

THE APA SYSTEM

- ▶ DATE: 21ST AUGUST, 2017
- ▶ *VENUE*: LT 21

- ▶ PROF. EMMANUEL KOFI GYIMAH
(PhD)
- ▶ COLLEGE OF DISTANCE EDUCATION
- ▶ UNIVERSITY OF CAPE COAST
- ▶ CAPE COAST
- ▶ egyimah@ucc.edu.gh
- ▶ +233205176009



OUTLINE OF PRESENTATION

1. Introduction
2. Reasons for acknowledging sources of reference
3. When to acknowledge sources of reference
4. Referencing styles
5. Conventions to follow in using a Reference List for APA
6. Relevant examples
7. Conclusions



Introduction

- ▶ Referencing is an important component of any good research.
- ▶ Whenever any researcher(s) take(s) another author(s)' idea, theory, conclusion and/or findings or cites their examples to illustrate a point or support an argument, it is incumbent on the researcher(s) to acknowledge the original source of the idea etc.



Reasons for acknowledging sources of reference

- ▶ The overarching reason is **intellectual honesty** and **integrity**.
- ▶ Other reasons often cited to support the importance in acknowledging sources of reference are the following:
 - i. provide details or background to what is being written or investigated and to lend authority and credibility to the work;
 - ii. support or strengthen the researcher(s)' own ideas or argument;
 - iii. give credit to those whose idea(s) you have used;
 - iv. allow readers and other researchers to confirm sources of material(s);

Reasons for acknowledging sources of reference cont'n

- v. make it possible for the researcher(s) to distinguish their own work from that of others in order to receive credit for their project or research;
- v. enable the researcher(s) to be confident and fully understand the research published in their area of study;
- vi. make it possible for other researchers to read further on the topic investigated;
- vii. provide interest;
- viii. help the researcher(s) to follow up in more detail the ideas or facts that you have referred to.



When to acknowledge sources of reference

- ▶ Whenever you use a source of information:
 - i. as your inspiration;
 - ii. as the source of a theory, argument or point of view;
 - iii. for specific information such as statistics, examples or case studies;
 - iv. for direct quotations (using the author's exact words);
 - v. to paraphrase or summarise an author's work.



Referencing styles

- ▶ There are two main referencing styles. These are:
 - i. In-text referencing, and
 - ii. Reference list
- ▶ (<http://www.apastyle.org>)
(<http://www.lib.sfu.ca/help/writing/apa>)



In-text References

- ▶ The **In-text** has to do with acknowledging sources in the main text.
- ▶ There are many types, but most lecturers at the University of Cape Coast especially the College of Distance Education and College of Education Studies have preference for the use of the:
- ▶ American Psychological Association's (APA's) version of the **Author/Date system**.
- ▶ The Author/Date system is also known as the 'Harvard' system.

Constituents of In-text reference

- ▶ The Author-Date system in In-text reference should contain only the following information, in this order:
 - i. surname of the author(s);
 - ii. year of publication of the text;
 - iii. page number/s of the text (if there is direct quotations from the source).
- ▶ **Examples:**
 - a. Gyimah (2015) argued that ...
 - b. Gyimah (2015, p. 5) defined educational psychology as '....'.
- ▶ ***NOTE: DO NOT INCLUDE AUTHOR(S) INITIALS***

When to use In-text

- ▶ You need to provide an in-text reference if you:
 - a. use **a long direct quotation** (three lines or more).
 - ▶ A direct quotation is where a researcher uses the actual words of an author(s) in the same order as the original text. If the words (i.e. quotation) are more than 40, indent it 5 spaces from the left hand margin and use the same font size as the text with double-line spacing. Ensure you provide information on the author, year and specific page number(s).
 - ▶ Gyimah (2015) states:
 - ▶
▶
▶ (p.15).
 - b. use **a short direct quotation** (two lines or less)
 - ▶ If the quotation is a short one, that is less than 40 words, **insert directly into the text**. Do not separate from the rest of the paragraph. Use opening and closing quotation marks, and give the page number.
 - c. use **an indirect quotation** by either paraphrasing or summarising.

When to use In-text cont'n

- ▶ c. Using **Indirect Quotations** (paraphrasing and summarising)
- ▶ **Paraphrasing**
- ▶ It is where a researcher uses an author's idea(s) in his/her own words without changing the meaning the author is conveying or conveyed. In order not to change the ideas being conveyed, **some** of the author's words can be used.
- ▶ **Summarising**
- ▶ A summary gives an outline of the main points of a passage, findings or expositions.
- ▶ **NOTE:** the page number is NOT required.



The Reference List

- ▶ The reference list comes after the main text. The **list should contain all sources cited** to support the research work.
- ▶ In order to help readers read further, it is important you provide full and accurate details of the sources.



Conventions to follow in using a Reference List for APA

- i. It should have author(s), date of publication, title details, and publisher details (in that order).
- ii. Arrange the **list in alphabetical order** of surname.
- iii. Titles of books and journals must be in italics.
- iv. Titles of journals must be in **title case** (the first letter of every important word should be a capital).



Conventions to follow in using a Reference List for APA cont'n

- v. Titles of books, articles or chapter headings must be in **sentence case** (only the first word or proper nouns should have a capital).
- v. Book titles must include **edition** (other than first) and any other details given volume, number, and page numbers of the article. ***Example of Book edition*** is (2nd ed.).
- vi. Journal titles must include the **volume, issue number** (if any) and **pages**. ***Example:*** 5(2), 15-24.
- vii. Punctuation must be consistent.



