



APA Citation

7th Edition

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OUTLINE

- Definition of citation
- Types of citation styles
- Importance of citation in Research
- Summarizing, paraphrasing and direct quoting
- In-Text citation
- Reference list



DEFINITIONS

- A citation is a reference to a published or unpublished source that you consulted and obtained information from while writing your paper.

- A citation is the way you tell your readers that certain material in your work came from another source.



WHY CITE?

- To be a responsible scholar by giving credit to other researchers & acknowledging their ideas
- To avoid plagiarism
- To allow your reader to track down the sources you used



PLAGIARISM

- The word *plagiarize* is defined as to steal and pass off (the ideas or words of another) as one's own

- Plagiarism can take one of two forms:
 - intentional
 - unintentional



PLAGIARISM

Intentional

- When a writer knowingly uses other authors' works without providing appropriate reference citations, they are intentionally plagiarizing.

unintentional

- If a writer uses others' thoughts or ideas and does not realize that credit must be provided, they are guilty of unintentional plagiarism.
- Unfortunately, both types of mistakes can result in serious academic consequences.

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TYPES OF CITATION STYLES

- APA (American Psychological Association)
- Harvard
- Modern Languages Association
- Chicago

APA is the recommended style for your thesis and assignments

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APA CITATION STYLE

- Follows the author-date method of in-text citation
- Author's last name and year of publication should appear in the text e.g. (Banda, 1999).
- A complete reference should appear at the end

APA CITATION STYLE

- Use past tense or present perfect tense in signal phrases to describe earlier research
- e.g. Banda (1999) **found** or Banda (1999) **has found**
- Endings like “Jr.” and academic degrees are not included.



Summarizing, Paraphrasing, and Quoting

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Summarizing

- When you **summarize**, you put the main idea(s) into your own words, including only the main point(s).
 - Summaries are significantly shorter than the original.
 - Summaries take a broad overview of source material.



Paraphrasing

- **Paraphrasing** involves putting a passage from source material into your own words.
- Paraphrases are usually shorter, but may be the same length as the original passage.
- Paraphrases take a more focused segment of the source and condense it slightly.



Quoting

- **Quotations** must be identical to the original.
- They must match the source document word for word
- Use quotes when the actual words are so integral to the discussion that they cannot be replaced.
- Use quotes when the author's words are so precisely and accurately stated that they cannot be paraphrased.



DIRECT QUOTE

- Example
- According to Banda (1999) “students often found APA style difficult to use” (p. 2).

DIRECT QUOTE

- For quotations that are 40 words or longer, place them in a free standing block without using quotation marks.
- Start it in a new line, indented ½ inch from the left margin e.g.
- Banda's (1999) study found that:
students had difficulty using APA style, mainly first time users. This difficulty could be attributed to the fact that many students could not afford to buy the style manual or ask their teachers for assistance (p. 29).



Signal Phrases and Parenthetical Citation

- Signal phrases introduce someone else's work – they signal that the words and ideas that are about to be offered belong to someone other than the author of the paper.
- * *According to Jones (2013), research reveals...*

- Parenthetical citation appear usually at the end of a quote, paraphrase, or summary (though they sometimes appear before).
- * (Jones, 2013)

A WORK BY SINGLE AUTHOR

- **Example**

According to Franks (2005).....

Or

.....(Franks, 2005)



A WORK BY TWO AUTHORS

- Name both authors in the signal phrase or in parentheses each time you cite the work.
- Use “and” between the authors’ names within the text and use ampersand (&) in the parentheses

➤ Banda and Phiri stated that...

...(Banda & Phiri, 1997).

A WORK BY THREE OR MORE AUTHORS



- If it has three or more authors, use the first author's name with "et al."
- Children must develop imagination, observed Sendak et al. (2015).
- Children must develop imagination (Sendak et al., 2015).

