VAAL UNIVERSITY OF

TECHNOLOGY

APA Referencing Guide

VUT Library and Information Services

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The Vaal University of Technology Reference Manual: APA Style

Introduction

This manual is designed to help university students correctly format references in APA style. Consistent referencing is essential for academic integrity and avoiding plagiarism.

Referencing is a fundamental aspect of academic writing. It acknowledges the original sources of ideas, theories, and research findings, giving credit to the authors and researchers who have contributed to the field. Proper referencing allows readers to trace the origin of information, facilitating further research and verification. It also demonstrates the writer's engagement with existing literature and ability to integrate external knowledge into their work. This not only supports the credibility and reliability of the academic work but also upholds the ethical standards of scholarship.

The APA (American Psychological Association) style, particularly the 5th edition, is an ideal referencing style for various reasons. First, it is widely recognised and adopted across many disciplines, particularly in the social sciences, education, and psychology. This widespread acceptance ensures that students and researchers using APA style are following a standardised and respected format, which enhances the clarity and professionalism of their work. The APA 7th edition provides clear guidelines for a wide range of source types, including books, journal articles, websites, and more, making it a versatile choice for academic writing.

Moreover, the APA 7th edition emphasises precision and uniformity in referencing. Its structured approach to citations and references helps maintain consistency throughout a document, which is crucial for readability and coherence. By adhering to APA style, students can avoid common pitfalls of referencing, such as incorrect attribution or incomplete citations. The style's detailed rules for in-text citations and reference lists ensure that all necessary information is included, enabling readers to easily locate the original sources. This not only supports academic integrity but also enhances the overall quality of academic writing, making APA 7th edition a reliable and effective choice for students and researchers alike.

For students and professionals in the sciences and engineering, the APA 7th edition offers significant advantages. Scientific and technical writing often involves the citation of diverse types of sources, including journal articles, technical reports, patents, and conference proceedings. The comprehensive guidelines provided by the APA 7th edition ensure that these sources are cited accurately and consistently, which is essential for maintaining the integrity of scientific communication. Additionally, the APA style's focus on clarity and brevity helps in presenting complex information in a clear and accessible manner, which is critical in the fields of science and engineering. By adhering to the APA 7th edition, researchers can ensure their work is presented professionally and is easily understandable by peers and reviewers.

What is Plagiarism?

Plagiarism means: "to take somebody else's ideas or words and use them as if they were one's own" (Oxford Advanced Learner's Dictionary 1995:880). Another author's work must always be acknowledged.

When to Reference?

Referencing should be done when you:

🞣 Quote another person's exact words

🞣 Copy any figures, tables or structures, pictures

🞣 Paraphrase or convert someone else's ideas into your own words

🞣 Summarise or give a brief account of another person's work.

DEFINITIONS

Author is any person or entity responsible for a particular piece of work. This includes editors, compilers, composers, persons interviewed, companies etc.

Bibliography list of sources, arranged in alphabetical order, that have been consulted to compile your assignment, project, etc., but which are not necessarily cited in the written document. Note: In academic writing, one usually submits a "Reference list" rather than a "Bibliography".

Citation is a written reference to a specific work or portion of a work.

Citing to mention, quote by way of an example, or bring forward as support, illustration, proof or authority.

Copyright is a legal right that gives the author of an original work exclusive rights for a certain time period in relation to that work, including its publication, distribution and adaptation.

Corporate author is an organisation or group of persons (associations, institutions, companies, etc.) that is identified by a corporate or group name and acts as an entity responsible for a particular body or piece of work, i.e. Vaal University of Technology (VUT).

Direct quotation is a phrase or, paragraph, or part of the original text which has been repeated in exactly the same way as the original piece of work.

In-text referencing is the insertion of brief references in the appropriate places in the text to sources that are being cited in one's work.

Journal, serials or periodical sources which are published periodically, i.e. weekly, monthly, yearly, etc. Examples are newspapers, magazines, academic journals, and yearbooks.

Online database collection of information arranged in a systematic way to make the search easy and fast. The University subscribes to different databases, such as EBSCOhost, ProQuest, Sabinet, etc., in order to meet research requirements.

Published source any information source, whether in print or electronic format, that is made available to the public.

Unpublished source any information source that has not been published, most of the reports, lecture notes, study guides and pamphlets fall on this category.

