



**APA Referencing Style Guide**  
**As per the 6<sup>th</sup> edition of the APA Manual,**  
**2010**

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**2012**

This referencing guide for KCA University students developed in reference to the American Psychological Association (APA), 6<sup>th</sup> edition, 2010.

**The following are general considerations when compiling the references.**

- ❖ Start the reference list on a new page, with the word “References” at the top and must be centered.
- ❖ Use “hanging indent”, that is, the first line is flush along the left margin and the subsequent lines.
- ❖ Book titles and journal articles should be in italics when typed or underline if handwritten
- ❖ The date is the year of publication, not printing
- ❖ For books, the edition is only indicated if it is not first edition
- ❖ The place of publication is the town or city, not the country
- ❖ Journal titles should be given in full, not abbreviated
- ❖ Do not put a full stop after a website URL
- ❖ Be consistent in formatting and punctuation
- ❖ If the towns of publication are more than one, take the first town.
- ❖ 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.
- ❖ When an article is assigned a DOI, the APA standard requires that researchers and students indicate the DOI

**Abbreviations as per APA requirements in the References**

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 editon	2 <sup>nd</sup> ed.
Supplement	Suppl.
Translated by	Trans.
Volume	Vol. (as in Vol.5)
Volumes	Vols. (as in 5 vols)

## **Use of Capital letters**

### **In the text**

Capitalize major words and all other words of four letters or more, in headings, titles, and subtitles outside reference lists, for instance, “A Study of No-Way Strategies”

### **In the reference**

- ❖ Titles of books, chapters, articles, only capitalize the first word of the title, the first word of the subtitle, and proper names
- ❖ For periodical titles, capitalize the first, last and all principal words
- ❖ For conference proceedings, the name of the conference and symposium should be capitalized.

### **In –text citations**

These are brief citations inserted within the text. The author’s surname and year must be provided. However, with direct quotation, the page numbers must also be given.

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

Note that “and” is replaced by the ampersand sign (“&”) when 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).

### Books with Single Author

Format	Author’s Surname, Initials. (Date of publication). <i>Title</i> (Edition, if not the first). Place of publication: Publisher <i>The title of the book should be in italics when typed and when handwritten, it should be underlined (so in exams you are required to underline the title).</i>
Example:	Mishkin, F.S. (2010). <i>The economics of money, banking and financial markets (9<sup>th</sup> ed.)</i> . Boston: Pearson Education
In text citation:	Beginning of sentence: Mishkin (2010) End of sentence: (Mishkin, 2010) With Direct Quotation: Mishkin (2010, p.15) e.g. “tacit knowledge” With Direct Quotation: Mishkin (2010) e.g. “tacit knowledge” (p.15)

### Books with Multiple Authors

Format	<b>2-6 Authors:</b> 1 <sup>st</sup> Author’s Surname, Initials, & 2 <sup>nd</sup> Author’s Surname, Initials. (Date of Publication). Title (Edition, if not the first). Place of publication: Publisher. 1 <sup>st</sup> Author’s Surname, Initials, 2 <sup>nd</sup> Author’s Surname, Initials. 3 <sup>rd</sup> Author’s Surname, Initials, 4 <sup>th</sup> Author’s Surname, 5 <sup>th</sup> Author’s Surname, Initials, & 6 <sup>th</sup> Author’s Surname, Initials. (Date of Publication). <i>Title</i> (Edition, if not the first). Place of publication: Publisher.
Examples:	Kemboi, C.K., & Owino, E. (2010). <i>The economics of information (10<sup>th</sup> ed.)</i> . Nairobi: KCA University Kamau, J.K., Rotich, A., Wanyama, K. & Odongo, J.K. (2009). <i>Information technology (4<sup>th</sup> ed.)</i> . Kitale:Longman
In text citation:	<b>2 authors:</b> Beginning of a sentence: Kemboi and Owino (2010) End of sentence: (Kemboi & Owino, 2010)

