



Guidelines on APA Referencing Style for the EUAA's European Executive Master's in Asylum and Reception Management





Contents

Contents	2
1. Introduction.....	3
2. In-text Citations in APA 7th Edition.....	3
3. Reference List.....	5
4. Common Reference Examples	6
Annex I – APA 7th Edition: Key Citation and Reference Examples.....	9

1. Introduction

As part of your academic studies, you are expected to demonstrate wider reading and to integrate the ideas of other authors into your written work. Referencing is the method by which you acknowledge the sources of these ideas. It shows that you have conducted appropriate research, strengthens your arguments with reliable evidence, and allows readers to identify the original works you have used. Correct referencing also protects you from plagiarism and potential academic misconduct and upholds academic integrity.

There are three main ways to include the work of others in your assignments:

- **Quoting:** reproducing the exact words of another author.
- **Paraphrasing:** rewriting another author's ideas in your own words while keeping the original meaning.
- **Summarising:** meaning you give a brief account of the main points of an argument.

Regardless of the method, you must provide a reference whenever you use another author's ideas, whether you are discussing theories, presenting statistics, reporting on case studies, or citing facts or viewpoints.

Referencing involves two key elements:

1. **In-text citations;** brief details, meaning the author, year, and page number if relevant, included within the body of your writing.
2. **A reference list:** a full list of all the works cited in your assignment, presented at the end and formatted consistently according to specific guidelines.

In the EUAA Academy we recommend using the guidelines established by the American Psychological Association (APA) as outlined below.

Accurate referencing is essential for any academic or professional work. To simplify this process, reliable reference management software such as **EndNote**, **Zotero**, and **Mendeley** can be used to collect, organize, and format references automatically in multiple citation styles, including APA, ensuring consistency and saving time.

Additionally, Microsoft Word provides built-in tools under the References tab that allow users to insert citations, manage sources, and generate a bibliography automatically. Using these tools together can help maintain accuracy, reduce errors, and streamline the process of creating well-formatted references throughout a document.

2. In-text Citations in APA 7th Edition

In-text citations are brief textual references that connect the information in your writing to the full details in your reference list. The basic format is straightforward: (Author, Year). If the author's name appears in the sentence, include only the year in parentheses immediately after it.

The format varies depending on the type of source:

- **One author:** (Smith, 2020)
- **Two authors:** (Smith & Lee, 2020). Use *and* when writing in the text, but & inside brackets.
- **Three or more authors:** (Smith et al., 2020). Use *et al.* from the first citation onwards.
- **Two works by the same author in the same year:** Distinguish with lowercase letters after the year, e.g. (Koriat, 2008a) and (Koriat, 2008b).
- **No author:** Use the organisation name or the title; use quotation marks for articles or webpages. For example: *Oxford English Dictionary* (2020) or ("Climate Change Facts," 2020).
- **No date:** (Smith, n.d.).
- **Secondary source:** Used only if the original work is unavailable. Example: (Schunk, 2001, as cited in Muis, 2007, p. 173).

Tables and Figures

When using tables or figures from another source, it is important to provide an appropriate citation. Each table or figure should be numbered and include a brief italicised title above it. A note below the table or figure should identify the source, including author, year, title of work, page number if applicable, and copyright information if needed. In-text, you should refer to the table or figure (e.g., "see Table 1" or "see Figure 2"). Only add tables and figures in your document if you intend to refer to them in the text.

Example – Table citation:

In-text:

The survey results indicated varying levels of satisfaction (see Table 1 for details).

In document:

Table 1

Title: Levels of Student Satisfaction by Course

Course	Very Satisfied	Satisfied	Dissatisfied
A	45%	40%	15%
B	60%	30%	10%

Note. Adapted from *Student attitudes to learning* (p. 24), by J. Smith, 2019, Routledge. Copyright 2019 by Routledge.

Quotations

Quotations can be useful for precision, but they should be used moderately, with paraphrasing preferred in most cases.

- **Short quotations (under 40 words):** Use double quotation marks and provide the page number.

- Example: “Romantic partners maintain both biased and realistic views of a core relationship trait” (Solomon & Vazire, 2014, p. 524).
- **Long quotations (40 words or more):** Present as a separate indented block of text without quotation marks. The citation follows the punctuation.

