



Basics of End-Text Citation Guide according to APA Style- Version 7

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End Referencing Citation

In the final list of references, references need to be documented according to the 7th edition of the APA documentation style manual. Generally, the first line of each entry should be indented to the left, and the subsequent lines of the same entry should be indented 5-7 spaces, as illustrated below:-

1. A Book with a Single Author

☞ Al-Bahrani, R. H. (2000). *Arabic grammar*. Baghdad: Baghdad University Press.

The example above starts with the **last name of the author**, followed by a **comma**, and then the **initials** of the first and middle names of the author. Then, the **year of publication is enclosed within between two parentheses**, followed by a **period**. This is followed by the **title italicized and written in a sentence case**. Note that only the first letter of the first word of the title is written in a capital letter. If the title consists of two parts, the first letter of the first word in each of the two parts is written in a capital letter. After the title, there should be a **period** followed by the **place of publication**, a **colon (:)**, the **publisher** and finally a **period**.

2. A Book with Two to Seven Authors

☞ Al-Bahrani, R. H., & Al-Rawi, B. H. (2000). *Arabic grammar*. Baghdad: Baghdad University Press.

If a reference entry has two or more authors, again we need to start with **the last name** of the first author, then we place a **comma**, followed by the **initials** of **the author's** first and middle name. The **comma** is used to separate between/among the authors. We repeat the same rule with the rest of the authors subsequently. When we reach the last author, we only need to put



the **ampersand sign (&)**, preceded by a **comma**. The rest of the publication information regarding the **title, place of publication, and publisher** are identical with the single-author citation explained earlier.

3. A Book with Eight or More Authors

☞ Al-Bahrani, R. H.,¹ Mohammad, N. M.,² Al-Rawi, B.H.,³ Mustafa, A.Y.,⁴ Al-Rubayia', M. R.,⁵ Abdullah, Sh. M.,⁶ ... Saalh, Sh. M.⁸ (2000). *Arabic grammar*. Baghdad: Baghdad University Press.

With a reference entry that has eight or more authors, we need to document the **first (6) authors**, following the steps explained in point (1), and after the sixth author's name, we place a **comma**, and then we place an ellipsis, **three dots**, (...), and after the ellipsis we directly mention the **eighth author's name**. Then, we proceed with the rest of the publication information as explained earlier.

4. A Book with an Unknown or Anonymous Author

☞ *Arabic grammar*. (2000). Baghdad: Baghdad University Press.

☞ **Anonymous**. (2000). *Arabic grammar*. Baghdad: Baghdad University Press.

If the work has no author, we need to start with the title of the work written italicized and in a sentence case. Then, we place a period and mention the year of publication between two parentheses. Then, we place a period, followed by the place of publication, followed by a colon. Then, we mention the publisher, followed by a period. Here, we have to note that if it is a title of a book, we need to write it italicized; if an article, we do not need to italicize it.



Sometimes, the word “anonymous” is used as an author, in this case, we need to put it at the beginning as an author.

5. Two Books to One Author at Two Different Years or at the Same Year

- ☞ **Al-Bahrani, R. H. (2000a). *Arabic grammar*. Baghdad: Baghdad University Press.**
- ☞ **Al-Bahrani, R. H. (2000b). *Colors and Concepts*. Baghdad: Baghdad University Press.**
- ☞ **Al-Bahrani, R. H. (2012). *Applications in cognitive linguistics*. Baghdad: Baghdad University Press.**

If the author has two books published in the same year and you need to cite both books in the final list of references, you should follow the alphabetical order of their titles. The first one should be assigned the letter **a** after its year of publication, and the second one is assigned the letter **b**. If they are published in two different years, we start with the earlier.

