



**Referencing Guide: Referencing and  
Citation guide based on APA 7<sup>th</sup> edition.**

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## **INTRODUCTION**

APA Style is an academic and professional writing style that was developed by the American Psychological Association (APA). It provide set of guidelines that help writers express their ideas and research findings clearly and consistently. For quality control and consistency in academic writing, academic papers at KCA University should be developed and presented using this style. This document summarizes most of the key elements that are necessary in making proper references while using APA 7<sup>th</sup> edition. The content is written using Publication Manual of the American Psychological Association.

## GENERAL GUIDELINES

### This Guide

The focus of this guide is in the area of Referencing and Citations. For clarity on grey areas, always refer to the original manual/publication. Details touching on issues that are not related to citation and referencing are not handled by this summary.

### Reference Lists and Citations

The reference list provides guidance for readers to locate the works authors cite. References are used to document and substantiate statements made about the subject that the writer has addressed. In the 7<sup>th</sup> edition of the APA manual, content on citing sources in the text and preparing the reference list are handled in chapter 8 and 9.

### Guidelines for Abbreviations in References

Some parts of books, reports, and other publications are abbreviated in the reference list to save space using the following guidelines. These guidelines are used when constructing references and are in section 9.50 in 7<sup>th</sup> edition. For information on abbreviations for content in the paragraphs see sections 6.24 – 6.27.

SEVENTH EDITION	
Chapter	Chap.
Edition	ed.
Editor or editors	Ed. Or Eds.
No date	n.d.
Number	No.
Page	p.
Pages	pp.
Part	Pt.
Revised edition	Rev.ed.
Second edition	2 <sup>nd</sup> ed.
Supplement	Suppl.

Technical Report	Tech. Rep.
Translator(s)	Trans.
Volume	Vol. (singular)
Volumes	Vols. (plural)

### Use of Capital letters in the Headings

APA Style is a “down” style, meaning that words are lowercase unless there is specific guidance to capitalize them. The Style uses two types of capitalization for titles of works and headings within works: title case and sentence case.

In *title case*, capitalize first word in the title, first word of a sub-title, the first word after a colon, dash, or end punctuation, major words and second part of hyphenated major words e.g, “A Study of No-Way Strategies”. Major words are those with four letters or more. Title case is used when describing the following:

- Titles of periodicals eg. Journal of Experimental Psychology
- all headings within a work
- the title of your own paper and of named sections and subsections within it
- titles of articles, books, reports, and other works appearing in text

In *sentence case*, most words are lowercased. the first word of the title or heading, the first word of a subtitle, the first word after a colon, dash, or end punctuation in a heading, nouns followed by numerals or letters and lastly proper nouns

In the reference

- ❖ For Journal Titles/Name, use Title case
- ❖ For Titles of books, chapters and articles, use sentence case.
- ❖ For periodical titles, capitalize the first, last and all principal words
- ❖ For conference proceedings, the name of the conference and symposium should be capitalized.

## TWO PARTS OF REFERENCING

APA Style uses the author–date citation system, in which a brief in-text citation directs readers to a full reference list entry. Each work cited in the text must appear in the reference list, and each work

in the reference list must be cited in the text. Complete referencing in APA must therefore have two part i.e a) in-text citations b) Reference list

### ***In –text citations***

In entering citation, the author’s surname and year must be provided. However, with direct quotation, the page numbers must also be given. Expression of the citation can be parenthetical citation where the entire citation is enclosed within parenthesis/brackets or it can be Narrative citation where the citation appear as part of the writer’s narrative.

Examples:

- This idea was suggested by (Davies & Johnies, 2012) - Parenthetical citation
- Owino and Kemboi (2012) concurs with the same idea - Narrative citation
- In 2012, Owino and Kemboi also stated that - Narrative citation

Note that “and” is replaced by the ampersand sign (“&”) when making parenthetical citation where the author(s) and Year are both in brackets, e.g. (Davies & Johnies, 2012).

### ***Quotations in the text***

Direct quotations of less than 40 words should be included in the text and the quotation must be enclosed in double quotation marks as shown below:

“Tacit knowledge is knowledge that resides in mind of the knower” (Kemboi, 2012, p.5).

