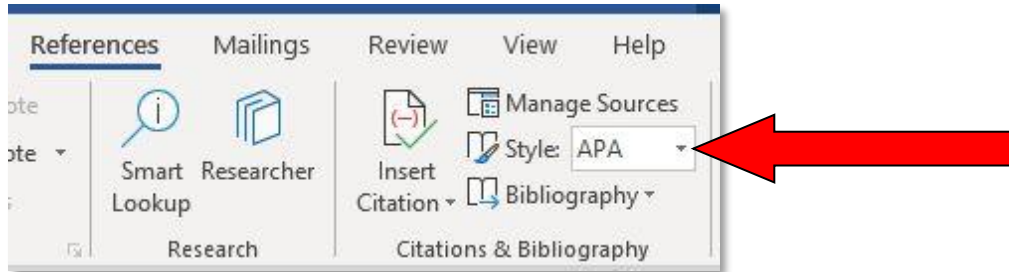


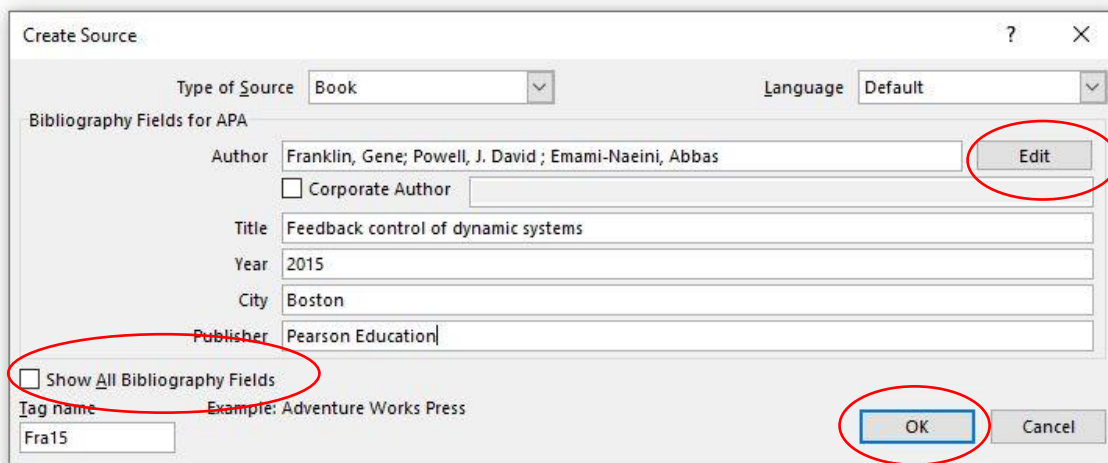
# Examples of APA guidelines with Microsoft Word 2013 or 2016

Book, Book section, Webpage, Journal article, Newspaper article, Audiovisual source, Bibliography



- In your Word document click on the **References** tab
- Click on the arrow next to **Style** and select APA (this is the sixth and newest edition)
- Click at the end of the sentence or phrase that you want to cite
- Click on **Insert Citation** and then **Add New Source**

## Example 1: Book



- By clicking on the 'Edit' button you can edit and/or add the names of authors individually, for example to differentiate between first and last names. First names may also be replaced by the initials.
- To add more information about a source, for instance the edition, click on **Show All Bibliography Fields**. Original editions do not have to be mentioned according to the APA style.
- Click 'OK' and your citation is added to the text:

(Franklin, Powell, & Emami-Naeini, 2015)

- Click on the arrow to add a page number to your citation. This is not obligatory when you are paraphrasing.