6. A Book with an Editor; Editors; Author and Editor; Editor and Translator, and Author and Translator

- ☞ **Al-Bahrani, R. H. (Ed.) (2000). *Arabic grammar*. Baghdad: Baghdad University Press.**
- ☞ **Al-Bahrani, R. H., & Mohammad, N. M. (Eds.). (2000). *Arabic grammar*. Baghdad: Baghdad University Press. (Original Work Published in (1990)).**
- ☞ **Al-Bahrani, R. H., & Al-Rawi, B.H. (Ed.). (2000). *Arabic grammar*. Baghdad: Baghdad University Press. (Original Work Published in 1990).**
- ☞ **Al-Bahrani, R. H. (Ed.) (2000). *Arabic grammar* (B. H. Al-Rawi, Trans.). Baghdad: Baghdad University Press. (Original Work Published in 1990).**



☞ Al-Bahrani, R. H. (2000). *Arabic grammar* (B. H. Al-Rawi, Trans.). Baghdad: Baghdad University Press. (Original Work Published in 1990).

If the book has an editor only, we need to place the abbreviation of the word editor (Ed.) after mentioning the name of the editor. If it has more than one editor, we need to place the plural abbreviation of this word, represented by (Eds.) after mentioning all the names of the editors.

The names of the translators should be referred to by the initial letter of the first and middle name, followed by a comma and the translator's last name. Afterwards, a comma and the abbreviation of the word translation (Trans.) should be used. The name of the translator together with the abbreviation of the word translation should be placed between two parentheses after mentioning the title of the book.

7. Organization as an Author

If the author is an organization, we mention the organization's name instead. Then, we follow the instructions explained earlier.

☞ UNICEF. (2000). *Dimensions of poverty*. Baghdad: UNICEF Press.

8. A Paper in a Journal

☞ Azeez, F. A., & Al-Bahrani, R. H. (2019). A Cognitive Linguistic Study Of The Satirical Language In Al-Hajjar's Caricatures. *Journal of the College of Education for Women*, 30(1), 203-17. Retrieved from <https://jcoeduw.uobaghdad.edu.iq/index.php/journal/article/view/1158>



- ☞ Aajami, R. F. (2020). Cognitive implications of usage-based approach. *Journal of the College of Education for Women*, 31(4), 1-13.
DOI: <https://doi.org/10.36231/coedw.v31i4.1444>

If the work is a paper in a journal, we need to start with the **authors** first as we did in all the previous examples, followed by the **year** of the publication, then, we place a period, and mention the **title** of the paper. Here, we have to note that the title should be written in a sentence case and **not italicized**. Then, we have to mention the **title of the journal** written italicized and in a title case, followed by a **comma**, then, the number of the **volume** italicized, followed by the number of the **issue** between two parentheses, then, we place a comma, mention the **pages** of the paper from the first page through its final page, and we place a period at the end. Further, If the paper has a **Doi** number, after the period, we need to mention the doi number or provide the link to it. If it does not have any, we need to provide the journal's **link** to that paper. If the paper exists only as a hard copy, there is no need to mention any links. Kindly make sure that all the provided links are active.

9. An Article in an Online/ Print Newspaper

- ☞ Al-Bahrani, R.H. (2000, December 9). Arabic grammar. *New Iraq Press*, pp. 1, 20.
- ☞ Al-Bahrani, R.H. (2000, December 9). Arabic grammar. *New Iraq Press*, Retrieved from.....

If the newspaper is a print version, we start by citing the name of the **author**. Afterwards, we place the **year** of publication in parentheses, followed by a comma, and then the publication **month** and **day**. Then, we place a period and type the **title of the article**. Then, we place a period and write the **title of the newspaper** italicized and in a title case, followed by a comma



and then we mention the **page** number preceded by the abbreviation p. (if it is a single page) or pp. (if there are multiple pages). If the newspaper is an online version, we replace page numbers with the phrase **Retrieved from** and we provide the **link**. Kindly make sure that the link provided is active.

10. A Dictionary or Encyclopedia

☞ Al-Bahrani, R.H. (2008). *Arabic dictionary*. Baghdad: Baghdad University Press.

With dictionaries, we follow the same citation rules for books and other references.

11. An Article in a Dictionary/ Encyclopedia/ Reference Work

☞ Al-Bahrani, R.H. (2008). Arabic Dictionary. **In** B. H. Al-Rawi (ed.), *The International Encyclopedia of Arabic Language* (Vol. 4, pp. 200-210). Baghdad: Baghdad University Press.