Reference list an alphabetical list (by author's surname or corporate author) of books, articles, websites or any other sources, that have been consulted during the writing of your assignments, projects, research papers, dissertation, thesis, etc.

Source a person or group, a book, an article, a thesis, journal or any other work that provides information.

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SOURCE REFERENCING RULES

- Editions are only noted from the 2nd edition onwards.

- If there are one to two authors, all authors have to be cited and should be listed in the order that they appear.

- If there are more than two authors, use the surname of the first author, followed by '*et al.*' in your in-text referencing, which means 'and others', but list them in your bibliographic list.

- Where the author is unknown, the title of the work. could be used, followed by the date of publication.

- Make every effort to establish the authorship if you intend to use your work in an academic submission.

- Secondary referencing is used in a book or journal article where the author cites facts or information cited in research done by someone else. This is regarded as a secondary source as the researcher has not consulted the original source; however, every attempt should be made to cite the original/primary source.

- For unpublished material, the title is not to be written in italics or underlined if one has hand-written it.

- The use of direct quotations " " is discouraged unless you have taken the exact words of an author.

- The bibliographic list at the end of your document needs to be strictly alphabetical (the example is provided at the end of this document).

- Consistency is the most vital element of referencing.

ABBREVIATIONS

Terms	Abbreviations
Appendix	app.
Chapter	chap.
Column	col.
Compiler	comp.
Compilers	comp(s).
Edition	ed.
Editions	ed(s).
Editor	ed.
Editors	ed(s).
First edition, second edition, etc.	1st ed., 2nd ed., etc.
No date	n.d.
No place, no publisher, no page	n.p.
Number	no.
Page	p.
Paragraph	par.
Part	pt.
Revised	rev.
Revised edition	rev. ed.
Supplement	suppl.
Translated/translator	transl.
Volume	vol.
Volumes	Vol(s).

Getting Started with APA Style

General APA Formatting Rules

- **Font:** Times New Roman, 12-point

Below is a step-by-step guide on how to set up these formatting rules in a Word document.

Font: Times New Roman, 12-point

1. **Open your Word document.**

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2. **Select all text:** Press Ctrl + A (Windows) or Command + A (Mac) to highlight the entire document.

3. **Choose the font:**

   o   Go to the Home tab.

   o   In the Font group, click on the font dropdown menu.

   o   Select Times New Roman.

4. **Set the font size:**

   o   In the same Font group, click on the font size dropdown menu.

   o   Select 12.

Margins: 1 inch on all sides

1. **Go to the Layout tab** (sometimes labelled Page Layout).

2. **Click on Margins:**

   o   In the Page Setup group, click the Margins button.

3. **Select Normal:**

   o   Choose the Normal option, which sets the margins to 1 inch on all sides.

Line Spacing: Double-spaced

1. **Select all text:**

   o   Press Ctrl + A (Windows) or Command + A (Mac) to highlight the entire document.

2. **Set line spacing:**

   o   Go to the Home tab.

   o   In the Paragraph group, click the small arrow in the bottom right corner to open the Paragraph dialogue box.

3. **Adjust line spacing:**

   o   In the Spacing section, find the Line spacing dropdown menu.

   o   Select Double.

   o   Ensure that Before and After spacing are set to 0 pt.

4. **Apply changes:**

   o   Click OK to apply the double spacing.

Indentation: 0.5 inch for the first line of every paragraph

1. **Select all text:**

   o Press Ctrl + A (Windows) or Command + A (Mac) to highlight the entire document.

2. **Open the Paragraph dialog box:**

   o Go to the Home tab.

   o In the Paragraph group, click the small arrow in the bottom right corner.

3. **Set indentation:**

   o In the Indentation section, find the Special dropdown menu.

   o Select the First line.

   o In the By field next to it, ensure it says 0.5 inches.

4. **Apply changes:**

   o Click OK to apply the first-line indentation.

In-Text Citations

Citations will always include the first word(s) of your reference page entry, usually the name of the person(s) or group considered the "author" of the work. Direct quotations require page or paragraph numbers, but paraphrases usually do not. Both can be cited **narratively** (author's name as part of the sentence) or **parenthetically** (author's name in parentheses after the sentence).

