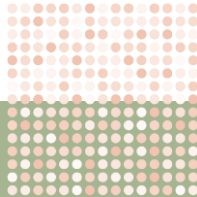




GLION SELF-HELP SERIES

Learning Support



Mastering APA Style:

Tools & Resources
for Your Thesis



WHY APA STYLE MATTERS FOR YOUR THESIS

Writing your thesis is one of the most significant milestones in your academic journey, and understanding APA style is essential to making it a success.

APA style matters for your thesis because it ensures your work is **professional, credible, and easy to follow**; while helping you **communicate clearly and avoid plagiarism**.

APA style isn't just about rules; it's about clarity, consistency, professionalism, and academic integrity. By following APA guidelines, you demonstrate respect for the work of others, avoid plagiarism, and create polished, consistent assignments that your lecturers can easily navigate. Mastering APA style not only helps you improve your grades and make your thesis easier to follow but also builds a strong foundation for success in future academic and professional endeavours.

Explore the resources below to make APA style your ally and elevate your writing.

OVERVIEW

- Essential resources – *Your APA toolkit*
- Your step-by-step guides – *APA made simple*
- Common mistakes & how to avoid them – *APA pitfalls*
- Practical tools – *Make APA style work for you*
- Ask an expert – *APA Q&A Forum*
- Practice & feedback – *Test your APA skills*



ESSENTIAL RESOURCES – *YOUR APA TOOLKIT*



Here's a list of must-have resources to start working with APA style effectively:

→ [GIHE Library: Reference Skills – Master APA referencing](#)

Referencing Skills



Master APA referencing

What's included?

- What is APA referencing?
- The four basic elements of a reference list entry
- How to format your reference list correctly?
- Checklist of key features in reference lists
- APA how to's
- Principles of in-text citations
- How to use in-text citations to credit your sources
- Crediting images with the three point attribution
- Research & Referencing tools
- TEST YOUR KNOWLEDGE WITH RefQuest!



STEP-BY-STEP GUIDES -
APA MADE SIMPLE



Master APA style effortlessly with these easy-to-follow steps:



FORMATTING BASICS:
THE FONT



Use the same font throughout the text of your paper.

Options include:

11-POINT CALIBRI

11-POINT ARIAL

10-POINT LUCIA SANS UNICODE

12-POINT TIMES NEW ROMAN

11-POINT GEORGIA

10-POINT COMPUTER MODERN

For more information, go to:

→ [How to format your reference list correctly](#)



IN - TEXT CITATIONS



Cite your sources accurately to give credit and avoid plagiarism:

Paraphrased material: include the author's last name and the year of publication (e.g., Smith, 2023).

Direct quotes: Use quotation marks around the quoted material. Add the page number after the year e.g.:

"Consumer spending is predicted to rise by 3% next year (Smith, 2023, p. 45)."

If the source is a webpage or other source without page numbers, replace p. for page with para. for paragraph, and count the number of paragraphs from the start of the source e.g.:

"The initiative's focus on facilitating more affordable foreign trade has contributed to lower inflation rates. (China Daily, 2024, para. 10).

Multiple authors: for two authors, list both last names (e.g., Smith & Jones, 2023). For three or more, use the first author's last name followed by "et al." (e.g., Smith et al., 2023).

No author: provide the title and the year (e.g. The hotel of the future, 2016)

For more information, go to:

→ [Principles of in-text citations](#)

→ [How to use in-text citations to credit your sources](#)

→ [Crediting images with the three point attribution technique](#)



●●●●● END OF TEXT REFERENCE LIST ●●●●●

At the end of your paper, create a complete and accurate reference list:

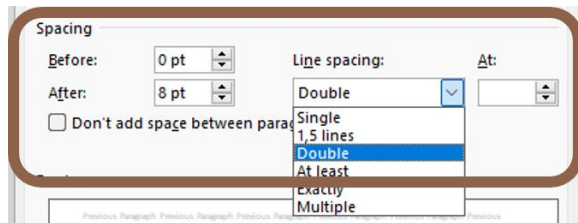
Title: Center the title **References** at the top of a new page (bold, no italics, no underline, no punctuation).

Order: list sources alphabetically by the last name of the first author.

