

How to write Reference List according to APA style (1)

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Sometimes writing reference list could be so confusing since there are a lot of different rules. Each university or even each faculty use different rule in writing reference list. The different rule of writing reference list is normal because they refer to different style guide.

There are a lot of styles guide available. MLA (Modern Language Association of America) style; the Chicago Manual of Style; the Oxford Guide to Style are some examples of style guide. Difference reference of style guides chosen will result in totally different way of writing reference list.

The most widely accepted style guides in social science is the APA (American Psychological Association) style. In some higher education journals (e.g. Journal of Studies in International Education, Higher Education) it is stated clearly that author must submit their paper according to APA style.

This article will excerpt some most-used list of reference according to APA style (APA Publication Manual 5th Edition).

Basic rules of reference list

Reference list is needed to enable readers to find the same sources used in a publication. Therefore the data should be correct and complete. Each list contains: author name, year of publication, title and publishing data. Reference list must be double-spaced and entries should have a hanging indent. Entries should be also arranged in alphabetical order. Reference with the same author is arranged by year of publication, the earlier first. All title should be written in sentence-case (capital letter only in the first letter of first word). Only title of periodical is written in title-case (capital letter in the first letter of every word).

Example:

- This is example of sentence case.
- This is Example of Title Case.

General form

Periodical (journals, magazines, scholarly newsletter)

Author1, A. A., Author2, B. B., & Author3, C. C. (Year). Title of article. *Title of Periodical*, xx, xxx-xxx.

Note: "A. A." is the first name of the first author. Notice also that "Title of article" is in sentence-case and "Title of periodical" is in title-case.

Nonperiodical (books, reports, brochure, monographs, manuals, and audiovisual media)

Author, A. A. (Year). *Title of work*. Location: Publisher.

Part of nonperiodical (chapter of a book)

Author1, A. A., & Author2, B. B. (Year). Title of chapter. In A. Editor, B. Editor, & C, Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

Online periodical

Author1, A. A., Author2, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, xx, xxx-xxx. Retrieved month day, year, from URL-source.

Note: Notice that the number of periodical (*xx*) is in italics, while the page number (xxx-xxx) is normal-case.

Online document

Author, A. A. (Year). *Title of work*. Retrieved month day, year, from URL-source.

Examples:

- Article in journal

Baldrige, V. J. (1999). Organizational characteristics of colleges and universities. *Management and Decision-Making in Higher Education Institutions*, 8, 133-152.

- Book

Fullan, M. D., & Stiegelbauer, S. (1991). *The new meaning of educational change*. New York: Teachers College Press.

- Article or chapter of a book

Fremerey, M. (2006). Resistance to change in higher education: Threat or opportunity? In M. Fremerey, & M. Pletsch-Betancourt. (Eds.) *Prospects of change in higher education: Towards new qualities & relevance*. Frankfurt: IKO-Vlg fur Interkult, GW/Transaction Pubs.

Jahr, V., & Teichler, U. (2002). Employment and work of former mobile students. In U. Teichler (Ed.) *ERASMUS in the SOCRATES programme, finding of an evaluation study* (pp. 117-135). Bonn: Lemmens.

Note: Notice that the editor's name is written in first-name then family-name order: "A. Author". "A" is the abbreviation of the author's first name.

- Online document

Patria, B. (2006). *Factor analysis on the characteristics of occupation*. Retrieved February 14, 2006 from http://inparametric.com/bhinablog/download /factor_analysis_patria.pdf.

- Unpublished manuscript

Patria, B. (2007). *Problem-based learning and graduates' competencies*. Unpublished manuscript, University of Kassel, Kassel, Germany.

- Non-English articles, title translated into English

Suwardjono. (2005). *Belajar-mengajar di perguruan tinggi: Redefinisi makna kuliah*. [Teaching and learning in university: Redefinition of class-meeting meaning]. Retrieved November 25, 2007 from: <http://www.inparametric.com/bhinablog/download/Artikel1.pdf>

- Doctoral dissertation

Miao, Y. (2000). *Design and implementation of a collaborative virtual problem-based learning environment*. Unpublished doctoral dissertation, Technischen Universität Darmstadt, Darmstadt, Germany.

- Master's thesis

Patria, B. (2008). *Problem-based learning and graduates' professional success*. Unpublished master's thesis, University of Kassel, Kassel, Germany.