American Psychological Association (APA) Style Manual

Faculty of Engineering

(APA Numeric Sorting Style)

# APA Citation Style

## Numeric Sorting Style

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APA Citation Style

APA citation style refers to the guidelines established by the American Psychological Association for documenting sources used in writing. APA style involves both in-text citations and references’ list. **For every in-text citation there should be a full citation in the references’ list and vice versa.**

The examples of APA styles and formats listed below include many of the most common types of sources used in academic research. For additional examples and detailed information about APA citation style, you may refer to the *Publication Manual of the American Psychological Association* (7th edition).

Furthermore, for automatic generation of citations, you may use a bibliographic citation management program such as RefWorks available through the University of Balamand Libraries website.

In-Text Citations (Numeric Sorting Style)

The numeric sorting style is favored in technical fields and lab works. Most styles involve both in-text citations and references’ list; to mention that **for every in-text citation there should be a full citation in the references’ list and vice versa.**

- The purpose of the in-text citation is to direct the reader to the complete bibliographic information in the references’ list at the end of the document.
- The in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased, and whose work is being acknowledged.
- The major difference between the numeric sorting style and other styles is that the numeric style encloses citation numbers within the text of a document in square brackets [1].
- When using the numeric sorting style, it is your responsibility to indicate in your text, between brackets, a number that corresponds to a source in your references’ list page. The first source you cite in your text holds the number [1]; the second holds number [2], and so on.
- If the same reference of a source is repeated in the text, it retains its original number, therefore; all references to source number [4] receive a [4] after them in brackets on the same line as the text, before any punctuation, with a space before the bracket.
- All other bibliographical information regarding the citation is reserved for the references’ list at the end of the document. **Example:**

  “According to one technical writing expert, even though IEEE is the most difficult style to learn, it is still the most valuable style for aspiring engineers to pick up [1].”
Author-name substitution

- The numeric sorting style encourages substituting reference numbers for the name of the author whenever appropriate. **Example:**
  
  As [1], [2], and [3] demonstrate, “the natural course of microprocessor evolution will likely lead to computers with...”
  
  According to [2], “current internet technology is still years behind industry projections...”
  
  - There are occasions in which the author's name is necessary, such as when citing a theory commonly attributed to one person, where identifying it with the author’s name is often essential. **Example:**
    
    To a large degree, quantum mechanics remains dependent on Einstein's theory of relativity, which states that . . . [1]

Placement

- Place note numbers directly after the reference rather than at the end of a sentence, unless the sentence ends with the reference itself.
  
  - Place all punctuation outside the square brackets. **Example:**
    
    "One study [2] examined the mRNA levels of Jun C, Jun B, and Jun D in mouse tissues."
    
    "Current internet technology is still years behind industry projections, one study suggested [2]."
  
  - Placement of the citation can be important to the understanding of the reader. **Example 1:**
    
    ...some photographs [2] are not easily reproduced.
    
  - This sentence means that it is hard to reproduce the photographs published by source [2]. The reader will assume that the writer has actually tried to reproduce these photos.
    
    **Example 2:**
    
    Some photographs are not easily reproduced [2].
    
  - This means that source [2] claimed that it is hard to reproduce some (unspecified) photos. The reader will assume that [2] tried to reproduce the photos.

Multi-reference citation

- When more than one work is involved in the same citation, separate citation numbers with commas without any spaces. **Example:**
  
  Though unlikely, the same effect was reported by [2,7,12].
  
- If a sequence of three of more sources occurs in the citation, use a single range separated by a hyphen. **Example:**
  
  "Motion or centrifugation can speed up the diagnosis of some viral infections [19-22]."
References
A good reference contains enough information to lead your reader to the source you used. Sources cited or used in the text of a paper must appear in the references’ list. Follow the below instructions when formatting and typing your references.

- **Title:** Start the list on a new page titled: REFERENCES (size 14pt. Uppercase, bold, and centered)
- **Font:** Use Times New Roman, size 12pt.
- **Line spacing:** Use double space.
- **Margins:** Use uniform margins of 1 inch (2.54cm) at the top, bottom, and left. Leave the right margin ragged (not justified).
- **Indentation:** Align the first line of the entry with the left margin, and indent all subsequent lines by 0.5 inch (1.27cm) or use the tab button to form a "hanging indent".
- **Order:** Sort entries in numerical order [1] [2] [3] … (see Appendix A).
- **Authors:** Use the last name and initials of the first and middle name for all authors of the used work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M. Use a full stop and one space after each initial.
- **Entry titles:** Capitalize only the first word of a title or subtitle, and any proper names that are part of a title, as well as titles of journals.
- **Italics:** Use italics for titles of works (e.g., books, journals, ebooks, and other stand-alone works, as well as volume numbers of periodicals). **DO NOT** italicize issue numbers.

