Karatina University
Postgraduate Virtual Training

Citation and Referencing Presented by:

Dr. Joan Wakasa Murumba

Director, ODEL

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OUTLINE

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Definition of Terms

Referencing

- Is a method of acknowledging somebody else for his or her idea, opinion or innovation.

- It is a well-structured technique of acknowledging other peoples' work in **research** and in any other **piece of writing.**

- Making reference to someone else's work requires **citation** to avoid plagiarism.

Citation

- A quotation from or reference to a book, paper, or author, especially in a **scholarly** work.

- **A referencing style** is a set of rules on how to cite sources in academic writing.

… .

In Text Citation:

- This is a reference made within the body of a text of an academic writing.

- It alerts the reader where the source of information came from.

Reference List

- In-text citation must be followed by a corresponding entry in the **reference list.**

- **A reference list** is the detailed list of references that are cited in your work.

- The citation therefore directs the reader to the reference list which is also called **reference citation.**

Why do Reference?

1. **Demonstrates research** - shows how far and wide you go during research.

2. Prevents **plagiarism or academic dishonesty.** Using other peoples' works without giving them credit is plagiarism.

3. Facilitates **information access and retrieval.** Helps other readers and researchers to locate ones' work. Makes a researcher **visible through citations** by their readers.

4. Supports **researchers' arguments.**

5. **A requirement for scholarly work**. Referencing is a must in all academic writings.

Referencing Styles

- Referencing styles or citations styles are standard methods used to cite the original source of work.

- There are a number of referencing styles used in research and academic work.

- All the styles depend on the disciplines, nature of work, and/ or house style.

- Of interest to us is the **APA style of referencing seventh edition.**

- **American Psychological Association (APA)** style is a writing style and format for academic documents such as scholarly journal articles and books.

1. Ways of Presenting in-text citation

(a) **Where in-text citation forms part of the sentence.** In-text citation is presented as being part of the sentence.

Examples:

(1) Anduvare and Murumba (2020) …………………………. The names of authors form part of the sentence and appear at the start of the sentence. The year of publication is shown in brackets but not the authors' name.

(2) According to Waweru and Onyuma (2021) ………………… The in-text citation forms part of the sentence but not at the start.

Ways of Presenting in-text citation ...

(b) Where in-text citation is at the end of a sentence. Both the name of the author(s) and the year of publication are shown in brackets (parentheses).

Examples:

1. (Murumba & Ngugi, 2020).

2. (Waweru, Mbogo, & Shano, 2013).

Note that symbol for and is used **(&)** and not and Thus: ✓ Use "and" when in-text citation is part of the sentence. ✓ Use "&" when in-text citation is at the end of citation and in parentheses.

Paraphrasing

- This is presentation of other peoples' ideas in your own words.

- The researcher has to read and understand the source of information and then present it in his own words.

- When paraphrasing include the author's name and the year of publication. Examples:

1) Waweru and Murumba (2020) argue that annual pay hike for workers is the greatest motivating factor in many organizations.

2) Increasing workers' salary on annual basis is one of the major motivating factor (Waweru & Murumba, 2020).

Quoting

- This is the copying of the exact words from another source. The sentence or paragraph will appear exactly as it was from the original source.

Quoting 40 or less words for direct quotation:

- The whole sentence or paragraph must be placed in quotation marks.

- The author's name, year of publication and page number should be included. Use p. if the quotation is on one page and pp. if it runs on more than a page.

- Paragraph number should be used where page number is not available.

Examples

i. According to Waweru and Onyuma (2020), "annual pay hike translates to greater motivation of workers." (p. 200)

ii. As a matter of fact, "annual pay hike translates to greater motivation of workers" (Waweru & Murumba, 2020, p. 200)

iii. Waweru (2020) states that "increase in taxation reduces economic growth" (para. 1).

iv. In fact, "increase in taxation reduces economic growth" (Waweru, 2020, para. 1).

Quoting more than 40 words

- When quoting a block of words from the original source, the following should be adhered to:

- The quotation should start on a new line.

- The block of words should be indented from the left margin.

- Quotation marks are not included.

- The in-text citation will appear in brackets after the full stop.

- The in-text citation should include: • Author(s) • Year of publication • Pg. No. / para. No.

Example:

Taxation which is part of public finance is the study of spending government revenue. Public finance is the department that deals with government / public revenue and government / public expenditure. Public revenue refers to the income received by government from all sources excluding government borrowing and proceeds from sale of government assets. (Waweru, Mbogo, & Shano, 2013, p. 11).

- NB: A full stop appears after the quotation and before the in-text citation which is in parentheses.

General rules for in-text citation

(a) APA uses parentheses for in-text citation either the whole citation or the year of publication

(b) The surname of the author is used separated by a comma.