## Example 2: Book section

Edit Source

Type of Source: Book Section Language: Default

Bibliography Fields for APA

- \* Author: Wright, Michael T.; Springett, Jane; Kongats, Krystyna
- \* Title: What is participatory health research?
- \* Book Author:
- \* Book Title: Participatory health research: Voices from around the world
- \* Year: 2018
- \* Pages: 3-16
- \* City: Cham
- State/Province:
- Country/Region:
- \* Publisher: Springer

Show All Bibliography Fields

Tag name: Wri18

OK Cancel

- A section from a book is mentioned only if the author(s)/editor(s) of the chapter differs from the author(s)/editor(s) of the entire book. If the author of the chapter has also written the rest of the book, the chapter is not mentioned separately.
- In this example no author is given, there are only editors. Fill in their names by clicking the **Show All Bibliography Fields** check box.
- Click **OK** and your citation is added to the text:

(Wright, Springett, & Kongats, 2018)

- The name that appears in the text belongs to the chapter; click on the arrow to add a page number to your citation. This is not obligatory when you are paraphrasing.

### Example 3: Webpage

Create Source

Type of Source: Web site Language: Default

Bibliography Fields for APA

\* Author:  Corporate Author HAN University of Applied Sciences

\* Name of Web Page: Automotive Engineering

\* Name of Web Site:

Editor:

Producer Name:

Production Company:

\* Year: n.d.

\* Month:

\* Day:

Year Accessed: 2020

Show All Bibliography Fields \* Recommended Field

Tag name Example: 2006

HANnd

OK Cancel

- In this example no author is given, only the organisation. Fill in the name of the organisation by clicking the **Corporate Author** check box.
- Do **not** add the name of the website.
- In this example there is no date available, if so, fill in 'n.d.' (meaning "no date"). Note: ignore year of copyright, this is not year of publication.
- To add the date on which you consulted the website, click the **Show All Bibliography Fields** check box.
- Click **OK** and your citation is added to the text:

(HAN University of Applied Sciences, n.d.)

- Websites do not have page numbers, so you are done here.

#### Example 4: Journal article

Create Source

Type of Source: Journal Article Language: Default

Bibliography Fields for APA

- \* Author: Pavarini, Gabriela; Lorimer, Jessica; Manzini, Arianna; Goundrey-Smith, Ed; Sing
- Corporate Author
- \* Title: Co-producing research with youth: The NeurOx young people's advisory group model
- \* Journal Name: Health Expectations
- City:
- \* Year: 2019
- Month:
- Day:
- \* Pages: 743-751
- Editor:
- Publisher:

Show All Bibliography Fields \* Recommended Field

Tag name Example: Adventure Works Press

Pav19

- By clicking on the **Edit** button you can edit and/or add the names of authors individually, for example to differentiate between first and last names. First names may also be replaced by the initials.
- Fill in the volume and issue number of the journal by clicking on the **Show All Bibliography Fields** check box.
- Click **OK** and your citation is added to the text:

(Pavarini, Lorimer, Manzini, Goundrey-Smith, & Singh, 2019)

- Click on the arrow to add a page number to your citation. This is not obligatory when you are paraphrasing.
- In this example there are five authors. When the same publication is cited again, you list only the first author, followed by *et al.* (Latin abbreviation for “and others”), in this example: (Pavarini et al., 2019) Word will automatically fill in all authors, even when it's not supposed to. You can manually adjust this by clicking on the citation and then click **Convert citation to static text**. For more information, check: [How to refer and do in-text citation for a source with multiple authors?](#)
- When citing an article from an online journal, also include a URL, DOI or URL of the DOI by clicking the **Show All Bibliography Fields** check box.

### Example 5: Newspaper article

- By clicking on the **Edit** button you can edit and/or add the names of authors individually, for example to differentiate between first and last names. First names may also be replaced by the initials.
- Click **OK** and your citation is added to the text:

(Blum, 2020)

- Click on the arrow to add a page number to your citation. This is not obligatory when you are paraphrasing or referring to an online article.
- **Note:** an article from a website or one that you retrieved from Nexis Uni counts as an internet source, include the URL and retrieval date.

