Research Article

IN-TEXT CITATION AND REFERENCING STYLE: THE RUDIMENTS OF ACCURATE ACADEMIC WRITINGS

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Abstract

Writing a doctoral dissertation is a multifaceted and demanding endeavor that necessitates a thorough command of diverse research methodologies and tools. Doctoral candidates are required to demonstrate proficiency in essential components of scholarly research, such as formulating topic proposals, conducting comprehensive literature reviews, gathering and analyzing data, and organizing their dissertations. This paper seeks to aid inexperienced doctoral students in grasping a crucial aspect of academic writing: citation and referencing. It furnishes instructions and illustrations on the proper method of citing sources within the body of their dissertations using both parenthetical and narrative citations, as well as how to format these sources in the reference list in accordance with the 7th edition of The Publication Manual of the American Psychological Association (2019/2020). Furthermore, the paper underscores the principal revisions implemented in the most recent edition of the APA Manual in comparison to its prior iteration.

Keywords: Citation Style, Referencing, APA Style, Academic Writing, Doctoral Dissertation.

INTRODUCTION

Composing high-quality doctoral dissertations requires a good command of a number of technicalities pertaining to both, content production and format organization such as: opting for the most pertinent research methodologies, developing skills of collecting and analyzing data with the right statistical and analytical tools, structuring the dissertation in a way that ensures consistency of organization, analyzing and synthesizing relevant literature to provide a solid foundation for the issue at hand, checking plagiarism using reliable tools and also editing and proofreading, among others. In essence, the mastery of these skills will certainly add substantial value to the candidates' dissertations and enable them carry out future scholarly works with much ease and validity. For that ultimate purpose, the present article sheds light on one of the most significant of the aforementioned technicalities, namely, citation and referencing style. According to Lehman College (2023), a citation style is typically a set of guidelines that writers have to follow in their academic writings. Such rules pertain to how the references cited should be formatted in the body of their work and how they should be arranged in the references list. Citation styles play a pivotal role in academic writing. They serve both practical and ethical purposes. They ensure credibility and trustworthiness when citing reputable works, this shows that a thorough review of relevant literature is conducted, thus, allowing for the seamless integration of existing research into new studies. Also, academic institutions tend to place a high value on integrity in properly conducted academic works. So, formatting a scholarly work pertinently enhances academic reputation. Furthermore, adherence to proper citation practices prevents plagiarism and enhances academic honesty (Lead, 2023). In effect, when a writer cites others' research and findings, they implicitly give them credit for the source of their information. Such act of courtesy will yield, in return, more credit and credibility to the writer's work.

Also, readers can easily trace the sources of information back to their origins, hence, making it easy for them to fathom and follow the researchers' arguments and ideas. In addition, citing other works will help readers distinguish between the writer's own thoughts and claims from those of their source (American Psychological Association, 2023).

Citation Styles in Academic Writings

In the world of academia and research, different universities, academic associations and houses of publication have set forth different citation styles, which are frequently published in an official handbook that includes detailed instructions and examples. Some of the most widely used citation styles are:

- *Institute of Electrical and Electronics Engineers style* (IEEE): used in Engineering, Computer Sciences and other technological fields.
- *American Sociological Style* (ASA): used, as its appellation reads, by researchers and students preparing manuscripts in the field of Sociology.
- *American Medical Association* (AMA): a formatting and writing style commonly used in health sciences courses.
- *American Chemical Society* (ACS): which is the standard citation style in the realm of Chemistry.
- *Harvard Referencing Style*: adopted by academic writers in the fields of Business, Law, and natural sciences.
- *Chicago style*: created by the University of Chicago as the official referencing style in the fields of Arts, History, and Literature.
- *Modern Language Association* (MLA): a style commonly utilized in Humanities, specifically in Literary Studies, Philosophy, Religious Studies, and Cultural Studies.
- *American Psychological Association* (APA): employed by scholars in Social Sciences, namely, in Psychology, Economics, Sociology, Education, and Linguistics.

In the realm of humanities and social sciences, the rivalry between APA, MLA and Chicago Style is legendary (McCombes, 2024).

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While APA is dominant in the social sciences and MLA holds sway in the humanities, Chicago covers both orientations. The chart below outlines the most conspicuous differences between the three styles:

	APA American Psychological Association	MLA Modern Language Association	Chicago Style
Source	Publication manual of the American Psychological Association 7th edition (2020)	MLA Handbook for Writer of Research Papers 7th edition (2009)	The Chicago Manual of Style 17th edition (2017)
Fields	Social sciences: ○ Sociology ○ Psychology ○ Education ○ Linguistics ○ Political sciences	Humanities: ○ Literary Studies ○ Philosophy ○ ReligiousStudies ○ Cultural Studies	Both realms: *Note and Bibliography style*: literature, history and arts. *Author-date style*: natural and social sciences.
Text	General ideas are important. Avoid too many quotes. Paraphrasing is highly encouraged.	Puts much emphasis on the author's exact words. i.e.: quotes give more credibility to the work.	Quoting and paraphrasing are equally incorporated in the body of scholarly works.
Title of reference list	References	Works Cited	Bibliography (Notes and Bibliography style) References (Author-date style)
Order of references	Alphabetically listed by author's last name	Alphabetically listed by author's last name	Alphabetically listed by author's last name
Authors' names in references	Last name followed by first and middle name initials. <u>Ex</u>: Smith, A.	Last name and first name are written fully. Ex: Smith, Anna	Last name and first name are written fully. <u>Ex</u>: Smith, Anna
Citing multiples authors	Use an ampersand "&" with the last author <u>Ex</u>: Smith, A. & Johnson, C.	The conjunction "and" is favored. <u>Ex</u>: Smith, Anna and Johnson, Clark	The conjunction "and" is used.
In-text citation	Author's last name, year, page number <u>Ex</u>: (Smith, 2023, p.15)	Author's last name and page number <u>Ex</u>: (Smith 15)	Author-date style: Author's last name followed with date of publication and page number Ex: (Smith 2023, 15)
Capitalization	Only initial words in a title and subtitle are capitalized. <u>Ex</u>: Gleason, J. (2010). *Chaos: A look at the stars.* RedRiver.	All major words are capitalized. Ex: Gleason, Jeff. *Chaos: A Look at the Stars.* RedRiver, 2010.	All major words are capitalized. <u>Ex</u>: Gleason, Jeff. *Chaos: A Look at the Stars.* RedRiver, 2010.
Period	A period (.) should appear at the end of works cited in the "Reference List" except for those ending with a URL / DOI	All entries in the "Works Cited" list end with a period (.)	All entries in the "Bibliography" / "References" end with a period (.)