DIRECT QUOTATION		
	NARRATIVE CITATION	**PARENTHETICAL CITATION**
One author	Botha (2020) contended that "imagination is crucial" (p. 41).	Clearly, "imagination is crucial" (Botha, 2020, p. 41).
Two authors	According to Botha & Rose (2022), "imagination is crucial" (pp. 41-43).	It is true that "imagination is crucial" (Botha & Rose, 2022, pp. 41-43).
Three + authors	"Imagination is crucial", Botha et al. (2022) reflected (para. 10).	However, "imagination is crucial". (Botha et al. 2022, para. 10).
Group author, first reference	The Council of Higher Education (CHE, 2022) has insisted that "imagination is crucial" (p. 15).	Perhaps "imagination is crucial (The Council of Higher Education [CHE], 2022, p. 15).
Group author, late reference	(CHE) has insisted that "imagination is crucial" (para. 15).	Perhaps "imagination is crucial (CHE], 2022, p. 15).
Author unknown	The author of "Bold Minds" (2021) noted that "imagination is crucial" (p. 14).	One article (2021) claimed that "imagination is crucial" ("Bold", 2021, p. 14).

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PARAPHRASE		
	NARRATIVE CITATION	PARENTHETICAL CITATION
One author	Smith (2022) argued that students must develop imagination.	Students must develop imagination (Smith, 2022).
Two authors	Smith and Langa (2021) believe that students must develop imagination	Students must develop imagination (Smith & Langa, 2022).
Three + authors	Students must develop imagination, according to Smith et al. (2022).	Students must develop imagination (Smith et al., 2022).
Group author, first reference	According to the Council of Higher Education (CHE, 2021), students must develop imagination.	Students must develop imagination (Council of Higher Education [CHE], 2021).
Group author, late reference	According to the CHE (2021), students must develop imagination	Students must develop imagination (CHE, 2021).
Author unknown	In "Bold Minds (2022), the author suggested that students must develop imagination.	Students must develop imagination ("Bold", 2022).

Basic In-Text Citation Format

- **Single Author:** (Author, Year)

  When referencing a work by a single author, you include the author's last name followed by the year of publication in parentheses. This format helps readers quickly identify the source of the information you are presenting. For example, if you are citing a book written by John Smith in 2020, your in-text citation would look like this: (Smith, 2020). If you mention the author in your sentence, include only the year in parentheses. For instance, you might write:

  "Effective referencing is crucial for academic integrity" (Smith, 2020). Alternatively, if incorporating the author's name into the text, Smith (2020) argues that "effective referencing is crucial for academic integrity."

- **Two Authors:** (Author1 & Author2, Year)

  For a source written by two authors, both last names should be included in the in-text citation, separated by an ampersand (&), followed by the year of publication. This format provides clear credit to both authors involved in the work. For example, if you are citing a paper by John Smith and Mary Jones from 2020, the citation would be formatted as follows: (Smith & Jones, 2020). If you mention the authors in your sentence, use "and" instead of the ampersand. For instance:

  "Proper citation techniques are essential in academic writing" (Smith & Jones, 2020). Alternatively, within the text, Smith and Jones (2020) highlight the importance of "proper citation techniques in academic writing."

- **Three or More Authors:** (Author1 et al., Year)

When citing a source with three or more authors, only the first author's last name is listed, followed by "et al." (which means "and others") and the year of publication. This abbreviation helps keep citations concise without omitting credit to the other authors. For example, if a study conducted by John Smith, Mary Jones, and James Brown were published in 2020, your in-text citation would be: (Smith et al., 2020). When referencing the authors within your sentence, it would be formatted similarly. For instance:

"Consistent referencing practices enhance the credibility of academic work" (Smith et al., 2020). Alternatively, within the text, Smith et al. (2020) found that "consistent referencing practices enhance the credibility of academic work."

Specific In-Text Citation Examples

- **Direct Quote:** "Quote" (Author, Year, p. Page Number)

When using a direct quote from a source, it is important to include the exact wording within quotation marks, followed by an in-text citation that includes the author's last name, the year of publication, and the page number where the quote can be found. This format provides precise information about the source and location of the quoted material, allowing readers to easily find the original text. For example, if you are quoting from a book by John Smith, published in 2020, you might write:

In discussing the importance of proper referencing, Smith stated, "APA style is easy to learn" (Smith, 2020, p. 15). This quote highlights the accessibility of APA guidelines and underscores the importance of mastering citation techniques for academic success. Example: "APA style is easy to learn" (Smith, 2020, p. 15).

