

مكتبة عفت والمتحف الثقافي
Effat Library and Cultural Museum



Referencing using APA

PLAGIARISM

(Using someone's work/ideas without giving credit to the source)

Effat:
Blackboard (Bb)

SafeAssign

Why to Reference / Cite ...

- Give credit to the author of the source
- Lead the reader of your work to the original source
- Clearly differentiate your own ideas/contributions/research from that of others
- Easy for you to find the original source- saves time & effort of searching again.

Citation styles / formats

- APA (American Psychology Association)
- MLA (Modern Language Association)
- Harvard
- IEEE (Institute of Electrical and Electronics Engineers)

and more....

APA STYLE

- Books
- EBooks
- Journals Articles
- Websites

Types of Citations

Intext or Parenthetical Citations

- Citing sources within the paragraph or at the end of a paragraph
- Follow General APA Rules

Reference List

- Listing of sources used at the end on a separate page in alphabetical order by author's last name.
- Indent second line 1.5 inch from the margin
- Follow capitalization rules

Main components

In-text of parenthetical:

Author, year, page (if direct quotes used)

Reference

The author, the title, and details about when, where and how the source was published

APA Structure of an Intext Citation

An intext citation must include:

- Author or Authors last name(s)
- Date of publication of the book, article or the original source of information
- Page number/range if direct quotes "--" are applied (p. or pp).

e.g. Research has proved that “parenthetical or intext citations are cited within the body and/or at the end of a paragraph and informs your readers at once where these references are taken from” (Jilek & Williams, 2016, p. 358)

e.g. According to Jilek & Williams (2016), “parenthetical or intext citations are cited within the body and/or at the end of a paragraph and informs your readers at once where these references are taken from” (p. 358).

APA Style General Rules

Author Given

- use **Author/ date** format

Example: According to Gray (2012)

No Author Given

- use the **Title of the article or entry**
- use double quotes “ ” around article titles

Example: (“Positive Psychology,” 1995)

No Author or Title Given

- use the **Title of the book**, in italics.

Example: (*Encyclopedia of Citations*, 2000)

Titles of Books, Journals, Reports etc. are italicized

Titles of Articles are not italicized

Citing more than one author...

Two authors:

Paraphrase:

According to authors Lewis-Fernández and Kleinman (1994)

Intext Citation: (Lewis-Fernández & Kleinman,1994)

3 to 5 authors:

- First time mention all authors' by last name
- Subsequently First Author's Last Name followed by et al. and Year of Publication

Paraphrase: It has been stated by King, Johnson, Davison and Neale (2010) that...

Intext Citation: (King et al., 2010)

6 or more authors:

- Use the first author's name followed by et al. in the signal phrase or in parentheses.

Paraphrase: It has been stated by King et al. (2010) that...

Intext Citation: (King et al., 2010)

Author is NOT Given

When there is no person given as author

- Use organization as the author

Example: United Nations. (2012).

When there is no person or organization given as author,

- Use the **title of the article** instead of the author
- Article titles are **not** itialized
- Use **double quotes** “ ” around article title when using in in text citation

Example:

Obesity in women. (2013). Retrieved from
<http://www.obesity.com>

Intext Citation: ("Obesity in Women," 2013)

No Date Given

When there is no date given

- Use n.d. in parenthesis ()

Example: When paraphrasing in paragraph

Paraphrase: According to author Gray (n.d.) this study shows that

Example: When using in intext (parenthetical citation)

Intext Citation: (“Obesity in women,” n.d.)

Direct Quotes when paraphrasing

When using direct quotes “-----” in the paragraph

Use Author’s Last name (Year) “Direct Quotes” (page number)

Warner (2011) found that “keeping a clean environment is our collective responsibility” (p. 199).

Citing Indirect Sources

- If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Example: Jilek identified that...(as cited in Simson, 2013, p. 115).

- **Note:** When citing material in parentheses, set off the citation with a comma, as shown in the example. Try to locate the original source and cite it.

Sample Table

Chart of In-Text Examples

Type of Citation	First Citation in Text	Subsequent Citations in Text	Parenthetical Format, First Citation in Text	Parenthetical Format, Subsequent Citations in Text
1 work by 1 author	Harris (2003)	Harris (2003)	(Harris, 2003)	(Harris, 2003)
1 work by 2 authors	Harris and Ramirez (2011)	Harris and Ramirez (2011)	(Harris & Ramirez, 2011)	(Harris & Ramirez, 2011)
1 work by 3 authors	Peet, Young, and Collins (1988)	Peet et al. (1988)	(Peet, Young, & Collins, 1988)	(Peet et al., 1988)
1 work by 4 authors	Peet, Young, Collins, and Darcy (2008)	Peet et al. (2008)	(Peet, Collins, Young, & Darcy, 2008)	(Peet et al., 2008)
1 work by 5 authors	Peet, Collins, Young, Darcy, and McHugh (2002)	Peet et al. (2002)	(Peet, Collins, Young, Darcy, & McHugh 2002)	(Peet et al., 2002)
1 work by 6 or more authors	Hughes et al. (2009)	Hughes et al. (2009)	(Hughes et al., 2009)	(Hughes et al., 2009)
Groups (readily identified through abbreviations) as authors	National Oceanic and Atmospheric Administration (NOAA, 1997)	NOAA (1997)	(National Oceanic and Atmospheric Administration [NOAA], 1997)	(NOAA, 1997)
Groups (no abbreviation) as authors	Stanford University (2010)	Stanford University (2010)	(Stanford University, 2010)	(Stanford University, 2010)