	<p><b>3-5 authors</b></p> <p>Name all the authors in the first citation. Starting with the second reference, name only the first author, then add “et al.”</p> <ul style="list-style-type: none"> <li>• First citation: Kamau, Rotich, Wanyama and Odongo (2009)</li> <li>• Subsequent citations: Kamau et al. (2009) or (Kamau et al., 2009)</li> </ul> <p><b>6-7 authors:</b></p> <p>For all in-text references, list only the first author’s family name followed by ‘et al.’ All authors are included in the Reference List.</p> <ul style="list-style-type: none"> <li>• (Stoner et al., 2003) or Stoner et al. (2003)</li> </ul> <p><b>More than 8 authors</b></p> <p>For all in-text references, list only the first author’s family name followed by ‘et al.’ In the Reference List, include the first six authors’ names, then insert three ellipsis points (...), and add the last author’s name.</p>
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### 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). Place of publication: 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> . London: Author
In the text:	(Association of chartered certified accountants (ACCA), 2010) (ACCA, 2010)

### Books without an Author

Format	Name of the corporate author. (Date). Title (Edition, if not the first). Place of publication: Publisher
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	<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> . London: Author
In text citation:	(Association of Chartered Certified Accountants , 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). Springfield, MA: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). Place of publication: Publisher
Example	Mudida, K., Otuto,G., & Kuto,S. (Eds.). (2006). <i>Cases and texts in strategic management</i> (4 <sup>th</sup> ed.). Nairobi: 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). Place of publication: Publisher
Example	Kamau, E. (2007). International organizations. In K.A. Greenstone (Ed.), <i>Annual review of management</i> (pp.70-90). Nairobi: Longman

## Electronic books

Format	Author's Surname, initials. (Date of publication). Title. (Edition, if not the first). Place of publication: Publisher. Retrieved day month, year, from website URL
Example	Saunders, M., Lewis, P., & Thornhill, A. (2007). <i>Research methods for business students</i> (4 <sup>th</sup> ed.). Harlow: Pearson. Retrieved 24 October, 2012, from <a href="http://www.mylibrary.com?id=177101">http://www.mylibrary.com?id=177101</a>
	Electronic book retrieved from Springer eBook Collection  Sternad, D. (2011). <i>Strategic Adaptation Cross-Cultural Differences in Company Responses to an Economic Crisis</i> . Retrieved from <a href="http://www.springerlink.com">http://www.springerlink.com</a>
	<b>Electronic version of book chapter from an edited book</b>  Symonds, P. M. (1958). Human drives. In C. L. Stacey & M. DeMartino (Eds.), <i>Understanding human motivation</i> (pp. 11-22). doi:10.1037/11305-002

## 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 journal publication). Title of article. <i>Title of journal, volume number</i> (issue number), page numbers of 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
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	assigned)
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. doi: 10.1108/13673271211262781

### Print Newspaper and Magazine Articles

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

### Electronic Newspapers and Magazine Articles

Example	Juma, V. (2012, October 10). Nation third best firm to work for in Kenya. Business Daily. Retrieved from <a href="http://www.bdafrica.com">www.bdafrica.com</a>  Githae should cast tax net wider for fairness sake. (2012, October 24). Business Daily. Retrieved from <a href="http://www.bdafrica.com">www.bdafrica.com</a>
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### Conference Papers and Proceedings

- Capitalize the name of the conference
- Treat regularly published proceeding as journals