And also

In discussing the role of technology in modern education, it has been noted that "digital tools can enhance learning experiences significantly" (Jones, 2019, p. 45). This statement emphasises the potential for technological integration to improve educational outcomes, suggesting that teachers should consider incorporating more digital resources into their curricula.

- **Paraphrasing:** (Author, Year)

Paraphrasing involves rephrasing information from a source in your own words. When paraphrasing, you still need to provide an in-text citation to credit the original author. This citation includes the author's last name and the year of publication. Paraphrasing allows you to incorporate ideas from a source while maintaining your own writing style and demonstrating your understanding of the material. For example, if you are paraphrasing a concept from John Smith's 2020 book, you might write:

According to Smith (2020), the principles of APA style are designed to be straightforward and user-friendly, making it easier for students to accurately cite their sources. This approach helps ensure that academic work is properly attributed and free from plagiarism.

And Also

Research indicates that integrating digital tools into the classroom can greatly improve the learning experience for students (Jones, 2019). According to Jones, the use of technology in education allows for more interactive and engaging lessons, which can lead to better student retention and understanding of the material. This perspective highlights the importance of embracing technological advancements to enhance educational practices.

Citing Multiple Works

- **Same Author, Multiple Works:** (Author, Year1, Year2)
  - Example: (Smith, 2020, 2021)
- **Same Author, Multiple Works in the Same Year:** (Author, Yeara, Yearb)
  - Example: (Smith, 2020a, 2020b)

- **In Reference List:**

  - Smith, J. (2020a). Title of first work. Publisher.

  - Smith, J. (2020b). Title of second work. Publisher.

- **Different Authors, Separate Citations: (Author1, Year; Author2, Year)**
  - Example: (Smith, 2020; Jones, 2021)

Personal Communications

In APA style, personal communications such as interviews, letters, emails, or private messages are cited only in the text and not included in the reference list. This is because personal communications do not provide recoverable data that can be accessed by others. Here is how you can properly cite personal communications in-text:

- **Initials and Last Name:** Provide the initials and last name of the person you communicated with.
- **Personal Communication:** Clearly state that it is a personal communication.
- **Exact Date:** Include the full date of the communication (Month, Day, Year).

Example:

1. **Within the text:**

According to J. A. Smith (personal communication, March 15, 2020), effective referencing is crucial for academic integrity.

2. **Parenthetical citation:**

Effective referencing is crucial for academic integrity (J. A. Smith, personal communication, March 15, 2020).

Interviews

For an unpublished interview that you conducted, treat it as personal communication and cite it in the same way.

Example:

1. **Within the text:**

During the interview, M. Brown (personal communication, April 22, 2021) emphasised the importance of practical experience in the engineering field.

2. **Parenthetical citation:**

Practical experience is vital in the engineering field (M. Brown, personal communication, April 22, 2021).

Using Reference Managers

Reference managers are tools that help you organise and cite your sources efficiently. They can save you time and ensure accuracy in your citations and references. Here are some popular reference managers and how to use them effectively:

Mendeley

Getting Started

1. **Download and Install:**

   o Visit Mendeley to download and install the software.

2. **Create an Account:**

   o Sign up for a free account to sync your library across devices.

3. **Add References:**

   o Use the "Add Files" button or drag and drop PDFs into the Mendeley library.

   o You can also use the Mendeley Web Importer to add references directly from your browser.

Using Mendeley for APA Style

1. **Insert In-Text Citations:**

   o Install the Mendeley Word plugin from the Mendeley Desktop. You can find it under the "Tools" menu and then "Install MS Word Plugin."

o In your Word document, use the "Insert Citation" button in the Mendeley plugin to add citations.

2. **Generate a Bibliography:**

o Use the "Insert Bibliography" button in the Mendeley plugin to generate your reference list in APA style.

3. **YouTube Tutorial:** How to use Mendeley for reference management

Endnote

Getting Started

1. **Download and Install:**

o Visit Endnote to download and install the software.

2. **Create an Account:**

o Sign up for an Endnote account to access cloud storage and sync your references.

3. **Add References:**

o Import references via "File" > "Import" or use the "Capture Reference" tool in your browser.