American Psychological Association. (2009). Crediting sources: Citing references in text. *Publication manual of the American psychological association* (6th ed., p. 177) Washington, D.C.: Author.

Courtesy: www.apa.org (Basics of APA Tutorial)

http://flash1r.apa.org/apastyle/basics/index.htm?_ga=1.219382362.25017472.1453617454

Citing Print Books

Author's last name, First name initial. Middle name initial. (Year of publication in parenthesis). *Title in italics*. Edition in parenthesis. Place of publication colon (:) Publisher.

Example:

King, A. M., Johnson, S. L., Davison, G. C., & Neale, J. M. (2010). *Abnormal Psychology* (11th ed.). Hoboken: Wiley.

Intext Citation: (King, Johnson, Davison, & Neale, 2010)

Notes: Titles of books and reports are in *Italics*

Ebooks

Whole e-book:

Author's last name, First name initial. Middle name initial.
(Year of publication in parenthesis). *Title of book in italics*. Place of publication:(colon) Publisher. Retrieved from source www.aaa.org

Example:

Bailly, R. O. (2009). *Emerging Topics in Macroeconomics*. New York, NY, USA : Nova. Retrieved from <http://www.ebrary.com>

Chapter in an e-book:

Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of the book in italics*. (pp #). Retrieved from <http://www.abc.com>

Example:

Edwards, B (2014). Research Methodologies in Psychology. In J. James (Ed.), *Social Psychology (pp.120-126)*. Retrieved from <http://www.abc.com>

Intext Citation: (Edwards, 2014)

Journal Articles from Databases

Authors' last name, First name initial. Middle name initial. (Year of publication in parenthesis). Article title. *Journal title in italics*. Volume number (issue no. in parenthesis), Page range. Retrieved from URL or doi

Example: (From database)

Mathrani, S., Mathrani, A., & Viehland, D. (2013). Using enterprise systems to realize digital business strategies. *Journal of Enterprise Information Management*, 26(4), 363-386. doi:10.1108/JEIM-01-2012-0003

Intext Citation: (Mathrani, Mathrani, & Viehland, 2013)

Example: (From print journal)

Mathrani, S., Mathrani, A., & Viehland, D. (2013). Using enterprise systems to realize digital business strategies. *Journal of Enterprise Information Management*, 26(4), 363-386.

Intext citation: (Mathrani, Mathrani, & Viehland, 2013)

Websites

Authors' last name, First name initial. Middle name initial.
(Year of publication in parenthesis). Article title.
Retrieved from URL.

- If no date is given, use the retrieval date, e.g. Retrieved on July 10, 2013 from <http://www//abc.com>

Example:

Wojcik, E. (2012). Innovative psychology at the high school level. Retrieved from <http://www.apa.org/monitor/2012/04/psychology.aspx>

Intext Citation: (Wojcik, 2012)

Quick Glance: Components of References

References for books and articles require specific components. The sequencing of these components is prescribed by APA. Consistent ordering is important to avoid confusion and to help the reader find information.

Books	Journal Articles	Newspaper Articles	Websites
Author(s)	Author(s)	Author(s)	Author(s)
Date (year)	Date (year, month)	Date (year, month day)	Date (year, use n.d. if none)
Chapter title (optional)	Article title	Article title	<i>Website title</i>
Editor(s) (if given)	<i>Title of Journal</i>	<i>Title of Newspaper</i>	Retrieval statement (always necessary)
<i>Book title</i>	<i>Volume</i>	Pagination (use p. or pp.)	
Edition (if given)	Issue (if given)	Retrieval statement (when necessary)	
Volume (if given)	Pagination		
Pagination (when citing a chapter)	Retrieval statement (when necessary)		
Place of publication			
Publisher			
Retrieval statement (when necessary)			

Image courtesy: APA Style Guide: Components of a Citation
<http://guides.uu.edu/APA/components>

List of References

- List all references at the end on a separate page
- Give the heading **References**
- List references alphabetically by Authors' last names
- Follow indentation and capitalization rules

Citation tools

Bibliography & Automatic Citation Maker available through Effat Library.