(c) Where we have more authors with the same family name, their initials are used to avoid confusion.

(d) In case of a direct quotation, a comma is put and then page number of the original work.

(e) Where the in-text citation is part of the sentence, only the year of publication is in parentheses.

(f) Punctuation marks like commas and full stops are used after the citation and not before them.

2. Reference List

- All materials cited (in-text citation) must appear in the reference list.

- Reconciliation between the in-text citations and reference list is therefore very important.

General Rules for Reference List

(a) The reference list should start on a separate page.

(b) The list should be placed at the end of the document but before appendices.

(c) The title "References" is given to the list, placed in the centre and in bold font.

(d) Only cited works should be referenced.

(e) Double spacing should separate each entry of reference.

(f) Each reference should carry a hanging indent. The first line is flushed to the left margin, remaining lines are indented.

General Rules for Reference List

(g) Authors name and the year are separated by a comma.

(h) Year of publication is put in parentheses.

(i) Each reference ends with a full stop.

(j) Alphabetize the reference list.

(k) Author's surname should start.

(l) If more than one source have similar surname, alphabetize using the subsequent name.

General Rules for Reference List

(m) Where we have sources of the same authors with the same year of publication, list the references first by author's name, then by small letters put after the year.

(n) Give page number when one has used a journal article, newspaper or a chapter of an edited book.

(o) Use p. for page number or pp. for multiple pages used.

(p) Titles of journal articles and books are italicized.

(q) In case of publications from same author add "a" and "b" after the year.

General Rules for Reference List

(r) Remove underlines on the URL so that underscores (_) can be seen.

(s) Use upper case as follows: () Journal title – Capitalize all words except articles and prepositions (Headline style) () Book title – Capitalize the first word of the title and subtitle (after the colon) and any proper name.

(t) Provide the name of the publisher.

(u) Use en dash (-) and not hyphen for page range. For example, 200-270. No gaps between the page numbers.

Works by one author

- The author's surname is shown in the in-text citation.

- In the reference list the surname and abbreviations of other names is used together with the year of publication.

In-text citation

i) (Waweru, 2020).

ii) According to Waweru (2020) …

Reference list

Waweru, G. (2020). Privatization conundrum in the 21st Century. *Finance Journal, 30*(2), 34–60.

Two authors

- The surname of the two authors is shown plus the year of publication.

In-text citation

i) (Waweru & Murumba 2020).

ii) Waweru and Murumba (2020) found that …

Reference list

Waweru, G., & Murumba, J. W. (2020). Privatization conundrum in the 21st Century. *Finance Journal, 40*(2), 20–45.

Works of three to twenty authors

- In the in-text citation cite the surnames of the first author followed by et al.

- All authors should be included in the reference list.

Works of 21 or more authors

- For in-text citation, cite the surname of the first author followed by et al. In the reference list, list the first 19 authors followed by an ellipsis (…) then the final author's name.

Where an organization is the author

- The name of the organization should be written in full in the first in-text citation.

- Subsequently, an abbreviation of the organization name is used.

- In case of government documents, for example, government of Kenya, Ministry of Health, Kenyatta National Hospital, the smallest department is used as a citation. In this case, Kenyatta National Hospital.

In-text citation

i) (World Health Organization [WHO], 2020)

ii) According to the report by the World Health Organization (WHO, 2020) … In the subsequent citations just use (WHO, 2020) or According to the report by WHO (2020) …

Reference list

World Health Organization. (2020). Global status of COVID-19 pandemic 2020. https://www.who.covid-19pandemic202

How to Reference different Sources of Information

a. Journal articles

Ashing-Giwa, K. T., Padilla, G., Tejero, J., Kraemer, J., Wright, K., Coscarelli, A., Clayton, S., Williams, I., & Hills, D. (2004). Understanding the breast cancer experience of women: A qualitative study of African American, Asian American, Latina and Caucasian cancer survivors. *Psycho-Oncology, 13*(6), 408-428. https://doi.org/10.1002/pon.75.

Murumba, J. W., Kwanya, T., & Maina, J. (2020). Effects of tacit knowledge on performance of Universities in Kenya. *Management Dynamics in the Knowledge Economy, 8*(2), 125-144. h**ttps://**content.sciendo.com/configurable/contentpage/journals$002fmdke$002f8$002f2$002farticle- p125.xml

Murumba, J. W., Kwanya, T., Maina, J., & Aleso, S. W. (2020). Tacit knowledge management in universities in Kenya. *Online Journal of Applied Knowledge Management, 8(*1), 117-146. **http://www.iiakm.org/ojakm/articles/2020/OJAKM_Volume8_1pp117-146.php**

b. Books

Babbie, E., & Mouton, J. (2021). *The Practice of social research*. Oxford University Press.

