoted (paraphrased) or directly quoted. This will allow your readers to follow up on your work and to also use your research to speed up their own through the sources that you have so diligently discovered. The American Psychological Association (APA) reference style uses the Author-Date format. If you are in any doubt about your referencing, you can also refer to the rules of APA Style detailed in the *Publication Manual of the American Psychological Association (6th edition)* available at <<http://www.apastyle.org/>>. That being said, here is a quick rundown of the basics of APA formatting that you will need to take note of as you write.

## In Text Quotations

Direct quotations in APA are straightforward, and will use quotation marks with page numbers:

Gallagher and Sugimoto (1997) suggested that “lexical density is a term used in text analysis which measures the ratio of content words to grammatical words” (p. 57).

“Lexical density is a term used in text analysis which measures the ratio of content words to grammatical words” (Gallagher & Sugimoto, 1997, p. 57).

A longer quotation of 40 or more words should be formatted as an indented block of text within your writing and does not include quotation marks:

Gallagher (2014) reported that:

Tertiary level students are predominantly net-natives as opposed to adopters. This makes them perfect candidates for understanding the new type of learner in this decade who have been brought up with a range of technologies and differing screen sizes. In recent years, there has been in Japan a general switch from large desktop computers to smaller, cheaper and more

easily replaceable laptop computers for reasons that include: cost, size, storage, security and regular updating of equipment. (p. 6)

Indirect quotations, or paraphrasing, also require in text citations and corresponding references included in the reference page.

## Secondary Source Citations

When you would like to use an author's quote that is contained within a different author's work, this is called citing from a secondary source. Where possible, try and discover the original work and use the quote directly from there, but if that is not possible, follow the examples below:

In-text citation:

“Daly (1985, as cited in Coffe & Donitz, 2010) suggests there are . . .”

Corresponding reference list entry:

Coffe, H., & Donitz, S. (1986). *Communication skills: Speaking, listening, and culture*. Japan: McGraw-Hill.

Also note that in the reference list entry, the work of Coffe & Donitz is listed, not Daly.

## Making a Reference List

Your references come at the end of your paper and must be an alphabetical listing of all of the sources you referenced in your writing. The APA format of listing references is relatively simple, with the basic format of *author, date, title of the work, source, and locator*.

## Author

For referencing one author, simply list the last name first, with initials of the first and second name following, and in cases of two authors connect their names with an ampersand. The only exceptions will be when you list an organisation as an author, or if there is no author or organisation, in which case the title then moves to the author position.

One author	Gallagher, A. B.
Two authors	Moore, C., & Edwards, L.
Three to five authors	Edwards, L., Gallagher, B., & Moore, C.
Eight or more authors	Edwards, L., Gallagher, B., Moore, C., Langher, B. Ballesteros, S., . . . & Woods, T.

Corporate / group author	Ministry of Education.
No author	Use Anonymous only in the publication.
Author with multiple publications within the same year	Danson, T. (2009a) Danson, T. (2009b) Danson, T. (2009c), etc.

If an author has multiple publications within the same year, simply add a lower case letter to the date as an identifier, as noted in the example in the table above. When referencing this author's work with an in-text citation, simply make sure to correspond the letter identifier with the work to which you are referencing:

As discussed by Danson (2009b), it is inevitable . . . Danson (2009a) also suggested . . .

### Date

Referencing the date of publication is also simple and goes in parentheses directly after the author:

Books and academic journals	(1993).
Magazines and newspapers:	
Monthly	(1993, June).
Daily, weekly	(1993, June 12).
No date	(n.d.).
In press	(in press).

### Title

The title for a major publication, such as a book, is in italics and the first word only is capitalised.

North, B. (2014). *English profile studies: The CEFR in practice*. Cambridge, U.K.: Cambridge University Press.

If you are referencing the title of a publication that is in a non-English language, simply write the title in roman letters and include an approximate translation inside of square brackets:

Yamamoto, H. (2015). *Hitsuyouna kyouiku* [Necessary education]

The most common system for writing romaji (roman letters) is the *Modified-Hepburn* system.

### Locator

For the location of a publication, list the city and country (in the U.S., city and state abbreviation) of the publisher. In a case where there are multiple cities for publication listed in your source, only give the first city that is listed.

Friedman, T. L. (2008) *Hot, flat, and crowded: Why we need a green revolution, and how it can renew America*. New York, NY: Farrar, Straus, and Giroux.

### Other Types of Publications

Here is a short table that lists various types of publications that you may reference in your work. Although this list is not exhaustive, it does include most of the common types of publications that you might want to reference. For more detailed information, please refer to the *Publication Manual of the American Psychological Association* available at <<http://www.apastyle.org/>>.

Book	Author, A., & Author, B. (Year). <i>Title of the work</i> . Place name: Publisher.
A chapter of a book	Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of the book</i> (pp.xx-xx). Place name: Publisher.
Electronic book	Author, A., & Author, B. (Year). <i>Title of the work</i> . Retrieved from <a href="http://www.website.org">http://www.website.org</a>
Periodicals	Author, A., & Author, B. (Year). Article title. <i>Title of Periodical</i> , x(x), pp-pp.
A journal article available online	Author, A., & Author, B. (Year). Article title. <i>Title of Periodical</i> , x(x), pp-pp. <a href="http://dx.doi.org/xxx-xxxx">http://dx.doi.org/xxx-xxxx</a>
Online documents or webpages	Author, A., & Author, B. (Year). Title of the webpage. Retrieved from <a href="http://www.website.org">http://www.website.org</a>

### More Information About the Peer Support Group

If you would like to find out how submit to a paper for feedback or even how to become a peer-reader yourself, please visit the JALT Publications PSG webpage: <<http://jalt-publications.org/psg>>, or contact us through the contact page on the above site.

### About the Author

**Brian Gallagher** is a peer reviewer and writer for the PSG. He holds a very mixed educational background, with undergraduate degrees in optometry, physiology, and sports science. Having held positions as an IBM Logistics and Order Manager, and also a high school science and mathematics teacher since 2000, he has taught at multiple levels throughout the private and public school systems. He now teaches academic writing, communication, and sports classes at the university level in Aichi, Japan.