☞ Al-Bahrani, R.H. (2008). Arabic Dictionary. **In** *Wikipedia*. Retrieved December 12, 2020, from <http://xxxxxxxx> .

Articles indexed in a reference book, and chapters in a book are cited with the **article's author's last name** first, followed by the **year** of publication, a period, the **title** written in a sentence case, and another period. After the period, we type **In** in a capital letter followed by the **initial first and middle name of the editor**, followed by the editor's last name, and the abbreviation (ed.). Then, we place a comma and write the **title of the encyclopedia/book italicized and in a title case format** (according to the title case format, the first letter of each lexical word is capitalized). Afterwards, we enclose between two parentheses the abbreviations



Vol. and pp., and we place a period. Finally, we mention the **place of publication**, followed by a colon, the **publisher**, and a period.

However, if the article exists within an online website, we write after the preposition **In** the **title of the website italicized**, then we write the word **Retrieved**, and we mention the **month and day**, followed by a **comma**, the **year of publication**, the preposition **from**, and the **website link**.

12. An E-book

☞ Al-Bahrani, R.H. (2000). *Arabic grammar* [e- books]. **Retrieved from**.....

☞ Al-Bahrani, R.H. (2000). *Arabic grammar* [e- books]. DOI:

Cite e-books the same way you cite normal books. However, with e-books, after the title, we place **the version of the book** between two square brackets, then we place a period. After that, we mention either the **link** to the e-book preceded by the phrase “**Retrieved from**” or its **doi number**, followed by **colon**.

13. A Published/Unpublished Thesis/ Dissertation

☞ Al-Bahrani, R.H. (2000). *Arabic grammar* (Unpublished Master Thesis). College of Arts, University of Baghdad.

☞ Al-Bahrani, R.H. (2000). *Arabic grammar* (Published Doctoral Dissertation).Baghdad: Baghdad University Press.

☞ Al-Bahrani, R.H. (2000). *Arabic grammar* (Published Doctoral Dissertation).Baghdad: Baghdad University Press. Retrieved from <http://xxxxxx>



Titles of **unpublished** theses and dissertations should be followed by the parenthesized phrase **Unpublished Master/Doctoral Thesis/Dissertation**. Then, we place a period, followed by the **name of the college**, a comma, and the **name of university** and then another **period**.

If the thesis or dissertation is published, then we write between **two brackets (Published Master/Doctoral Thesis/Dissertation)**. Then, we place a period, followed by the **place of publication**, then **colon**, then the **publisher**, and finally we place a period. If the publication is electronic, then, we mention after the period of the place of publication the phrase **Retrieved from** and we mention directly the link.

14. A Published Interview

☞ Al-Bahrani, R.H. (2000, December 20). **A conversation with** the MA students [Interview by B. H. Al-Rawi]. *Al- Sabah*. Retrieved from <http://xxxxx>

If you need to cite a published interview, type the name of the **author**, and then enclose in two parentheses **the year**, followed by a **comma, the month and the day**, followed by a period. Then, we mention the phrase **A conversation with...** followed by the **name of the interviewer between two square brackets**. Note here that the first and middle initials of the name are stated first and then followed by the last name. Afterwards, we place a period and we mention the title of the **newspaper, site or program italicized and in title case format**. Then, we place a period and we write the phrase **Retrieved from** followed by **the link**.

15. A Book with no Date of Publication

☞ Al-Bahrani, R. H. (**n.d.**). *Arabic grammar*. Baghdad: Baghdad University Press.



If the book has no publication date, we have to place the abbreviation n.d., which stands for “no date”, in two parentheses, and then we proceed with the rest of the citation.

