

## APA Referencing: FAQ's

### APA Referencing: Frequently Asked Questions

#### What is referencing?

Referencing is a method used to identify where you have obtained information and ideas from for your assignments. The American Psychological Association (APA) provides a standardised format that ensures those references are accurate, complete and useful to the reader. APA requires two elements: an in-text citation and a reference list.

APA's style rules and guidelines are set out in a book called *Publication manual of the American Psychological Association*, which is available from EIT libraries. See also *APA style guide to electronic references*, available in the Ebook Central database, for further guidance on referencing online sources.

#### Why is referencing important?

Referencing is necessary to

- avoid plagiarism
- verify quotations
- enable readers to follow-up and retrieve the cited source.

If you quote or paraphrase someone else's work or ideas, you must acknowledge the author and source. If you don't, you may be accused of plagiarism.

#### What is the difference between a reference list and a bibliography?

A reference list consists only of those references that are cited in your work and is organised alphabetically by author surname. A bibliography, in contrast, includes background or further reading and may also include an annotation or description of each source. Unlike a reference list, a bibliography may be organised by subject, or chronologically, rather than alphabetically. Most assignments will require a reference list only. If you are unsure, check with your lecturer. If your assignment asks for a bibliography check the format required with your lecturer.

#### Are footnotes used in APA referencing?

APA referencing does not use footnotes. APA is an author/date referencing system that uses in-text citations to refer readers to a reference list at the end of the work. Footnotes in APA are used only for additional content or explanatory information, or to acknowledge copyright permission status.

#### I have used other referencing styles such as Harvard and Chicago at other places where I have studied.

#### Can I use these styles for my course work here at EIT?

APA is the referencing style required at EIT.

### I have heard that my reference list should be double spaced. Is that correct?

APA requires that the reference list is double spaced.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 303.). <https://doi.org/10.1037/0000165-000>

### What if I have two references with the same author and the same year?

For multiple entries with the same author and date, alphabetize the entries by title in the reference list and add a suffix (a, b, c) after the year (2011a, 2011b; n.d.-a, n.d.-b).

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 267.). <https://doi.org/10.1037/0000165-000>

### How do I reference an article from a course book of readings?

In your course you may have been given a book of readings. This is a collection of photocopied journal, magazine or newspaper articles, book chapters and other material collated by the lecturer. Treat each reading as an original and reference according to their original type. For example, if the reading you are citing is a copy of a journal article, reference the original journal, not the book of readings.

In the in-text citation give the author and date of the original source and, if using a page number, give the page number from the original source.

(Source: <http://blog.apastyle.org/apastyle/2012/09/how-to-cite-course-packs.html>)

### What is a DOI?

A Digital Object Identifier (DOI) is a unique alphanumeric string used to identify content and provides a persistent link to its location on the Internet. When a DOI is available, include the DOI instead of the URL or database name in the reference. Place the DOI at the end of the reference.

Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/002-9432.76.4.482

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 298.). <https://doi.org/10.1037/0000165-000>

### How do I reference an image from Pinterest?

Pinterest is a pin-board style photo-sharing website. To reference an image from this website give the name of the author (i.e. the person who pinned the image) in the form of surname and initials, but also give their first name in square brackets. For the title give the name of the image, followed by a description of the format in square brackets.

Earnhart, H. [Hallie]. (n.d.). *Long bob* [Pinterest post]. Pinterest. Retrieved March 22, 2013, from <http://pinterest.com/pin/255790453808141636>

In-text: (Earnhart, n.d.)

(Source: APA Style Expert, personal communication, March 27, 2013)

### How do I reference a journal that has issue numbers but no volume numbers?

If the journal you are citing does not have volume numbers, simply omit rather than reiterating the date of publication.

Wordsworth, A. (2010). Evaluating a post anaesthetic care unit orientation programme. *Whitireia Nursing Journal*, (17), 21–37.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 294.). <https://doi.org/10.1037/0000165-000>

### How do I reference website material that has no author, no year, and no page numbers?

Because there is no date and no author, your in-text citation would include the title (or short title) and n.d. for no date (e.g., *About Meredith Marsone: Bio*, n.d.).

The entry in the reference list might look like this:

*About Meredith Marsone: Bio*. (n.d.). Meredith Marsone: Artist.  
<https://www.meredithmarsone.com/bio>

Because the material does not include page numbers, you can include any of the following in the text to cite a direct quotation:

A paragraph number, if provided; alternatively, count the paragraphs down from the beginning of the document.