Kemboi (2012 defines tacit knowledge as “knowledge that resides in mind of the knower” (p.5).

### ***Citing several works by the same author and published in the same Year***

When Citing two or more works by the same creator within the same year of publication in “In-text” citations, add letters of alphabet to the year beginning with the work that was used first. E.g. Makori, (2019a); Makori, (2019b); Makori, (2019c)

### ***Citing secondary References***

Secondary references are references that are based on other references that have been captured in a source that a writer is using. The writer in this case has no access to the original idea. In such cases, provide a citation that acknowledged both sources i.e. the original primary source and the secondary sources that has been used. The two sources are linked with a phrase, “ as cited in”. In the list of references, the writer will make entry for the secondary source.

Example:

In-text citation: Kamau's study (as cited in Rotich , 2012)

Reference: Rotich, A. (2012). Innovation strategies. *Entrepreneurship and management Journal*, 7 (9), 123-157

In summary, use the following guidelines in making citations based on APA style:

## End References

A reference entry generally has four elements: author, date, title, and source. Each element answers a question:

- **Author:** Who is responsible for this work?
- **Date:** When was this work published?
- **Title:** What is this work called?
- **Source:** Where can I retrieve this work?

Considering these four elements and answering these four questions will help you create a reference for any type of work. The Listing of **references** at the end of a paper developed using APA style must follow the following rules/guidelines:

- ❖ Start the reference list on a new page, with the title “References” at the top and must be centered.
- ❖ Because one purpose of listing references is to enable readers to retrieve and use the cited works, ensure that reference data is accurate and complete.

### *Punctuations*

- ❖ Ensure that a period appears after each reference element—that is, after the author, date, title, and source. However, do not put a period after a DOI or URL because it may interfere with link functionality.
- ❖ Use commas or parentheses between parts of the same reference element. For example, in a reference for a journal article, use a comma between each author's last name and initials and between different authors' names, between the journal name and the volume number, and between the journal issue number and the page numbers. Do not use a comma between the journal volume and issue numbers; place the issue number in parentheses instead.

## Authors

- ❖ Invert all individual authors' names, providing the surname first, followed by a comma and the initials: Author, A. A.
- ❖ Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
- ❖ Use a serial comma before the ampersand (&) with three or more authors.
- ❖ Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name: Author, A. A., Author, B. B., & Author, C. C.
- ❖ When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.
- ❖ Use one space between initials.
- ❖ When given names are hyphenated, retain the hyphen and include a period after each initial but no space (e.g., Xu, A.-J., for Ai-Jun Xu). When the second element of a hyphenated name is lowercase, treat it as a single name (e.g., Raboso, L., for Lee-ann Raboso).
- ❖ Use commas to separate initials and suffixes such as Jr. and III: Author, A. A., Jr., & Author, B. B.
- ❖ If non primary authors are credited using the word "with" (e.g., on a book cover), include them in the reference list entry in parentheses: Meyers, K. (with Long, W. T.). The in-text citation, however, refers to the primary author only: (Meyers, 2019).
- ❖ If an author has only one name (e.g., some celebrities, some authors from Indonesia, ancient Greek and Roman authors, some group or corporate authors); an inseparable multipart name (e.g., Malcolm X, Lady Gaga); an essential title, in rare cases (Queen Elizabeth II); or a username (or screen name) only, provide the full name or username without abbreviation in both the reference list and the in-text citation. That is, cite Plato, Sukarno, or Lady Gaga; do not abbreviate these names to P.; S.; or Gaga, L. In the reference list entry, add a period after the author's name: Plato. (2017).
- ❖ Do not include titles, positions, ranks, or academic achievements with names in reference list entries (e.g., Reverend, President, General, PhD, LCSW). A few reference types include an author's role in parentheses, when needed (e.g., film director).