Chaudhry, A. K., & Israel, G. D. (n.d.). *Pilot testing and pretesting questionnaires*. https://edis.ifas.ufl.edu/pdffiles/PD/PD07200.pdf.

Gillam, T. (2018). *Creativity, wellbeing and mental health practice*. Wiley Blackwell. https://doi.org/10.1007/978-3-319-74884-9.

Rhodewalt, F. (Ed.). (2008). *Personality and social behavior*. Psychology Press.

Schmidt, N. A., & Brown, J. M. (2017). *Evidence-based practice for nurses: Appraisal and application of research* (4th ed.). Jones & Bartlett Learning, LLC.

Waweru, G., Onyuma, S. O., & Murumba, J. W. (2021). *Research methodology: Concepts, theories and practical applications*. 24 by 7 Publishing. https://www.amazon.com/s?i=digital-text&rh=p_27%3AJoan++W.+Murumba&s=relevancerank&text=Joan++W.+Murumba&ref=dp_byline_sr_ebooks_3.

c. Chapters in edited books

Creswell, J. W., Clark, P. V. L, Guttmann, M. L., & Hanson, W. E. (2003). Advances in mixed methods research designs. In: A. Tashakkori, & C. Teddlie (Eds.), *Handbook of mixed methods in social and behavioural research* (pp. 209-240). Sage.

Levi-Strauss, C. (2011). Totem and caste. In F. E. Katz (Ed.), *Contemporary sociological theory* (pp. 82-89). Random House.

Murumba, J. W. (2017). Enhancing organisational performance in Kenyan Universities through effective tacit knowledge management. In: T. Kwanya, J. Kiplang'at and J. Wamukoya (Eds.), *Emerging trends in information and knowledge management* (pp.145-160). Moi University Press.

d. Conference paper / poster

Kim, S. (2000, August 20-28). The roles of knowledge professionals for knowledge management. A paper presented at the International Federation of Library Associations (IFLA), 65th IFLA Council and General Conference. Bangkok, Thailand. *INSPEL, 34*(1),1-8. http://archive.ifla.org/VII/d2/inspel/00-1kise.pdf.

Murumba, J. W. (2016, August, 24-26). Tacit Knowledge and organisational performance. A Paper presented at the first International Information and Knowledge Management Conference. Nairobi, Kenya.

e. Thesis / Dissertation

Gerena, C. (2015). *Positive thinking in dance: The Benefits of positive self-talk practice in conjunction with somatic exercises for collegiate dancers* [Master's thesis, University of California Irvine]. University of California. https://escholarship.org/uc/item/1t39b6g3.

Mbirithi, D. M. (2013*). Management challenges facing the Kenya's public universities and the implications for quality of education* [Doctoral thesis, Kenyatta University]. Kenya.

Rockey, R. (2008). *An observational study of pre-service teachers' classroom management strategies* [Doctoral dissertation, Indiana University of Pennsylvania]. ProQuest Dissertations and Theses Global.

Waweru, G. (2018). *An assessment of financial sustainability of savings and credit co-operative societies in Kenya* [doctoral dissertation, University of Cape Town]. Open uct.ac.za.

3.Tables, Figures and Appendices

- All figures and tables must be mentioned in the text by their number.

- **Do not** refer to the table/figure using either "the table above" or "the figure below."

- Assign table/figure # in the order as it appears, numbered consecutively, in your paper - **not** the figure # assigned to it in its original resource.

- Introduce the table/figure, draw then provide an explanation below.

- If a paper/research has more than one appendix (or appendices), label them in order using the letters of the alphabet: **Appendix A, Appendix B, Appendix C ...**

Tables and Figures
APA 6th Edition

Table 1
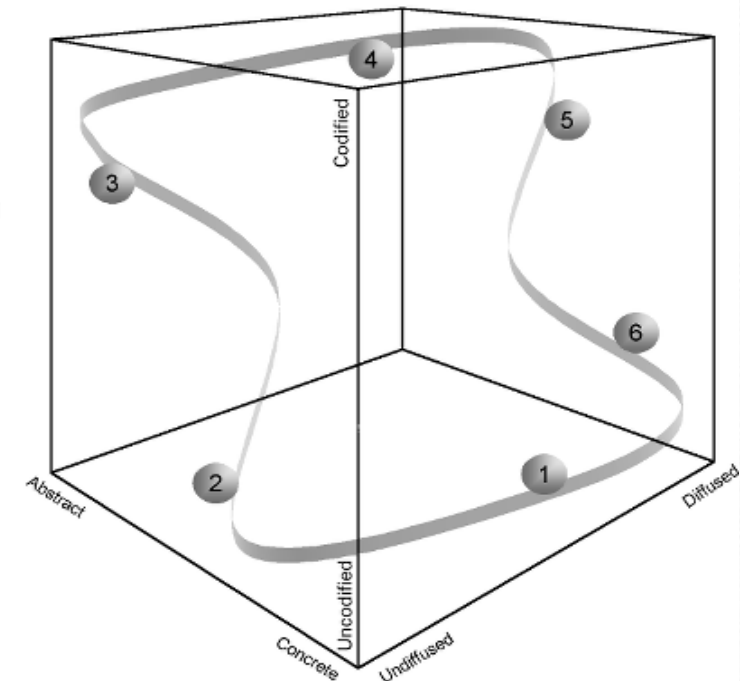
Percent Male in Selected Occupations, Selected Years

