

Institute of Youth Studies Tangaza University College

Referencing Style (Updated: 05 Jan 2013)

The Bachelor's and Master's programmes at IYM require that students follow APA Style when preparing their assignments or dissertation. We encourage you to refer to the full Publication Manual of the American Psychological Association (2010). Some helpful guidelines are available on their website: www.apastyle.org. Find below some useful directives.

Recommended Outline for Empirical Study Reports

Introduction

- Statement of the problem
- Literature Review (in larger dissertation, this could be a separate chapter).
- Theoretical Framework
- Research questions

Method

- Research Design
- Participants
- Instruments
- Procedure

Results

- Could be presented in order of hypotheses

Discussion

- Restate research questions say if they are answered
- Discuss the results of each hypothesis in relation to existing literature
- Point out limitations of the study, offer justification, propose future orientation

References

Directives regarding layout

Headings

Most manuscripts can be handled with three levels of heading: Chapter titles, Major Headings, and Minor Headings.

APA Style requires the following formats for three-level headings.

Level 1: Centered, Boldface, Title Case on its own Line

Level 2: Flush Left, Boldface, Title Case on its own Line

Level 3: Indented, boldface, lowercase paragraph heading ending with a period.

Quotations

Use "double quotes" to introduce a word that is ironic, slang, or an invented expression the first time it is used, e.g., the "goodness of fit" criterion; and set off a short direct quote (fewer than 40 words) in the text within quotation marks. Be sure to punctuate appropriately at the end: Period (.) and comma (,) fall inside the quotes.

A quotation of 40 or more words should be set off in an indented paragraph of its own without the quotation marks. If the quotation contains several paragraphs, indent the first line of each subsequent paragraph.

Italics

Use of italics should be infrequent, and reserved primarily for titles of books and periodicals and for the first use of a new key technical term. All variables and most statistical symbols should be italicized as well, except for Greek letters, which should not be italicized.

Tables

When you need to present a large amount of data, it is more efficient to use a table than typing the data in a paragraph. Here is a rule of thumb: If you can put your information in a table of two or fewer rows and columns put it in a paragraph, otherwise use a table. To format a simple table, put a header above the actual table, and include a number for reference. Then type a title in italics either on the same line as the word "Table" or directly underneath. The title is typically not ended with a period. Single spacing is permitted for long tables; double spacing should be used for short tables.

Figures

When you have a chart, graph, photo, or drawing, you should set it off as a figure. Figures are similar in their format to tables, except that they have captions rather than titles, meaning that the text comes below the figure. Also, the word *figure* and the number are italics, and figure captions end in a period.

Numbers, Equations, and Statistics

Spell out any number that begins a sentence, title, or heading – or better still, reword it to place the number later in the text. In general, use Arabic numerals (10, 11, 12) when referring to whole numbers 10 and above, and spell out whole numbers below 10.

There are some exceptions to this rule:

- If small numbers are grouped with large numbers in a comparison, use numerals, e.g., 7, 8, 10, and 13 trials; but not when numbers are used for different purposes, e.g., 10 items on each of four surveys.
- Numbers in a measurement with units, e.g., 6 cm, 5-mg dose, 2%.
- Numbers that represent time, dates, ages, sample or population size, scores, or exact sums of money.
- Numbers that represent a specific item in a numbered series, e.g., Figure 5.
- When reporting statistics in the text, be sure to italicize statistical and mathematical variables, e.g., *F* test, *t* test, population size *N*, $p = .03$. Use commonly accepted abbreviations for statistical symbols.

Lists and Seriation

The APA Style Manuals recommend that you list steps in a procedure or other itemized information as a numbered or bulleted list. If you have only a few items to list, the approved mechanism is to letter them as options within a paragraph:

(a) first option, (b) second option, and (c) third option.

Use commas to separate them unless they are long or include their own punctuation, in which case you should use semi-colons to separate them.

If you do include a bulleted or numbered list, check for parallel construction, i.e., consistency of punctuation, style, indentation, and voice.

- Are all the entries sentences? Fragments?
- Do they all end in a period? Semi-colon? No punctuation?
- Are they all active verbs? Passive verbs? Gerunds?

Citations in the Text

Be sure to properly cite the work of another, even if you have paraphrased it in your own words. APA Style requires that you cite the author and the year of the publication, and, if a direct quote, the page number(s) on which the quote appears.

Below are some sentence fragments to illustrate the proper format.

One author discussed directly in the sentence:

Gillian Markam (1962) demonstrated how the principal was applied to...

One author referred to in the reference rather than named in the sentence. Put the citation where it makes most sense.