For online accessed works, and besides following the basic format of each type and variation, additional information should be included:

- Include a (DOI)¹ when available, if not, provide the URL address. Present both DOIs and URLs as hyperlinks (i.e., beginning with “http:” or “https:”).
- Do not add a period after the DOI or URL because it may interfere with link functionality, keep hyperlinks active.
- **Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia entry, include the date that you retrieved the information.

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¹ A DOI, or digital object identifier, is a unique alphanumeric and permanent identifier, usually found on the abstract page, which will take you straight to a document no matter where it is located on the Internet. Example: [https://doi.org/10.3390/antiox8070227](https://doi.org/10.3390/antiox8070227)
Periodicals (Articles in Journals, Magazines, Newspapers, & Newsletters)

- Articles in Journals

References for periodicals’ articles should include the following elements: **author(s), date of publication, article title, journal title, volume number, issue number (if available), and page number(s).**

In case accessed online and has an assigned DOI number, include the hyperlink at the end after the pages. If no DOI is assigned, use the URL.

**Basic format:**
Family name, Initial., Family name, Initial., & Family name, Initial. (year). Title of article. *Title of Periodical, volume number* (issue number), pages. DOI or Permanent Link or URL

**Journal article**

**Journal article, multiple authors**

**Journal article, 21 authors or more**
- In this case cite the first 20 authors followed by ... and the last name and initials of the last author such as:


**Journal article without DOI**
• **Articles in magazines, newspapers, and newsletters**
  Provide a specific date (year, month day) when available.

**Magazine article**

**Magazine article**

**Newspaper article, no author**

  • **In case accessed online**

**Newspaper article, multiple authors, discontinuous pages**

**Newsletter article**

**Books**
References for books should include the following elements: **author(s) or editor(s), date of publication, title and subtitle (edition if applicable), and the publisher.** In case no author and no editor are available, the title of the book or the chapter will take the first place in the reference.
In case accessed online, you may include the [e-reader book format] in brackets after the title, and add the DOI if available or the URL at the end of the reference.

**Basic format:**
Family name, Initial(s). Or Editor(s). (year). *Book title: Subtitle* (xxx ed.). Publisher.

**One author**
Two authors

Corporate author, author as publisher

Edited book

Essays or chapters in edited books
References to an essay or chapter in an edited book should include the following elements: essay or chapter author(s), date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, and the publisher.

Chapter in an edited book

Ebook
- In case the book was accessed online, follow the basic format of referencing a book and add DOI or URL.


Reference Works (Encyclopedias, Dictionaries, etc...)
References for encyclopedias should include the following elements: author(s) or editor(s), date of publication, title of the entry, title of the work and pages, and the publisher.
For sources accessed online, include the retrieval date after the title as the entry may be edited over time and add the URL.
In case the author is not available the entry of the title will take the place of the author.
**Basic format:**
Family name, Initial(s), Family name, Initial(s), & Family name, Initial(s). (year). Title of entry. In title of the work (xx ed., Vol. xx, pp. x-xx). Publisher.

**Entry in a reference book**

**Entry from a reference work, no author, no editor, no date**

**Entry from an encyclopedia, with author**

**Entry from an encyclopedia, no author**

**Entry in Wikis (Wikipedia)**
- Kindly note that Wikis are not recommended in academic research, yet we included an example, since it is included in APA style.


**Reports**
References for reports shall include the following elements: author(s), date of publication, title of document, publisher, URL. Include any content description such as report number or contract number, in parentheses immediately after the title. In case accessed online, include the URL.

**Working paper with report number**
Report by a government agency or other organization


Conference Sessions and Presentations

*Basic format:*
Family name, Initial(s)., Family name, Initial(s)., & Family name, Initial(s). (year, month). Title of the work [Type of contribution]. Conference Name, Location. DOI or URL.

