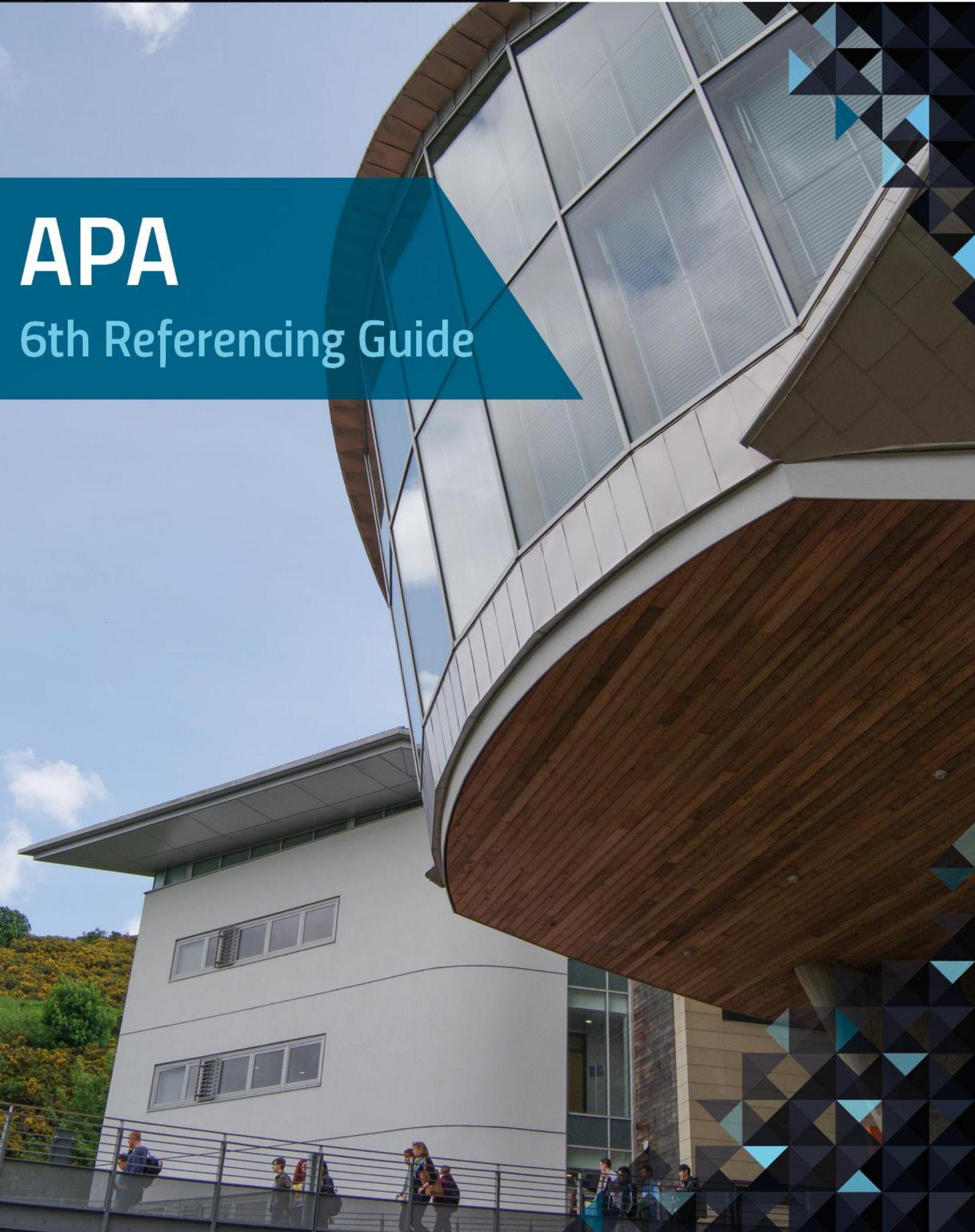


# APA

## 6th Referencing Guide



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With support from Business School Academic Lead Learning and Teaching, Monika Foster

## **Edinburgh Napier University Business School Quick Referencing Guide**

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This is an introduction to the APA 6<sup>th</sup> style of referencing which has been adopted by The Business School at Edinburgh Napier University from 1<sup>st</sup> September 2016. APA 6<sup>th</sup> is a Global standard, meaning that wherever you take your reference from, or whichever reference management software you use, the output will be the same.

The golden rule for referencing is simple. You must cite, in a consistent way, **anything** that is not yours.

The specifics of referencing can seem confusing, but the concept behind it is straightforward - follow the guidance below, but if in doubt check with your module leader/supervisor, or ask the Library staff for help.

### **Why we use references:**

- to avoid plagiarism
- to back up arguments with academic theory
- to demonstrate an understanding of the subject literature (this also shows where your work fits in with the greater body of knowledge)
- to allow readers to look up the sources used (in much the same way that you will have done when reading others' work).

