JALDA urges its authors to comply with the APA 7th manual’s guidelines for In-Text Citations and References List.

APA Resources

APA Style website
https://apastyle.apa.org/

APA Style blog
https://apastyle.apa.org/blog/


A concise selection of APA 7th Edition’s guidelines for citations and references is introduced in this manual.

Adaptation by
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Managing Editor of JALDA
Appropriate Level of Citation

How many and which works should be selected to be cited in the manuscript are the first concerns of authors. The Publication manual of American Psychological Association, 7th Edition has specified the level of citation as such:

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. The works you cite provide key background information, support or dispute your thesis, or offer critical definitions and data. Cite only works that you have read and ideas that you have incorporated into your writing. Cite primary sources when possible and secondary sources sparingly. (APA, 2020, p. 386)

According to these guidelines, both under-citation and over-citation have to be avoided:

The number of sources you cite in your paper depends on the purpose of your work. For most papers, cite one or two of the most representative sources for each key point. Literature review papers, however, typically include a more exhaustive list of references, given that the purpose of the paper is to acquaint readers with everything that has been written on the topic. Avoid both undercitation and overcitation. Undercitation can lead to plagiarism (see Section 8.2) and/or self-plagiarism (see Section 8.3). Even when sources cannot be retrieved (e.g., because they are personal communications; see Section 8.9), you still need to credit them in the text (however, avoid using online sources that are no longer recoverable; see Section 9.37). Overcitation can be distracting and is unnecessary. For example, it is considered overcitation to repeat the same citation in every sentence when the source and topic have not changed. (APA, 2020, p. 386)

Plagiarism

Accurate and precise citation is a means of avoiding plagiarism. Inexperienced researchers and authors need to update their awareness of this important issue. APA has reiterated a definition of plagiarism and possible consequences of committing plagiarism, which is considered as violation of research ethics, as such:

Plagiarism is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship (see APA Ethics Code Standard 8.11, Plagiarism). Writers who plagiarize disrespect the efforts of original authors by failing to acknowledge their contributions, stifle further research by preventing readers from tracing ideas back to their original sources, and unfairly
disregard those who exerted the effort to complete their own work. Writers who try to publish plagiarized work face rejection from publication and possible censure in their place of employment. Students who plagiarize may fail the assignment or course, be placed on academic probation, or be expelled from their institution. (APA, 2020, p. 387)

JALDA uses the plagiarism-checking software i-Thenticate to identify cases of copying or partial match with already-published works as well as instances of patchwriting in which some words have been changed but the overall content remains the same (APA, 2020, p. 366). The similarity will also be manually checked. Typically, JALDA will not publish manuscripts with similarity rates of over 15 percent. The following procedures have been suggested by APA as some ways to avoid plagiarism:

- paraphrase (i.e., state in your own words) the ideas of others (see Sections 8.23–8.24)
- directly quote the words of others (see Sections 8.25–8.35)
- refer to data or data sets (see Section 10.9)
- reprint or adapt a table or figure, even images from the internet that are free or licensed in the Creative Commons (see Sections 12.14–12.18)
- reprint a long text passage or commercially copyrighted test item (APA, 2020, pp. 388)

**Correspondence Between the Text and Reference List**

Any work cited in the text must be included in the reference list and any work included in the reference list must be cited somewhere in the text. APA has introduced the following as exceptions:

- Personal communications, which are unrecoverable sources, are cited in the text only (see Section 8.9 [of APA manual]).
- General mentions of whole websites or periodicals (see Section 8.22) and common software and apps (see Section 10.10) in the text do not require a citation or reference list entry.
- The source of an epigraph does not usually appear in the reference list (see Section 8.35).
- Quotations from your research participants can be presented and discussed in the text but do not need citations or reference list entries (see Section 8.36).
- References included in a meta-analysis, which are marked with an asterisk in the reference list, may be cited in the text (or not) at the author’s discretion (see Section 9.52). (APA, 2020, p. 389)
Components of Reference List and In-Text Citation

APA citation and referencing style includes a reference list for all in-text citations located on a separate page at the end of the manuscript. In-text citations identify briefly the sources that are directly quoted or paraphrased within the text.

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Parenthetical Citation</td>
<td>(MacIntyre &amp; Mercer, 2014)</td>
</tr>
<tr>
<td>Narrative Citation</td>
<td>MacIntyre and Mercer (2014) …</td>
</tr>
</tbody>
</table>

A. In-Text Citation

The in-text citation is used mainly in the body of the text. However, it may appear in a table, figure, footnote or appendix. It includes only the name of the author and the date of publication of the cited work (APA, 2020, p. 400).