Format	Author's Surname, initials. (Year of publication). Title of Conference paper. In initials. Surname of editor of proceedings (Ed.), Title of conference proceedings (page numbers of contribution).Place of publication: Publisher Regularly published: Author, Initials. (Date of publication). Title of conference paper. Title of proceedings, volume number, page numbers.
Example	Stilwell, C & Hoskins, R. (2012). Choice and sustainability of integrated library management systems in South Africa. B.Omondi and C.Onyango (Eds.), SCECSAL 2012 (pp. 4-23). Nairobi: Kenya Library Association
Conference Presentation Slides	Kemboi, C.K. (2012, July). <i>Institutionalization of Knowledge Management in Manufacturing Enterprises in Kenya: The Librarian as the Chief Knowledge Officer</i> (PowerPoint slides). Paper presented at the 11 <sup>th</sup> CALA Annual Conference, Mombasa, Kenya. Retrieved from <a href="http://41.89.49.249:8282/jspui">http://41.89.49.249:8282/jspui</a>

### Dissertations and Theses

Format	Author's Surname, initials. (Year of publication). Title. Unpublished masters thesis, awarding institution.
Example of unpublished thesis	Kubwa, A.B. (2011). Enrollment management and its contribution to student success: a case study of Strathmore University, Kenya. Unpublished masters thesis, KCA University, Nairobi
Example of thesis available in Institutional Repository	Kemboi, C.K. (2011). <i>Institutionalization of knowledge management in manufacturing enterprises in Kenya: a case study of selected companies.</i> (Masters thesis). Retrieved from <a href="http://41.89.49.249:8282/jspui">http://41.89.49.249:8282/jspui</a>

### Information from Websites

When citing websites the date of retrieval is included because "the source material changes over time" (*Manual*, p. 192, and [apastyle.org](http://apastyle.org)).

Web page with author	Author's Surname, initials. (Date). Title of page or internet document. Retrieved day month, year, from web URL
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Format	
Web page without author	Full title of page. (Date). Retrieved day month, year, from web URL
Example	<p><b>Persons as authors</b></p> <p>Kamau, K. (2010). Corporate social investment. Retrieved January 12, 2010, from <a href="http://www.tuskys.com">www.tuskys.com</a></p> <p><b>Organization as author</b></p> <p>Tuskys. (2010). Corporate social investment. Retrieved January 12, 2010, from <a href="http://www.tuskys.com">www.tuskys.com</a></p>

### Citing two or more works by the same creator within the same year of publication

Format	<p>First work:</p> <p>Author's Surname, Initials. (Date of publication + a). Title (Edition, if not the first). Place of Publisher: Publisher</p> <p>Second work, e.g a journal article</p> <p>Author's Surname, Initials. (Year of Journal +b). Title of article. Title of journal , volume number (issue number), page numbers of article</p> <p>If there is a third one add c (Year +c)</p> <p>However, notice that you do not write +</p>
Examples	<p>Owino, E. (2012a)</p> <p>Owino, E. (2012b)</p>
Citations	<p>Owino, (2012a)</p> <p>Owino, (2012b)</p>

### Secondary Referencing

The secondary source is listed in the reference list. However, in the text, give the primary work, and write the citation for the secondary source:

In the text in	Kamau's study (as cited in Rotich , 2012)
Reference	Rotich, A. (2012). Innovation strategies. <i>Entrepreneurship and management</i>

	<i>Journal</i> , 7 (9), 123-157
Example	As humans we always “know more than we can tell” (Polanyi, 1966 as cited in Grant, 1996b)
Reference	Grant, R. M. (1996b). Prospering in dynamically-competitive environments: organizational capability as knowledge integration. <i>Organization Science</i> , 7 (4), 375-387.
In text citation	Examples include the situational leadership theory which dates back to 1924 when Follet (as cited in House & Aditya, 1997)
Reference	House R. J. & Aditya R.N. (1997). The Social Scientific Study of leadership: Quo Vadis? <i>Journal of Management</i> , 23(3), 409-473.

### **Further Reading/Bibliography**

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). London: Author

Strahan, M. (2012). APA reference style guide. Olson Library. Retrieved September 12, 2012, from [http://library.nmu.edu/guides/userguides/style\\_ap.htm#withDOI](http://library.nmu.edu/guides/userguides/style_ap.htm#withDOI)

### **Disclaimer**

The examples used may not be works that actually exist.