### **When to use references:**

Keep going back to the golden rule: if someone else said or did it - even if you're not quoting them directly - you must cite a reference. If you make a direct quote, the only thing that changes is what the citation looks like.

If you have cited the reference within the text, it must appear in full in the reference list. If it appears in the reference list, you must have cited it within the text.

### **When not to use references:**

The only time when you don't need a reference is when you say something or use information that is entirely your own. Use common sense!

## Books

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### Basic book

Surname(s), initial(s). (year of publication). *Title of Book in Italics* (Edition, if later than 1st edition). Place of publication: Publisher.

### Example:

Author	Citation	Reference
With one author	Boddy (2014) argues... Or The conclusion reached (Boddy, 2014) was...	Boddy, D. (2014). <i>Management : An introduction</i> (6 <sup>th</sup> ed.). Harlow: Pearson Education.
One author, fewer than 40 words quoted. Include the quotation in the paragraph and include the page number(s). Use double quotation marks to show the quotation.	The growth in the use of the internet has led to a digital culture. "This digital culture erodes boundaries between producers and consumers" (Boddy, 2014, p.366). Or With internet usage growing rapidly, Boddy (2014) contends that "This digital culture erodes boundaries between producers and consumers"(p.366).	Boddy, D. (2014). <i>Management : An introduction</i> (6 <sup>th</sup> ed.). Harlow: Pearson Education.
One Author, 40 or more words quoted. Begin quotation on a new line, indented by 5 spaces. Include page number(s). Don't use quotation marks. Double space between your text and the indented quote.	When doing business internationally there is a lot to consider. Boddy (2014), for example, points out that  The economic context of a country includes its stage of development as well as levels of inflation, exchange rates or levels of debt. The measure of economic development usually used is income per head of population – a measure of a country's total production, adjusted for size of population. (p.113)  Therefore a full analysis of that country....	Boddy, D. (2014). <i>Management : An introduction</i> (6 <sup>th</sup> ed.). Harlow: Pearson Education.

Two Authors	As per single author style but name both authors. Robbins and Coulter (2015) Or (Robbins & Coulter, 2015)	Robbins, S., & Coulter, M.K. (2009). <i>Management</i> (10 <sup>th</sup> ed.). London: Pearson Education.
Three to Five Authors	As per single author, but name all authors in initial citation. (Ireland, Hoskisson & Hitt, 2013) Subsequent citations (Ireland et al., 2013)	Ireland, R., Hoskisson, R., & Hitt, M. (2013). <i>The Management of Strategy: Concepts and Cases</i> (10 <sup>th</sup> ed.). London: Cengage Learning.
Six to Seven Authors	First author's name, followed by et al. e.g. (Smith et al., 2015)	Reference as a book and name ALL the authors.

## Journal Articles

Surname(s), initial(s). (year of publication). Title of Article. *Title of Journal in Italics*, volume (part), page range (e.g. 3-8.)

Author	Citation	Reference
With one author	Corbett (2011) argues... Or The conclusion reached (Corbett, 2011) was...	Corbett, L. M. (2011). Lean six sigma: The contribution to business excellence. <i>International Journal of Lean Six Sigma</i> , 2(2), 118-131.

Rules for all other numbers of authors are the same style as per the book examples.

## Newspaper Articles

Surname(s), initial(s). (year, month date of publication). Title of article. *Title of newspaper in italics*, page number(s) (preceded by p./pp.).

Citation	Reference
The City of London will approach the Cabinet with its ideas regarding the implementation of Brexit (Arnold & Binham, 2016).	Arnald, M. & Binham, C. (2016, August 19). City abandons hope of full acces to EU single market. <i>The Financial Times</i> , p.1

## SOURCES AVAILABLE IN BOTH PRINT AND ONLINE

There are other sources of information which are available in both print and online format, including journal articles, books and newspapers. When accessed online, the reference is largely the same as the print version but with some minor amendments.

- The earlier rules for recording single / multiple authors, quoting from the source and citing more than one source by the same author in the same year etc. are also applicable to online material.
- Never write the web address (URL) in the main body of your work.
- Non-working URLs should be avoided, for example those requiring a username and password which your reader may not have. In this case, the journal / database home page should be provided instead.
- If there is no clear date for the source, use “n.d.” instead
- Under APA 6<sup>th</sup> and unlike the Harvard style, you do not need to include the date you accessed the source.

### Electronic journal article

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[Reference for a print journal]. doi: OR Retrieved from <http://www>.

- If you can see the DOI (Digital Object Identifier, which provides a permanent link to the article), add this to the end of the reference.
- Otherwise, put “Retrieved from” and then the web address.
- Both the DOI and web address are not required – it’s one or the other.

