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American Psychological Association (APA) Style Manual

Faculty of Engineering

(APA Numeric Sorting Style)

Adapted from the Publication Manual of the American Psychological Association 7th ed., 2020. Washington, D.C.

APA Citation 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

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

Jacoby, W. G. (1994). Public attitudes toward government spending. *American Journal of Political Science, 38*(2), 336-361.

Journal article, multiple authors

Awad, T. S., Moharram, H. A., Shaltout, O. E., Asker, D., & Youssef, M. M. (2012). Applications of ultrasound in analysis, processing and quality control of food: A review. *Food Research International*, *48*(2), 410-427. https://doi.org/10.1016/j.foodres.2012.05.004

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:

Nath, A. P., Ritchie, S. C., Grinberg, N. F., Tang, H. H., Huang, Q. Q., Teo, S. M., Ahola-Olli, A. V., Wurtz, P., Havulinna, A. S., Santalahti, K., Pitkanen, N., Lehtimaki, T., Kahonen, M., Lyytikainen, L. P., Raitoharju, E., Seppala, I., Sarin, A. P., Ripatti, S., Palotie, A., . . . Inouye, M. (2019). Multivariate genome-wide association analysis of a cytokine network reveals variants with widespread immune, haematological, and cardiometabolic pleiotropy. *American Journal of Human Genetics, 105*(6), 1076-1090. https://doi.org/10.1016/j.ajhg.2019.10.001

Journal article without DOI

Parris, K. M., Velik-Lord, M., & North, J. M. (2009). Frogs call at a higher pitch in traffic noise. *Ecology and Society, 14*(1), 1-24. http://www.ecologyandsociety.org/

- ## **Articles in magazines, newspapers, and newsletters**

Provide a specific date (year, month day) when available.

Magazine article
Kluger, J. (2008, January 16). The science of romance: Why we love. *Time*, *171*(4), 54-60.

Magazine article
Nasar, S., & Gruber, D. (2006, August). Manifold destiny. *The New Yorker*. http://newyorker.com

Newspaper article, no author
As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

- ### *In case accessed online*

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9. http://www.wsj.com/articles/SB120971438829362381

Newspaper article, multiple authors, discontinuous pages
Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

Newsletter article
Gordon, R. (2010). The passage of trauma through life. *ACCSA Aware, 24.* http://www.aifs.gov.au/acssa/pubs/newsletter/n24.html

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
Castells, M. (2000). *End of millennium* (2nd ed.). Blackwell.

Two authors

Frank, R. H., & Bernanke, B. (2001). *Principles of economics*. McGraw-Hill/Irwin.

Corporate author, author as publisher

Australian Bureau of Statistics. (2000). *Tasmanian yearbook 2000* (No.1301.6). Author.

Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. Jossey-Bass.

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

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). Sage Publications.

Ebook

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

Brown, L. S. (2018). *Feminist therapy (2nd ed.).* American Psychological Association. https://doi.org/10.1037/0000092-000

Ochs, S. (2004). *History of nerve functions: From animal spirits to molecular mechanisms.* Cambridge University Press. https://ebookcentral.proquest.com/lib/univbal-ebooks/detail.action?docID=266499

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

Moore, C. (1992). Mass spectrometry. In *Encyclopedia of chemical technology* (4th ed., Vol. 15, pp. 1071-1094). Wiley.

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

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved July 14, 2010 from http://www.m-w.com/dictinoary/heuristic

Entry from an encyclopedia, with author

Beck, J., & Foley, D. (2015). Music composition. In *The Canadian encyclopedia*. Retrieved January 20, 2020, from https://thecanadianencyclopedia.ca/en/article/music-composition

Entry from an encyclopedia, no author

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved May 6, 2008, from http://search.eb.com

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.

Social media. (1996). In *Wikipedia*. Retrieved February 1, 2016, from https://en.wikipedia.org/wiki/Wiki/Social_media

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

Holmes, P. (2000). *The intercultural communication experiences of ethnic Chinese students in a Western tertiary institution: Implications for education providers* (Working paper 2000-14). University of Waikato, Department of Management Communication.

Report by a government agency or other organization

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Author. http://www.oig.hhs.gov/oei/reports/ oei-05-05-00240.pdf

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). The National Bureau of Economic Research. http://www.nber.org/papers/w14124

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

Taylor, J. A. (2006). *Assessment: A tool for development and engagement in the first year of university study* [Paper presentation]. The 9th Pacific Rim in Higher Education (FYHE) Conference, Griffith, Australia.

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.

McInerney, D. M., Lee, J. Q., Liem, A. D., & Ortiga, Y. Y. (2009, August). Future goals and achievement goals: Expanding the horizons of goal theory. In M. Wosnitza (Chair), *Latest developments in research on multiple goals in learning contexts* [Symposium]. The 13th Biennial Conference: EARLI 2009: Fostering Communities of Learners, Amsterdam, The Netherlands. https://repository.eduhk.hk/en/publications/future-goals-and-achievement-goals-expanding-the-horizons-of-goal-3

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.

- For unpublished work: Identify [Unpublished type of document] in parentheses after the title).

