

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 Referenced/Bibliography List a hanging indent is used.

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) Hill & Jones (2007)

With **three, four or five authors** use all names.

Use all names for the first citation, then abbreviate to the first author plus et al. for subsequent citations. Do not italicize 'et al'.

Eg. Tiernan, Morley & Foley (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 seven**. An ampersand should go before the last author.

For **more than seven authors**, list the first six then use an ellipsis: ' ... '. List the name of the last author and no ampersand is required (Pears & Shields, 2019).

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.
- 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, R. & Shields, G., 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).

Place of Publication

List the city and US state using the two-letter abbreviation with no full stop.

For countries outside the UK and USA spell out the country names. Eg. Paris, France

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.

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 numbers of a newspaper reference. This is not required for journals or magazines (Pears & Shields, 2019).

The internet

- The word Internet is capitalized, the word website is not.
- For internet sources use the words 'Retrieved from Url', or 'doi:'. No retrieval date is required.
- 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 and endnotes is not generally recommended in APA.

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.

If you are in doubt if something is common knowledge or not then always cite and reference it (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. 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, Location.

Kilty, C. (2014). *Early onset dementia: individual, family and professional perspectives on experiences and support strategies* (PhD thesis).
Cork Institute of Technology, Cork.

Government Publications

Government Department. (Year). Title [in italics] (Report series and number). Place of publication: Publisher.

If viewed online

DOI or Retrieved from URL

Department of Education and Skills (2020). *Advisory group contingency for state examination 2020 – meeting 01 May 2020*. Retrieved from <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]*. Place of publication: Publisher

If accessed online

DOI or Retrieved from URL

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

Newspaper/Magazine/Newsletter articles

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

If viewed online

DOI or Retrieved from URL

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

Twitter

Author Surname, Initial. and/or [screen name].(Year, month, day) Title of page or up to 40 words of the tweet [Tweet] Retrieved from URL

CIT Libraries [@CITLibrary]. 2020, March 31) Cork Institute of Technology Libraries providing academic support to CIT staff and students ... [Tweet]. Retrieved from <https://twitter.com/CITLibrary>

Facebook

Author Surname Initial. [given name]. (Year, month, day). Title of page [Facebook status update] Retrieved from URL

Cork Institute of Technology Library [CITLibraries]. (2020, May 8). Another really useful tip that we received from one of our students ... [Facebook status update] Retrieved from <https://www.facebook.com/CITlibraries>

Paintings, Sculptures, and Installations

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

Shonibare, Y. (2006). *Thumbnail How to blow up two Heads at once (Ladies)* [Sculpture]. Davis Museum Wellesley College, Massachusetts.

Lecture notes

Lecturer. (Year). Course/Module and title of lecture [in italics] [Medium]. Location and date.

If viewed online

DOI or Retrieved from URL

O Donovan, F. (2018) *LIB 6077 Referencing* [Lecture to BA Social Care Year 1]. Retrieved from <http://www.cit.ie/canvas>

Bibliography

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