

Citing In the Text

Quoting

- Add **quotation marks** around the quote
- Put **(Author's surname, Publication year, Page no.)** after the quote

In short, “under Bismarck’s *Realpolitik*, foreign policy became a contest of strength” (Kissinger, 1994, p. 146).

*Any quote of **40 or more words** should be indented and double-space, with **no quotation marks**.

Paraphrasing

- **⊗ No quotation marks** and **page no.** needed
- Put **(Author's surname, Publication year)** after the text; Use **&** to separate **2 authors**

After the intervention, children increased in the number of books read per week (Smith & Wexwood, 2010).

If authors are **named in the text...**

- Put **(Publication year)** after the authors

Smith and Wexwood (2010) reported that...

If **more than one work** needs to be cited...

- Use **;** to separate **authors of different works**

Studies (Miller, 1999; Smith & Wexwood, 2010) found that...

If there are **3 to 5 authors...**

- In **the first citation**, cite all authors' surnames

First citation

Kisangau, Lyaruu, Hosea, and Joseph (2007) found that...

Subsequent citations

- In **subsequent citations**, write **et al.** after the first author's surname

Kisangau **et al.** (2007) found that...

*If there are **6 or more authors**, cite the first author's surname only, followed by **et al.** for all citations.

Reference List

- Located at **the end of the paper**
- Place reference entries in **alphabetical order**

Print Book

Single author

Hanhimaki, J. M. (2015). *The United Nations: A very short introduction* (2nd ed.). New York, NY: Oxford University Press.

Multiple authors

- **2 authors:** Add **,** **&** to separate authors
- **Above 2 authors:** Put **,** **&** before the last author

Garrison, R. H., Noreen, E. W., & Brewer, P. C. (2015). *Managerial accounting* (15th ed.). New York, NY: McGraw-Hill Education.

Organization as author

If **author** and **publisher** are the **same...**

- Put the word **Author** in the publisher field

American Psychological Association. (2010). *Mastering APA style: Instructor's resource guide* (6th ed.). Washington, DC: **Author**.

Chapter in an edited book

- **Italicize** the book title, **not** the chapter title

Young, E. W. (2016). Social work in skilled nursing homes. In E. M. P. Schott & E. L. Weiss (Eds.), *Transformative social work practice* (pp. 149-160). Thousand Oaks, CA: SAGE.

E-book

- **⊗ No publisher** and **publication place** needed
- Add the e-book **link**

Doka, K. J. (2014). *Counseling individuals with life-threatening illness* (2nd ed.). Retrieved from <http://xxxxxxx>

Online Report

- Add the **link** after the report title

Hong Kong Housing Authority (2018). *Corporate plan 2018/19*. Retrieved from <http://xxxxxxx>

Journal

📖 E-journal article

- **Italicize** the journal title, **not** the article title

Munro, C. L., & Savel, R. H. (2016). The promise of personalized care in the intensive care unit. *American Journal of Critical Care*, 25(5), 388-390. Retrieved from <http://xxxxxxx>

📖 Print journal article

- The format is the **same** as above, but **excluding** the last part about the link retrieval.

Newspaper Article

📖 Print newspaper article

清洪(2018年4月15日)。*如何跟手機分手？* 星島日報, P06 版。

📖 E-newspaper article

- Add the **link** after the newspaper name

Benitez, M. A. (2018, April 18). University unveils app to help reduce salt intake. *South China Morning Post*. Retrieved from <http://xxxxxxx>

Website

- Cite the **authors** and **date** of the article

Evans, E. (2017, February 9). *The fall of France: Hitler's greatest gamble*. Retrieved from <http://xxxxxxx>

Conference Proceeding

- Provide the **conference name, date and location** in addition to the **italicized article title**

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions*. Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL.

Video

- Put the **medium of recording** in [] after the title

Prentice-Hall (Producer). (2010). *Real nursing skills 2.0: Skills for the RN* [DVD]. Upper Saddle River, N.J.: Pearson Education.

Special Cases

- If author is **not** provided in a work, put the title **at the beginning**, followed by year / date.
- If **no** publication year / date is given, mark **n.d.** in bracket.

This guide is produced based on:

American Psychological Association. (2012). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

For more information, please visit <http://www.apastyle.org/index.aspx>

(Updated in May 2018)

Library

APA Referencing Guide

What is APA referencing?

Widely adopted in academic field, APA referencing aims at acknowledging the sources of materials used in a research paper. These materials include books, journal articles, reports and videos etc.

What purposes does it serve?

- Acknowledging sources of information
- Tracing ideas
- Giving credit to authors / editors
- Avoiding plagiarism

What forms the APA referencing?

- **Author and date** are the two major elements of an APA reference entry.
- **In-text citation and reference list** are the two essential components of APA referencing.