E.g. (*About Meredith Marsone: Bio*, n.d., para. 3).

An overarching heading or section name.

E.g. (Gecht-Silver & Duncombe, 2015, Osteoarthritis section).

NB: If you locate a webpage with no clear authorship and no date, you should carefully assess the quality of the source.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., pp. 262, 264, 273). <https://doi.org/10.1037/0000165-000>

### How do I reference an entry in an online dictionary?

Enter the correct title of the dictionary and add the retrieval date.

Merriam-Webster. (n.d.). Self-report. In *Merriam-Webster.com dictionary*. Retrieved July 12, 2019, from <https://merriam-webster.com/dictionary/self-report>

NB: When an online reference work is continuously updated and the versions are not archived, use “n.d.” as the year of publication and include a retrieval date.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 328). <https://doi.org/10.1037/0000165-000>

### How do I reference a smartphone app?

Common software and apps mentioned in text, but not paraphrased or quoted, do not need citations, nor do programming languages. However, include reference list entries and in text citations if you have paraphrased or quoted from any software or app. For the year, give the year that version of the software was released.

To reference a mobile app use this format:

Rightsholder, A. A. (year). *Title of Software or Program* (Version number) [Mobile app]. App Store.

<http://xxxxx>

Skyscape. (2013). *Skyscape Medical Resources* (Version 1.17.42) [Mobile app]. iTunes.

<http://itunes.apple.com>

If the app is a reference work such as a dictionary or encyclopaedia begin your reference with the title of the entry followed by the year that version of the software was released, followed by the details of the software.

Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. App Store.

<http://itunes.apple.com/us/app/epocrates/id281935788?mt=8>

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., pp. 338-340). <https://doi.org/10.1037/0000165-000>

### How do I reference an interview?

The citation of interviews depends on the nature of the interview.

**Published interviews:** If the interview is in a form that is recoverable (e.g., a recording, transcript, YouTube video, magazine article, newspaper, podcast episode), use the reference format appropriate for the source in which the interview is available.

**Personal interviews:** If you have interviewed someone for information about your topic and that person has agreed to be identified as a source, cite the source as a personal communication (in text only):

(G. Fink-Nottle, personal communication, April 5, 2011)

Personal communications do not have reference list entries because they cannot be retrieved.

**Interviews of research participants:** No citation is needed for remarks made by participants in the research on which you're reporting. Do not cite these as personal communications; this would breach the participants' guarantee of confidentiality.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 259). <https://doi.org/10.1037/0000165-000>

### How do I reference information from a conversation, an email that I received, or a guest speaker?

These types of information are not recoverable by the reader and are considered personal communications. Cite it in text only, give initials as well as the surname of the person involved, and the exact date.

(B. Browne, personal communication, March 26, 2012)

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 260). <https://doi.org/10.1037/0000165-000>

### How do I reference Twitter and Instagram?

If the user's real name is known, provide it first in the format Author, A. A., followed by the screen name in brackets preceded by @. For organizations or groups, spell out the full name. If only the screen name is known, provide it without brackets. The title is the content of the post up to the first 20 words, and descriptions of audiovisuals are given in square brackets. This is followed by the social media site name and then the date retrieved and the URL.

APA Education [@APAEducation]. (2018, June 29). *College students are forming mental-health clubs—and they're making a difference* @washingtonpost [Thumb-nail with link attached] [Tweet].  
Twitter. <https://twitter.com/apaeducation/status/1012810490530140161>

In-text: (APA Education, 2018)

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 348). <https://doi.org/10.1037/0000165-000>

### How do I reference Facebook?

For individual authors on Facebook, provide the name in the format Author, A. A., and then include the author's first name in brackets. For organizations or groups, spell out the full name.

For a **Facebook post**, type out the date in full. The title is the content of the post up to the first 20 words. If a status update includes images, videos, thumbnail links to outside sources, or content from another Facebook post (such as when sharing a link), indicate that in square brackets. Include the social media site name.

Gaiman, N. (2018, March 22). *100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is* [Image attached] [Status update]. Facebook. <http://bit.ly/2JQxPAD>

For a **Facebook page**, for dates that cannot be determined, use n.d. (for no date). Include a retrieval date. Use the page title in the reference (e.g., *Timeline, Home, Photos, About*). Include the notation "Facebook page" in square brackets.

Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). *Home* [Facebook page]. Retrieved July 22, 2019, from <https://www.facebook.com/nationalzoo>

NB: This format can be used or adapted for references to other platforms or profile pages, including YouTube, Instagram, Tumblr, and LinkedIn.

In text, use the following citations: (Gaiman, 2018), (Smithsonian's National Zoo and Conservation Biology Institute, n.d.).

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., pp. 348-350). <https://doi.org/10.1037/0000165-000>

### When I reference something from the internet do I need to italicise the title?

Italicise the titles of books, reports, webpages, websites, and other documents that stand alone.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 170). <https://doi.org/10.1037/0000165-000>

### How do I reference a book from Ebook Central?

Ebook Central is a database of e-books that EIT subscribes to. Database information is no longer required in the reference details, and is replaced with the name of the publisher. The URL is included unless a DOI is available.

Use the following format for a book from e-book subscription databases such as Ebook Central or

Safari Books Online:

Author, A. A. (Year). *Title of book*. Publisher. DOI or URL.

Howe, K., & Gray, I. L. (2012). *Effective supervision in social work*. SAGE Publications.

<https://ebookcentral.proquest.com/lib/twist-ebooks/detail.action?docID=5581233>.

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 321). <https://doi.org/10.1037/0000165-000>

#### How do I reference a chapter from a book that I found in the Ebook Central database?

As with print books, if the entire book is written by the same author it is not necessary to reference the specific chapter that you used. Instead reference the whole book. However, if the chapter comes from an edited book where each chapter has a different author you do need to provide separate references for the chapters that you used. For a chapter from a book in Ebook Central use the format below:

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* (pp. xxx–xxx). Publisher. DOI or URL.

Tafoya, N., & Del Vecchio, A. (2005). Back to the future: An examination of the Native American Holocaust experience. In M. McGoldrick, J. Giordano, & N. Garcia-Preto (Eds.), *Ethnicity and family therapy* (3rd ed., pp. 55-63). Guilford Press. <http://a.co/36xRhBT>

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 326). <https://doi.org/10.1037/0000165-000>

#### How do I reference a Kindle book or a book from Google Books?

Unlike Ebook Central and Safari, Google Books is not a subscription database where the full book can be accessed. It is an online resource available to everybody with many books restricted in the amount of content available to view unless the book is out of copyright.

For ebooks, the format, platform or device (e.g. Kindle) is not included in the reference. If the content is the same as the print book, you no longer add in the device type (eg. Kindle DX).

Author, A. A. (Year). *Title of work*. <http://xxxxx>

Leaffer, M. A. (2019). *Understanding copyright law* (7th ed.). <https://www.amazon.com/dp/B07XH8BG6>

(Source: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed., p. 321). <https://doi.org/10.1037/0000165-000>

### How do I reference Referencing ChatGPT and Other Generative Artificial Intelligence (GenAI)?

If your tutor has given permission for you to paraphrase or quote outputs from GenAI, such as from ChatGPT-3, you will need to apply APA referencing.

The [APA Style website](#) provides an example of how to do this (McAdoo, 2023). The following example shows the in-text citation and reference for a quote from ChatGPT-3:

When prompted with “Is the left brain right brain divide real or a metaphor?” the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, “the notation that people can be characterized as ‘left-brained’ or ‘right-brained’ is considered to be an oversimplification and a popular myth” (OpenAI, 2023).

#### Reference

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

Remember that GenAI, although giving the impression of authoritative and accurate information, is not an academic source, but is synthesised information from a variety of sources scraped from the internet. All sources suggested by GenAI should be checked, and you are advised to locate the sources and check each one using the [CRAAP](#) test to assess currency, relevance, authority, accuracy, and purpose.

#### References

Central Michigan University Libraries. (n.d.). Online research: CRAAP test.

[https://libguides.cmich.edu/web\\_research/craap#:~:text=The%20test%20provides%20a%20list,more%20information%2C%20please%20see%20below.](https://libguides.cmich.edu/web_research/craap#:~:text=The%20test%20provides%20a%20list,more%20information%2C%20please%20see%20below.)

McAdoo, T. (2023, April 7). *How to cite ChatGPT*. APA Style. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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