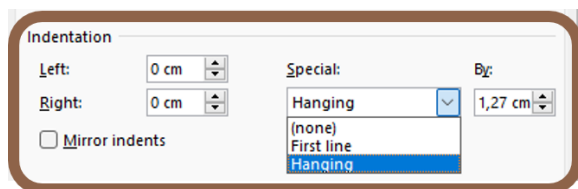
Formatting: use a hanging indent for each entry

Font: Use the same font throughout the text of your paper. Options include: 11-point Calibri, 11-point Arial, 10-point Lucia Sans Unicode, 12-point Times New Roman, 11-point Georgia, or normal 10-point Computer Modern.

Spacing: Use double-spacing throughout the entire list, with no extra spaces between entries.



Alignment: Align the first line of each entry to the left margin; use a hanging indent for all subsequent lines (1.27 cm/ 0.5 inches).



For more information, go to:

→ [How to format your reference list correctly](#)

→ [Checklist of key features in reference list](#)



CONTENT AND STRUCTURE
OF EACH ENTRY

Authors – WHO:

List authors in the format: Last name, Initial(s).

Use an ampersand (&) before the last author's name in a multi-author entry (e.g., Smith, J., & Jones, R.).

For a work with 21+ authors, list the first 19 authors, followed by an ellipsis (...), and add the last author.

In case the author is an organization, use the name of the organization as the author (e.g. Skift.).

For a work with no author, start your reference entry with the title (e.g. Title. (Date). Source.)

Publication year – WHEN:

Enclose the year in parentheses (), followed by a period "." e.g., (2023).

Include "n.d." if no date is available.

Title of the work – WHAT:

Italicize titles of books, reports, and websites.

Use sentence style capitalization. This means capitalize only the first word of the title, subtitle, and proper nouns; do not italicize or place in quotation marks (e.g., Hospitality innovation strategies: An analysis of success factors and challenges).



Source details – WHERE:

For journals, include the journal name (italicized), volume number (italicized), issue number (in parentheses), and page range e.g., *Tourism Management*, 70(2), 218-229.

Include a DOI for journal articles if available, formatted as <https://doi.org/...>.

For books, include the publisher's name (omit "Inc.", "Co.", or "Ltd.") and use abbreviations (e.g. "Sage Publ." instead of "Sage Publications").

For online material, include the URL as a hyperlink, no underline (i.e. beginning with <http://...> or <https://...>).

It is not necessary to include the words "Retrieved from" or "Accessed from" before a DOI or a URL as a hyperlink will direct readers directly to the online content.

It is necessary to include the words "Retrieved on" or "Accessed on" before the URL, for a page that will be constantly updated but is not archived (e.g. Retrieved November 29, 2024, from <https://www.census.gov/popclock/>).

For more information, go to:

→ **[The four basic elements of a reference list entry](#)**

Should you have any missing information, go to:

→ **[Missing reference information](#)**



COMMON MISTAKES &
HOW TO AVOID THEM -
APA PITFALLS

Avoiding errors in APA style can save you time and ensure your work looks professional.

Here are some common mistakes students make, and tips to get them right:

Misformatted in-text citations

Missing or incorrect year: *never include the complete date, only the year*

- Incorrect: (Smith, 2022, p.45)
- Correct: (Smith, 2022, p.45)

Missing or incorrect page numbers: *don't forget the space before the page number*

- Incorrect: (Smith, 2022, p.45)
- Correct: (Smith, 2022, p. 45)





Incorrect reference list formatting

Missing hanging indent

Missing double-spacing

Inconsistent font

Missing italics or capital letters for book titles, reports, or websites

- Incorrect: Richards, L. (2021). Handling qualitative data: a practical guide (4th). Sage.
- Correct: Richards, L. (2021). *Handling qualitative data: A practical guide* (4th). Sage.

Missing italics or capital letters for journal title entries:

- Incorrect: Martin-Rios, C., & Ciobanu, T. (2019). Hospitality innovation strategies: an analysis of success factors and challenges. *Tourism management*, 70, 218-229.
- Correct: Martin-Rios, C., & Ciobanu, T. (2019). Hospitality innovation strategies: an analysis of success factors and challenges. *Tourism management*, 70, 218-229.