In a foundational study on this principal (Markam, 1962), the outcomes. . .

Two authors and a reference that does not have a date, discussed directly in the sentence.

Jurby and Clements (n.d.) have exposed the fraud. . .

Two authors and a reference without a date referred to in the reference; notice the & symbol and that the citation comes before the period for the sentence.

The fraud was exposed through a series of web-logs (Jurby & Clements, n.d.).

The first reference to a work with more than two authors and less than six authors should have all the names listed. Subsequent references can use "et al." Notice also the page number, included because of the direct quote.

The results showed that children in this situation are at a "functional disadvantage" (Wigli, Jones, Stewart, Wilson, & Samuels, 2007, p. 22).

The later reference to a work with more than two and less than six authors – or the first reference to a work with six or more authors. The only exception: If there are several articles with the same lead author in the same year.

The disadvantage can affect children into adulthood (Wigli et al., 2007).

Groups with established and common abbreviations should be spelled out the first time with the abbreviation noted, and then later citations can use only the abbreviation. Notice also the letter after the year, indicating that there are multiple references for AMA publications in 2008. (American Medical Association [AMA], 2008a). . . . (AMA, 2008a)

When there is no author on a publication, use quotes for articles, chapters, and webpages; use italics for periodicals, books, brochures, and reports. In addition, when there are two or more citations, separate them by semi-colons and list them in alphabetical order.

The newspapers covered the story in detail ("Bush Claims Victory," 2003; Seargent & Killian, 2003).

References List

The rules for formatting a reference comprise the single largest section of the APA Style Manuals, but most people need only three or four of the formats. We have included the most common ones below as a guide to get you started. Watch out for capitalization, punctuation, and spacing!

The entries should be in order according to the following rules:

- Alphabetical by first author
- Date order for references by the same author(s)
- Distinguish references with the same author(s) and the same year by appending letters to the dates: 1999a,1999b, etc.

Reference for a journal article:

Author(s) with initial(s). (year). Article title in sentence case. *The Name of the Journal in Title Case and Italics, the volume in italics* (and the issue if there is one), the page number or range. DOI (if there is one).

Note: If the journal article is available online then including either the digital object identifier (DOI) or the uniform resource locator (URL)

Collins, A. P., & Harlow, W. (2001). Does active learning really matter? *Journal of the Scholarship of Teaching, 10* (3), 11-22.

Collins, A. P. (2005). Building an active learning environment. *Online Journal of Teaching and Learning, 5*, 10-18. DOI: 10.1234/5453556

Collins, A. P. (2007). Active learning techniques in reading education. *Preparing Children to Read, 3*. Retrieved from <http://www.aera.org/preparingchildren/>

Reference for a book:

Author(s) with initial(s). (year). *The book title in sentence case and italics*. the city of publication: the publisher. If the author is actually the editor, note that.

Collins, A. P., Bishop, K., & Harlow, W. (2001). *Techniques for active learning* (2nd ed.). New York: McGraw Hill.

Disher, K. P. (Ed.). (2003). *Building consensus*. New York: McGraw Hill.

Reference for a chapter or section in a book:

Author(s) with initial(s). (year). The chapter title in sentence case. the authors of the book, *The Book title in sentence case and italics* (page numbers). the city of publication: the publisher.

Bishop, K. (1988a). Dealing with a disruptive student. In B. W. Johnson, K. Felts, & R. K. Newton (Eds.), *Classroom management techniques* (pp. 37-52). New York: McGraw Hill.

A few other commonly used formats:

Website reference (not a journal, book, or other standard publication):

Shiffington Industries. (2009). *Reference manual for Shiffington accelerators*. Retrieved on 31/03/2009 from <http://www.shiffingtoninc.com/manual.html>.

Newspaper article without an author (this would be cited in the text using the beginning of the title as though it were the author: ("Doctors without Borders," 2010)):

Doctors Without Borders provide aid in Haiti. (2010). *New York Times*. Retrieved on 10/03/2010 from <http://www.shiffingtoninc.com/manual.html>

Conference paper:

Dallas, J. (2009, March). *Using mathematics to make decisions*. Paper presented at the meeting of the American Mathematical Society, Boston, MA.

Government report:

U.S. Department of Education, Office of Vocational and Adult Education. (2009). *Partnerships between community colleges and prisons providing workforce education and training to reduce recidivism*. Retrieved on 21/10/2007 from <http://www2.ed.gov/about/offices/list/ovae/resource/index.html>

Unpublished doctoral dissertation:

Dallas, J. (2009). *Using mathematics to make decisions* (Unpublished doctoral dissertation). Appalachian State University, Boone, NC.