In-text citations have two formats: Parenthetical citations and Narrative citations, which are used when directly quoting, paraphrasing, or general mentioning.

Paraphrasing

Ideas from published works of others or previous works of the author may be introduced in the article for the purpose of organizing or summarizing information. A professional tone should be used in paraphrasing. Copying others’ words must be avoided.

Paraphrased ideas should be cited either in parenthetical or narrative format. In this case, the page number is not required though it might be provided to help readers trace the cited work, especially when it is a book.

If paraphrasing the cited work continues for several sentences, cite it only on the first mention. However, if the paraphrasing continues to a new paragraph or is mixed up with other citations, the work must be cited again (APA, 2020, p. 412).
Direct Quotations
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Quoting directly from a work to emphasize a point in the essay should be reduced to as few cases as possible. Direct quotation is preferred for reproducing a definition (APA, 2020, p. 413). A quote should be copied exactly as written in the original work, including punctuation or incorrect spelling.

Block Quotations: All quotations of more than 40 words, numbered lists, verse extracts of one or more lines should be displayed as block quotes. A block quote is included in the essay as a freestanding piece of text or block form without quotation marks around it. Indent the whole block 0.5 inch from the left. If the quote includes more than one paragraph, indent the first line of each subsequent paragraph (and not the first paragraph) a further 0.5 inch. At the end of the quote, include the author’s name, year of publication, and page number/s after the full stop. Do not use a full stop after parentheses (APA, 2020, p. 415).

Example

Some researchers have postulated that emotions contain motivational properties due to the intentionality of emotions:

Even positive emotional states such as interest, attraction, and excitement are goal-oriented and they propel action as much as do fear and anger.

In fact, intentions are the emotional thrust of goal pursuit. If the goal can be attained right away, action takes its course and the emotions that directed it disappear quickly, often before we know they were ever present. We swat the mosquito, shout to a friend, pick up an interesting object, kick off our shoes, or avoid the unpleasant image on page three of the newspaper. (Lewis & Todd, 2005, p. 215)

Or:

Lewis and Todd (2005) have postulated that emotions contain motivational properties due to the intentionality of emotions:

Even positive emotional states such as interest, attraction, and excitement are goal-oriented and they propel action as much as do fear and anger.

In fact, intentions are the emotional thrust of goal pursuit. If the goal can be attained right away, action takes its course and the emotions that directed it disappear quickly, often before we know they were ever present. We swat the mosquito, shout to a friend, pick up an interesting object, kick off our shoes, or avoid the unpleasant image on page three of the newspaper. (p. 215)

Short Quotations: All quotations of less than 40 words should be embedded in the text and enclosed within double quotation marks (““”). Use single quotation marks (‘‘) for quotes within quotes. Introduce quotation marks before full stops (”) and commas (”,), not after. Be consistent in the use of curly or straight quotation marks.

Example

Research has investigated two main approaches to vocabulary learning: incidental learning and intentional or deliberate learning. Incidental vocabulary learning has been defined as “the picking up of new linguistic features while attention is focused on understanding the input” (Ellis, 2015, p. 147), whereas intentional learning involves a deliberate intention to learn a set of lexical items (Nation, 2001).
General Rules of In-Text Citation

1. In a parenthetical citation, the author’s last name and the date of publication of the work, separated by a comma, are included within parentheses at the end or within a sentence.

2. When the publication date of a work is not known, use “n.d.” instead of date. For the works accepted for publication, use “in press” instead of date.

3. The author’s name and date of publication should be used for every repeated in-text citation. However, the date can be omitted for repeated citations within a paragraph. Note: The abbreviation “ibid” is not used in APA style.

4. When both text and citation need to be included within parentheses, separate them with a semicolon.
   ….. (e.g., Unified Model of Competition; MacWhinney, 2008).

5. When citing more than one work, separate them with a semicolon and use alphabetical order. However, multiple citations in narrative citation can be used in any order.
   (Hand et al., 2010; Scott, 2009; Sereno & Rayner, 2003)
   Scott (2009), Sereno and Rayner (2003), and Hand et al. (2010) have emphasized that …

6. For multiple works from the same author, use the order of articles with no date followed by older publications to recent ones and articles in press. Use letters a, b, c, etc. if there are publications in the same year by the same author.
   (Ellis, n.d.; 1994; 2002a; 2002b; 2006; in press)

7. To include details of a source such as the number of pages, chapter or table from a book, include the data after the date following a comma.