Missing URL for online materials:

- Incorrect: Skift. (2020, February 24). *Travel megatrends 2020: Short-term rental winners emerge*.
- Correct: Skift. (2020, February 24). *Travel megatrends 2020: Short-term rental winners emerge*. <https://skift.com/2020/02/24/travel-megatrends-2020-short-term-rental-winners-emerge/>



Missing DOI for online materials:

- Incorrect: Dryglas, D., Lis, A., & Suder, M. (2024). The role of resilience in explaining hotel growth: A fuzzy-set QCA approach. *Journal of Entrepreneurship, Management & Innovation*, 20(3), 5–24.
- Correct: Dryglas, D., Lis, A., & Suder, M. (2024). The role of resilience in explaining hotel growth: A fuzzy-set QCA approach. *Journal of Entrepreneurship, Management & Innovation*, 20(3), 5–24. <https://doi.org/10.7341/20242031>

Misplaced punctuation: missing comma, period, or ampersand

- Incorrect: Smith, J and Jones, R (2022).
- Correct: Smith, J., & Jones, R. (2022).





PRACTICAL TOOLS -
MAKE APA STYLE WORK
FOR YOU

Working with APA formatting doesn't have to be overwhelming.

Such tools can automatically format references and in-text citations, organize your sources in a single library, and sync across devices for easy access to your references anywhere.

Here are some tools and resources to make the process easier and more efficient:

Citation generators

Zotero: a free tool that allows you to "collect, organize, and analyze research and share it in a variety of ways".

Zoterobib: a free service that helps you quickly create a bibliography in any citation style.

Word Citations & Bibliography: built into Microsoft Word, this tool helps create in-text citations and generates a reference list directly in your document. For more details, go to: Create a bibliography, citations, and references

Purdue OWL Citation Machine: a simple, web-based citation generator for APA and other styles.

For more information, go to:

→ Research & Referencing tools



GUIDES AND TEMPLATES FOR
APA - FORMATTED DOCUMENTS

The official APA style website provides multiple guides and instructional aids here:

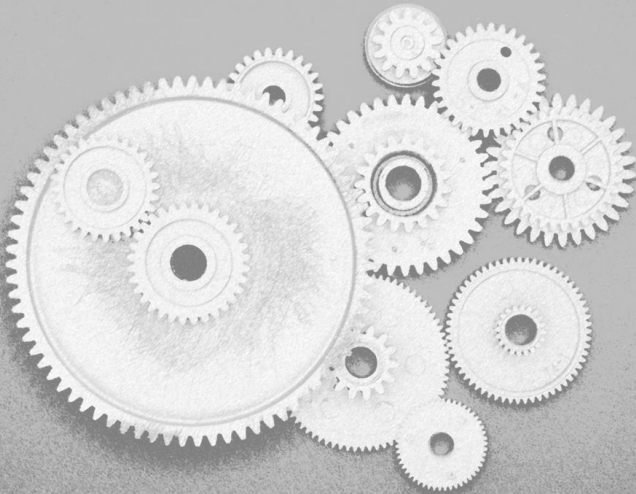
[Sample papers from the official APA Style website](#)

[Additional instructional aids from the official APA Style website](#)

[Download and use the editable templates for student papers from the University of Wisconsin](#)

[Use the APA sample paper from the Purdue University](#)

[Use the APA format paper template for Google Docs](#)





ASK AN EXPERT -
APA Q & A FORUM

Who to contact?