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ORGANISATION AS AN AUTHOR

- If the author is an organisation or government agency, mention it in the signal phrase or in the parenthetical citation the first time you cite the source
- If the organisation has a well known abbreviation, include it in brackets the first time the source is cited and then use the abbreviation in later citations



ORGANISATION AS AN AUTHOR

- **FIRST TIME CITATION**

- American Library Association (ALA, 2005) has insisted that imagination is crucial
- Perhaps imagination is crucial (American Library Association [ALA], 2005).

- **SUBSEQUENT CITATION**

- ALA (2005) has insisted that imagination is crucial
- Perhaps imagination is crucial (ALA, 2005).

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REFERENCE LIST



LIST OF REFERENCES

- **Use the “hanging indent” format**

start the first line of each entry at the left margin, but indent all subsequent lines one tab space (five spaces).

- **Order of references**

List each source alphabetically by the last name of its first author.

If there is no author, alphabetize the source by the first word of its title (excluding *a, an, the*)



LIST OF REFERENCES

Names

- Shorten all first and middle names to initials. List all authors by last name first, then initials.
- If a source has multiple authors, don't change the order they're in.



LIST OF REFERENCES

- **Dates**

Put the year of publication in parentheses immediately after the author's name(s).

- **Capitalization**

In the title and subtitle of a book, chapter, or article, capitalize only the first letter of the first word and any proper nouns.



LIST OF REFERENCES

➤ **Italics.**

Italicize titles of books, journals, magazines, and newspapers. Also italicize volume numbers in journal references.



LIST OF REFERENCES

References provide 4 key elements to identify the works for the reader:

AUTHOR	DATE	TITLE	SOURCE
Who?	When?	What?	Where



BOOKS: SINGLE AUTHOR

- Write last name first, followed by author's initials. Italicise the book title

Example

Manda, C.P. (2009). *Effects of floods in the Lower Shire districts*. Dzuka Publishing.



BOOK WITH SUBTITLE.

Example:

Fraser, C. (2017). *Prairie fires: The American dreams of Laura Ingalls Wilder*. Metropolitan Books.

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TWO AUTHORS

- Write the names in order of appearance

Bwande, P., & Mkute, J. (2013). *Environmental protection*. Dzuka Publishing.



Two to Twenty Authors

- Provide surnames and initials for the 20 authors. When there are two to 20 authors, use an ampersand before the final author's name.

Example:

Author, A. A., Author, B. B., & Author, C. C.



NO AUTHOR

Merriam-Webster's collegiate dictionary. (1996). Merriam Webster.



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EDITED BOOK

- Add (Ed.) after the editor's name and follow same formatting as for books above
- Bimbi, P. (Ed.). (2008). *Rural electrification*. Dzuka Publishing.

With more than one editor, use (Eds.)

- Burley, J., & Harris, J. (Eds.). (2002). *A companion to genetics*. Blackwell.



A BOOK WHICH IS AN EDITION OTHER THAN THE FIRST

- Frankwood, P. (2014). *Business accounting* (10th ed.). Prentice Hall.

JOURNALS

- Lastname, A. (year). Title of the article. *Journal in Title Case*, Volume(Issue), Firstpage-Lastpage. doi

Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3(1), 635–647. <https://doi.org/10.1177/15270304>

1. Author(s)

2. (Year).

3. Title of the article

4. *Title of the Journal*

5. *Volume*

6. Issue

7. Page Range

8. DOI (Digital Object Identifier)

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ORGANIZATION AS AUTHOR

- An abbreviation for the group author can be used in the text (e.g., NIMH for National Institute of Mental Health); however, do not include an abbreviation for a group author in a reference list entry.
- **Correct:** National Institute of Mental Health. (2022)....
- **Incorrect:** National Institute of Mental Health (NIMH). (2022)...
- **Incorrect:** NIMH. (2022).....



WEBSITE

Name. (Year, Month Day if given). *Title of page*. URL

Canadian Cancer Society. (2013, April 14). *Cancer research*.
<http://www.cancer.ca/en/cancer-information/cancer-101/cancer-research/?region=on>

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THANK YOU



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