

# CITE it RIGHT

A quick guide to citing and referencing

Edition

*Updated to APA 7<sup>th</sup> Edition*

*With exercises and answer keys*

Goh Hock Seng  
Soo Ruey Shing  
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# INTRODUCTION TO THE 2<sup>nd</sup> EDITION

The American Psychological Association (APA) published the 7<sup>th</sup> edition of the widely used Publication Manual in 2020. The latest edition is certainly a much welcome edition which provides many additions and updates to the 6<sup>th</sup> edition which was published in 2009. Hence, it is useful if the previous edition is referred to and it is only appropriate to update this book in accordance with what is new and updated in the 7<sup>th</sup> edition.

As this book seeks to help both students as well as experienced scholars in the more specific aspects of citing and referencing, it should be noted that this book does not address all that is new in the APA 7<sup>th</sup> edition but incorporates only the changes relevant to the said areas together with additional notes and guidelines.

Of importance is that we have tried to highlight the key differences between the 6<sup>th</sup> edition and the 7<sup>th</sup> edition of APA Publication Manual. By doing so, it is hoped that readers will be aware of the format based on both editions as the 7<sup>th</sup> edition is still very new and as such, many institutions have yet to adopt the latest edition. Moreover, it would make the differences between the two editions more apparent to readers.

Every chapter has been revised and updated in line with the APA 7<sup>th</sup> edition. In particular, the examples in the Quick Guide now follows the latest edition. Besides that, new sections have also been added to further provide valuable information pertaining to citing and referencing. Examples of these new sections are how to cite tables and figures, automatic and online assistance in the construction of the reference list, samples of in-text citations and reference list, and numerous others. Besides that, new examples, additional exercises and answer keys have also been added in this new edition.

It is hoped that readers will find this new edition useful in providing them the necessary information and guidelines to help them do the essential practice of citing and referencing which is critical in scholarly writing.

**Goh Hock Seng**  
**Soo Ruey Shing**  
**Josephine Chong Pek Wan**  
**Suma Sathasivam**  
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# CITE it RIGHT

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Updated to APA 7th Edition

With exercises and answer keys

Are you required to write scholarly materials such as term essays, research reports, dissertations, journal articles, and books? If yes, then this book is for you.

The primary aim of this book is to help readers acquire the two fundamental skills in any scholarly writing i.e. citing and referencing. Anyone involved in such writings will know that these skills are essential and that there are rules that a writer needs to follow. Otherwise, an otherwise excellent piece of writing may be marred by non-adherence of the rules and may even be perceived as shoddy and lacking in academic rigour. Worse still, the question of plagiarism may arise if sources of information are not cited accordingly.

Hence, this book seeks to provide quick references to both novice and experienced writers alike in carrying out citing and referencing efficiently and accurately. Features of the book such as user-friendly 'Quick-Guides', common errors, examples, exercises and answer keys are included to help ensure that the two fundamental skills are acquired in a quick and effective manner.

This second edition is updated based on the 7th edition of the APA Publication Manual. Indeed, key differences between the 6th edition and the 7th edition of APA Publication Manual pertaining to citing and referencing are highlighted. Additionally, new sections such as how to cite tables and figures, automatic and online assistance in the construction of the reference list have also been added. Finally, new examples, additional exercises and answer keys have also been added in this new edition.

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## PREFACE

This book is written for students who are required to write academic papers in the course of their studies at institutes of higher learning. Undergraduates and postgraduate students who are novice writers in the academic world instantly come to mind but we believe that experienced writers will also find this book helpful. Experience in supervising students' term papers, project papers and dissertations shows the struggles students have in conforming to documentation styles required of them when reporting their work. Very frequently, the same errors in citing and referencing are committed repeatedly so much so that common errors can be identified.

We believe that this book can address the errors reflected through the students' written work and also consolidate the students' understanding of the rules through suitable examples, exercises and corresponding answer keys. The answers provided can be used for self-assessment of the readers' understanding of the rules or they can also be used on their own as reminders of the rules and thus further strengthening their grasp of the documentation rules. Another useful feature of the book is, what we call, quick-guide. As the name suggests, this feature help guide readers quickly through the rules of the documentation style. The guides present the rules in a 'bird's-eye view' perspective that will help a reader to locate the relevant information pertaining to any rule that the reader is seeking. In other words, these guides aim to provide guidance at a glance. Additionally, every chapter begins with a few 'Frequently Asked Questions (FAQs)' which the rest of the chapter will provide answers to. These FAQs are indeed questions posed by students during lectures as well as consultation hours. Finally, as with all books that deal with this subject of documentation style, this book includes many examples which illustrate the point or rule in question.

It should be noted that the focus of this book is deliberately narrowed to the tasks of citing and referencing. It is not intended to teach students how to design a research or even write a research report although it is inevitably related particularly in the review of literature required in any research endeavour. More specifically, it is aimed at helping students master the rules involved in citing correctly their sources of information and go on to prepare accurately the reference list that is a standard requirement in any academic writing. The ability in carrying out these two tasks is considered basic and essential in any writer and may even reflect the level of academic rigour of the writer.

Another point to note is that the preferred documentation style followed in this book is the one prescribed by the American Psychological Association or the *APA style* since it is probably the most popular style in the fields of behavioural and social sciences. Besides that, the examples and exercises given in the book are related to the more specific areas of education and applied linguistics. Nonetheless, students are advised to consult their supervisors or advisors with regards to the specific documentation style adopted in their institutions as they (the supervisors/advisors) are the ones who will read and examine the students' work.

The book begins with an introduction to citing and referencing where the need to cite accurately based on specified documentation styles are emphasised. Chapter two then provides steps and guidelines on how to incorporate the work of others into one's own writing through making quotations, paraphrasing and summarising. The next two chapters take readers to the focus of the book which is citing sources (Chapter three) and preparing the reference list (Chapter four). The last chapter deals with matters that pertain to language considerations which are essential when one is citing the other writers' works.

We sincerely hope that this book will indeed help readers, students in particular, to be able to acquire the two fundamental skills in any scholarly writing i.e. citing and referencing. Such skills will truly bide them well during their days as students and as professionals later on in their chosen careers. And if these skills are acquired in a quick and efficient manner through the user-friendly presentation of the documentation rules in this book, then we would have achieved our ultimate aim.

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Suma Sathasivam  
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