

# Essentials of the 7<sup>th</sup> Edition of the APA Style

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**APA style** is a standard of written communication in social sciences, which helps to structure the presentation of certain elements in scholarly writing (e.g., references to the works of other authors) in a consistent and unified way. APA or other styles are used in universities' written assignments, final thesis, as well as scholarly publishing.



**A source** means some other author's work – journal or online article, book, chapter, website etc., which you read and used the ideas presented in these sources. Ideas may come not only in textual but also visual format – for example, figures, pictures, statistics in tables. A source can also be your own previously written (published or unpublished) work if you reuse ideas from these works. Some sources may not have indicated authors. All sources that you used to write your work must be fully acknowledged in your paper: whether it is a published or unpublished work, has an indicated author, or not, is yours or another author's work.



**In-text citation** is a short acknowledgement of a **source** in the body of your text (or table, figure, etc.). It helps readers to identify which specific parts of your text are based on the other sources and which parts are your own ideas and interpretation. In-text citation is provided in the sentence right after a direct quote or paraphrased idea from a source and usually includes the author's surname and the year of the publication (also see “1. In-text citation” section below).



**Reference** – full information of a **source**, allows you to identify and find it. It typically includes author(s), publication year, title, book or journal title, place of publishing, and other information. The information and formatting (e.g., text in italics) of a reference is different depending on the type of the source (journal article, book chapter, website with or without authors, etc.).



**References (reference list)** is a section included at the end of a scholarly work (university assignment) with full details of sources used in the work. The reference list provides the information that is necessary for readers to identify and retrieve the sources that are used in the text. In references, **source** information is presented in an alphabetical order – based on the first author's surname.



**Direct quote (quotation)** means that in your text you use exact verbatim (word for word) from other sources. Direct quotes are always used with quotation marks and are followed by in-text citation. Additionally to an author's surname and year of publication, the in-text citation includes the page number so that it can be easily found in the original source. Direct quotes are only used when necessary and cannot constitute a significant portion of your text. A **short quotation is less** than 40 words. A **long quotation** is 40 words or more (also see “2. Direct quotes (quotations)” section below).



**Paraphrased quote/quotation (paraphrasing)** means putting ideas from a source into your own words and rewording the original source to communicate the original meaning, but in a new form. They do not need quotation marks, however, they still require in-text citations right after the paraphrased quote in order to avoid the impression you're taking credit for someone else's ideas (also see "3. Paraphrasing" section below).



**Primary source (original source)** reports original content from a source.

**Secondary source (indirect source)** refers to the content that was cited in someone else's source, and then reused (and properly cited) in your work. Generally, you should read primary (original) sources and cite those rather than secondary sources. Secondary sources should only be cited in cases when the original source is not available (also see "4. Citing secondary sources" section below).

### The principles of proper citing and referencing

1. Include **in-text citation** everywhere in your text where other author's ideas are used either **paraphrased** or **directly quoted**
2. Include all sources that you used and that you cited in your text in the **reference list**
3. **Cite only the works you read** and the ideas that you incorporated into your text
4. **Paraphrase** sources in your own words whenever possible
5. In-text citations help readers locate the cited source in the References section of the paper

## 1. In-text citation

In-text citations follow either a parenthetical format or a narrative format:

1) **Narrative**: includes the author's name directly in the sentence.

For example:

Leinwand et al. (2022) claim that most companies are not ready to transform their leadership teams, so that the companies can achieve future success.

2) **Parenthetical**: includes both the author's last name and year of publication, separated by a comma, in parentheses at the end of the sentence.

For example:

According to some research, most companies are not ready to transform their leadership teams, so that the companies can achieve future success (Leinwand et al., 2022).

The below table includes several examples of how in-text citation appears in narrative and parenthetical formats when citing different types of authors.

Type of Author	Narrative	Parenthetical
One author	In his article, Choudhury (2020) stated that.....	..... (Choudhury, 2020)
Two authors	In their article Roberts and Johnson (2021) emphasised .....	..... (Roberts & Johnson, 2022)
Three or more authors	The importance of research was stressed by Johnson et.al. (2021) ...	... (Johnson et al., 2021)
Unknown author	In the article “On Remote Work and Writing” (2022), .....	..... (“On Remote”, 2022) <sup>1</sup>
Group author	According to World Trade Organisation (WTO, 2021).....	..... (World Trade Organisation [WTO], 2021) Subsequent: (WTO, 2021)
Indirect sources	Mayer and Salovey (1997) defined Emotional intelligence as ... (as cited in Cote et al., 2010, p. 496).	..... (Mayer and Salovey (1997), as cited in Cote et al., 2010, p. 496).
Unknown date	Johnson (n.d.) introduced the idea that.....	The idea of ..... (Johnson, n.d.)
When citing Chat GPT or similar AI tools <sup>2</sup>	I have used Chat GPT (OpenAI, 2023) to generate a list of authors ...	The generated list of authors (OpenAI, 2023) ...

## 2. Direct quotes (quotations)

If you are directly quoting another author’s work, you must:

- 3) Include the **page number** at the end of the parenthetical citation.
- 4) Use the **abbreviation** “p.” (for one page) or “pp.” (for multiple pages) before listing the page number(s). Use a dash for page ranges.

For example:

Geraldi (2021) stated that “plagiarism comes in many formats, and therefore requires different preventive and reactive responses” (p.1-2).