8. For works with two authors, include both authors’ names in all citations and use an ampersand (&) between them in parenthetical citations and the word “and” in narrative citations. When citing a work in tables or figures, separate names with an ampersand both in narrative and parenthetical citations.
   (Hulstijn & Laufer, 2001)
   Hulstijn and Laufer (2001)
JALDA’s Guide for Citations and References

9. For works with **three or more authors**, include only the name of the first author followed by “et al.” for the **first and other citations**.

   (Godfroid et al., 2018)
   Godfroid et al. (2018)


10. Sometimes reducing several works, each with more than three authors by using et al. leads to ambiguity because the first few names might be the same while the date of publication is the same, too. For example, both of the following entries in the References will be shortened to Dewaele et al. (2019) for in-text citation:


   Use as many names as needed to avoid ambiguity. Therefore, the in-text citations for these entries will be:

   Dewaele, Franco Magdalena et al. (2019)
   Dewaele, Ozdemir et al. (2019)

   However, because the abbreviation “et al.” refers to the plural, it cannot be used when only one name remains to be replaced by et al. Thus, the first citation will include all three names:

   Dewaele, Franco Magdalena and Saito (2019) or Dewaele, Franco Magdalena & Saito, 2019

11. When the **author of a book or journal article is unknown**, the title of the work moves to the author position in the References List and is replaced for author’s name in in-text citations. A book title which is italicized in the References is also italicized in in-text citations. The title of a journal article which is not italicized in the References should be used within double quotation marks instead of italicization. Capitalize the main words in the title everywhere using a title case.

   **Book with no author:** *(Communication Strategies, 1992)*

   **Magazine article with no author:** *(“Incidental Vocabulary Acquisition”, 2018)*
JALDA’s Guide for Citations and References

12. For **abbreviating group authors** such as American Psychological Association, like other abbreviations, they should be used in their full form followed by the abbreviation in the first mention. Use brackets in parenthetical citations (APA, 2020, p. 408):

**Parenthetical Citation:**  
(American Psychological Association [APA], 2020)

**Narrative Citation:** American Psychological Association (APA, 2020) has defined

13. For **general mentioning** of a website, periodical, software, or application, APA does not require inclusion of any entry in the References. Including the website URL, name of the periodical, software, or application as in-text citation will be enough (APA, 2020, 409)

(https://www.lextutor.ca)

14. **Personal communications** are not included in the reference list and they are cited only with the text. The communicated persons, initials and last name as well as the exact date of communication should be included:

**Parenthetical citation:** (J. Hulstijn, personal communication, January 15, 2021)

**Narrative citation:** …. Elaborations on the Involvement Load Hypothesis by J. Hulstijn (personal communication, January 15, 2021)

15. **Secondary sources** should be used sparingly and only when access to the primary work is not possible. In such cases, include the secondary source in the References and for in-text citation, identify the primary source and then write, “as cited in” followed by the secondary source.

The former encompasses knowledge of the relationship between communicative action and power, social distance, and the imposition associated with the past and future (Brown & Levinson, 1987, as cited in Kasper & Roever, 2005).

In References:

JALDA’s Guide for Citations and References

B. References

APA requires a reference list rather than a bibliography. While a bibliography is meant to provide background knowledge or clues for additional reading, the purpose behind a reference list is to provide support for the ideas and concepts and arguments raised in the article (APA, 2020, p. 426).

Every entry in the references list is made up of four elements: Author, Date, Title, and Source. The four elements are separated with a full stop. The details within each element are separated with a comma. However, do not insert a full stop after a DOI or URL.


General Rules for References

- The reference list is arranged alphabetically by authors’ last name.
- Each reference appears on a new line.
- References are not numbered.
- Each item in the reference list has a hanging indent.
1. **Author(s)**

   - Author information is used in the following format:
     Last name, Initials.  Example: Widdowson, H. D.
   - Use a comma and an ampersand (&) to separate the names of two authors:
   - For 3 to 20 authors, include all names, separate them with a serial comma, and use an ampersand only before the last name.
   - For 21 and more authors, include 19 names followed by an ellipsis (But no ampersand) ending with the last author.
     
     **Example:**
   - When the first names are hyphenated, keep the hyphen between the initials with a full stop immediately following each initial:
     Jean-Marc Dewaele: Dewaele, J.-M.
   - The author(s)’ role, e.g., as the editor, can be used within parentheses between two full stops before the date:
   - For group authors, such as names of agencies, organizations, or study groups, include the full name. Do not use abbreviations here.
     Max Plank Research Center (2019).
   - If the author’s name is not given, move the title to the author’s place before the date.

