

A guide to APA

Why use APA?

When using works of others we have an obligation to let people know that we used these works. If you neglect your obligation to do this, it is the same as saying that everything you have written is your own original work, which is called plagiarism. The Artevelde University College has decided to use one form, one method of referencing sources in all of its courses, called APA. As a student you should apply these APA rules as well in your assignments and other academic work.

What does APA look like?

The way a reference looks is slightly different depending on the kind of sources you have used. Below you will find a non-exhaustive list of examples. A more complete list can be found on multiple websites.

(e.g. <http://guides.is.uwa.edu.au/apa>)

Book:

Author, Other authors. (YYYY). Title. Publishing location: Publisher.

Crane, A., & Matten, D. (2004). *Business Ethics*. Oxford: Oxford University Press.

Gibson, R. (2002). *Intercultural Business Communication*. Oxford: Oxford University Press.

Website:

Author, Other authors. (YYYY, Month, day).* Title. Retrieved from URL

Crane, A., & Matten, D. (2015, October 7). *What does American Apparel's bankruptcy mean for responsible business?* Retrieved from Crane and Matten blog: <http://craneandmatten.blogspot.be/2015/10/what-does-american-apparels-bankruptcy.html>

* Date on which the text was placed online NOT when you visited the webpage.

How to deal with missing information?

It will not always be possible to find all required information about a source to complete an APA reference. There is, however, a system to indicate that certain information is missing.

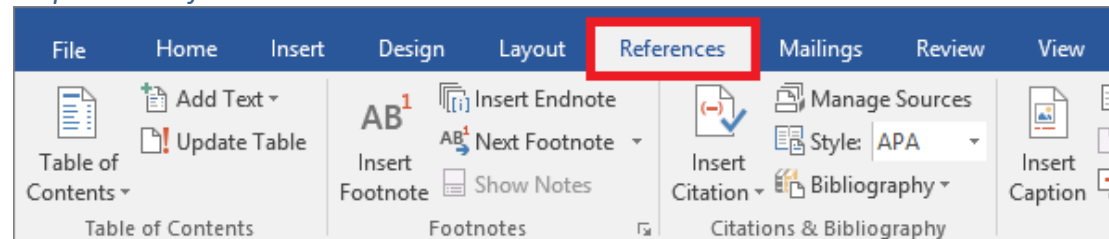
Missing information	Solution
No author	Write the title of the work instead of the author's name.
No date	Write "s.d." (Sine dato = Latin for no date) instead of the date.
No location	Write "s.l." (Sine loco = Latin for no place) instead of the location.
No publisher	Write "s.n." (Sine nomine = Latin for no name) instead of the publisher's name.

How to use APA?

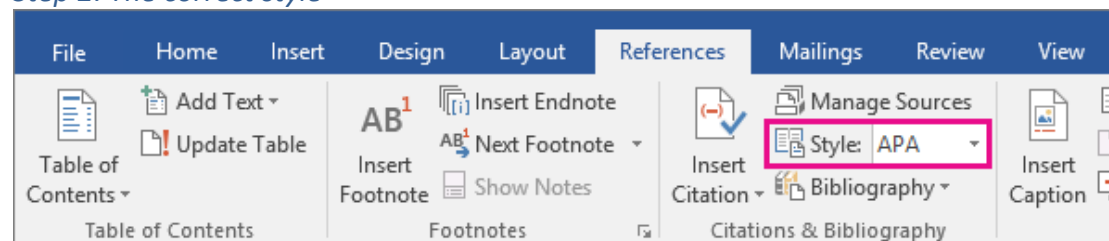
1. Full references/bibliography

Manually writing every reference is very time consuming and unrealistic for large texts with many sources. That is why text-processing programs such as Microsoft Word have functions that do it for you. Below follows a short guide on how to use this function in Microsoft Word.