Referencing Book Titles

- ▶ **1. Convention of Book title (without edition):**
- ▶ Author(s) with initials (Year). *Title of Book* (In Italics). Place/city of publication, State/Country (observe a colon) and Publisher
- ▶ **Example:**
- ▶ DeLaine, M. (2000). *Fieldwork, participants and practice*. London: Sage.
- ▶ **2. Convention of Book title (with edition):**
- ▶ **Example:**
- ▶ Cohen, C., Manion, L., & Morrison, K. (2007). *Research methods in education* (6th ed.). London: Routledge.



Referencing Book Titles cont'n

- ▶ **3. Convention for Book title (Edited Book):**

- ▶ Author(s) with their initial(s) (Ed(s).) (Year). *Title of Book* (In Italics). Place/city of publication, State/Country (observe a colon) and Publisher

- ▶ **Example:**

- ▶ DeLaine, M. (Ed.)(2000). *Fieldwork, participants and practice*. London, UK: Sage.

- ▶ **4. Convention for Book title (a Chapter in a Book):**

- ▶ **Example:**

- ▶ Gyimah, E. K. (2015). Developing teachers through distance learning: The pull and push factors. In G. K. T. Oduro (Ed.). *Developing Ghana's manpower through distance education: Challenges and prospects. Essays in honour of Mr. Albert Kobina Koomson former director of centre for continuing education, University of Cape Coast, Ghana* (pp. 33-48) Accra: Black Mask Ltd in conjunction with Wrenco Ltd.

- ▶ **5. Convention for a Book with Corporate Author**

- ▶ **Example:**

- ▶ World Bank (2015). *Title of work* (in italics) Place and Publisher.



Referencing Periodicals

- ▶ Periodicals include Journals, Newsletters, Magazines and Newspapers.
- ▶ **1. Convention for Journal Articles**
- ▶ Author(s) with their initial(s) (Year). Title of Article. *Title of Journal* (in italics), *volume* (in italic), Issue number (if any), page number(s)
- ▶ **Example:**
- ▶ Tsaousoglou, A., & Koukourikos, K. (2007). Quality and health services. *Stigma* 15(1), 18-24.
- ▶ **NOTE:** Write only authors surnames and initials and observe punctuations. Also, use the ampersand (&) to connect authors (where they are two or more).

Referencing Periodicals

▶ 2. Convention for Journal Articles from website

▶ i. Not in a Journal

▶ Author(s) with their initial(s) (Year). *Title of Article* (in italics). Retrieved from <http://www.xxx>

▶ Example:

▶ Phelan, C., & Wren, J. (2005). *Exploring reliability in academic assessment*. Retrieved from www.uni.edu/chfasoa/reliabilityandvalidity.htm.

▶ ii. In a Journal

▶ Author(s) with their initial(s) (Year). Title of Article. *Title of Journal* (in italics), *volume* (in italic), Issue number (if any), page number(s). Retrieved from <http://www.xxx>

▶ Example:

▶ Werbach, R. M. (1995). Nutritional influences of aggressive behaviour. *Journal of Orthomolecular Medicine*, 7(1), 18-26. Retrieved from www.orthomolecular.org/library/articles/webach.shtml.

▶ **NOTE:** The only addition is the website; all others remain the same as the Journal reference (see previous slide).



Referencing Periodicals cont'n

▶ 3. Convention for Newspaper Article

- ▶ Author with their initial(s) (Year, month, day) Title of Article. *The name of the newspaper* (in italics), page(s).

▶ Example:

- ▶ University of Cape Coast (2016, January, 1) UCC organises reading clinic for basic schools. *Bulletin*, p. 62.

▶ 4. Convention for Magazine Article

- ▶ Author (Year, month) Title of Article. *The name of the magazine* (in italics), *volume* (in italic), (issue number, if any), page(s).



Referencing

Thesis/Dissertation/Project Work

- ▶ Author with their initial(s) (Year). *Title of Work* (in italics) (Unpublished Thesis/ Project Work etc). Name of Institution, City, State/Country
- ▶ **Example:**
- ▶ Bakari, D. Y. (2002). *Relationship between parents' reinforcement and children's academic performance*. Unpublished master's Thesis. University of Cape Coast, Cape Coast, Ghana.



Referencing Conference Papers

▶ 1. **Without Editor(s)**

- ▶ Author(s)(Year). *Title of Paper (in italics)*. Paper was presented (name of organisation/Conference, City, State/Country, Date(s)).

▶ 2. **Edited**

- ▶ Author(s)(Year). Title of Paper. Initial(s) and surname(s) of Editors (Eds.). *Theme of Conference (in italics)*. Pages. Place where Paper was presented (name of organisation/Conference, City, State/Country, Date(s)).

▶ **Example:**

- ▶ Gyimah, E. K., & Amponsah, M. O. (2015). Teachers' perceptions about the effects of children's experiences of learning on their later emotional and social development. In A. Aluko & B. Omondi (Eds.) *Teacher education and development in Africa: The need for access, equity, sustainability, quality & relevance within the context of globalisation* (pp. 23-43). Proceedings of the 5th biennial International Conference on Distance Education and Teachers' Training in Africa (DETA). University of Nairobi, Nairobi, Kenya August 2013.



Conclusions

1. Supervisors of Project Work/Dissertation/Thesis have the onus to guide students on referencing style.
 - ▶
- ▶ 2. Ensure the in-text and reference list are properly done and in line with acceptable institutional standards/format.
- ▶ 3. Where possible, Supervisors are not to sign the Project Work/Dissertation/Thesis Declaration page until they are certain the referencing styles are well done.



THANK YOU

