The APA referencing style uses an author date form for in text citations. A list of references is given in alphabetical order according to author in the Reference/Bibliography List.

The link between what you write, and the evidence on which it is based, is provided by referencing

Each, and every, time you use somebody else's work or ideas in your own work, you are expected to reference. **There are no exceptions.**

This includes all information on the internet.

Your Department may issue you with guidelines on how they want you to reference within your chosen area of study. If they do then follow these guidelines carefully.

You should always aim to reference **reliable sources**. If a written or online source does not have a list of references, then think carefully before using it in your work.

Remember we live in an age of **"fake news",** so try to locate academic sources that substantiate the original material.

Always reference the version of the information source that you have actually used. When searching online be aware that the PDF's you find may not be the information source. The PDF may be the means of delivering information to you online.

You must find out if you are looking at a book chapter, journal article or report then cite appropriately and accordingly (Pears & Shields, 2019).

Reference List

For the Reference list a hanging indent is used. Double space the whole reference list. The reference list should start on a new page after the text.

The heading References should be in bold, centered and at the top of the page. Sources should be listed alphabetically by author.
APA style usually requires Reference lists and not Bibliographies (American Psychological Association [APA], 2020).

Authors/editors

- Use Surname First name.
- Put a full stop after each authors/editor's initials, with a space between initials.
- Put full stops after corporate names.
- Use (Ed.) or (Eds.) for editor or editors.
- Use the ampersand (&) for and (Pears & Shields, 2019).

Multiple authors

For In-Text Citations:

With **one or two authors** use all names. e.g. (Mankiw, 1998) or Hill & Jones (2007)

With **three, four or five authors** abbreviate to the first author name and use et al.

Do not italicize et al.

Eg. Tiernan et al. (2006)

With **six or more authors** use first author name and et al. eg. (Massart et al., 1990)

In the Reference List:

Use **all authors names up to and including 20 authors**. When there are two to twenty authors an ampersand should go before the last author.

For **more than twenty one authors,** list the first nineteen then use an ellipsis: ' … ' . List the name of the last author and no ampersand is required (APA, 2020).

Year of Publication

Use round brackets, (…). Put a full stop after the bracket.

Titles

- Use italics for the titles of sources.
- Use italics for volume numbers of journal articles.
- For books capitalise all proper nouns as well as the first letter of the first word of the title and subtitle.
- Put a full stop after book titles (Pears & Shields, 2019).
- Do not use quotation marks for titles of articles within journals or chapters within books.
- Each major word of the journal is capitalised. Put a comma after the title of the journal (Pears & Shields, 2019).

Editions

Use ed. for edition, and enclose in round brackets followed by a full stop after the bracket.

Except for the first edition, edition number is included after the title in round brackets. There is no full stop after the title before the round bracket in this case (Pears & Shields, 2019).

Publisher

Do not include place of publication. However do include a location when it is relevant.

If author is the same as publisher then leave out the publisher from the reference (Pears & Shields, 2022).

Page Numbers

For summaries and paraphrases of intext citations, APA does not stipulate the addition of page numbers…

… however it could be used to help find relevant information for a reader in a long text paragraph (Pears & Shields, 2019).

For book chapters, page numbers are given straight after the title of the book in round brackets and before publication details.

Use p. or pp. for page number(s). This is not required for journal articles (Pears & Shields, 2022).

The internet

- The word Internet is capitalized, the word website is not.
- For the internet sources should be indicated by including the DOI. If no DOI is available the URL can be used in certain cases. No retrieval date is required unless the content changes over time (Pears & Shields, 2022). DOIs and URLs should be written as hyperlinks (begin with http:// or https://). For sources with no DOI from a lot of academic research databases do not include a URL or database information. The reference should be the same as the reference for the print version of the source (APA, 2020).
- For online journals or ebooks the name of the database is not needed.
- There are no punctuation marks after URLs or DOIs in the reference list (Pears & Shields, 2019).

Footnotes and Endnotes

The use of Footnotes may be used in APA style. They should be used only

where they provide additional information to support your work (Pears &

Shields, 2022). If however you need to provide notes, a superscript

number can be used. The superscript number follows any punctuation

marks.

Footnote numbers should not follow hyphens. In a sentence in brackets, the number should appear within the brackets (Pears & Shields, 2019).

Secondary Referencing

Only reference sources that you have read.

It is always better to read the primary sources.

If you read something from a secondary source then you should cite the material from the primary source in your intext citations and put the secondary source in round brackets.

Provide a full bibliographic reference for the secondary source in the reference list.

"Malone (as cited in Armstrong, 2014, p.25) said that …"

In this case Malone is the primary source and Armstrong is the secondary source. Full bibliographic details should be provided for Armstrong in the Reference/Bibliography list. Only include bibliographic details for Malone in the reference/bibliography list if you have read Malone.

Common Knowledge

Common knowledge is defined as facts, dates, events and information expected to be known by somebody studying or working in a particular field or area of study.

Typically, there is no need to reference common knowledge eg. Dublin is the capital city of Ireland.

However, if you are a student only just beginning your study in a certain area and are unaware of what is known as common knowledge then you need to ask yourself 2 questions:

1. "Before I started my course, did I know this information"
2. "Did this idea or information come from my own head".