<sup>1</sup> You can shorten long titles to save the space. There is no specific rule on how many words to leave, but the important thing is that the reference is easily identified in the reference list.

<sup>2</sup> There is no single established way on how to cite AI tools. The example is one of the ways of how you can cite them.

## 2a. Short quotation (less than 40 words)

5. Use **double quotation** marks around a short quotation.

For example:

Geraldi (2021) stated that “plagiarism comes in many formats, and therefore requires different preventive and reactive responses” (p.1-2).

## 2b. Long quotation (40 words or longer)

6. Place long quotation in a **freestanding block** of typewritten lines and omit quotation marks.

7. Start the quotation **on a new line**, indented 1/2 inch (1.27 cm) from the left margin

For example:

Choudhury (2020) lists the following advantages of remote work for organisations and the people employed:

Organisations can reduce or eliminate real estate costs, hire and use talent globally while mitigating immigration issues, and, research indicates, perhaps enjoy productivity gains. Workers get geographic flexibility (that is, live where they prefer), eliminate commutes, and report better life/work balance. (p. 60)

## 3. Paraphrasing

8) Paraphrasing allows you to summarise and synthesise information from one or more sources, focus on significant information, and compare and contrast relevant details.

9) It does not require quotation marks.

10) It is also not required to include a specific page number.

Below is an example of an original text followed by one example of good paraphrasing, and two examples of poor paraphrasing (explained in the comments).

Original text, written by Chastain and Watkins (2020) says:

In reality, chief executives who have advanced from within face hurdles that are comparable in magnitude, albeit different in character, from those that externally hired leaders confront.

Paraphrase 1:

Reality shows that CEOs who have been promoted internally face difficulties similar in strength but different in character to those experienced by externally employed leaders (Chastain & Watkins, 2020):

### Paraphrase 2:

Chastain and Watkins (2020) state that both the managers who have been promoted internally and the ones who have been hired from outside the company experience difficulties, although of different nature.

### Paraphrase 3:

It was found by Chastain and Watkins (2020) that CEOs who come from within the company have more challenges than the ones who are hired from outside, although they are of the same strength.

### **Comments:**

Paraphrase 1 is **poor**, as it has almost the same sentence structure and only minimal changes of vocabulary, if compared to the original sentence, some phrases are exactly the same.

Paraphrase 2 is a **good** paraphrase, as it has a different sentence structure, expresses the same idea in a different language.

Paraphrase 3 is **poor** as it uses similar phrases and misinterprets the original idea.

## 4. Citing secondary sources

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11) In cases where the original source is unavailable, you may need to cite a secondary (indirect) source. In that case, indicate both original and secondary sources in your in-text citation.

For example:

Mayer and Salovey (1997) defined Emotional intelligence as ... (as cited in Cote et al., 2010, p. 496).

... (Mayer & Salovey (1997), as cited in Cote et al., 2010, p. 496).

## 5. References

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12) It is important to follow specific formatting (e.g. text in italics), punctuation (e.g., use of commas, periods, colons) and types of information (e.g., authors, source name, publisher) to be included in the reference.

13) Use “hanging” indentation.

14) Only the references of works that were cited (directly, indirectly or paraphrased) in the text are included in reference list.

15) References follow different formatting and include slightly different information based on what type of reference it is.

Below are several most frequently used source types and examples of reference formatting.

### **Book**

Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students. Essential tasks and skills*. (3<sup>rd</sup> ed.). The University of Michigan Press.

### **(Scholarly) journal article**

Devereux, L., Melewar, T. C., & Foroudi, P. (2017). Corporate identity and social media: Existence and extension of the organization. *International Studies of Management & Organization*, 47(2), 110-134. <https://doi/full/10.1080/00208825.2017.1256161>

### **(Business) magazine article**

Birkinshaw, J. (2022, January-February). How incumbents survive and thrive. *Harvard Business Review*, 100 (1), 36-42.

### **Online newspaper article**

Rockets fail to break the spirit of Kyiv (2022, March 23). *The Economist*.  
<https://www.economist.com/europe/2022/03/23/rockets-fail-to-break-the-spirit-of-kyiv?>

### **Online Dictionary entry**

American Psychological Association. (n.d.) Emotional intelligence. In *APA dictionary of psychology*. Retrieved March 24, 2022, from <https://dictionary.apa.org/emotional-intelligence>

### **(Research) report by group author/organization**

Oxford Economics (2020). *Leaders 2020. The next-generation executive: How strong leadership pays off in digital economy*. <https://www.oxfordeconomics.com/thought-leadership/leaders-2020>

### **Webpage**

Taylor, B. (2021, October 18). *Investment strategies to learn before trading*. Investopedia.  
<https://www.investopedia.com/investing/investing-strategies>

### **Data Set**

Employment, domestic concept - Total. (2022, March 24). (TEC00112) [Data set]. Eurostat.  
<https://ec.europa.eu/eurostat/databrowser/view/tec00112/default/table?lang=en>

### **ChatGPT**

OpenAI. (2023). *ChatGPT* (Jun 15 version) [Large language model]. <https://chat.openai.com/chat>

More **examples of reference formatting** are available on APA Style website:

1. [Textual works, Data Sets, Audiovisual media, and Online Media reference examples](#)
2. [Common Reference Examples Guide](#)