- 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

El Mawas, O. (2015). *The replication of the two hotspots of breakage located within the human common fragile site FRA111D occurs in mid to late phase: A preliminary study* [Unpublished master's thesis]. University of Balamand, Lebanon.

Dissertation/Thesis, from a database

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (UMI No.327681) [Doctoral dissertation]. ProQuest Dissertations & Theses database.

Dissertation/Thesis, published online

Reed, L. A. (2015). *Digital dating abuse: Digital media as a gendered context for dating violence in the digital world* [Doctoral dissertation, University of Michigan]. 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.

Piaget, J., & Inhelder, B. (1951). *La genèse de l'idée de hazard chez l'enfant* [The origin of the idea of chance in the child]. Presses Universitaires de France.

- 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.

Freud, S. (1963). *A general introduction to psychoanalysis* (J. Rivière, Trans.). Liveright. (Original work published 1917)

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

Kmec, J. (2012, March 13). *Where's the boss? And what counts as "Work"?* The Society Pages. https://thesocietypages.org/socimages/2012/03/13/wheres-the-boss-and-what-counts-as-work/

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safely.* http://www.who.int/features/qa/84/en/

Healthy eating for a healthy weight. (n.d.). U.S. Centers for Disease Control and Prevention. 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

New Zealand Police [newzealandpolice]. (2019, November 15). *Class of 2019 // Wellington dog section* [paw prints emoji] *#fridayfloof* [Photograph]. Instagram. https://www.instagram.com/p/B43Cl_-J9pN/

Software

Jöreskog, K. G., & Sörbom, D. (2006). LISREL 8.80 for Windows [Computer software]. Scientific Software International.

Mobile application software

Skyscape. (2011). Skyscape Medical Resources (Version 1.14.8) [Mobile application software]. http://itunes.apple.com/us/app/id293170168?mt=8&ign-mpt=uo%3D4

Blog post

Arrington, M. (2008, August 5). The viral video guy gets $1 million in funding [Blog message]. 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.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [Statistics]. CEIC Data 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

Achbar, M. (Director/Producer), Abbott, J. (Director), Bakan, J. (Writer), & Simpson, B. (Producer). (2004). *The corporation* [DVD]. Big Picture Media Corporation.

Television series (Entire)/ Motion picture

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director). (1980). *Nine to five* [Motion picture]. Twentieth Century Fox.

Streaming video, e.g. YouTube video

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

Apsolon, M. [markapsolon]. (2011, September 9). *Real ghost girl caught on Video Tape 14* [Video file]. YouTube. http://www.youtube.com/watch?v=6nyGCbxD848

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.

Whedon, J. (Director/Writer). (1999, December 14). Hush [Television series episode]. In
Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the
Vampire Slayer*. Warner Bros.

Music recording

Jackson, M. (1982). Beat it. On *Thriller* [CD]. Sony Music.

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

Wyeth, A. (1948). *Christina's world* [Painting]. Museum of Modern Art.

Retrieved online

Wyeth, A. (1948). *Christina's world* [Painting]. http://www.moma.org /explore/collection/index

Lecture Notes & PowerPoint Slides

Basic format:

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

Lecture Notes

Hallam, A. (2009). *Duality in consumer theory* [Lecture Notes].
http://www.econ.iastate.edu/classes/econ501/Hallam/index.html

PowerPoint slides

Blampied, N. M. (2015). *Learning and behaviour change* [PowerPoint slides].
http://www.learn.canterbury.ac.nz/

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

[1] Reed, L. A. (2015). *Digital dating abuse: Digital media as a gendered context for dating violence in the digital world* [Doctoral dissertation, University of Michigan]. http://hdl.handle.net/2027.42/113629

[2] Apsolon, M. [markapsolon]. (2011, September 9). *Real ghost girl caught on Video Tape* [Video file]. http://www.youtube.com/watch?v=6nyGCbxD848

[3] Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). Sage Publications.

[4] Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, *63*(3), 182-196. https://doi.org/10.1016/j.leaqua.2013.10.006

[5] Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. Jossey-Bass.

[6] As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

[7] Australian Bureau of Statistics. (2000). *Tasmanian yearbook 2000* (No.1301.6). Author.

[8] El Mawas, O. (2015). *The replication of the two hotspots of breakage located within the human common fragile site FRA111D occurs in mid to late phase: A preliminary study* [Unpublished master's thesis]. University of Balamand, Lebanon.

[9] Parris, K. M., Velik-Lord, M., & North, J. M. (2009). Frogs call at a higher pitch in traffic noise. *Ecology and Society, 14*(1), 1-24. http://www.ecologyandsociety.org/

[10] Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.).

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

[11] Ochs, S. (2004). *History of nerve functions: From animal spirits to molecular mechanisms.*

Cambridge University Press. https://ebookcentral.proquest.com/lib/univbal-

ebooks/detail.action?docID=266499

[12] Wyeth, A. (1948). *Christina's world* [Painting].

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

[13] Nasar, S., & Gruber, D. (2006, August). Manifold destiny. *The New Yorker*.

http://newyorker.com

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