- **EasyBib and BibMe**
(Effat Library Website → under “For You” → EasyBib or BibMe)
- The Online Writing Lab at Purdue University (OWL Purdue).
- The Cornell University Library.
- American Psychological Association <http://www.apastyle.org/>

EasyBib/Citation Machine (Automatic Citation Generator)

Go to Library Homepage → Under For You → EasyBib/Citation Machine

The screenshot shows the homepage of the Effat Library & Cultural Museum. The header includes the library's name in Arabic and English, along with a logo. A navigation menu is located below the header, with options like Home, Your library, Policies, Collections, Off-campus access, Contact, and Effat University. The main content area is divided into three columns: Research, For You, and News. The 'For You' column contains a login section, video tutorials, subject guides, and citation machine links. A red arrow points to the 'EASYBIB (BIBLIOGRAPHY & CITATION MAKER)' link in the 'SUBJECT GUIDES' section. The 'News' column contains information about library workshops and a new subscription for MACAT's Analysis Library.

Effat Library & Cultural Museum

Home | Your library | Policies | Collections | Off-campus access | Contact | Effat University

Search all | Library catalog | eBooks | eJournals | e-Reference

Search Summon for articles, books, media & more

E-resources by A-Z :
A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

RESEARCH

SEARCH THE LIBRARY CATALOG
Search print books and more in the Library

E-RESOURCES BY DEPARTMENT

ARCH | BUS | CS | E&T | ECE | EEA | ENT | FIC | FIN | GED | HR | IS | LING | MIFM | MKT | MSUD | MTS | OPIM | PSY | VDP

E-RESOURCES BY TYPE

E-BOOKS | E-JOURNALS & DATABASES | E-DICTIONARIES & ENCYCLOPEDIAS

E-RESOURCES BY A-Z

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

WORKSHOP RESOURCES

LITERATURE REVIEW PRESENTATION

FOR YOU

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Sign In

VIDEO TUTORIALS

REFERENCE AND RESEARCH SUPPORT

SUBJECT GUIDES

EASYBIB (BIBLIOGRAPHY & CITATION MAKER)

CITATION MACHINE (CITATION MAKER)

CITATION GUIDES (APA, MLA AND IEEE STYLES)

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How to Write a Literature Review (3 VPs)- Presentation & Workshop- Wednesday October 4, 2017

MACAT (Critical Analysis of Key Works) : a comprehensive digital interactive Library original critical essay texts in social sciences, arts, and humanities, with emphasis on their particular context.

We are pleased to announce that access to Summon has been restored

EXTERNAL MEMBERS

الاشتراك في عضوية مكتبة عفت والمتحف الثقافي لعبر متسويها

How To Become A Member of Effat Library and Cultural Museum..

Go to Effat Library Homepage → Summon Search E-resources

The screenshot displays the Effat University Library homepage. At the top, the header features the library's name and a word cloud of digital resource terms. Below this is a navigation menu with links for Home, Your library, Policies, Collections, Off-campus access, Contact, and Effat University. The main content area includes a search bar with a 'SEARCH' button and a list of search categories: Search all, Library catalog, eBooks, eJournals, and e-Reference. A banner for 'THE NEW EFFAT LIBRARY & CULTURAL MUSEUM' is visible on the right. The page is divided into two columns: 'RESEARCH' on the left and 'For you' on the right. The 'RESEARCH' column contains a 'SEARCH THE LIBRARY CATALOG' section and a list of departments. The 'For you' column features a 'LOG IN TO YOUR LIBRARY ACCOUNT' section with username and password fields, a 'SIGN IN' button, and links for 'VIDEO TUTORIALS' and 'REFERENCE AND RESEARCH SUPPORT'. A sidebar on the right provides information about 'Passport - Euromonitor International' and 'Al Manhal' databases, along with a notice for students regarding study room availability.

Effat University Library

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Search all | Library catalog | eBooks | eJournals | e-Reference

Search Summon for articles, books, media & more

E-resources by A-Z :
A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

RESEARCH

SEARCH THE LIBRARY CATALOG
Search print books and more in the Library

E-RESOURCES BY DEPARTMENT

ARCH | BUS | CS | E&T | ECE | EEA | ENT | FIC |
FIN | GED | HR | IS | LING | MIFM | MKT | MSUD |
OPIM | PSY | VDP

For you

LOG IN TO YOUR LIBRARY ACCOUNT

USERNAME

PASSWORD

SIGN IN

VIDEO TUTORIALS

REFERENCE AND RESEARCH SUPPORT

Passport - Euromonitor International ; Global market research database providing statistics, analysis, reports, surveys and breaking news on industries, countries and consumers worldwide

Al Manhal: Full Text and Peer Reviewed Arabic E-books and E-journals

Dear students, Kindly note that study rooms are not available for students. Business faculty are currently relocated at all of them.

Off-Campus Access

- **Username:** email username
(DO NOT USE @effatuniversity.edu.sa)

- **Password:**
computer password
or
email password
or
effat1234

Contact:

Visit the library for help (**LIB326**)