1. The American Psychological Association (APA) Style

The unveiling of the APA Style dates back to 1929 thanks to a cohort of anthropologists, psychologists, and business managers who assembled with the aim of putting forward a set of procedures, or style rules, that would systematize the components of scientific writings to facilitate their reading comprehension (APA, 2023). Eventually, they outlined their rules in a seven-page journal paper that offered structural guidelines for getting manuscripts ready for submission. Thereafter, this article kept expanding and metamorphosed into a Publication Manual that caters to the evolving needs of researchers, students, and educators in the fields of social sciences, humanities, health care, and natural sciences. Nowadays, due to the advent of science and technology, information is disseminated in various mediums. Hence, the association published the latest version of the manual in its seventh edition in the fall of 2019, and later a revisited version at the dawn of 2020, to accommodate digital sources such as online sources, websites, social media posts, and more.APA Style yields fairly extensive rules for producing academic papers irrespective of the subject of discipline. Nevertheless, it is traditionally adopted by students and researchers in social sciences. It basically covers aspects of academic writing in psychology, sociology, economics, linguistics, and related fields. It specifically addresses the layout of professional and scientific papers (title page, abstract, main body, headings, and reference page), the format of in-text citations (parenthetical and narrative citations), and the organization of the reference list. Practically, to shrink down all these components in the form of an article would be elusive and strenuous given the very many cases and exceptions.

For that matter, the following work is contended solely with the two last components. For ample details, referring to the original source will turn more pragmatic and favorable.

2. APA Style: In-Text Citation

Basics

- Capitalize:

  ➢ Title of a source in your text, be it a book, article, or report of others.
  ➢ Major words of a title (verbs/adjectives/adverbs/nouns/pronouns).
  ➢ Major words with four letters and more.
  ➢ The 1st word of the title even if it's a minor word (three-letter words and less).
  ➢ Compound words
  ➢ The 1st word of a subtitle
  ➢ The 1st word after (:) / (.) / (-)
  ➢ Titles of tests, measures, and scales: Chi-Square Test, Pearson Correlation…
  ➢ Proper nouns: people (John Alisson), places (Cadi Ayyad University), brands (Google), and ethnic groups (African Americans / White / Black).
  ➢ Names of theories, hypotheses, and models… that are associated with a proper name: Freudian Slip, Maslow's Hierarchy of Needs Model.
  ➢ Title of paper, sections (Results / Discussion), and chapters (Methodology).
  ➢ Periodicals: International Journal of Applied Linguistics (also italicized).

- ➢ Table title (also italicized) and column titles.
- ➢ Figure title (also italicized).
- ➢ The word "Note" under tables and figures (also italicized).

- The APA Style adheres to the author-date method in in-text citations. That is, the author's last name followed by the date of publication should both appear in the text, for example, - (Fromkin, 1998) - in parenthetical citation and - Fromkin (1998) - in narrative citation.
- When borrowing an idea from a given source but not directly quoting from it, that is to say via paraphrasing or summarizing, only the author's last name and date of publication should appear in the in-text referencing without the page number as elucidated above.
- Notwithstanding, when echoing an author's words directly from the source, a reference to the page number(s) at the end of the parenthetical citation is required. In that case, the abbreviation "p." or "pp." is used before listing the page number(s). This can appear as follows: (Fromkin, 1998) or (Fromkin, 1998). Sometimes, the page number(s) can appear solo at the end of a short quote provided that this latter is preceded by a signal phrase as in this example:

According to Fromkin (1998), "learning writing skills is very complicated and cannot be taught overnight" (p. 65).

- In the case of long quotations (40 words and longer), these ought to be placed in a free-standing paragraph with no quotation marks ("…"). All the lines should be indented ½ inch (= 1,27 cm) from the left margin and double-spaced. No extra blank line should be left before or after the quotation and the parenthetical citation comes after the closing punctuation mark. The screenshot below illustrates these guidelines:
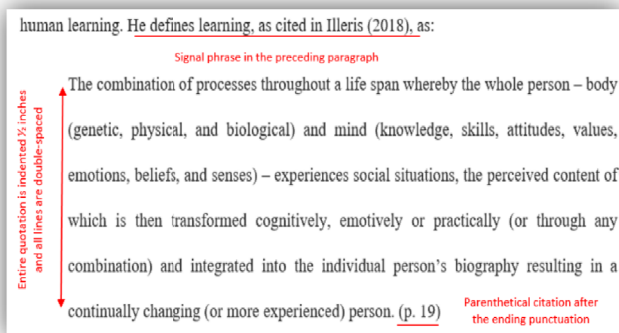

Figure 1. Format of the Long Quotations

In-Text Citation: Author(s)

In-text citations have two formats: Parenthetical citation and narrative citation. In the former, henceforth (*Pc*), the author's name and date of publication appear in parentheses whereas in the latter, hereafter (*Nc*), the author's name is incorporated into the text as part of the sentence and the year follows in parentheses.