- ❖ If both an author’s username and real name are known, such as for some individual and group social media authors, provide the real name of the individual (in inverted format) or group, followed by the username in square brackets . This approach allows the reference to be grouped with any other works by that author in the reference list and will aid readers in identifying and retrieving the cited work.
- ❖ When the @ symbol is part of a username, include that symbol with the user name in brackets
- ❖ Write the author’s surname exactly as it appears in the published work, including hyphenated surnames (e.g., Santos-García)
- ❖ Use the abbreviation “(Ed.)” for one editor and the abbreviation “(Eds.)”for multiple editors after recording the name(s).
- ❖ Corporate authors should be listed in full and not abbreviated e.g. Commission for University Education and not CUE. Abbreviations and Acronyms can however be used in in-text citations.
- ❖ Where there is no designated author who is listed, Move the title into the position of the author.

### **Dates**

- ❖ Enclose the date of publication in parentheses, followed by a period :(2020).
- ❖ For works from a reference category that includes the month, day, and/or season along with the year, put the year first, followed by a comma, and then the month and date or season: (2020, August 26); (2020, Spring/Summer).
- ❖ For works with no date, write “n.d.” (which stands for “no date”) in parentheses.
- ❖ Avoid indicating retrieval dates for archived online sources. However, if it is unarchived and is likely to change indicate retrieval date before URL . e.g. Retrieved November 11, 2021, from <https://xxxxx>

### **Titles**

There are two kinds of titles; Stand alone titles or titles that are part of greater whole like articles titles in periodicals and edited books.

- ❖ For works that are part of a greater whole (e.g., journal articles, edited book chapters), do not italicize the title or use quotation marks. Capitalize it using sentence case

- ❖ For works that stand alone (e.g., books, reports, webpages and websites), italicize the title, and capitalize it using sentence case
- ❖ For book and report references, additional information such as edition, report number or volume number are enclosed in parentheses after the title. E.g *A concept-based approach to learning* (2nd ed., Vol. 1).
- ❖ For a book that is part of a multivolume work, such as a handbook comprising three volumes, include the series title in the reference list entry.
- ❖ When a book is part of a series of conceptually related but separate works (e.g., popular book series such as Harry Potter or the Chronicles of Narnia), include only the book title, not the series title, in the reference.
- ❖ For works outside the academic literature (i.e., works other than articles, books, reports, etc.), provide a description of the work in square brackets after the title and before the period. E.g *Comprehensive meta-analysis* [Computer software]
- ❖ For works without a title, include a description of the work in square brackets
- ❖

### **Source**

The element of the sources deals with location of the information that has been cited. It provides to the reader details on where they can retrieve the cited work. If an item cannot be recovered by others, do not include it in the reference list because readers cannot retrieve the work. Cite such sources in your in-text citations as personal communication. Examples of such sources are: personal emails, classroom lectures, and intranet sources .

- ❖ For published books without DOI, just cite the publisher name. City/town of the publisher is not necessary in 7<sup>th</sup> ed.
- ❖ If two or more publishers are listed on the copyright page, include all of them in the order shown on the work, separated by semi colon.
- ❖ Do not include designations of business structure (e.g., Inc., Ltd., LLC) in the publisher name.
- ❖ For independent and edited books chapters that are published together with others, write the word “In” in your source element followed by the initials and surnames (not inverted) of the editors. Then add a comma, the title of the whole book or reference work in italic sentence case, the page of the chapter (abbreviated “p.” or “pp”) in parentheses and without italics. Enter a period and then provide the name of the publisher.

- ❖ For periodicals, provide the periodical title/name, volume number, issue number, and page range or article number.
- ❖ Use Title case in describing periodical title and Italicize it when typed or underline if hand written. If the publisher had abbreviated anything in this title/name record it as it is in the document but do not initiate abbreviations yourself.
- ❖ Record both Volume and issue numbers with no words or letters beginning with volume and issue number enclosed in parenthesis. Volume number is italicized but issue number is not.
- ❖ Record page numbers range for the article after the issue number.
- ❖ Omit volume, issue and page numbers for online periodicals without such details.
- ❖ Finish the periodical information part of the source element with a period, followed by a DOI or URL as applicable.
- ❖ When a website is the source of cited information, Provide the website name (in title case without italics) , a period after the website name and then the site URL. When the author of the work is the same as the website name omit repeating same information in source element and so go to URL.

