

Top 10 APA Tips

This one-page document will help you avoid common errors on APA referencing and formatting.

On referencing and citations:

1. Do not write the full name of author/s in citations. Write only the surname/s followed by the year of publication.
Example: Wong, Delante and Wang (2017) assert that...
2. Every citation should have a matching reference entry in the References section of your paper.
Example (journal article):
Wong, C., Delante, N., & Wang, P. (2017). Using PELA to predict international business students' English writing performance with contextualised English writing workshops as intervention program. *Journal of University Teaching and Learning Practice*, 14(1), 1-21.
3. Before using 'et al.', ensure that you have mentioned all the surnames of authors (except if more than 6 authors) the first time they appear in-text. Always include the year in your citations. Do not use 'and his colleagues' if you are not sure who these are or who they refer to in a study. It pays to be certain.
4. For two or more parenthetical citations, arrange them according to year of publication starting from the latest publication year.
5. Names of organisations and institutions can stand as authors. Spell out their full names the first time they appear in-text. Give an abbreviated version in subsequent citations. Also, if your source has no year, use 'n. d.' which means 'no date' in your in-text citation.
Example: The Ministry of Manpower (MOM, 2015) announced that... MOM (2015) argued that... On the other hand, the International Organisation for Migration (IOM, n. d.) affirmed that...

On formatting:

1. Some of you are using a default Word template. Avoid this. Rather, use a blank Word document when writing your assignments.
2. The phrase 'Running head' only appears on the title page (page 1 of your paper). It does not appear in subsequent pages. The running head and page numbers appear in the header. When inserting the running head in your Word document, do not forget to click 'Different first page'.
3. No names, pages or characters appear in the footer. The footer should be left blank.
4. Use Times New Roman, font 12 and double spacing. Be consistent with these. Do not use coloured text or big font sizes unless these are inserted as figures or illustrations.
5. Do not alter the margins of your Word document. Leave them as they are. They are pre-programmed at 2.54 cm in MS Office 2007 through to the latest version.

For more on APA referencing and formatting, visit the Learning Support YouTube channel at <https://www.youtube.com/channel/UCBr0cgmpl1YKzhdMJ2y0DVQ/playlists>

Alternatively, visit these links:

<http://www.apastyle.org/> - APA website

<https://owl.english.purdue.edu/owl/resource/560/02/> - Purdue Online Writing Lab

<http://blog.apastyle.org/> - APA blogsite