

Reference Guide

APA 6th Citation & Reference Style

The citation style of APA is an author-date style. This style was developed for use in psychology documents, but it has also been applied to other academic fields.

The APA author-date style has two components:

- an in-text author-date citation at the appropriate place within the text of the document; for example, (Smith, 2010),
- full reference details in the reference list at the end of the document; all in-text citations must correspond to the reference list entry.

This reference guide has been based on more detailed information in:

- American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Publisher.
- American Psychological Association. (2012). APA style guide to electronic references (6th ed.). Washington, DC: Publisher

The following website provides answers to commonly asked questions about using APA style:

<http://www.apastyle.org/learn/faqs/index.aspx>

In-text citations

- You must insert an in-text citation:
 - when your work has been influenced by someone else's work; for example, when you directly quote someone else's work or when you rephrase someone else's work.
- The in-text citation comprises:
 - author surname(s) (matching the order in the actual publication), followed by the year of publication of the source.
 - page or paragraph numbers for direct quotes; for example, (Smith, 2017, p. 17). Normally, the page numbers are not stated in the main text, but they may be included for clarity.
- The in-text citation is written immediately after the information being cited.
- If quoting or citing a source that has been used within another document, you need to refer to the original source in combination with the secondary reference details; for example, (Smith, 2008, as cited in Jonson, 2010). In addition, only the secondary reference (i.e. Jonson, 2010) should be included in the reference list.
- In-text citations are normally included in the word count of your document.

- If your citation is placed at the end of a sentence, you need to place the period after the reference.
- For in-text citations by two authors, the '&' symbol can be used. If the author citation forms part of your sentence, however, you must use the word 'and'; for example, (Smith & Jonson, 2010) or "Smith and Jonson (2010) indicate that..."

In-text citation examples

One author	Surname of author, no initials or suffixes such as Jr. The year of publication is also included.
Citation examples	...This was seen in an American study (Smith, 2017). OR Smith (2017) has argued that... OR In 2017, Smith conducted a study which showed that...
2 authors	Cite both names every time the reference occurs in the text ... (Smith & Jonson, 2017) OR Smith and Jonson (2017) indicate that...
3 to 5 authors	Cite all names and publication year the first time, thereafter only the first name followed by et al. The first time cited: ... (Smith, Jonson, & Williams, 2010). thereafter: ... (Smith et al., 2010). OR Smith, Jonson and Williams (2010) note that... thereafter: ...Smith et al. (2010) also found...
6 or more authors	Cite only the surname of the first author followed by et al. and the year. ... (Smith et al., 2017). Smith et al. (2017) ...
Different authors same surname	Add initials to the authors names to distinguish them P. R. Smith (2017) to distinguish from S. Smith (2010) ... (S. A. Smith & Jonson, 2017) to distinguish from (W. O. Smith & Williams, 2010).
Multiple authors: ambiguous citations	If a multiple (3+) author citation abbreviated with et al. looks the same as another in text citation similarly shortened, add enough surnames to make a distinction. ... (Smith, Jonson, et al., 2017). to distinguish from (Smith, Williams, et al., 2017).
Multiple works: by same author	When cited together give the author's surname once followed by the years of each publication, which are separated by a comma. ... (Smith, 2010, 2017). Smith (2010, 2017) ...
Multiple works: by same author AND same year	If more than one reference by an author in the same year, suffixes (a, b, c, etc.) are added to the year. Allocation of the suffixes is determined by the order of the references in the reference list, where they are listed alphabetically by title. Smith (2017b) ... later in the text ... (Smith, 2017a) or ... (Smith, 2017a, 2017b).
Author given as anonymous	Use Anonymous as the author's name.
Unknown author	Give the first few words of the title. If the title is from an article or a chapter use

	double quotation marks. If the title is from a periodical, brochure or report, then use italics.
Corporate or group of authors	<p>If organization is recognized by abbreviation, cite the first time as follows: ... (National Council for the Social Studies [NCSS], 2010). thereafter ... (NCSS, 2010).</p> <p>If abbreviation not widely known, give the name in full every time. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the reference list without difficulty.</p>
Multiple references used in a citation	List citations in alphabetical order and separate with semicolons
Citing specific parts of a source	<p>For a direct quote the page number(s) must be given. Indicate page, chapter, figure, table, etc. as specifically as possible. Use accepted abbreviations, i.e. p. for page, para. for paragraph.</p> <p>... (Smith, 2016, p. 1). or from an electronic source ... (Jonson, 2010, para. 3).</p>
Quote from electronic source	Where page numbers are not provided use paragraph numbers.
Citation of secondary source: i.e. source referred to in other work	<p>In the reference list ONLY include the details of the source you actually read - not the original source. In the example below, the original source would be Smith (2010), which you saw cited in a paper by Jonson and Williams (2017).</p> <p>... (Smith, 2010, as cited in Jonson & Williams, 2017). Smith (2010, as cited in Jonson & Williams, 2017) ... Jonson and Williams (2017) cited Smith (2010) as finding...</p>

Reference List

- Begin your reference list on a new page and title it References and Centre the title on the page.
- Double-space your reference list and have a hanging indent
- Left align the first line of each reference with subsequent lines indented to the right to a width by 5 -7 spaces or 1.25 cm.
- All references cited in text must also be included in the reference list (unpublished items, such as personal correspondence, are an exception).
- List references in alphabetical order by author - surname/family name or organization name.
- Check the reference details against the actual source - you are indicating that you have read that source.
- Keep your referencing style consistent across the document.
- The word 'Author' is used as the publisher when the author and publisher are the same.