One author:

When citing a work with one author, provide their surname and date of publication only. Suffixes such as "Jr." should not be included. This can appear as follows:

- *Parenthetical citation*: …………………. (Driscoll, 2014).
- *Narrative citation*: Driscoll (2014) claims that ……………

Two authors with a shared work:

Both authors' names should be mentioned each time the work is cited. The word "and" is used between the authors' names in the narrative citation but the ampersand "&" is utilized instead in the parenthetical citation.

- *Pc*:   ……………………………………………….………… (Schultz & Petty, 2023).
- *Nc*: a recent study by Schultz and Petty (2023) shows that ……………………….

Three authors or more:

When citing a work with multiple authors, only the first author's name is mentioned followed by "et al."

- *Pc*:   …………………………………….…………..…… (Wierzbicka et al., 1994).
- *Nc*: Wierzbicka et al. (1994) contend that ……………………………….……………

However, when citing different works, in the same year of publication, the "el al" form of each source is not the same, in that case, more names ought to be written out to avoid ambiguity. For instance, to cite works with these authors (Wierzbicka, Smith, Liu, Huang and Kim) and (Wierzbicka, Smith, Ruiz,Wang and Staton), they should appear as follows:

- *Pc*: ………………... (Wierzbicka, Smith, Liu, et al., 1998). ………………….………(Wierzbicka, Smith, Ruiz, et al., 1998).
- *Nc*: Wierzbicka, Smith, Liu, et al. (1998) contend that ……
- Wierzbicka, Smith, Ruiz, et al. (1998) contend that ………

Unknown author, date, or page number:

When the author of a source is not mentioned, cite the source by its title in the signal phrase. In the parenthetical citation, the first word or two words - in the case of long source names - are used. Titles of articles and book chapters are italicized whereas web pages are inserted between quotation marks. Major words are capitalized in the in-text citation but not in the reference list.

- *Pc*: ………………….………….. ("Educational", 2023).
- *Nc*: as cited in "Educational Psychology", 2023, ……

In the absence of the date of publication, this latter is substituted with the abbreviation "n.d." in both types of citations. Likewise, when page number(s) cannot be spotted, the abbreviations "p." and "pp." in short quotations are omitted.

Organization as an author:

When the author of a work is an organization, mention the full name of this latter in the signal phrase and the parenthetical citation as follows:
- *Pc*: …………(American Psychological Association, 2020).
- *Nc*: The American Psychological Association (2020) recommends that ………………………………………..

It should be pointed out, nonetheless, that if the organization has a well-known acronym, it is possible to use it in the subsequent citations of the same work.

- *Pc*: …………………………..…… (APA, 2020).
- *Nc*: APA (2020) recommends that ……………….....

Two or more works in the same parentheses:

In the case of citing two different authors/works sharing the same idea, they should be ordered alphabetically and separated with a semi-colon:

- *Pc*: ……………………..…… (Bernard, 2019; Kagan, 2007).
- *Nc*: Bernard (2019) and Kagan (2007) agree that …………

Two or more authors with the same last names:

To avoid confusion, it is recommended to use the authors' first name initials before their surnames as follows:

- *Pc*: ………………. (L. Bernard, 2019; M. Bernard, 2007).
- *Nc*: L. Bernard (2019) and M. Bernard (2007) agree that …

Different works by the same author in the same year:

Citing multiple works by the same author in the same year of publication requires the use of lower-case letters (a, b, c) to distinguish them from one another. The examples below illustrate this case:

- *Pc*: ………………..………. (Longshow, 2007a, 2007b).
- *Nc*: Longshow (2007a) asserts that …………………
However, a parallel study,(2007b), he reveals that …………...

Different works by the same author in different years:

Mention the writer's name once and use a comma (,) to separate the different years of publications, as follows:

- *Pc*: ……………………………...…. (Bernard, 2019, 2021).
- *Nc*: Bernard (2019, 2021) contributed a greatly to ………

Indirect sources:

When referring to a work that was cited in another source, it is preferable to consult the primary source and cite the original idea directly. Otherwise, when unable to lay hands on the original source, it is admonished to name this latter in the signal phrase with the expression (as cited in…). This can be used as follows:

- *Pc*: ……....... (Bandura, 1986, as cited in Thompson, 2019).
- *Nc*: Bandura (1986) argues that …………………… (as cited in Thompson, 2019).

APA Style: Reference List

The reference list provides information necessary for a reader to locate and retrieve any source already cited in the body of the paper. Each source cited in the paper must appear in the reference list. Likewise, each entry in the reference list must be cited in the text. Consistency in reference formatting allows the readers to discern the works consulted and how information is organized throughout the paper with less effort. Similarly, when searching the literature, it helps writers read the reference lists of other works and identify easily the works that are likely to serve their inquiries.