2. **Date**

   - Include only the year of publication except for frequently published works such as newspapers or blog posts for which the day and month can also be included.
     (2020, January 21)
   - For the works with unknown dates, use “n.d.” in parentheses.
   - For the works accepted for publication, use the word “in press”.
   - For unpublished works, use the date of production. Do not use “in progress” or “submitted for publication”.
JALDA’s Guide for Citations and References

- For **advance online publications**, use the date of online publication.
- Use letters **a, b, c, etc.** to identify multiple works in the same year from the same author.

3. Title

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- For independent works such as **books and reports**, italicize the title and use sentence case (Capitalize only the first word).
- For works that are part of a whole such as **journal articles** or **book chapters**, do not italicize the title, do not use quotation marks; use sentence case.
- The number of **edition or volume** can be included within parentheses immediately after the title without italicization:


- For **works without a title**, such as a map, webpage or application, include descriptions to identify the work within square brackets [ ] instead of title.
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4. Source

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- The source for an independent work including **books, dissertations, theses, reports, films, and podcasts** is the publisher or website plus the DOI or URL if available.

  Note: Do not include the place of publication in this case.
- The source for a **journal article** includes the full name of the journal followed by volume number, issue number and page numbers separated with commas, plus the DOI or URL if available.

  https://doi.org/10.14746/ssllt.2014.4.2.2

  Note:
  1. Italicize the journal title and capitalize it with a title case.
  2. Do not abbreviate the journal title unless it is an inherent part of the journal name, e.g., PLOS One, JAMA.
  3. Italicize the volume number but not the issue number.
  4. If the article has an article number instead of page numbers, use the word Article (capitalized) followed by the article number instead of page numbers:

    Cogent Education, 7(1), Article 1787018. https://doi.org/10.1080/2331186X.2020.1787018
```
5. In title case, major words like nouns, verbs (including linking verbs), adjectives, adverbs, pronouns, and all words of four letters or more are capitalized, including the words such as Between, From, and With.

Example of an article title

Turning Frowns (and Smiles) Upside Down: A Multilevel Examination of Surface Acting Positive and Negative Emotions on Well-Being

- For book chapters, add the following information after the title of the chapter:

  In Initials and surname(s) of the editor(s) (Ed. or Eds.), Title of Book (2nd ed., vol.3, pp. xx-xx). Publisher.

**DOI & URL**

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DOI (digital object identifier) is a unique code combined of numbers and letters, which is used to identify the consistent location of a work on the Internet. A DOI starts with “https://doi.org/” or http://dx.doi.org/ and continues with number 10.

URL (uniform resource locator) can be found in the address bar of the browsers and is used to locate internet pages.

APA 7th requires the inclusion of DOI or URL as applicable to different works:

- Include a DOI for all works with a DOI, regardless of whether you used the online version or the print version.
- If a print work does not have a DOI, do not include any DOI or URL in the reference.
- If an online work has both a DOI and a URL, include only the DOI.
- If an online work has a URL but no DOI, include the URL.
- Other alphanumeric identifiers such as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) are not included in APA Style references. (APA, 2020, pp. 430-431)

The International DOI Foundation also provides a service to shorten the lengthy DOIs. (http://shortdoi.org/). The short DOI is also unique for each work and functions the same as the original DOI.

**Original DOI:** https://doi.org/10.1177/0894318409332569

(DO NOT BREAK IT WITH SPACES)

**ShortDOI:** http://doi.org/csr9r8
Examples of References

For instances of works not included here, consult APA 7th edition, chapter 10.

A. Articles from Journals, Magazines Newspapers and Weblogs

1. Journal article with DOI


2. Journal article without DOI


3. Journal article without DOI, with a nondatabase URL


4. Journal article with an article number or e-Locator (without page numbers)

5. Journal article – Journal does not provide issue numbers


6. Book Reviews


7. Journal article – Advance online publication


8. Journal Article Published in Another Language

Use the English translation of the title in square brackets following the title in the original language.


For Persian references, transliterate the names of authors, the article title, and the journal title and include English translation in brackets. The journal’s alternative English title can be used if it has one.

9. Magazine articles from a database


10. Magazine articles with a nondatabase URL

Include DOI or URL for magazine articles if available.


11. Newspaper articles from a database


12. Newspaper articles with a nondatabase URL


13. Webpage


14. Weblog post

15. Including Retrieval dates

Provide a retrieval date in the source element when citing an unarchived (i.e., not stable) work that is likely or meant to change.

For works that may change over time but have archived versions (e.g., Cochrane reviews or Wikipedia articles), a retrieval date is not needed (APA, 2020, p. 441). Do not use retrieval date for journal articles. The retrieval date, when needed, appears before the URL.


B. Books and Reference Works

16. Book with DOI

NOTE: Do not include the place of publication of books.


17. Book without DOI


18. Chapter in edited book


19. Book with a corporate author


21. Work in an anthology without DOI


22. E-book without DOI but with nondatabase URL


23. Audiobook without DOI but with nondatabase URL


24. Book in another Language

When a book is in a different language than your paper, include a translation of the book title in square brackets following the title in the original language.


For Persian references, transliterate the names of authors, the book title, and the publisher into English.

Modarresi, Y. (1387). Moghadame-i bar jame-e shenasi–e zaban [An introduction to the sociology of language]. Motaleate Farhang Va Olume Ensani. [In Persian]
25. Translated books

Cite translated works in the language in which the translation was published. (APA, 2020, p. 458)


Note: In-text Citation: Piaget & Inhelder (1966/1969) Rowling (1999/1379)

26. Republished book or audiobook


Note: In-text Citation: (Rowling, 1997/2015) Rowling (1997/2015)


27. Multi-volume work


28. Print encyclopedia entry with author’s name signed


29. Print encyclopedia entry without author’s name signed

30. Online encyclopedia entry with author’s name signed


31. Wikipedia entry


32. Entry in an online dictionary


33. Religious work


34. Ancient Greek or Roman work


Note: In-text Citation: (Aristotle, ca. 350 B.C.E./1994)
Aristotle (ca. 350 B.C.E./1994)

35. Shakespeare


Note: In-text Citation: (Shakespeare, 1623/1995)
Shakespeare (1623/1995)
C. Dissertations and Theses

36. Unpublished Dissertation or Thesis


37. Dissertation or thesis from a database


38. Dissertation or thesis - Nondatabase with URL


D. Conference Presentations

39. Conference presentation published in conference proceedings

Conference proceedings follow the same rules as journal articles or chapters in edited books as appropriate.

Language Studies: Applied Linguistics Perspectives on EFL (pp. 597-607). Azarbaijan Shahid Madani University, Tabriz, Iran.

40. Unpublished conference events (No proceedings)

For unpublished works in a conference, include the type of work in square brackets such as [Paper presentation], [Poster presentation], [Conference session] or [Key note address] after the italicized title. Provide URL if available.


41. Symposium contribution


E. Media-Based Sources

42. Data set


http://doi.org/10.4225/35/54bf146fa4012
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43. Tests and Inventories
===============================================


44. Software
===============

45. Mobile apps
=================


46. PowerPoint Slides
=======================

47. Webinar
=============
48. TED talk

https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things

49. YouTube video


50. Film

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. On DVD]. WingNut Films; The Saul Zaentz Company.

51. TV series


52. Music Album


53. Podcast

https://www.npr.org/series/423302056/hidden-brain

54. Radio interview recording

de Beauvoir, S. (1960, May 4). *Simone de Beauvoir discusses the art of writing [Interview].* 
Studs Terkel Radio Archive; The Chicago History Museum. 
https://studsterkel.wfmt.com/programs/simone-de-beauvoirdiscusses-art-writing
55. Photograph
__________________________


56. Facebook page
__________________________


57. Tweet
__________________________

Rockström, J. [@jrockstrom]. (2019, December 15). *Failure of COP25 is proof of a failing world Only good thing is it shows those slowing action are matched* [Tweet]. Twitter.  
https://twitter.com/jrockstrom/status/1206283781415550976

University of Queensland Library [@UQ_Library]. (2017, October 4). *Turtles down by UQ St Lucia lakes today. Air conditioned library or enjoying the sun and the view - tough choice!* [Image attached] [Tweet]. Twitter.  
https://twitter.com/uqlibrary/status/915782138905034752

58. Instagram photo/highlight
____________________________

Zeitz MOCAA [@zeitzmocaa]. (2018, November 26). *Grade 6 learners from Park fields Primary School in Hanover Park visited the museum for a tour and workshop hosted by* [Photographs]. Instagram.  
https://www.instagram.com/p/BqpHpjFBs3b/

Citation and References Checklist

- All works cited within the text have been included in the reference list and vice versa.
- The reference list is arranged alphabetically by the authors’ last name.
- Capitalization, italicization, and punctuation marks have been correctly used in each entry according to APA instructions as introduced in this manual.
- Each reference entry appears on a new line.
- The entries have not been broken into separate lines with Enter key.
- Each entry in the reference list has a hanging indent.
- References are not numbered.
- Full journal name has been used, not the abbreviated name.
- All DOIs provided for journal articles and books have been included. Web addresses or DOIs can either be live links (blue and underlined) or normal black texts with no underline. If the work is online, use the live link format.
- DOIs have not been broken by inserting space.