Example:

Jones’s (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

- **Omissions and additions:** Use an ellipsis (...) to indicate omitted words, and square brackets [] to add words for clarity or grammatical accuracy.
 - Example: “Romantic partners ... [sometimes] hold contradictory beliefs” (Solomon & Vazire, 2014, p. 524).

If page numbers are not available, provide an alternative locator:

- Section heading: (APA, 2020, *Textual Works* section)
- Paragraph number: (APA, 2020, para. 1)
- Audiovisual time stamp: (TED Talk, 2020, 3:41)

3. Reference List

The reference list appears at the end of your written work and includes all works cited in your text. Every essay or report that includes quoted material must have a list of references included at the end. This must be included even if you only use one quotation or paraphrase in your paper. Entries are listed alphabetically by the author’s surname, formatted with a hanging indent, and double-spaced.

The APA Style of referencing formats this list in alphabetical order, according to the first letter of the author’s surname, e.g. Chapman, A. and not A Chapman. **If there is no author**, including named or corporate authors, you should include the **title of the work** instead, rather than labelling the author as ‘Anonymous.’

However, it would be important to consider if an unauthored source would serve as the best and most credible/reliable source to support your point.

How do I create my list of references?

APA requires four key elements in every citation:

- author of content
- date the content was published.

- title of content
- publication information: this may include the website you got the information from, the journal or the book's publication information.

4. Common Reference Examples

- *Book:*

Gross, R. (2015). Psychology: The science of mind and behavior (7th ed.). Hodder Education.

- *Book with DOI:*

Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

- *Book Chapter:*

Lawrence, J., & Dodds, A. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), Handbook of developmental psychology (pp. 517–533). Sage.

- *Journal Article (with DOI):*

Miller, N. (2018). Social learning and associative processes: A synthesis. Journal of Experimental Psychology: Animal Learning and Cognition, 44(2), 105–113. <https://doi.org/10.1037/xan0000167>

- *Journal Article (no DOI, from website):*

McMahon, N. (2010). Sex discrimination in the workplace. Caterer and Hotelkeeper, 200(4647), 52. <https://www.thecaterer.com/archive/sex-discrimination-in-the-workplace>

- *eBook:*

Mercer, S., & Kostoulas, A. (2017). Language teacher psychology. Multilingual Matters. <https://doi.org/10.21832/merc9450>

- *Website (with author):*

Kinderman, P. (2019, October 9). Every mind matters – A psychological contribution to public mental health. The British Psychological Society. <https://shorturl.at/mFLMW>

- *Website (with organization as author):*

World Health Organization. (2018, May 24). The top 10 causes of death. <https://shorturl.at/luGIV>



- *YouTube Video:*

Harvard University. (2019, August 28). Soft robotic gripper for jellyfish [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTyfxMs>

- *PowerPoint (online):*

Jones, J. (2016, March 23). Guided reading: Making the most of it [PowerPoint slides]. SlideShare. <https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it>

- *Lecture Slides (restricted access):*

Dolan, R. (2020, April 01). Psychology of the courtroom [Lecturecast slides]. University of Essex Online. <https://www.my-course.co.uk/login/index.php>

- *Dissertation:*

Miranda, C. (2019). Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

- *UN Resolutions:*

United Nations General Assembly (1994) United Nations framework convention on climate change. Resolution A/RES/48/189. Available at: <https://unfccc.int/sites/default/files/resource/docs/1994/un/eng/ares48189.pdf> (Accessed: 15 May 2021).

- *EU Legislation:*

Consolidated Version of the Treaty on European Union (2008) Official Journal C 115, 9 May, pp. 13-45

- *Caselaw:*

Commission v. France, C-345/17, ECLI:EU:C:2018:1234 (Court of Justice of the European Union, 2018). https://curia.europa.eu/jcms/jcms/P_126035/en/

- *International Treaties:*

Convention relating to the status of refugees (1951) Treaty no. 2545. United Nations Treaty Series, 189, pp. 137-221. Available at: <https://treaties.un.org/doc/Publication/UNTS/Volume%20189/v189.pdf> (Accessed: 17 September 2015).

- *Conference papers:*

Cook, D. (2000) 'Developing franchised business in Scotland', Small firms: adding the spark: the 23rd ISBA national small firms' policy and research conference, Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs. Pp. 127-136.