**Paper presentation**

**Symposium contribution**
Contributor, A. A., Contributor, B. B., & Contributor, C. C. (year, month day). Title of contribution. In D. D. Chairperson (Chair), *Title of symposium* [Symposium]. Conference Name, Location. DOI or URL.


Doctoral Dissertations and Master’s Theses

References for dissertations and theses shall include the following elements: author, year, title, (type of work), name of institution, location. In case accessed online add the name of database or the URL.


If retrieved from a database; provide the name of the database followed by the Accession or Order No. in parentheses after the title of the work.

Dissertation/Thesis, unpublished

Dissertation/Thesis, from a database

Dissertation/Thesis, published online
http://hdl.handle.net/2027.42/113629

Translated Works
- When the source is in a different language than your work, include a translation of the original title in square brackets right after the title.


- If you used the English translation of a foreign work, include the translator’s name followed by a coma and Trans. in parentheses after the title, also add (Original work published date xxxx) at the end of the reference.


Website Content, Social Media, Software, Blogs, and Data Sets
For content that does not easily fit into categories such as journals, books, and reports; keep in mind that the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include the author, date, title, format description in brackets, source, URL.

Basic format:
Family name, Initial(s). (year, month). *Title of entry* [Description, i.e. software, blog post, etc…]. Source. http://xxxxx
● Provide a retrieval date for entries when the content changes over time, such as for non-
archival web content.
● When the author and site name are the same, omit the site name from the source
element.

Webpages and Websites


https://www.cdc.gov/healthyweight/healthy_eating/index.html

American Psychological Association. (n.d.). Timeline [Facebook page]. Retrieved September 27,
2013, from https://www.facebook.com/AmericanPsychologicalAssociation/info

section [paw prints emoji] #fridayfloof [Photograph]. Instagram.
https://www.instagram.com/p/B43Cl-J9pN/

Software
Software International.

Mobile application software

Blog post
http://www.techcrunch.com

Data set from a database
Bloomberg L. P. (2008). Return on capital for Hewlett Packard 12/31/90 to 09/30/08 [Data set].
Bloomberg database.

**Entire website**

- When citing an entire website (and not a specific document on that site), no reference list entry is required if the address for the site is cited in the text of your paper.

*Witchcraft in Europe and America* is a site that presents the full text of many essential works in the literature of witchcraft and demonology (http://www.witchcraft.psmedia.com/).

**Audio-Visual Works**

References for audio-visual media should include the following elements: *name and function of the primary contributors (e.g., producer, director), copyright year, title, the medium in brackets, and production company.*

In case retrieved online include the URL (address of webpage).

**Basic format:**

*Producer’s Family Name, Initial(s). (Producer), & Director’s Family Name, Initial(s). (Director). (year). Title of work [DVD, video file, etc.]. Company name.*

*URL*

**DVD/Videocassette**


**Television series (Entire)/ Motion picture**


**Streaming video, e.g. YouTube video**

- Add the username of the person who posted the video online between brackets after the author.


**Television show from a series, episode, or webisode**

- Use the same format as a chapter in a book, replacing the script writer and director in the author position, and the producer in the editor position.

Music recording

Visual Works (Photograph, drawing, painting, map, etc.)

**Basic format:**
Artist’s Family Name, Initial(s). (year). *Title of work* [Photo, painting, drawing, etc.]. Work location: Institution, Museum, or Collection.
- For untitled materials, include a description of the work in square brackets in place of a title.

**Original work**

**Retrieved online**

Lecture Notes & PowerPoint Slides

**Basic format:**
Family name, Initial(s). (year). *Title of work* [Format]. http://xxxxx

**Lecture Notes**

**PowerPoint slides**

**Personal Communications**
Personal communications are works that cannot be recovered by readers (e-mails, text messages, online chats, direct messages, and unrecorded lecture notes, etc…), they are only cited within the text and not included in the references’ list. **Example:**

- It is reported that…. (Professor N. M. Johnson, personal communication, May 15, 2015)
- In case the interview may be found online, use the basic format of the audio-visual works.
APPENDIX A: Example of a References’ list (Numeric Sorting Style)

REFERENCES

http://hdl.handle.net/2027.42/113629


https://doi.org/10.1037/a0016158


http://www.m-w.com/dictionary/heuristic


http://www.moma.org/explore/collection/index


Other citation guides and useful websites:
American Psychological Association’s Website
Purdue University Online Writing Lab’s APA Formatting and Style Guide

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