Basics

- The reference list should appear on a new page at the end of the paper/dissertation and entitled "References" in bold and centered at the top of the page.
- All entries should follow the author-date-title-source format.
- All entries should be listed in alphabetical order by the first author's surname of each work.
- All entries should be double-spaced.
- All lines after the first line of each entry should be indented ½ inch to the left margin.
- All authors' names should be inverted, i.e., their surnames should be provided first.
- Authors' first and middle names should be mentioned as initials. Only their last names are written in full form.
- Works with up to 20 authors, their last name and first with middle name initials should all appear in the entry. An ampersand (&) is used right before the last author. This is a new rule for APA 7 as APA 6required only the first 6 authors solely.
- Works with 21 authors or more, the number of authors listed should not exceed 20. At the 19th surname, an ellipsis (…), instead of the ampersand, is inserted then the final author's name is written.
- For multiple works by the same author(s), these should be ordered chronologically, from the earliest to the most recent.
- For different works by the same author in the same year, they should be listed in the same order they were mentioned in the in-text citation with the letters (a, b, c) following the date of publication.

- Capitalize:

  ➢ The 1st letter of the 1st word of a book, article, website title and subtitle, too.
  ➢ For journal titles: major words (verbs, adjectives, adverbs, nouns, pronouns).
  ➢ For journal articles: the 1st letter of the 1st word, 1st word in the subtitle, the 1st word after the colon (:) or dash (-), the author's name and initials, nationalities as well as proper nouns.

- Italicize:

  ➢ Titles of longer works such as books, edited collections, and newspapers.
  ➢ Journal titles but NOT journal articles.
  ➢ Titles of short works like chapters in books or essays in edited collections are not italicized, underlined,or inserted between quotation marks.
  ➢ Website titles.

Reference List: Author(s)

One Author: Last name in full form followed by first and middle name initials.

➢ Searl, J. R. (1995). *The construction of social reality*. Free Press.

Two authors:

Last name in full form followed by first and middle name initials. Then, separate the two authors' names with a comma (,) followed by an ampersand (&).

➢ Goleman, D., &Halpern, F. L. (1995). *Emotional intelligence: Why it canmatter more than IQ*. Bantam.

Three to twenty authors:

➢ The last name of all the twenty authors followed by their first and middle names initials. Comma (,) is used to separate their names and an ampersand (&) is placed right before the last author's name.
➢ Halpern, J.W., Kilborn, J.M., Lokke, A.M., Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., & Harmer, J. (2001).

More than twenty authors:

The list of authors in the entry should not exceed twenty. List the authors by their surnames followed by first and middle names and initials. After the first 19 authors, an ellipsis (…) is to substitute the remaining author names. Then, end with the author nº 20. The ampersand (&) nor the conjunction (and) are used.

➢ Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019).

Group of authors:

When a work is written by an organization with no credited author(s), such as in the case of the APA manual, dictionaries, or encyclopedias, the name of the organization is used as an author and the publisher is omitted.

➢ American Psychology Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Unknown author:

When the work does not have a credited author, the title of the work ought to be placed at the beginning of the entry followed by the date and house of publication. However, if the author of the work is signed "Anonymous", though it is a rare case, then you can utilize this pseudo in the slot of the author's name.

➢ Brain development in autistic children. (2021). In J. Peterson (Ed.), *Human psychology* (pp. 123-139). Prentice-Hall.
➢ Anonymous. (2021). Brain development in autistic children. In J. Peterson (Ed.), *Human psychology* (pp. 123-139). Prentice-Hall.

One author with multiple works:

Cite the author's name in all entries and classify the publications from the oldest to the most recent ones. Works with no date of publication (n.d.) must come first in the list.

➢ Searle, J. R. (n.d.)
➢ Searle, J. R. (2007)
➢ Searle, J. R. (2010)

If the author is the sole author of a work but in another citation, he is the first author of a group of authors, the single-author work ought to be listed first:

➢ Josham, C. R. (2014).
➢ Josham, C. R., &Solino, S. C. (2014).

References that have an identical first author but differ in the subsequent authors should be listed alphabetically by the last name of the second author or the last name of the third author if the second ones in both works are alike.

➢ Arriage, B., Capezza, M., Reed, T., &Wesselman, G. (2005).
➢ Arriage, B., Kumashiro, M., Finkel, J., &VanderDrift, L. (2005).

One author with two or more works in the same year:

List works by the same author and date of publication in the reference list separately as usual. Then, arrange them alphabetically by their titles by assigning the 1st, 2nd, and 3rd works the letters a, b, and c respectively right after the date. This very same classification should also appear in the in-text citation.

➢ Berndt, T. J. (2004a). Children's friendships: Shifts over a half-century in perspectives on their development and their effects. *Merrill Palmer Quarterly, 50*(3), 206-223.
➢ Berndt, T. J. (2004b). Friendship and three A's (aggression, adjustment, and attachment). *Journal of Experimental Child Psychology, 88*(1), 1-4.

Reference List: Articles in Periodicals

➢ Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy
➢ Beattue, B. R., & LaFrance, T. G. (2006). The law of demand versus marginal utility. *Review of Agricultural Economics, 25*(2), 245-266. https://doi.org/ 10.16111/j.2657.276.x
    • *Note1:* APA 7 admonishes writers to include a DOI (Digital Object Identifier) after the page numbers for journal articles. However, if the DOI is not available, use the URL (Uniform Resource Locator) of the website where the periodical is located.
    • *Note 2:* articles from academic research databases (Google Scholar, JSTOR, Science Direct, Scopus, Web of Science, etc) that are not originally assigned a DOI, do not require a URL. That is, the entry ends with the range of page numbers. A URL is applicable only for articles that are from online journals that are not part of a database.(see the database information page)

- *Note 3:* articles from printed magazines and newspapers require neither DOIs nor URLs.
- *Note 4:* the abbreviation "pp" before the page numbers are not included, unlike in the case of articles and chapters from edited books.