### ***Formatting Reference Lists***

- ❖ Begin the reference list on a new page after the text.
- ❖ Place the section label “References” in bold at the top of the page, centered.
- ❖ Order the reference list entries alphabetically by author’s last names.
- ❖ Use “hanging indent”, that is, the first line is flush along the left margin and the subsequent lines in each entry.
- ❖ All references are double-spaced within and between references. Therefore, do not add extra blank lines between entries
- ❖ URL/web addresses must not be underlined (even though software will automatically underline). Remove the underline; however, the URL should remain as active links.
- ❖ If an article is assigned a DOI, include it in references if you are using APA style.

## REFERENCE CATEGORIES AND EXAMPLES

References in the Publication Manual are organized by group, category, and type. Reference groups are textual works; data sets, software, and tests; audiovisual media; and online media.

To create a reference list entry, first determine the reference group and category and then choose the appropriate reference type within the category and follow that example. Where work you want to cite is not covered, choose one that is most similar and adapt.

### Books with Single Author

Format	Author's Surname, Initials. (Date of publication). <i>Title</i> (Edition, if not the first). Publisher
Punctuation	Place commas after surname(s), period after every initial, parenthesis on the year, period after the year, Italics on title, abbreviation on edition and within parenthesis, period after title or edition and lastly a period after the publisher.
Example:	Mishkin, F.S. (2010). <i>The economics of money, banking and financial markets</i> (9 <sup>th</sup> ed.). Pearson Education
In text citation:	Narrative citation: Mishkin (2010)... Parenthetical citation: .....(Mishkin,2010) With Direct Quotation: Mishkin (2010, p.15) e.g. "tacit knowledge" With Direct Quotation: Mishkin (2010) "tacit knowledge" (p.15)

### Books with Multiple Authors

Reference Format	<p><b>2-20 Authors:</b></p> <p>Indicate all the authors' surnames and initials of other names. Use commas to separate individual authors for first five authors but use an ampersand sign between fifth and sixth author. (Date of Publication). <i>Title</i> (Edition, if not the first).Publisher.</p>
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Examples:	Wesonga, F.K., & Masereka, E. (2019). <i>The economics of information (8<sup>th</sup> ed.)</i> . Longman. Mwango, R.K., Wasuna, A., Wanyama, K. & Terer, J.P. (2009). <i>Information technology (4<sup>th</sup> ed.)</i> .Lakewood.
In text citation:	<b>2 authors:</b> Narrative citation: Wesonga and Masereka(2019) Parenthetical citation: (Wesonga & Masereka, 2019)
	<b>3- 20 authors</b> <ul style="list-style-type: none"> <li>• Citations: Name only the first author, then add “et al.” e.g. Mwango et al. (2009) or (Mwango et al., 2009)</li> <li>• End References: List all the authors and use commas to separate individual authors. Between nineteenth and twentieth author use ampersand sign.</li> </ul>

### Books with more than 20 authors

Reference Format	Indicate all the first nineteen authors’ surnames and initials of other names and use commas to separate individual authors. After nineteenth author, put an ellipsis ( ... ) and then enter the last listed author in the material. (Date of Publication). <i>Title</i> (Edition, if not the first). Publisher.
Example	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437–471.
In text citation:	<b>Above 20 authors:</b> For all in-text references, list only the first author’s surname name followed by ‘et al.’ (Kalnay et al., 2003) or Kalnay et al. (2003)

### Books with credited editor on the cover of the Book

Reference Format	When an editor is credited on the cover of an authored book, provide the editor's name in parentheses after the book title with "Ed." Or "Eds." in parentheses
Example	Mbiti, D. H. (2018). <i>Critical thinking paradigms: A primer</i> (D. Nyakundi, Ed.). New Dawn.
In text citation:	Parenthetical citation: (Mbiti, 2018) Narrative citation: Mbiti (2018)

### Books with Corporate Author

When the author is a corporate organization such as government bodies, companies, professional bodies and institutions. The corporate name becomes the author.