16. A Comment on an Online Article

☞ Rana Al-Bahrani. (2022, January 20). **Re:** It is really weird to have such multiple and successive waves of dusty climate [Comment]. *Red dust weather*. Retrieved from <http://xxxxxxx>

The online reply to an article on the web is documented as follows: we first mention the **screen name** of the person who provided the reply, then we place a period, then we mention **the year in two parentheses**, followed by a **comma, month and day**. Afterwards, we place a period. Then, we type the clipped sign **Re**, followed by a colon (:), and **the comment**, followed by the word **comment** in **square brackets** written in a sentence case format. After that, we place a period. Then, we type the **title of the article italicized and written in a title case format**. Then, we place a period and mention the phrase “**Retrieved from**”, followed by the website **link**.

17. An Unpublished Paper or Poster Presented in a Meeting/Symposium/Conference

☞ Al-Bahrani, R.H. (2000, November 9). *The impact of teeth on speech*. A paper presented at the Conference of the College of Education for Women, Baghdad.

When there is a presentation of an unpublished paper in a meeting, symposium, workshop or conference, etc. we start with the **author’s last name** followed by the **initials** of the author’s first and middle names. Then, we place **between two parentheses the year**, followed by a **comma, the month and the day**. After that, we place a period, the **title of the presentation italicized and written in a sentence case format**, followed by a period. We then



explain what this presentation format is (is it a paper, essay, or speech? and when it was presented, then we place a comma, and we mention the name of the city it was presented in.

18. Conference Proceeding

☞ Al-Bahrani, R.H. (2000, December 12). *Proceeding of the 10th International Conference on Language, Literature, and Translation 2017*. Retrieved from <http://xxxxx>

To document a paper published in a conference proceeding, we need to mention the year of the publication, without citing the month and day. Then, we place a period, followed by the title of the conference proceeding book italicized and written in a title case format, then we place a period, type the phrase “Retrieved from”, and finally we mention the link.

Note that whenever there is a link or doi, no period is placed at the end of the link or the doi number.

19. A Work with a Volume

☞ Al-Bahrani, R.H. (2000). *Arabic grammar (Vol. 1)*. Baghdad: University of Baghdad Press.

If the work has a volume, we directly after the title place the volume number between two parentheses, preceded by the abbreviation Vol. Then, we place a period and proceed with the rest of the documentation steps.

20. A Work in a Language other than English

☞ Al-Bahrani, R.H. (2000). *Bahasa Inggeris [English language]*. Malay: Akhbar Universiti Sains Malaysia.



If there is a book written in a language other than English, we follow the same procedures of documenting a book. However, after the foreign title of the work, we **place between two square brackets the English translation of the title typed in a sentence format and not italicized.**

21. A Government Document

☞ **Ministry of Planning.** (2022). *National Development Plan 2018-2022* (Report No. B).

Central Bureau of Statistics, Baghdad: **Author.**

☞ Central Bureau of Statistics. (2019). *Environment indicators: Environmental statistics for*

Iraq. Republic of Iraq, Municipal services sector for the year 2022. Retrieved from

<http://cosit.gov.iq/documents/environment/stat/Full%20Report/%D8%AA%D9%82%D8%B1%D9%8A%D8%B1%20%D8%A7%D9%84%D8%A7%D8%AD%D8%B5%D8%A7%D8%A1%D8%A7%D8%AA%20%D8%A7%D9%84%D8%A8%D9%8A%D8%A6%D9%8A%D8%A9%20%D9%84%D9%84%D8%B9%D8%B1%D8%A7%D9%82%20%D9%82%D8%B7%D8%A7%D8%B9%20%D8%A7%D9%84%D8%AE%D8%AF%D9%85%D8%A7%D8%AA%20%D8%A7%D9%84%D8%A8%D9%84%D8%AF%D9%8A%D8%A9%202019.pdf>

<http://cosit.gov.iq/documents/environment/stat/Full%20Report/%D8%AA%D9%82%D8%B1%D9%8A%D8%B1%20%D8%A7%D9%84%D8%A7%D8%AD%D8%B5%D8%A7%D8%A1%D8%A7%D8%AA%20%D8%A7%D9%84%D8%A8%D9%8A%D8%A6%D9%8A%D8%A9%20%D9%84%D9%84%D8%B9%D8%B1%D8%A7%D9%82%20%D9%82%D8%B7%D8%A7%D8%B9%20%D8%A7%D9%84%D8%AE%D8%AF%D9%85%D8%A7%D8%AA%20%D8%A7%D9%84%D8%A8%D9%84%D8%AF%D9%8A%D8%A9%202019.pdf>

The author of a government document is usually represented by the department which publishes it. If the title has a number, we mention the Report No. in parentheses without italicization. If the document is published by the author, we type the word **Author** after the place of publication. If we need to cite a soft copy, we write the phrase “**Retrieved from**” after the place of publication, followed by the web **link**.