Reference List: Books

Basic form:

➢ Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

➢ Bandura, A. (1997). *Self-Efficacy: The exercise of control*. Freeman and Company.

Edited book:

➢ Editor, E. E. (Ed.). (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher. DOI (if available)

➢ Driscoll, M. P. (Ed.). (2014). *Psychology of learning for instruction*. Pearson.

Translated book:

➢ Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (T. Translator, Trans.). Publisher. (Original work published YEAR). DOI (if available)

➢ Pavlov, I. P. (1960). *Conditioned reflexes: An investigation of the psychological activity of the cerebral cortex* (G. V. Anrep, Trans.). Dover Publications. (Original work published 1927).

Other editions of the book:

➢ Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (# ed.). Publisher. DOI (if available)

➢ Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

Article or chapter in an edited book:

➢ Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI (if available)

➢ Wenger, E. (2018). A social theory of learning. In K. Illeris(Ed.), *Contemporary theories of learning: Learning theorists…in their own words* (pp. 219-228). Taylor & Francis.

Multivolume work:

➢ Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (Vol. #). Publisher. DOI (if available)

➢ Fiske, S. T., Gilbert, D. T., &Lindzey, G. (2010). *Handbook of Social Psychology* (Vol. 1). John Wiley &Sons. https://doi.org/10.1002/9780470561119

Reference List: Other Print Sources

Entry in a print dictionary, encyclopedia, or thesaurus (organization):

➢ Organization name. (Year). Title of entry. In *Title of reference work* (edition, page numbers). Publisher name.

➢ Merriam-Webster. (2019). Clickbait. In Merriam-Webster's collegiate dictionary (11ᵗʰ ed., p. 727). Marriam-Webster, Inc.

Entry in a print dictionary, encyclopedia, or thesaurus (known author(s)):

➢ Editor, A., & Editor, B. (Eds.). (Date). Dictionary/Encyclopedia entry. In the *Name of the dictionary/encyclopedia* (edition, if not the first). Publisher.

➢ Richards, C. J., & Schmidt, R. (Eds.). (2010). Polyglot. In *Longman Dictionary of Language Teaching and Applied Linguistics* (4ᵗʰ ed.). Pearson.

- *Note:* when an entry does not have a known author, move the editors' names to the author position and treat the dictionary or encyclopedia as an edited book.

PhD dissertation or MA thesis –published:

➢ Last name, F. M. (Year). *Title of dissertation/thesis* (Publication No.) [Doctoral dissertation / Master's thesis, Name of Institution Awarding the Degree]. Database or Archive Name.

➢ Fremann, M. (2010). *Networks of communication in emergency medical services* (Publication No. 3544643) [Doctoral dissertation, Rhode Island University]. ProQuest Dissertations Publishing.

PhD dissertation or MA thesis – Unpublished:

➢ Last name, F. M. (Year). *Title of dissertation/thesis* [Unpublished doctoral dissertation/master's thesis]. Name of Institution Awarding the Degree.

➢ Baaqili, M. (2010). *Humor and gender: Gender differences regarding the use of humor in casual encounters*. [Unpublished master's thesis]. Cadi Ayyad University.

Conference proceedings –book chapter:

➢ Author, A. A. (Date). Title of paper. In A. Editor & B. Editor (Eds.)*, Title of proceedings* (page numbers). Publisher. DOI or URL if available.

➢ Baaqili, M., Ouardirhi, H., & Touloun, C. (2024). The use of AI in enhancing students' cultural communicative competence: Evidence from Moroccan high schools. In Elhaloui, A., Ed-dali, R., & Said, K. (Eds.), *Foreign language learning in the AI era* (pp. 56-67). Springer.

Conference proceedings – journal article:

➢ Author, A. A., & Author, B. B. (Date). Title of article: Subtitle. *Title of Journal, volume number*(issue number), page numbers of the whole article. DOI

➢ Baaqili, M., Ouardirhi, H., & Touloun, C. (2024). The use of AI in enhancing students' cultural communicative competence: Evidence from Moroccan high schools. *Proceedings of the 2ⁿᵈ International Conference on the Problem of Learning in Morocco 3*(17), 24-36. https://doi.org/xx.xxx/xxxx

Conference proceedings – whole book:

➢ Lastname, F. M., & Lastname, F. M. (Eds.). (Year). *Title of Proceedings*. Publisher. DOI or URL
➢ Elhaloui, A., Ed-dali, R., & Said, K. (Eds.). (2024). *Proceedings of the 2nd International Conference on the Problem of Learning in Morocco*. Springer. https://doi.org/xx.xxx/xxxx

Reference List: Electronic Sources

Webpage:

➢ Last name, F. M. (Year, Month Date). *Title of page*. Website name. URL
➢ McLeod, S. (2024, February 1). *Constructivism learning theory & philosophy of education*. Simply Psychology. https://www.xx

Webpage – unknown author:

➢ *Title of page*. (Year, Month Date). Site name. Retrieved Month Date, Year, from URL
➢ *Constructivism learning theory & philosophy of education*. (2024, February 1). Simply Psychology. Retrieved April 12, 2024, from https://www.xxxxxxxxxxxxxxxx

Webpage – no date of publication:

➢ Author or Group name. (n.d.). *Title of page*. Site name. URL
➢ Kurt, S. (n.d.). *Behaviorism, key terms, history, theorists, criticism, and implications for teaching*. Educational Technology. https://tinyurl.com/yp4ssfdx

Wikipedia article:

➢ Title of article. (Year, Month Date). In *Wikipedia*. URL of an archived version of the page
➢ APA style. (2024, May 31). In *Wikipedia*. https://en.wikipedia.org/wiki/APA_style