Contact your tutor

Laury Chauvin – Thesis lead – laury.Chauvin@glion.edu

Learning Support department – learningsupport@glion.edu

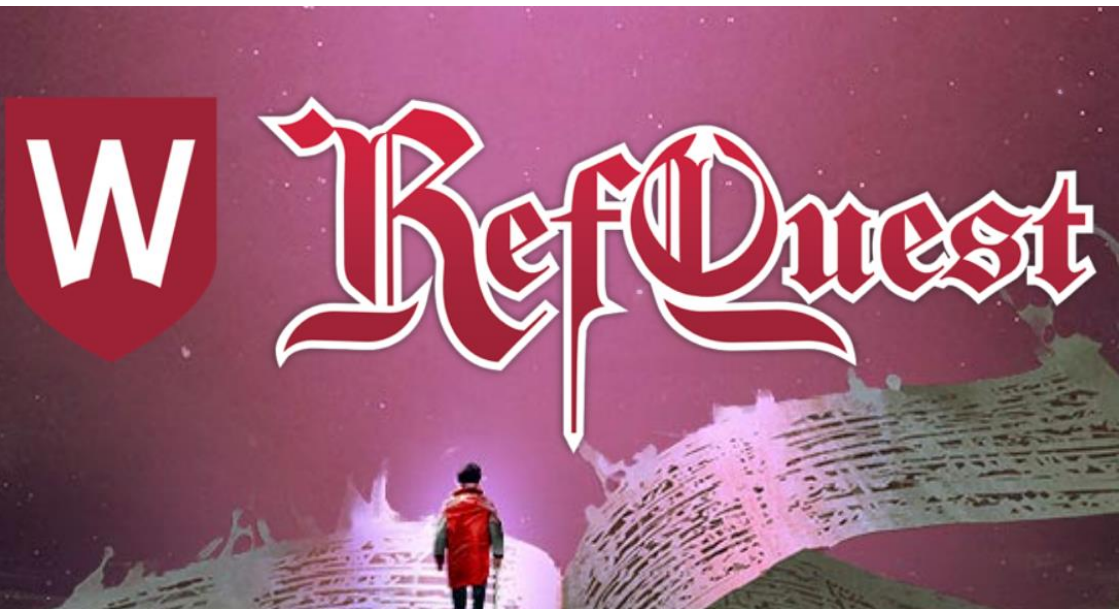
Library & Information Services department – library@glion.edu

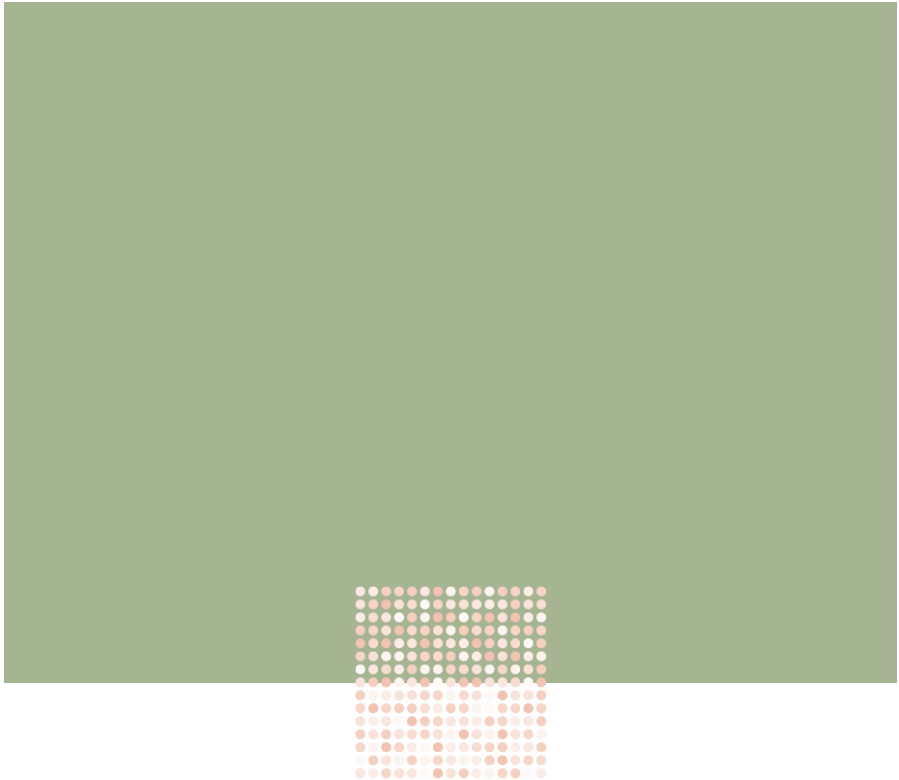
PRACTICE & FEEDBACK -
TEST YOUR APA SKILLS

Practice makes perfect!

Test your knowledge and improve your APA style skills!

→ [TEST YOUR KNOWLEDGE WITH RefQuest!](#)





Contact us

THE LEARNING SUPPORT TEAM

learningsupport@glion.edu

THE LIBRARY & INFORMATION SERVICES TEAM

library@glion.edu