- Follow the capitalization and italicization in the examples.
 - Book, and article titles – Only first word, all proper nouns, and first word of a subtitle are capitalized
 - Book titles and journal titles are italicized. Journal titles are proper nouns so they are also

Author layout guidelines

Where a publication has:	List authors in the reference list as:
One author	Author, A. A.
	Smith, A. A., (2017). <i>This is a book title: And subtitle</i> . Abingdon: Routledge.
Two authors	Author, A. A., & Author B. B.
	Smith, A. A., & Jonson, B. B. (2010). <i>This is a book title: And subtitle</i> . Abingdon: Routledge.
Three to seven authors	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G.
	Smith, A. A., Jonson, B. B., Williams, C. C., & Jones, D. (2017). Title of article. <i>Title of Journal</i> , 22, 110–135. doi : xx.xxxxxxxx
Eight or more authors - list first six authors, add a three dot ellipse, then last author	Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... Author, Z. Z.
	Smith, A. A., Jonson, B. B., Williams, C. C., Jones, D., Brown, E., Davis, F., ... Miller, G. G. (2017). Title of article. <i>Title of Journal</i> , 22, 110–135. doi : xx.xxxxxxxx
No author	Transfer the title to the author space
	Editorial: Title of editorial. [Editorial]. (2012). <i>Journal Title</i> , 14, 1–2.
Two or more works by same author	Use author's name for all entries and list entries by year - earliest year comes first. If they are published in the same year, list alphabetically by title, assigning a suffix of a, b, c, d, etc. after the year (e.g. 2011a, 2011b)
A group or corporate author	Spell the name out
	Australian Bureau of Statistics. (2008). <i>Childhood education and care</i> (No. 4402.0). Retrieved from http://www.abs.gov.au

Scholarly journal articles

- Follow these examples closely for all layout, punctuation, spacing and capitalization.
- There is no need to include the retrieval date.

- Do not write “p” before the page number. Do not write “vol” before the volume number but do italicize it.
- Include the issue number if it is available. Do not include the issue number for journals with continuous pagination (ie. the page numbers of each issue, follow on from the page numbers of the previous issue).
- Do not italicize the issue number but put it in brackets. Leave no space between volume and issue number.
- For electronic articles that do not have issue or page numbers an article number may be included if there is one. The DOI remains the primary identifier.
- A diagram of referencing elements is available from the Citing and Reference library guide.

Digital Object Identification (DOI) and URLs

Digital object identification (DOI) is a unique identifier and should be provided in the reference where it is available. This alphanumeric string is usually located on the first page with other referencing elements in the article. More recent electronic journal articles will be displayed as permanent URL's. They will look something like this-

http://doi.org/10.20799/jerasskenkyu.83.0_25. Both formats are acceptable, use the form as it appears in you source/

If a **DOI** is not available for an electronic article, provide the URL information in the reference (usually give the URL of the **home page for the journal**).

For help on how to locate the homepage of a journal, have a look at the document called '[Citing journal articles in APA style when no DOI is available](#)'. (Available from the Citing and Referencing library guide)

Article: a.) with DOI OR b.) without DOI	a.) Smith, A. A., & Jonson, B.B (year of publication). Title of article. <i>Journal Title, volume number (issue number), page-page. doi:xxxxx</i>
	b.) Smith, A. A., & Jonson, B.B (year of publication). Title of article. <i>Journal Title, volume number (issue number), page-page. Retrieved from URL</i>
	a.) Butt, G., & Lambert, D. (2014): International perspectives on the future of geography education: an analysis of national curricula and standards. <i>International Research in Geographical and Environmental Education, 23, 1-12.</i> doi: 10.1080/10382046.2013.858402
	b.) Harada, T. (2012): New Directions for Reconstructing History Education:

	History Curriculum Which Does Not Teach History. <i>The Journal of Social Studies Education</i> , 1, 119-132. Retrieved from http://hdl.handle.net/10132/15295
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Books and book chapters

- Editions: No edition information is required for first editions.
- Publication location: Publisher location in the U.S.A. should include the city and abbreviated version of the state (e.g. NY for New York); elsewhere in the world, include the city and country. Where more than one location is provided, use the first location listed.