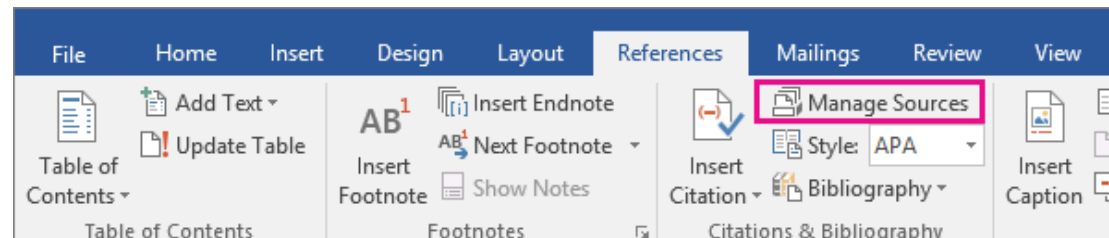
Step 1: The references tab



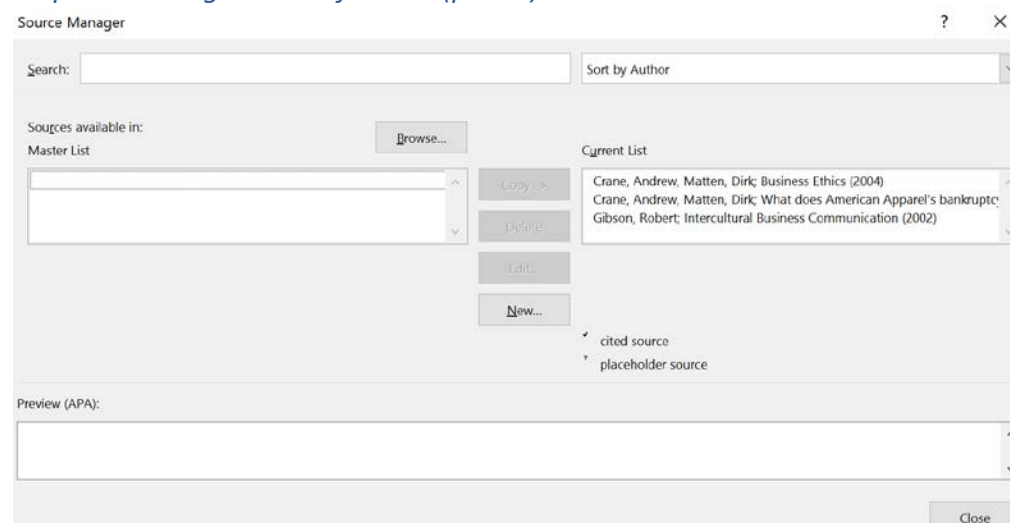
Step 2: The correct style



Step 3: Manage sources



Step 4: Creating a new reference (part 1)



Your **main list** is a list of all the sources you have used in all the documents you have ever written in word.

Your **current list** is a list of all the sources you have used in your current document.

You can move sources between lists and adapt your sources using the buttons in the middle.

Step 5: Creating a new reference (part 2)

Create Source

Type of Source: Book

Language: Default

Bibliography Fields for APA

Author: [Text Field] Edit

☐ Corporate Author [Text Field]

Title: [Text Field]

Year: [Text Field]

City: [Text Field]

Publisher: [Text Field]

☐ Show All Bibliography Fields

Tag name: [Text Field]

Placeholder1

OK Cancel

Select for what type of source you want to make a reference.

Select the language in which the reference will be displayed.

Use this button and the screen that pops up to fill in the name(s) of the author(s).

Tick the box to get extra fields. When ticked the essential fields will be marked.

Step 6: Creating a bibliography

Select one of the three possible labels. (Bibliography, Cited works or References) This doesn't change anything but the title of your list of sources.

Only sources from your current list will be placed in the bibliography.

2. Shortened references when quoting, paraphrasing or using an image

When quoting or paraphrasing part of another work you have to mention where the quote or paraphrased part came from.

When using a quote you have to pay attention to two things. First you must use quotations marks (" ") to indicate the fact that you're quoting someone. Different languages use different quotation marks. In English, the double marks are the most

common. Secondly, you must place a shortened reference ([Name author] , [Year]) directly after the quote.

“A stereotype is a fixed idea or image that many people have of a particular type of person or thing, but which is not true in reality. The word comes from printing, where it was used to describe the printing plate used to produce the same image over and over again.” (Gibson, 2002)

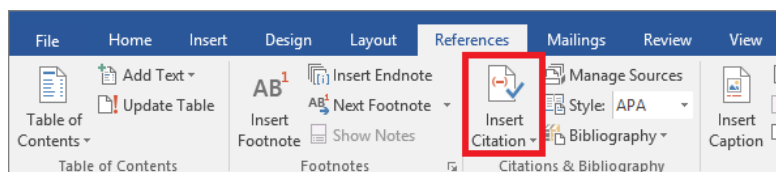
Paraphrasing is repeating something from another text, but in your own words. When paraphrasing you also have to refer to the original work. You do not, however, have to place quotation marks or use the shortened reference in its usual form.

According to Gibson (2002) stereotypes are fixed ideas held by many people. These notions about other people or things are not always true. In printing, where the word originated, it was used to describe the printing plate that was used to produce the same image again and again.

Also when you use an image, for instance, from the internet, you have to add a shortened reference below the image ([Name author] , [Year]). If you don't know the photographer or author, you can use the name of the work.

Attention: Using only the shortened reference is not enough. You still have to use the long form reference in your bibliography at the end of your text.

Step 1: Insert citation



Step 2: Select source for shortened reference



Clicking on the different sources in the red box will place a shortened reference at your current place in the document.