Format	Name of the corporate author. (Date). Title (Edition, if not the first). Publisher <i>Use the word "author" for the publisher, if author and publisher are the same.</i>
Example:	Association of chartered certified accountants. (2010). <i>The economics of money, banking and financial markets</i> . Author
In the text:	(Association of chartered certified accountants (ACCA), 2010) (ACCA, 2010)

### Books without an author

There are some information sources that do not have authors such as dictionaries and reference books.

Format	Title (edition, if not first). (Date). Place of publication: Publisher
Example	Merriam-Webster's collegiate dictionary (14 <sup>th</sup> ed.) (2002). Merriam-Webster
In the text:	(Merriam-Webster's collegiate dictionary, 2002) Merriam-Webster's collegiate dictionary ( 2002)

### Edited books

Format	Ist Editor’s Surname, initials, & 2 <sup>nd</sup> Editor’s Surname, initials. (Eds.). (Year of publication). Title (edition, if not the first). Publisher
Example	Mudida, K., Otuto,G., & Kuto,S. (Eds.). (2006). <i>Cases and texts in strategic management</i> (4 <sup>th</sup> ed.). Longman

### Book chapter from edited works

Format	Contributing author’s surname, initials. (date of publication). Title of chapter. In initials Surname of editor(s)(Ed.) or (Eds), <i>Title of book</i> (page numbers). Publisher
Example	Kamau, E. (2007). International organizations. In K.A. Greenstone (Ed.), <i>Annual review of management</i> (pp.70-90). Longman

### Electronic books

Format	Author’s Surname, initials. (Date of publication). Title. (Edition, if not the first). Publisher. DOI or URL.  <ul style="list-style-type: none"> <li>• Retrieval dates are not necessary if the book is archived in a reliable database e.g academic database.</li> <li>• When an online reference work is continuously updated and the versions are not archived use “n.d.” as the year of publication and include a retrieval date.</li> <li>• Where DOI is provided, use it without URL.</li> <li>• Do not add URL for books archived in reliable databases even if the book has no DOI.</li> </ul>
Example: Without DOI but is archived in reliable database	Saunders, M., Lewis,P., & Thornhill, A. (2007). <i>Research methods for business students</i> (4 <sup>th</sup> ed.).Pearson
Example: With DOI	Brown, L. S. (2018). <i>Feminist therapy</i> (2nd ed.). American Psychological Association. <a href="https://doi.org/10.1037/0000092-000">https://doi.org/10.1037/0000092-000</a>

Example: Without DOI but has a general URL that is not from a known database	Christian, B., & Griffiths, T. (2016). <i>Algorithms to live by: The computer science of human decisions</i> . Henry Holt and Co. <a href="http://a.co/7qGBZak">http://a.co/7qGBZak</a>
Example: Continuously updated versions and un- archived ones	American Psychological Association. (n.d.). <i>APA dictionary of psychology</i> . Retrieved June 14, 2021, from <a href="https://dictionary.apa.org/">https://dictionary.apa.org/</a>  Merriam-Webster. (n.d.). <i>Merriam-Webster.com dictionary</i> . Retrieved November 5, 2021, from <a href="https://www.merriamwebster.com/">https://www.merriamwebster.com/</a>

### Printed Journal Articles

The rules that apply on how to cite books with multiple authors also apply for journal articles and other types of materials

Format	Author's Surname, initials. (Year of article publication). Title of article. <i>Title of journal, volume number</i> (issue number), page numbers of the article
Example	Cheruiyot, C.K., Jagongo, A., & Owino, E.O. (2012). Institutionalization of knowledge management in manufacturing enterprises in Kenya: a case of selected enterprises. <i>International journal of business and social science</i> , 3(10), 127-138

### Electronic Journal Articles

Format	Author's Surname, initials. (Year of journal publication). Title of article. <i>Title of journal, volume number</i> (issue number), page numbers of article. doi (if doi is assigned if not end with page numbers.)
Example	Casimir, G., Lee, K., & Loon, M. (2012). Knowledge sharing: influences of trust, commitment and cost. <i>Journal of Knowledge Management</i> , 16(5), 740-753. <a href="http://dx.doi.org/10.1108/13673271211262781">http://dx.doi.org/10.1108/13673271211262781</a>