- *Newspaper articles:*

Ray, S. (2024) 'Rafael Nadal Announces Retirement From Tennis – His Last Tournament Will Be The Davis Cup Finals', Forbes, October 2024, Business section. Available at: <https://www.forbes.com/sites/siladityaray/2024/10/10/rafael-nadalannounces-retirement-from-tennis-his-last-tournament-will-be-the-davis-cup-finals/> (Accessed: 10 October 2024).

- *Podcast:*

BBC Radio 4. (2013) The Archers: Ambridge extra Thursday [Podcast]. 13 June. Available at: <http://www.bbc.co.uk/podcasts/series/archers> (Accessed: 12 July 2013).

- *Radio broadcast:*

The Archers (2011) BBC Radio 4, 1 September, 19:00.

- *Personal communication or interview:*

Walters, F. (2018) Conversation with John Stephens, 13 August.

- *Generative AI:*

If the generative AI material is available online, you can cite it as an electronic version of a source (such as an artwork or article). If the AI's end product (for example, use of ChatGPT to generate ideas for in a conversation) is only available to you, include a description of the AI generated material in your in-text citation and cite this as a personal communication. Consult your tutor in case they require you to provide a copy of the AI work as an appendix to your work.

OpenAI ChatGPT-4 (2023) ChatGPT response to John Stephens. 2 April.

Annex I – APA 7th Edition: Key Citation and Reference Examples

APA 7th Edition: Key Citation and Reference Examples

Source Type	In-Text Citation	Reference List Example
Book	(Gross, 2015)	Gross, R. (2015). <i>Psychology: The science of mind and behaviour</i> (7th ed.). Hodder Education.
Book Chapter	(Lawrence & Dodds, 2003)	Lawrence, J., & Dodds, A. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), <i>Handbook of developmental psychology</i> (pp. 517–533). Sage.
Journal Article (with DOI)	(Miller, 2018)	Miller, N. (2018). Social learning and associative processes. <i>Journal of Experimental Psychology: Animal Learning and Cognition</i> , 44(2), 105–113. https://doi.org/10.1037/xan0000167
Journal Article (no DOI)	(McMahon, 2010)	McMahon, N. (2010). Sex discrimination in the workplace. <i>Caterer and Hotelkeeper</i> , 200(4647), 52. https://www.thecaterer.com/archive/sex-discrimination-in-the-workplace
Website	(Kinderman, 2019)	Kinderman, P. (2019, October 9). Every mind matters. <i>British Psychological Society</i> . https://shorturl.at/mFLMW
Organisation Report	(World Health Organization, 2018)	World Health Organization. (2018, May 24). <i>The top 10 causes of death</i> . https://shorturl.at/luGIV
YouTube Video	(Harvard University, 2019, 0:30)	Harvard University. (2019, August 28). <i>Soft robotic gripper for jellyfish</i> [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTFxMs
Lecture Slides (online / restricted)	(Dolan, 2020)	Dolan, R. (2020, April 01). <i>Psychology of the courtroom</i> [Lecturecast slides]. University of Essex Online. https://www.my-course.co.uk/login/index.php
Dissertation	(Miranda, 2019)	Miranda, C. (2019). <i>Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development</i> [Doctoral dissertation, Pepperdine University]. PQDT Open. https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI
Table / Figure	(see Table 1 / Figure 1)	Table 1 Levels of Student Satisfaction by Course



UN Resolutions	(United Nations, 2015)	United Nations. (2015). <i>Transforming our world: The 2030 Agenda for Sustainable Development</i> (A/RES/70/1). https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/A_RES_70_1_E.pdf
Newspaper articles	(Smith, 2023)	Smith, J. (2023, August 10). Climate change policies face new challenges. <i>The Guardian</i> . https://www.theguardian.com/environment/2023/aug/10/climate-change-policies
Podcast	(Roberts & Lee, 2021)	Roberts, M., & Lee, K. (Hosts). (2021, November 12). <i>Exploring artificial intelligence in education</i> [Audio podcast episode]. In <i>Tech Talk Weekly</i> . https://www.techtalkweekly.com/episode12
Caselaw	(Brown v. Board of Education, 1954)	Brown v. Board of Education, 347 U.S. 483 (1954). https://supreme.justia.com/cases/federal/us/347/483/