Using Endnote for APA Style

1. **Insert In-Text Citations:**

o Install the Endnote Word plugin. You can find it in the Endnote software under "Customizer" or "Configure Endnote" and then "Cite While You Write."

o In your Word document, use the "Insert Citation" button in the Endnote toolbar to add citations.

2. **Generate a Bibliography:**

o Use the "Update Citations and Bibliography" button in the Endnote toolbar to create your reference list in APA style.

3. **YouTube Tutorial:** EndNote Tutorial: An Introduction

Zotero

Getting Started

1. **Download and Install:**

o Visit Zotero to download and install the software.

2. **Install Browser Connector:**

o Install the Zotero browser connector for easy reference importing. You can find it on the same download page.

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3. **Create an Account:**

   o Sign up for a Zotero account to sync your library and access cloud storage.

Using Zotero for APA Style

1. **Insert In-Text Citations:**

   o Install the Zotero Word plugin. It is included with the main Zotero software, and it will automatically be installed if you have Word installed on your computer.

   o In your Word document, use the "Add/Edit Citation" button in the Zotero plugin to add citations.

2. **Generate a Bibliography:**

   o Use the "Add/Edit Bibliography" button in the Zotero plugin to create your reference list in APA style.

3. **YouTube Tutorial:** Zotero Tutorial for Beginners

Tips for Using Reference Managers

- **Organize Your References:**

  o Use folders, tags, or groups to keep your references organized.

- **Check for Accuracy:**

  o Always double-check imported references for completeness and accuracy.

- **Back Up Your Library:**

  o Regularly back up your reference library to avoid data loss.

Using reference managers effectively can streamline your research process and ensure that your citations and references are accurate and consistent with APA style guidelines.

Reference List Format

General Rules for Reference Lists

- **Order:** Alphabetical by the first author's last name

- **Hanging Indent:** Each reference should have a hanging indent of 0.5 inch

- **Double-Spaced:** The entire reference list should be double-spaced

- In APA 5th edition style, if a work has up to six authors, all authors' names should be included in the reference list. If a work has more than six authors, the first six authors are listed, followed by "et al." to indicate that there are additional authors not listed.

  Here is how it works:

Up to Six Authors

Format:

- Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F. (Year). Title of the article. *Title of the Journal, volume number* (issue number), pages. DOI/URL

Example:

- Smith, J., Jones, M., Brown, T., Johnson, A., White, R., & Green, L. (2020). Study on APA referencing. *Journal of Academic Writing, 12*(3), 45-67. https://doi.org/10.1234/jaw.v12i3.567

More Than Six Authors

Format:

- Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., et al. (Year). Title of the article. *Title of the Journal, volume number*(issue number), pages. DOI/URL

Example:

- Smith, J., Jones, M., Brown, T., Johnson, A., White, R., Green, L., et al. (2020). A comprehensive study on APA referencing. *Journal of Academic Writing, 12*(3), 45-67. https://doi.org/10.1234/jaw.v12i3.567

By following this format, you ensure that your references are properly formatted according to APA 5th edition guidelines while managing long lists of authors efficiently.

Books

- **Format:** Author, A. A. (Year). Title of book. Publisher.
  - Example: Smith, J. (2020). *Understanding APA Style*. Academic Press.

Journal Articles

- **Format:** Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy
  - Example: Smith, J., & Jones, M. (2020). APA referencing simplified. *Journal of Academic Writing, 12*(3), 45-67. https://doi.org/10.1234/jaw.v12i3.567

Websites

- **Format:** Author, A. A. (Year, Month, Date). Title of web page. Site Name. URL
  - Example: Smith, J. (2020, January 15). APA style guidelines. *Writing Center*. https://www.writingcenter.org/apa-style

Book Chapters

- **Format:** Author, A. A. (Year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. pages). Publisher.
  - Example: Smith, J. (2020). Referencing in APA. In R. Brown & T. Green (Eds.), *The Handbook of academic writing* (pp. 123-145). Academic Press.