## Print Newspaper

Format	<p>Author's Surname, initials. (Year, month day). Title of article. <i>Title of Newspaper</i>, page numbers of article.</p> <p>If no author, then provide:</p> <p>Full title of article. (Year, month day). <i>Title of Newspaper</i>, page numbers of article</p>
Example	<p>Juma, V. (2012, October 10). Nation third best firm to work for in Kenya. <i>Business Daily</i>. P.9</p> <p>Githae should cast tax net wider for fairness sake. (2012, October 24).<i>Business Daily</i>. p.10</p>

## Magazine

Format	<p>Author's Surname, initials. (Year, month). Title of article. <i>Title of the Magazine, volume number (issue number)</i>,page numbers of the article. Doi if assigned</p> <p>If no author, then provide:</p> <p>Full title of article. (Year, month day). <i>Title of the Magazine, volume number (issue number)</i>,page numbers of the article.</p> <p>Doi if assigned</p> <p><b>NB:</b> If the magazine has no volume and issue numbers, omit that part.</p>
Example	<p>Weir, K. (2017, January). Forgiveness can improve mental and physical health. <i>Monitor on Psychology</i>, 48(1), 30.</p>

## Electronic Newspapers and Electronic Magazine Articles

Format	<p>Author's Surname, initials. (Year, month day). Title of article. <i>Title of Newspaper</i>. URL</p> <p>If no author, then provide:</p> <p>Full title of article. (Year, month day). Title of Newspaper.URL</p>
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Example	<p>Otieno, B. (2021, November 16). KRA blacklists 20 clearing and forwarding agents. <i>Business Daily</i>.  <a href="https://www.businessdailyafrica.com/bd/corporate/companies/kra-blacklists-20-clearing-forwarding-agents-3620026">https://www.businessdailyafrica.com/bd/corporate/companies/kra-blacklists-20-clearing-forwarding-agents-3620026</a></p> <p>Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. <i>The Washington Post</i>.  <a href="https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions">https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions</a></p>
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### Conference Papers and Proceedings

- Include a label in square brackets after the title that matches how the presentation was described at the conference e.g [paper presentation], [conference session]
- Treat conference proceeding published in Journals or books in the same way as journal articles, edited book or edited book chapter as it applies.

Format	<p>Author’s Surname, initials. (Year , Month, dates of conference). Title of contribution[Label]. Conference details including name and location. Doi or URL where it applies.</p>
Example	<p>Maddox, S., Hurling, J., Stewart, E., &amp; Edwards, A. (2016, March 30–April 2). <i>If mama ain’t happy, nobody’s happy: The effect of parental depression on mood dysregulation in children</i> [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States</p> <p>Pearson, J. (2018, September 27–30). <i>Fat talk and its effects on state-based body image in women</i> [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <a href="http://bit.ly/2XGStHP">http://bit.ly/2XGStHP</a></p>
Published in edited books Format	<p>Author, A. A. (Date). Title of paper. In A. Editor &amp; B. Editor (Eds.), <i>Title of proceedings</i> (page numbers). Publisher. DOI OR URL if relevant.</p> <p>Example:  Stilwell, C &amp; Hoskins, R. (2012). Choice and sustainability of integrated library Management systems in South Africa. B.Omondi and C.Onyango (Eds.), <i>SCECSAL 2012</i> (pp. 4-23). Kenya Library Association</p>

Published in Journal Format	<p>Author, A. A., &amp; Author, B. B. (Date). Title of article: Subtitle. <i>Title of Journal</i>, volume number(issue number), page numbers of the whole article.</p> <p><a href="https://doi.org/xx.xxx/xxxx">https://doi.org/xx.xxx/xxxx</a></p> <p>Example:</p> <p>Chaudhuri, S., &amp; Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. <i>Proceedings of the Academy of Economics and Economic Education</i>, 20(1), 11-16.</p>
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### Dissertations and Theses

References for dissertations theses are divided by whether they are unpublished or published. For unpublished dissertations and theses, the university name appears in the source element of the reference, whereas for published dissertations and theses, the university name appears in square brackets after the title.