If you answer NO to one, or both, of these questions, then the information is not common knowledge and you should cite and reference the sources.

<u>If you are in doubt if something is common knowledge or not then always cite and reference it</u> (Pears & Shields, 2019).

Quotations

Short quotations of prose in your assignment should be enclosed in double quotation marks. Provide author and date and specific page number for prose in the in-text citation.

Use p. for single page and pp. for a span of multiple pages separated by an en dash.

For longer quotations of 40 or more words use a new indented (half inch) paragraph. There is no need for quotation marks. Double space the block quotation. Your citation should come after the closing punctuation mark.

- If you insert your own or different words into a quotation, then put them in square brackets []. Also use [] if you want to add an explanation or emphasis.
- If you omit part of the quotation, indicate this by using three dots ' … '. This is called an ellipsis. A space should follow and precede the ellipsis.
- When pointing out an error in the quotation, use the word *sic* in square brackets and italicised next to the error **[sic]**
- Use *italics* for emphasis of a word(s) in the quotation. After the italicised words insert 'emphasis added' in square brackets [emphasis added].

Theses and Dissertations

Author Surname, Initials. (Year). *Title of thesis [in italics]* [Degree statement]. Institution. Database or website name and URL (if required)

> Ryan, C. (2012). *Care for cancer patients: Professional perspectives on support strategies in Ireland* [Unpublished doctoral thesis]. Munster Technological University.

Government Publications

Government Department. (Year). Title [in italics] (Report series and number). Publisher (if different from

author). If viewed online

DOI or URL

> Department of Education and Skills. (2020). *Advisory group contingency for state examination 2020: Meeting 01 May 2020.* https://www.gov.ie/en/collection/713f1a-advisory-group-for-contingency-planning-for-state-examinations-2020/

Conference Proceedings

Author/Editor Surname, initials. (Year). *Title of Conference [in italics], location, date of conference [in italics].* Publisher If accessed online

DOI or URL

> Horgan, M., & Douglas, F. (Eds.). (2002). *Lessons for the 21st century: Research, reflection, renewal, Dublin Institute of Technology, April 20.* OMEP (Ireland).

Newspaper/Magazine articles

Author Surname, Initial. (Year and date of publication). Title of article. *Title of Newspaper/. Magazine Volume number* (Issue), Page numbers.

If viewed online

DOI or URL

> Jones, J. (2019, February 07). George Shaw review: The only artist who can unite England. *The Guardian*. https://www.theguardian.com/artanddesign/2019/feb/07/george-shaw-a-corner-of-a-foreign-field-review-england-brexit-holburne-bath

X

Author Surname, Initial. and/or [@username].(Year, month day) Title of page or up to 20 words of the post [Tweet] Site name. DOI or URL

> MTU Libraries [@MTULibraries]. (2020, March 31) Munster Technological University Libraries providing academic support to MTU staff and students [Tweet]. X https://twitter.com/MTULibrary/123489/

Facebook

Author Surname Initial. or Organisation. (Year, month day). Title or first 20 words of description [In italics] [Type of post]. Site name. DOI or URL

> MTU Libraries. (2020, May 8). Another really useful tip that we received from one of our students [Status update]. Facebook. https://www.facebook.com/MTUlibraries/745896/

Works of art, Sculptures, and Installations

Artist Surname, Initial. (Year). Title of work [in italics] [Medium]. Location of work.

> Shonibare, Y. (2006). *How to blow up two heads at once (ladies)* [Sculpture]. Davis Museum Wellesey College, Massachusetts.

Lecture notes and Presentation slides

Lecturer. (Year). Title [in italics] [Medium]. Name of site or department and URL

> O Donoghue, P. (2018). *Referencing* [PowerPoint slides]. Library. http://www.mtu.ie/canvas

<u>GenAI text In text citation</u>

- ChatGPT's generated text to the response to the prompt " What are the important factors contributing to successful sports stars" are hard work and determination and to be the best in their field (OpenAI, 2025).

<u>How to create a Gen AI image citation</u>

	Fig 1. Dragon at the foot of a mountain (Canva, 2025)

GenAI text Reference list entry

- Author. (Year). *Name of model* (version) [Large language model]. URL

- OpenAI. (2025). *ChatGPT* (version 3.5) [Large language model]. https://chat.openai.com/chat

The author is the company that developed the model

Year is the year the content was created

The name of the model is ChatGPT

Version is the version you have used

[Large language model] Description of the model you use

Give the url of the information

GenAI Image Reference list entry

- Author. (Year). *Name of model* (version) [Graphic design model]. URL

- Canva. (2025). (Canva free version) [Graphic design model].

  https://www.canva.com/design/DAGjku-FvDk/qrfRqHeTQDd-LOPZIC8dyA/view?utm_content=DAGjku-FvDk&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h05a7828611

Do not repeat publisher if author and publisher are the same.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Pears, R. & Shields, G. (2019). *Cite them right: The essential referencing guide* (11th ed.). Red Globe Press.

Pears, R. & Shields, G. (2022). *Cite them right: The essential referencing guide* (12th ed.). Bloomsbury Publishing Inc.