Conference Papers

- **Format:** Author, A. A. (Year). Title of paper. In E. E. Editor (Ed.), *Proceedings of the Conference* (pp. pages). Publisher. URL
  - Example: Smith, J. (2020). APA referencing in academic papers. In R. White (Ed.), *Proceedings of the International Conference on Academic Writing* (pp. 234-245). Academic Press. https://www.conference.org/papers/apa2020

Reports

- **Format:** Author, A. A. (Year). *Title of report* (Report No. 123). Publisher. URL

  o Example: Smith, J. (2020). *Annual report on APA referencing* (Report No. 123). Writing Center. https://www.writingcenter.org/reports/annual2020

Theses and Dissertations

- **Format:** Author, A. A. (Year). *Title of thesis or dissertation* (Publication No. 12345) [Doctoral dissertation, University Name]. Database Name.

  o Example: Smith, J. (2020). *An analysis of APA referencing styles* (Publication No. 12345) [Doctoral dissertation, University of Education]. ProQuest Dissertations & Theses Global.

Videos

- **Format:** Author, A. A. [Username]. (Year, Month, Date). Title of video [Video]. Platform. URL

  o Example: Johnson, L. [LJohnson]. (2020, March 5). How to reference in APA style [Video]. YouTube. https://www.youtube.com/watch?v=abcd1234

Pictures/Images

- **Format:** Author, A. A. (Year). Title of image [Image]. Website. URL

  o Example: Smith, J. (2020). Sunset over the mountains [Image]. Unsplash. https://www.unsplash.com/photos/abcd1234

Statutes

- **Format:** Name of Act, Title Source § Section Number (Year). URL

  o Example: Clean Air Act, 42 U.S.C. § 7401 (1970). https://www.epa.gov/laws-regulations/summary-clean-air-act

Patents

- **Format:** Inventor, A. A. (Year). Title of patent (Patent No. 1234567). URL

  o Example: Doe, J. (2020). Method for referencing styles (Patent No. 1234567). https://patents.google.com/patent/US1234567

Data Sets

- **Format:** Author, A. A. (Year). Title of data set [Data set]. Publisher. URL

  o Example: National Center for Education Statistics. (2020). College enrollment rates [Data set]. https://nces.ed.gov/data/college_enrollment

Software

- **Format:** Author, A. A. (Year). Title of software (Version number) [Computer software]. Publisher. URL

o Example: Smith, J. (2020). Referencing software (Version 2.0) [Computer software]. Academic Software. https://www.academicsoftware.com/download

Government Documents

- **Format:** Government Agency. (Year). Title of document (Publication No. 123). Publisher. URL

  o Example: U.S. Department of Health and Human Services. (2020). Health statistics report (Publication No. 123). Government Printing Office. https://www.hhs.gov/reports/health2020

Online Forums and Discussion Boards

- **Format:** Author, A. A. [Username]. (Year, Month, Date). Title of post [Online forum post]. Platform. URL

  o Example: Smith, J. [JSmith]. (2020, May 10). Questions about APA referencing [Online forum post]. Reddit. https://www.reddit.com/r/APAstyle/comments/abcd1234

Podcasts

- **Format:** Host, A. A. (Host). (Year, Month, Date). Title of episode (No. episode number) [Audio podcast episode]. In Title of podcast. Production Company. URL

  o Example: Doe, J. (Host). (2020, January 1). Understanding APA citations (No. 10) [Audio podcast episode]. In Academic Podcasts. Podcast Network. https://www.podcastnetwork.com/episodes/10

Interviews

- **Format:** Interviewee, A. A. (Year, Month, Date). Title of the interview [Interview]. Interviewer: B. B. URL

  o Example: Johnson, L. (2020, June 15). Referencing in academic writing [Interview]. Interviewer: M. Smith. https://www.interviews.com/abc123

Newspaper Articles

- **Format:** Author, A. A. (Year, Month, Date). Title of article. *Title of Newspaper*, p. Page Number. URL

  o Example: Brown, T. (2020, July 10). New APA guidelines released. *The Daily News*, p. A1. https://www.dailynews.com/apa-guidelines

Common Issues and Troubleshooting

Common Errors

- **Incorrect Author Order:** Ensure all authors are listed in the order they appear in the source.

- **Missing Information:** Double-check for missing publication years, page numbers, and URLs.

- **Formatting Issues:** Ensure proper use of italics, capitalisation, and punctuation.

Tips for Accuracy

- **Double-check sources:** Verify all citation details against the original source.

- **Use APA Tools:** Utilize online APA citation tools and guides for additional assistance.

Additional Resources

- [APA Style Official Website](#)

- Purdue OWL APA Guide

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