Profession	1990	1980	1975
Nurses	5.5	3.5	3.0
Elementary teachers	14.8	16.3	14.6
Librarians	16.7	14.8	18.9
Social workers	31.8	35.0	39.2

Note. From "The glass escalator: Hidden advantages for men in the "female" professions," by C. L.

Williams, 1992, *Social Problems, 39*(3), p. 254 (https://doi.org/10.2307/3096961). Copyright 1992 by the

Society for the Study of Social Problems.

1. Scanning
2. Problem-solving
3. Abstraction
4. Diffusion
5. Absorption
6. Impacting

Source: Boisot (1998)

Figure 2: Boisot I-Space model (Boisot, 1998)

Tables and Figures
APA 7ᵗʰ edition

APA table format.docx

Table 1 ← Table number
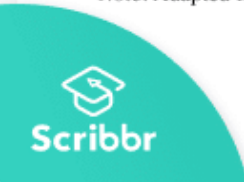
Number of Boys and Girls by Age Group ← Table title

Column heads →

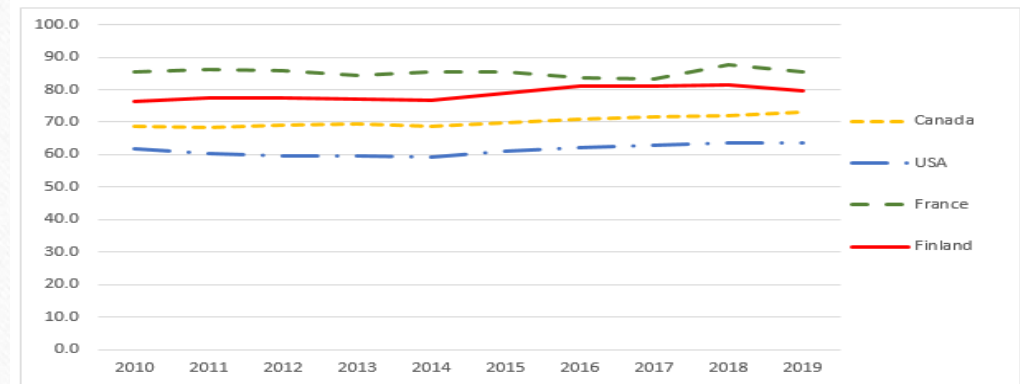| Grade	Boys	Girls
4	115	126
5	130	119
6	117	124
Total	362	369

Table body

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

Table note

SCRIBBR

Figure 2

Meat Consumption Trends in Selected Countries 2010-2019 (kg Per Capita)

Canada
USA
France
Finland

Note. The data for Canada and USA are from "[Statistical data on market sizes of fresh food]", by Euromonitor, 2020, *Passport*. Copyright 2020 by Euromonitor International. The data for France are from *Consommation des Produits Carnés en 2019* (p. 12), by FranceAgriMer, 2020, (https://www.franceagrimer.fr/content/download/64994/document/STA-VIA-Consommation%20des%20produits%20carn%C3%A9s%20en%202019.pdf). Copyright 2020 by FranceAgriMer. The data for Finland are from *Consumption of Food Commodities per Capita by Year and Commodity*, by Natural Resources Institute Finland, 2020, (http://statdb.luke.fi/PXWeb/sq/d1b368d7-9c07-4efd-b727-13e57db90ee6). Copyright 2020 by Helsinki: Natural Resources Institute Finland.

Main changes in APA 7th edition

1. Location of the publisher e.g. Nairobi, Kenya is no longer required.

2. Et al. is used from the word go where we have 3 or more authors.

3. Surnames and initials up to twenty authors are included in the reference list. In 6th edition, the maximum was seven authors. There is use of ellipsis (…) after the 19th author then the final author.

4. Document identifiers are formatted in the same way as uniform resource locator URLs.

5. The words "retrieved from" for URLs are no longer being used. Website names are included and web page titles italicized.

6. Use of blue font or plain text which is not underlined. This should be applied consistently. The links should be live where the work is to be published or read online.

7. Both tables and figures are labelled from the above/top.

Thank You