Online lecture/presentation:

➢ Last name, F. M. (Year, Month Date). *Title of presentation* [Lecture notes, PowerPoint slides, Word document]. Publisher. URL
➢ Smith, C. (2022, October 13). *AI and machine learning demystified* [PowerPoint slides]. SlideShare. https://www.slideshare.net/carologic/ai-and-machine-learning-demystified-by-carol-smith-at-midwest-ux-2017

Computer software:

➢ Last name, F. M. or Name of Group. (Year). *Title of software* (Version No.). Publisher. URL
➢ Maplesoft. (2019). *Maple companion* (Version 2.1.0). Cybernet Systems Co. https://www.maplesoft.com/products/MapleCompanion/
➢ *Note:* Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

YouTube video:

➢ Last Name, F. M. [channel name]. (Year, Month Date). *Title of video* [Video]. Website host. URL
➢ Scribber. (2020, August 20). *Develop a theoretical framework in three steps* [Video]. Youtube. https://www.youtube.com/watch?v=4y1BAqOnhMM

• *Note:* if the name of the video uploader (author) is identical to the name of the channel, this latter can be omitted.

Reference List: Other Non-Print Sources

Entry in an online dictionary, encyclopedia, or thesaurus– organization:

➢ Organization name. (year of publication). Title of entry. In the *name of dictionary/encyclopedia/thesaurus*. Retrieved month date, year, from URL
➢ Cambridge University Press. (n.d.). Plagiarism. In *Cambridge Dictionary*. Retrieved April 14, 2024, from https://dictionary.cambridge.org/dictionary/english/plagiarism

Entry in an online dictionary, encyclopedia, or thesaurus - known author(s):

➢ Author, A., & Author, B. (year of publication). Title of entry. In the *Name of an encyclopedia or dictionary*. Retrieved month date, year, from URL
➢ Beckwith, J., & Foley, B. (2012). Identity theft. In *Computer Studies encyclopedia*. Retrieved July 4, 2020, from https://computerstudiesencyclopedia.org/identity/theft

• *Note:* when an online reference work is not archived, i.e. it is constantly updated, use (n.d.) and include retrieval date.

Unpublished manuscript:

➢ Author, A. A. (year). *Title of manuscript*. [Unpublished manuscript]. Host institution.
➢ Ammori, S. (2019). *Apologizing strategies in Japan and Morocco: A comparative approach*. [Unpublished manuscript]. Faculty of Letters and Human Sciences, Cadi Ayyad University of Marrakech.

Manuscript in preparation:

➢ Author, A. A. (year). *Title of manuscript*. [Manuscript in preparation]. Host institution.
➢ Ammori, S. (2019). *Apologizing strategies in Japan and Morocco: A comparative approach*. [Manuscript in preparation]. Faculty of Letters and Human Sciences, Cadi Ayyad University of Marrakech.

Manuscript submitted for publication:

➢ Author, A. A. (year). *Title of manuscript*. [Manuscript submitted for publication]. Host institution.
➢ Ammori, S. (2019). *Apologizing strategies in Japan and Morocco: A comparative approach*. [Manuscript submitted for publication]. Faculty of Letters and Human Sciences, Cadi Ayyad University of Marrakech.

Changes in APA 7th Edition

The 7th edition of the APA manual was released in October 2019, and later the 2nd printing was introduced in January 2020 with rectified misprints and errors,bringing new updates to the guidelines of its antecedent (6th edition in July 2009). These changes pertain to citing online materials and the use of inclusive and bias-free language, among others.

Writing mechanics and grammar:

- Use one space instead of two after a period at the end of a sentence and after colons (:), semi-colons (;), commas (,), and name initials.

  APA 6: Steinback, J. (1985).
  APA 7: Steinback, J. (1985).

- Use double quotation marks "…" instead of italics to refer to linguistic items

  APA 6: Describing the elements of a survey in which informants have to choose between *agree, disagree,* or *others*.
  APA 7: Describing the elements of a survey in which informants have to choose between "agree", "disagree" or "others".

- Use the personal pronoun "they" to refer to a person whose gender is unknown or irrelevant.

  APA 6: I do not know who wrote this but he/she has good handwriting.
  APA 7: I do not know who wrote this but they have good handwriting.

Bias-Free language:

- Use "person-first" language instead of single adjectives and nouns to label groups of people to mitigate the harshness of words with negative connotations.

  APA 6: an epileptic or an epileptic man. / a poor man. / a blind boy.
  APA 7: a man with epilepsy. / a man living in poverty. / a boy with visual impairment.

- Use exact age ranges that are more specific instead of broad categories.

  APA 6: people over 60 years old.
  APA 7: people whose age ranges between 60 and 70 years old.

Tables and figures:

- A table presents and arranges information, often numerical, in rows and columns. A figure, on the other hand, is any visual display other than a table. It can be a map, a graph, a photograph, or a drawing.

APA 6:

- The table number is placed above the table.
- The table title is below the table number with a one-line space between them. It is written in italics and title case with no period.
- Use no vertical lines in the table and as few horizontal lines as possible.
- Use a table note, if necessary, under the table, and should end with a full stop. The word "note" comes in italics followed by a period.

Table 1

Numbers of Boys and Girls by Age Group

Grade	Boys	Girls
4	115	126
5	130	119
6	117	124
Total	362	369

Note. Adapted from *Example Book*, by J. Smith, 2016, p. 115. Copyright 2016 by Scribbr.

