In-text Citation

Direct Quotation

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

> In short, "rediscovering the art of nursing has significant implications for nursing practice" (Henry, 2018, p. 47).

*Any quote of **40 words or more** 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

> Zakharchenko and Lewandowski (2014) reported that…

If **more than one work** needs to be cited…
- Use **;** to separate **authors of different works**

> Studies found that…… good performance. (Barroso, 2015; Jacobsen & Walker, 2012).

If there are **3 authors or more**…
- Write **et al.** after the first author's surname in every citation

> Kaminski et al. (2018) stated that…

If **organization** is the author…
- In **first citation**, put the official abbreviation in bracket after the full name

> The Organization of the Petroleum Exporting Countries (OPEC, 2020) reported…

- In **subsequent citations**, put abbreviation only

> OPEC (2020) announced…

References

- Placed at **the end of the paper**
- Arrange reference entries **in alphabetical order**

Print Book

🖊 Single author

> Mankiw, N. G. (2021). *Principles of economics* (9th ed.). Cengage Learning.

🖊 Multiple authors

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

> Dickinson, M., Brew, C., & Meurers, D. (2013). *Language and computers*. Wiley-Blackwell.

🖊 Publisher as author

If **author** and **publisher** are the **same**…
- Put **publisher** in the author position

> American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders: DSM-5* (5th ed.).

📄 Chapter in an edited book

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

> Davis, D. K. (2014). Deserts. In A. C. Isenberg (Ed.), *The Oxford handbook of environmental history* (pp. 108-132). Oxford University Press.

e-Book

- Add **DOI (if applicable)**
- Add **URL (if retrieved from non-databases)**

> Dogramatzis, D. (2011). *Healthcare biotechnology: A practical guide*. CRC Press. https://doi.org/xxxxxxxx

Online Report

- Add **URL** after the report title

> Census and Satistics Department (2020). *Annual report on the consumer price index 2019*. https://xxxxxxx

Journal

📖 E-journal article

- **Italicize** the journal title, **not** the article title
- Add **DOI (if applicable)**
- Add **URL** (if retrieved from non-databases)

Nelson-Brantley, H. V., & Ford, D. J. (2017). Leading change: A concept analysis. *Journal of Advanced Nursing*, *73*(4), 834-846. https://doi.org/xxxxxxx

📄 Print journal article

- The format is the **same** as above, but **excluding** the DOI.

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 **URL** after the newspaper name

Gonzales, S. (2019, August 27). How regular exercise helps in the fight against cancer, both physically and emotionally. *South China Morning Post*. https://xxxxxxx

Webpage

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

Miller, A. (2020, April 28). *Summative assessment in distance learning*. Edutopia. https://xxxxxxx

Streaming Video

- Put **[Video]** after the title

Langfocus. (2016, September 9). *Is English really a Germanic language?* [Video]. YouTube. https://xxxxxxx

Conference Proceedings

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

Bayne, T. (2014, April 14-17). *Finding the underpinnings: The last quarter century* [Paper presentation]. The 10th International Conference on the Evolution of Language, Vienna, Austria.

- ★ 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.**

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7th ed.

APA Referencing Guide

What is APA referencing?

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

Why reference?

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

What needs to be included?

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