22. Sacred Books

Sacred books are not necessarily listed in end citations. However, the policy of the journal necessitates listing them alphabetically before all the other references. Then, we mention the other references arranged alphabetically.

23. An Entire Website

Usually the links of the entire websites are not mentioned in end citations. They are only enclosed in parentheses after the titles of the websites in in-text citations.

24. A Video or Audio File on the Web

☞ Al-Bahrani, R.H. (2000, November 9). *Arabic grammar* [Video file]. Retrieved from <http://xxxxxx>

☞ Al-Bahrani, R.H. (2000, November 9). *Arabic grammar* [Motion Picture]. Retrieved from <http://xxxxxx>

☞ Al-Bahrani, R.H. (2000, November 9). *Arabic grammar* [Motion Picture]. Baghdad: Al-Rimas.

When documenting an online video, we need to pay attention to the way the **publishing date** is displayed, **year**, **month** and **day**. Then, after the title, we need to write **between two square brackets the type of work**, followed by a period, the phrase **Retrieved from**, and the **link**. If the video is watched in a theatre, we need to write between two square brackets the phrase “**Motion Picture**”. We also need to mention the **location** where the film was made, followed by a colon, the name of the **studio**, and a **period**.



25. A Transcript of a Video or Audio File on the Web

☞ Al-Bahrani, R.H. *Arabic grammar* [Transcript of Video file]. Retrieved from <http://xxxxxx>

If the work is a transcript of an audio or video file, we follow the same procedures of documenting a video or audio file. However, we **delete the date of publication**, and we write **between two square brackets the phrase “Transcript of video/audio file”**. Note that there is no period between the title and this phrase.

26. Maps Documentation

☞ Iraq [Map]. (2021). Retrieved from Google image: <http://xxxxxx>

Citing maps requires mentioning first **the country/state** that the map belongs to. Then, we place after it **between two square brackets the word map** written in a title case format, followed by a period. Then, **between two round brackets** we mention **the year of publication**, followed by a period. Then, we write the phrase **“Retrieved from”** and mention the **name of the website**, followed by a **colon**, then the website **link**.

27. Data Set / Photograph/Art/Brochure/Fact Sheet/ Presentation Slides/ Facebook Post

☞ Department of Statistics and Academic Research. (2021). *Dimensions of poverty in Iraq* [Data set]. Retrieved from <http://xxxxxx>

☞ Rana Al-Bahrani. (2021). *Violence against Iraqi women* [Painting]. Retrieved from <http://xxxxxx>

☞ Rana Al-Bahrani. (2008). *Family violence* [Picture]. Retrieved from <http://xxxxxx>



- ☞ Al-Ibda' for Tourism Services. (2022). *A guide for Iraqi tourists* [Brochure]. Retrieved from <http://xxxxxxx>
- ☞ World Health Organization. (2021, December). *Dimensions of Iraqi poverty* (No. 2) [Fact sheet]. Retrieved from <http://xxxxxxx>
- ☞ Al-Bahrani, R.H. (2021, December 12). *Violence against Iraqi women* [Presentation slides]. Retrieved from <http://xxxxxxx>
- ☞ Rana Al-Bahrani. (2021, December 12). *What is happening is a real injustice* [Facebook post]. Retrieved from <http://xxxxxxx>

It is to be noted that when it is a Facebook post (whether a written comment or an image), the screen name is written as it is without conversion. Besides, the type of the information being posted or presented or consulted should be written between two square brackets after the italicized title. **Do not italicize the type of the file.**

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