Figure 2. Table Format in APA 6

- Figure number appears below the image, in italics and followed by a period.
- Figure caption follows the figure number on the same line and is followed by a period. It is written in sentence case.
- Labels (i.e. the different elements of a figure) and legends (i.e. the key that explains the colors or symbols)are placed within the image in the same font and size as in the main text.
- Colors are used when necessary. That is, for illustrative and not aesthetic purposes.
- Use a figure note, if necessary, under the table, and should end with a full stop. The label "note" comes in italics followed by a period
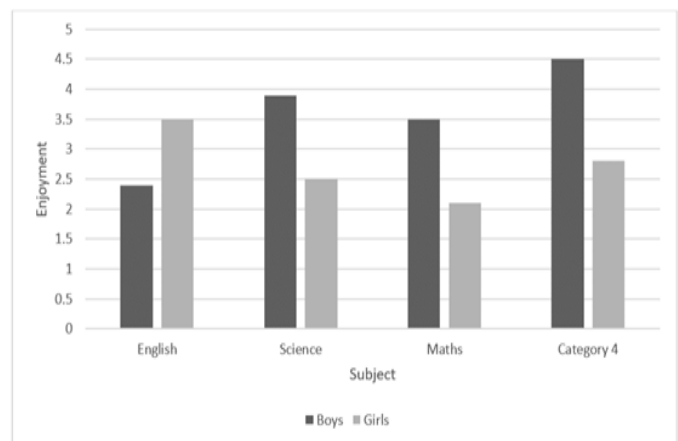

Figure 3. Figure Format in APA 6

APA 7:

- The table number is placed above the table **in bold.**
- The table title is placed with one blank line below the number in italics, title case, and no full stop.
- All headings must be written in sentence case
- Entries in the body should be in sentence case. Also, they should be center aligned. Longer entries can be exceptionally left-alignedfor ease of readability.
- No vertical lines are used. Only the horizontal ones when necessary.
- The table note comes under the table. It should be brief and end with a period. The label "note" is written in italics and followed by a full stop.
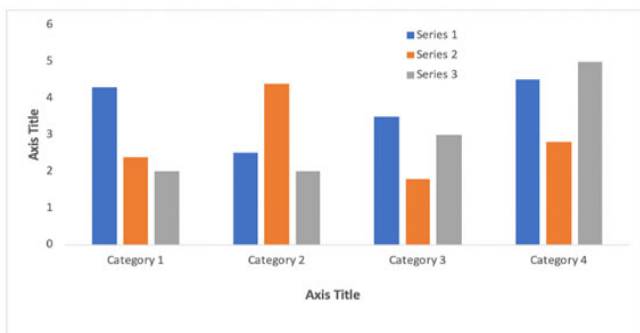
Table 1

Number of Boys and Girls by Age Group

Grade	Boys	Girls
4	115	126
5	130	119
6	117	124
Total	362	369

Note. Adapted from *Example Book*, by J. Smith, 2016, p. 115. Copyrights 2016 by Scribbr.

Figure 4. Table Format in APA 7

- Figure number is left aligned **in bold** with no full stop.
- Under the number, write the title italicized and in title case.
- The number and title should be double-spaced.
- Axis labels and other headings are written in title case whereas descriptions within figures follow the sentence case norms.
- Labels and legends are in the same font and size as in the main text.
- Colors are used when necessary. That is, for illustrative and not aesthetic purposes.
- The legend should be in title case and placed either within or underneath the image and not to the side.
- Though not all figures require one, a figure note should be placed underneath, italicized with a full stop. Then comes the description in plain style, in sentence case, and ends with a period, too.

Note. A note describing content in the figure would appear here.

Figure 5. Figure Format in APA 7

In-text citation:

APA 6

- When citing works with 3 to 5 authors for the first time, all the authors' names should be mentioned both in the narrative as well as in parenthetical citations. However, in the subsequent citations, only the first author is mentioned followed by the phrase "et al.".

Pc n°1: …………………….… (Smith, Fred & Thomas, 2009).
Nc n°1: Smith, Fred, and Thomas (2009) claim that ……….…
Pc n°2: …………………………...……… (Smith et al., 2009).
Nc n°2: Smith et al. (2009) claim that …………………….…..

- For works with 6 authors or more, only the first author's surname is mentioned followed by the phrase "et al." in the first and subsequent citations, for both the narrative and parenthetical forms.

Pc: ……………………………….… (Smith et al., 2009).
Nc: Smith et al. (2009) claim that …………………………….

APA 7

- The in-text citation of works with 3 authors or more is narrowed down to the first author's last name followed by the phrase "et al." to replace all the remaining co-authors. This should appear as follows:

Pc: ………………………….…..…..… (Smith *et al.,* 2009).
Nc: Smith et al. (2009) assert that……………………...………

- Nonetheless, when citing works whose authors' names are partially identical, the phrase "at al." should be replaced with more surnames to avoid ambiguity. For instance, citing the two works below can be as follows:

<u>Work 1</u>: Smith / Peterson / Fred / Thomas / Kim
<u>Work 2</u>: Smith / Peterson / Fromkin / Nakamura / Son
Pc – work 1: …………... (Smith, Peterson, Fred, *et al.,* 2009).
Pc – work 2: ……... (Smith, Peterson, Fromkin, et al., 2009).
Nc – work 1: Smith, Peterson, Fred, et al. (2009) assert that …
Nc – work 2: Smith, Peterson, Fromkin, et al. (2009) claim that…

<u>***Note***</u>: the phrase "et al." is plural. Hence, it should always substitute more than one name. It can't replace one name. In that case, this latter ought to be written down.

Reference list:

- Works with multiple authors:

APA 6

The 6th edition of the APA manual allows no more than seven surnames in a reference entry. In works with more than seven authors, the manual endorses the use of ellipsis (…) to replace all the authors between the 6th and the last one.