Book: a.) Print book OR b.) electronic book	<p>a.) Smith, A. A., & Jonson, B.B (year of publication). <i>Title of book</i>. Location of publication: Publisher.</p> <p>b.) Smith, A. A., & Jonson, B.B. (year of publication). <i>Title of book</i> (edition). doi:xxxx <u>OR</u> Retrieved from URL</p>
	<p>a.) Rubin, B. (2011): <i>Making Citizens: Transforming Civic Learning for Diverse Social Studies Classrooms</i>. New York: Routledge.</p> <p>b.) Rubin, B. (2011): <i>Making Citizens: Transforming Civic Learning for Diverse Social Studies Classrooms</i> doi: 133.41.75.53 at 17:32 12</p>
Chapter: a.) in a print book OR b.) in an electronic book	<p>a.) Smith, A. A., & Jonson, B.B (year of publication). Title of chapter. In A. William & B. Alex (Eds.), <i>Title of book</i> (pp.xx-xx). Location of publication: Publisher.</p> <p>b.) Smith, A. A., & Jonson, B.B (year of publication). Title of chapter. In A. William & B. Alex (Eds.), <i>Title of book</i> (pp.xx-xx). doi:xxxxx <u>OR</u> Retrieved from URL</p>
	<p>a.) Allahwerdi, H. & Rikkinen, H. (2003). Improved intercultural geographical education. In R. Gerber (Ed.), <i>International Handbook on Geographical Education</i> (pp.325-335). Dordrecht, Netherlands: Kluwer Academic Publishers.</p> <p>b.) Jucker, R., & Mathar, R. (2015). Introduction: From a Single Project to a Systemic Approach to Sustainability—An Overview of Developments in Europe. In R. Jucker & R. Mathar (Eds.), <i>Schooling for Sustainable Development in Europe</i> (pp.3-14). doi:10.1007/978-3-319-09549-3_1</p>

Government and other reports

Government reports	Smith, A. A. (year of publication). <i>Title of publication</i> (Report number). Retrieved from URL <u>OR</u> publisher information
	UNESCO (2006). <i>Framework for the UNDESD International Implementation Scheme</i> . Retrieved from

http://unesdoc.unesco.org/images/0014/001486/148650E.pdf

Dictionaries and encyclopedias

- Follow these examples closely for all layout, punctuation, spacing and capitalization.
- For a print copy indicate edition and number of volumes (if multi-volumes).
- Do not indicate edition if it is the first edition.
- For articles without author begin the reference with the title of the article.
- IF a DOI is available, add it at the end of the reference.
- Put page and volume number in brackets.

Article from online reference work	Article name. (year of publication). In Title of work. Retrieved from URL
	Social Studies Teacher Education (2010). In International Encyclopedia of Education (Third Edition). Retrieved from http://www.sciencedirect.com/science/article/pii/B9780080448947006837 . doi: 10.1016/B978-0-08-044894-7.00683-7

Audio visual media

DVD's	Producer, A. A. (Role in the production). (year of release). Title of film [Format]. Place of Publication: Publisher.
	Smith, A. A. (Producer). (2017). Social Studies Classroom in Japan [DVD]. Shinjuku, Tokyo: XXX.
Video file	Author, A. A. (year, date of filming). Title of video [Format]. Place of filming location
	Smith, A. A. (2017, August 21). Our Town [Video file]. Hiroshima University attached Elementary School

From the Internet

- A web document (not a journal article) will often be a Word or .pdf file, available from a website or webpage.
- Italicize the title of a standalone document found on the web. Do not italicize the titles of webpages or websites.
- Use the year of publication, or if the source undergoes regular revision use the most recent update. Use n.d. (no date) where no publication date is available.
- Where no author is available, transfer the organization behind the website, or the title, to the author space
- How to cite something you found on a website in APA style—(see the Citing and Referencing library

guide)

Document on web	Author, A. A. & Author, B. B. (Year of publication). Title of work. Retrieved from URL
	Japanese Educational Research Association for the Social Studies. (2017). The 7th JERASS & KASSE International Social Studies Exchange Seminar. Retrieved from http://jerass.jp/wp-content/uploads/2017/07/20170826Japan-Korea007.pdf
Web page	Author, A. A., & Author, B. B. (Year of publication). Retrieved from URL
	Japanese Educational Research Association for the Social Studies. (2014). Presidential Address. Retrieved from http://jerass.jp/eng/?page_id=23
Image from web	Artist last name, initial. (year). Title of work [Format]. Retrieved from URL
	Social Studies Education at Hiroshima University. (n.d.). Serving as a TA (teaching assistant) [Photograph]. Retrieved from http://hu-kyosha-en.jp/?page_id=37

University course materials

Note: Not all lecturers approve the citation of unit materials, such as lecture slides, in assignments. Check with your lecturer first to see if these resources are acceptable.

Lecture notes on Module	Smith, A. A. (publication date). Title of lecture [Lecture notes]. Retrieved from 'website address'
	Smith, J. (2012). Social studies in Asia.[Lecture notes]. Retrieved from https://moodle.org/corse/ Note: These are treated like books if they are published, but like personal communication if they are your own notes or unpublished. Lecture notes are considered published if they have been copied and distributed in print or on the web with the instructor's permission.
Custom textbook or unit reader	If the custom text book or unit reader contains previously published articles or chapters, cite them as if you found them in the original source.