Format	Author's Surname, initials. (Year of publication). Title [Unpublished thesis]. Awarding institution.
Example of unpublished thesis	Kubwa, A.B. (2011). <i>Enrollment management and its contribution to student success: a case study of Strathmore University, Kenya</i> [Unpublished masters thesis]. KCA University.
Published Thesis	<p>Format:</p> <p>Author's Surname, initials. (Year of publication). Title [Unpublished thesis, Awarding institution]. Name of Database or Archive.URL</p> <p>Example:</p> <p>Nyamoma, C.N. <i>The effect of financing decisions on Shareholders' value creation of manufacturing firms listed at the Nairobi securities exchange in Kenya</i> [Masters Thesis, KCA University]. KCA Institutional Repository.</p> <p><a href="https://repository.kca.ac.ke/handle/123456789/517">https://repository.kca.ac.ke/handle/123456789/517</a></p>

## Information from Websites

- If the website was used in general ways there is no need of citing it in the references but just include the name of the website in the text and provide the URL in parentheses.
- Retrieval dates are included only when cited information is likely to change and the page is not archived. Use (n.d.) in place of the year and include a retrieval statement before inserting URL.
- When the author and site name are the same, omit site in sources element after title.

Format	Author’s Surname, initials. (Date). Title of page or internet document. Site Name. URL
Example	Bologna, C. (2018, June 27). <i>What happens to your mind and body when you feel homesick?</i> HuffPost. <a href="https://www.huffingtonpost.com/entry/whathappens-mind-bodyhomesick_us_5b201ebde4b09d7a3d77eee1">https://www.huffingtonpost.com/entry/whathappens-mind-bodyhomesick_us_5b201ebde4b09d7a3d77eee1</a>  United Nations Educational, Scientific and Cultural Organization. (2021, November 17). <i>Using drones to protect Great Apes in Africa.</i> <a href="https://en.unesco.org/news/using-drones-protect-great-apes-africa">https://en.unesco.org/news/using-drones-protect-great-apes-africa</a>  World Health Organization. (n.d.). <i>WHO Coronavirus (COVID-19) Dashboard.</i> Retrieved November 18, 2021, from <a href="https://covid19.who.int/">https://covid19.who.int/</a>

## SUMMARY OF SEVEN MAJOR CHANGES FROM 6<sup>th</sup> to 7<sup>th</sup> EDITIONS

In the following examples, entries marked “✘” contains descriptions using 6<sup>th</sup> edition and those marked “✔” contains descriptions done with 7<sup>th</sup> edition.

### 1. Publisher’s Location has been excluded

- ✘ Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change.* New York, NY: Simon & Schuster.
- ✔ Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change.* Simon & Schuster.

### 2. In-text citation shortened – Only the first Author is mentioned for publications with exceeding two. i.e include the name of only the first author plus “et al.” in all citations, including the first citation, unless doing so would create ambiguity

### 3. Up-to 20 Authors in Reference List

- ✘ Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., ... Nelson, T. P. (2018).

✓ Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018).

4. DOI Format is like URL

✗ doi: 10.1080/02626667.2018.1560449

✓ <https://doi.org/10.1080/02626667.2018.1560449>

5. Citing Websites

✗ Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. Retrieved from <https://www.bbc.com/news/business-50419127>

✓ Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>

6. Citing E-books

✗ Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites* [Kindle version]. doi: 10.1007/978-90-481-2473-2

✓ Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

7. Citations for Media production

Media Type	Include as Author	
Film	Director	
TV Series	Executive producer	
Podcast Episodes	Host	
Webinars	Instructor/ Presenter	
Online Streaming Video	Person or group uploading the video	
Photograph	Photographer	

**Reference**

American Psychological Association. (2018). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). London: Author

**Disclaimer**

The examples used may not be works that actually exist.

This document is a summary of selected areas touching referencing using APA. For comprehensive details refer to Publication Manual of the American Psychological Association.