#### Example:

Author	Citation	Reference
With a DOI	Gray (1988) advocates...	Gray, S. J. (1988). Towards a theory of cultural influence on the development of accounting systems internationally. <i>Abacus</i> , 24(1), 1-15. doi: 10.1111/j.1467-6281.1988.tb00200.x
Without a DOI	Bai (2009) states...	Bai, H. (2009). Facilitating students' critical thinking in online discussion: An instructor's experience. <i>Journal of Interactive Online Learning</i> , 8(2), 156-164. Retrieved from <a href="http://www.ncolr.org/jiol/">http://www.ncolr.org/jiol/</a>

## Electronic book

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[Reference for a print book, EXCEPT the publisher and place of publication]. Retrieved from: <http://www>.

### Example:

Citation	Reference
It could be argued that... (Quinn & Kristandl, 2014)	Quinn, M., & Kristandl, G. (2014). <i>Business information systems for accounting students</i> . Retrieved from <a href="https://www.vlebooks.com/vleweb">https://www.vlebooks.com/vleweb</a>

## Books read on an e-reader

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PLEASE NOTE – there is a difference between an e-book and a book read on an e-reader. An E-book is accessed via a web browser, via a link from LibrarySearch or Moodle. A book on an e-reader is one that has been downloaded to a Kindle, for example.

[Reference for a print book, EXCEPT the publisher and place of publication]. [E-reader version]. Retrieved from <http://www>.

- Many e-readers have page numbers that correspond to those of the printed item, which should be used when quoting material.
- Otherwise, the chapter heading should be used to indicate the location of the quote.

### Example:

Quotes	Citation	Reference
No quotes	It could be argued... (Bryman & Bell, 2011)	Bryman, A., & Bell, E. (2011). <i>Business research methods</i> [Kindle version]. Retrieved from <a href="https://www.amazon.co.uk/">https://www.amazon.co.uk/</a>
Quoting with no page numbers available	It could be argued "... " (Bryman & Bell, 2011, chapter 7: Sampling design)	

## Electronic newspaper articles

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[Reference for a print newspaper, including page numbers where available online]. Retrieved from <http://www>.

### Example:

Citation	Reference
Stewart (2012) claims that...	Stewart, C. (2012, September 20). Thistle do nicely for Games mascot. <i>Evening Times (Glasgow)</i> , p. 3. Retrieved from <a href="https://www.nexis.com/">https://www.nexis.com/</a>

## YouTube video

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Individual / organisation / screen name who uploaded the video. (Year, month and day when uploaded). *Title of video*. [Video file]. Retrieved from <http://www>.

### Example:

Citation	Reference
Invest Edinburgh (2014) indicate...	Invest Edinburgh (2014, September 4). <i>Edinburgh welcomes international students</i> . [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=IPwDMHyk7eo">https://www.youtube.com/watch?v=IPwDMHyk7eo</a>

## Tweets

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Author, Initials. [screen name]. (year, month, day). Title [Tweet]. Retrieved from <http://www>.

Citation	Reference
President Obama delivered his second inaugural address, and focused on equality (Obama, 2013).	Obama, B. [BarackObama]. (2013, January 21). We, the people, declare today that the most evident of truths – that all of us are created equal – is the star that guides us still [Tweet]. Retrieved from <a href="https://twitter.com/BarackObama/status/293404203659964416">https://twitter.com/BarackObama/status/293404203659964416</a>

Note – regards Title, up to the first 40 words of the tweet.

## Basic website

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Author. (Year of publication). *Title of website*. Retrieved from <http://www>.

- If the website is published by an organisation, use the organisation as the author instead

### Example:

Author	Citation	Reference
With an author	Atherton (2013) argues...	Atherton, J. S. (2013). <i>Approaches to study “deep” and “surface”</i> . Retrieved from <a href="http://www.learningandteaching.info/learning/deepsurf.htm">http://www.learningandteaching.info/learning/deepsurf.htm</a>
With an organisation as the author	Marks and Spencer (2016) announced...	Marks and Spencer. (2016). <i>Marks and Spencer Group Plc Full Year Results for 53 Weeks Ended 2 April 2016 and Strategic Update</i> . Retrieved from <a href="http://corporate.marksandspencer.com/media/press-releases/2016/marks-and-spencer-group-plc-full-year-results-for-53-weeks-ended-2-april-2016-and-strategic-update">http://corporate.marksandspencer.com/media/press-releases/2016/marks-and-spencer-group-plc-full-year-results-for-53-weeks-ended-2-april-2016-and-strategic-update</a>

## Lecture Notes or Powerpoint Slides

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Where lecture notes or slides are available only from a lecturer, via Moodle, or from someone who took notes during a lecture, reference this as a personal communication, as it is non-recoverable material. If you are referencing material cited within the lecture, e.g. something from a journal article or textbook, then the original material should be cited rather than the lecture slide.

<b>Citation</b>	<b>Reference</b>
Cite the author(s) in text then in brackets, personal communication, date or simply year if no exact date known, e.g. K. Walker (personal communication, September 1, 2016) Or Cite author, personal communication and date in brackets, e.g. (K. Walker, personal communication, September 1, 2016)	PERSONAL COMMUNICATIONS ARE NOT REFERENCED IF SOURCE IS NON-RECOVERABLE