➤ Smith, J., Khan, V., Zhang, H., Williams, T., Garcia, J., Sato, Y., . . . Laurence, D. (2011).

APA 7

The 7th edition extends the number of authors allowed to appear in a reference entry up to twenty. That is, works within 20 authors, all the surnames as well as first and second name initials should be mentioned. An ampersand "&" precedes the 20th author.

➤ Halpern, J.W., Kilborn, J.M., &Lokke, A.M., Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., & Harmer, J. (2001).

When the authorship exceeds 20 persons, an ellipsis (…) is utilized, and not an ampersand (&), to substitute the authors between the 19th and the 20th.

➤ Halpern, J.W., Kilborn, J.M., &Lokke, A.M., Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Harmer, J., … Ducan, F. (2001).

- Publication location:

APA 6

The city and country where the house of publication is located is mentioned prior to the published.

- Palmerston North, New Zealand: Outskirt Press.
- Oxford, England:Routledge.
- New York, NY: Cambridge University Press.

APA 7

The publisher's location is omitted.

- Tannen, D. (2001). *You just don't understand women: Women and men in conversations*. William Morrow.

Note: when the publisher is the author itself, the former is to be dropped.
- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000

- DOIs

The label "DOI" is no more required in online sources. DOI links should start as follows: https://doi.org/

APA 6

- Alahmad, M. (2020). Strengths and weakness of cognitive theory. *Budapest International Research and Critics Institute-Journal, 3*(3), 1584-1593. Doi: https://doi.org/10.33258/birci.v3i3.1088

APA 7

- Alahmad, M. (2020). Strengths and weakness of cognitive theory. *Budapest International Research and Critics Institute-Journal, 3*(3), 1584-1593. https://doi.org/10.33258/birci.v3i3.1088

- Retrievedfrom:

This phrase is no more needed before URLs for electronic sources:

APA 6

- Forsyth, D. (2018). *Probability and statistics for computer science.* Springer Publishing Company. Retrieved from https://www.springer.com/gp/book/9783319644097

APA 7

- Forsyth, D. (2018). *Probability and statistics for computer science.* Springer Publishing Company. https://www.springer.com/gp/book/9783319644097

- E-books

The 6th edition includes the format of the e-book (kindle / ePUB / iBooks / eReader…) right after the book's title between square brackets […]. However, this is no longer needed according the norms of the 7[th]edition. E-books are treated as the ordinary book format.

APA 6

- Roach, M. (2010). *Packing for Mars: The curious science of life in the void* [Kindle]. Retrieved from http://www.amazon.com

APA 7

- Roach, M. (2010). *Packing for Mars: The curious science of life in the void*. Pearson. https://doi.org/10.33258/ghb352877

- Websites

The website name that hosts the webpage, article or report is not mentioned in the reference entry according to the 6th edition of the manual. Nonetheless, the revisited edition accentuates its appearance prior to the URL.

APA 6

- Bailey, A. (2023, November 29). *Cognitive development theory: What are the stages?*https://www.verywellhealth.com/cognitive-development-5220803#citation-3

APA 7

- Bailey, A. (2023, November 29). *Cognitive development theory: What are the stages?* Very Well Mind. https://www.verywellhealth.com/cognitive-development-5220803#citation-3

- Journal articles

According to the guidelines of the newest edition of the publication manual, all articles should include an issue number, a rule that the precedent edition did not stress.

APA 6

- Oliver, K. M. (2000). Methods for developing constructivist learning on the web. Educational Technology, 40, 5-18.

APA 7

- Oliver, K. M. (2000). Methods for developing constructivist learning on the web. Educational Technology, 40(6), 5-18.

Conclusion

Before embarking upon their doctoral journey, doctoral candidates are required to be knowledgeable about a variety of basics related to how to find an interesting and novel research topic, formulate a research problem from which emanates precise research questions and hypotheses, collect and analyze their data using the pertinent tools, publish articles in indexed journals as well as how to format their scholarly works using the corresponding style for citation and referencing. In that regard, the following article endeavored to cast light on one of

the aforementioned requirements, namely, citation style. In essence, it provided a simplistic elucidation of the basic rules of the APA citation and referencing style as detailed in the 7th edition of *The Publication Manual of the American Psychological Association* (2019/2020). The description of these norms was not exhaustive since the scope of this paper would not allow to thoroughly cover all the instances, details and exceptions outlined in the original source. Still, the present work can serve as a quick guide for inexperienced doctoral students that yields clear and straightforward explications of the most frequently encountered in-text citation and referencing instances. Nonetheless, consulting the publication manual alongside the official website of the American Psychological Association is very admonished for an in-depth understanding of all the nuances, intricacies and subtleties of in-text citation and referencing style in its latest edition.

REFERENCES

American Psychological Association. (2019). *Publication manual of the American psychological association* (7th ed.).

American Psychological Association (2023, March). *About APA style*. APAstyle APA. https://apastyle.apa.org/about-apa-style

McCombes, S. (2024). *APA vs MLA | The key differences in format & citation*. Scribbr. https://www.scribbr.com/citing-sources/apa-vs-mla/

Lehman College (2023, November 3). *Citation style guide: what is citation*? Libguides LehmanEdu. https://libguides.lehman.edu/c.php?g=579429&p=7742302

The importance of proper citation styles in academic writings. (2023, October 15). Lead Word Paper. Retrieved June 4, 2024, from https://leadwordpaper.com/blog/the-importance-of-proper-citation-styles-in-academic-writing

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