**Essentials of the 7th edition of APA Style**

**Definitions**

**The principles of proper citing and referencing**

* Include **in-text citation** everywhere in your text where some other author’s ideas are used either **paraphrased** or **directly quoted**
* Include all sources that you used to write and that you cited in your text in the **reference list**
* **Cite only the works you read** and the ideas that you incorporated into your text
* **Paraphrase** sources in your own words whenever possible
* In-text citations help readers locate the cited source in the **References** section of the paper
* Write **author–date** citations

**1. In-text citation**

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

* **Narrative** : includes the author’s name directly in the sentence

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

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

e.g. 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) |
| 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.) |

**2. Quotations**

If you are directly quotinganother author’s work, you must

* Include the **page number** at the end of the parenthetical citation.
* 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).

**3. Short quotation (less than 40 words)**

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

For example:

4. **Long quotation** (**40 words or longer)**

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

5**. Paraphrases**

* Does not need quotation marks
* It is optional to include a specific page number

For example:

**6. When citing indirect sources**

* Generally, you should read primary (original) sources and cite those rather than secondary sources (works that report on original sources)
* However, in cases where the original source is unavailable, you may need to cite an 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 and Salovey (1997), as cited in Cote et al., 2010, p. 496).

**7. References**

* It is important to follow specific formatting (e.g. text in italic), punctuation (e.g., used of commas, periods, colons) and types of information (e.g., authors, source name, publisher) to be included in the reference
* Only the references of works that were cited (directly, indirectly or paraphrased) in the text are included
* Referencesfollow different formatting and include slightly different information based on what type reference is.

Below we provide several most popular examples of sources and their references

More examples of references are available on APA Style website:

* Textual works, Data Sets, Audiovisual media, and Online Media reference examples
* Common Reference Examples Guide

**Book**

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

**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>

**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>

**Report by Group Author**

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>