### Example 6: Audiovisual source

The screenshot shows the 'Edit Source' dialog box. At the top, 'Type of Source' is set to 'Film' and 'Language' is set to 'Default'. Under 'Bibliography Fields for APA', the following fields are visible: Title (Bohemian rhapsody), Performer (empty), Corporate Performer (unchecked), Producer Name (empty), Production Company (empty), Director (Singer, Bryan), Country/Region (Amsterdam), Distributor (Twentieth Century Fox Home Entertainment), Writer (empty), Medium (empty), and Year (2019). The 'Show All Bibliography Fields' checkbox is checked. The 'OK' button is highlighted.

- In this example the **Show All Bibliography Fields** check box is already checked because the standard version only provides the options Title, Director and Year. The year is not the year the movie was released but of the dvd.
- Instead of the country name fill in the city. Click **OK** and your citation is added to the text:

(Singer, 2019)

### Example 7: Creating a bibliography

- To create a bibliography, click at the end of your document. On the **References** tab click **Bibliography**.
- The six examples that are named above will appear as follows:

Blum, D. (2020, February 17). The outrageous costs of over-scheduling your child. *The New York Times*. Retrieved February 28, 2020, from <https://www.nytimes.com/2020/02/17/parenting/kid-activities-prices.html>

Franklin, G., Powell, J., & Emami-Naeini, A. (2015). *Feedback control of dynamic systems* (7th ed.). Boston: Pearson Education.

HAN University of Applied Sciences. (n.d.). *Automotive Engineering*. Retrieved February 28, 2020, from [https://www.han.nl/opleidingen\\_courses/bachelor/en/automotive-engineering/vt/](https://www.han.nl/opleidingen_courses/bachelor/en/automotive-engineering/vt/)

Pavarini, G., Lorimer, J., Manzini, A., Goundrey-Smith, E., & Singh, I. (2019). Co-producing research with youth: The NeurOx young people's advisory group model. *Health Expectations*, 22(4), 743-751. Retrieved from <https://doi.org/10.1111/hex.12911>

Singer, B. (Director). (2019). *Bohemian rhapsody* [Motion Picture]. Amsterdam: Twentieth Century Fox Home Entertainment.

Wright, M., Springett, J., & Kongats, K. (2018). What is participatory health research? In M. T. Wright, & K. Kongats (Eds.), *Participatory health research: Voices from around the world* (pp. 3-16). Cham: Springer.

Although the main part is correct, some citations differ from the APA style. The ones that do are highlighted in yellow:

Blum, D. (2020, February 17). The outrageous costs of over-scheduling your child. *The New York Times*. Retrieved February 28, 2020, from <https://www.nytimes.com/2020/02/17/parenting/kid-activities-prices.html>

Franklin, G., Powell, J., & Emami-Naeini, A. (2015). *Feedback control of dynamic systems* (7th ed.). Boston: Pearson Education.

HAN University of Applied Sciences. (n.d.). *Automotive Engineering*. Retrieved February 28, 2020, from [https://www.han.nl/opleidingen\\_courses/bachelor/en/automotive-engineering/vt/](https://www.han.nl/opleidingen_courses/bachelor/en/automotive-engineering/vt/)

Pavarini, G., Lorimer, J., Manzini, A., Goundrey-Smith, E., & Singh, I. (2019). Co-producing research with youth: The NeurOx young people's advisory group model. *Health Expectations*, 22(4), 743-751. Retrieved from <https://doi.org/10.1111/hex.12911>

Singer, B. (Director). (2019). *Bohemian rhapsody* [Dvd]. Amsterdam: Twentieth Century Fox Home Entertainment.

Wright, M., Springett, J., & Kongats, K. (2018). What is participatory health research? In M. T. Wright, & K. Kongats (Eds.), *Participatory health research: Voices from around the world* (pp. 3-16). Cham: Springer.

Note: do not include 'Retrieved from' or date of retrieval with an URL of a DOI.