



Kamuzu University of Health Sciences Library,

2024

APA 7th EDITION HANDBOOK ON CITATION

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1 Preface

This citation and reference management manual serves as a valuable companion to the diverse array of resources accessible through both print and electronic mediums. Recognizing the extensive nature and dispersion of these resources, particularly in digital form, we understand the challenge users face in efficiently incorporating them into their scholarly endeavours.

Designed to address this challenge, the manual consolidates commonly cited sources specific to the Kamuzu University of Health Sciences (KUHeS) Schools of Nursing and Midwifery. Our aim is to provide a resource that is both user-friendly and convenient, establishing a standard for the University community. Furthermore, to ensure consistency and ease of understanding, APA style is the recommended format for all programme documents across all programmes at KUHe. The content of this manual primarily draws from the American Psychological Association (APA) Publication Manual 7th edition, supplemented by other relevant sources. A copy can be accessed through the KUHES library website

2 Definition of terms

Citation	A quote extracted from a passage to support an argument, with a citation embedded within the text body. All citations are duly listed in the references section.
Reference	A compilation of references referenced within the text.
Bibliography:	A bibliography encompasses all the works referenced in a paper, while it might also encompass additional works consulted by the author, irrespective of whether they are explicitly mentioned in the text. Certain bibliographies may solely comprise sources deemed most pertinent or beneficial to readers by the author.
Quotation	A set of words extracted from a text or speech and repeated by a person other than the original author or speaker.
Paraphrase	Express the meaning of (the writer or speaker or something written or spoken) using different words, especially to achieve greater clarity.

3 Why Cite and Reference?

- To acknowledge the sources, you have used as the basis for your research.
- To enable other people to identify and trace the sources you have used.
- To support facts and claims you have made in your assignment.
- To show that you have read widely and used a variety of sources.

4 Parts of a Referencing System

4.1 Referencing within the text.

Concise information about sources utilized to acknowledge the origin of specific information, is incorporated into the assignment's body.

For example: (Mtambo, 2024)

According to Mtambo (2024)

4.1.1 List of Works (Reference List)

Detailed information regarding the sources utilized within the assignment is provided at the end of the paper.

- Your reference list should be placed at the end of your paper.
- Every source cited in the paper must be listed in your reference list.
- Each entry in the reference list must correspond to a citation in your text.
- The references section should commence on a new page distinct from the essay's main text.
- The references section should begin on a separate page labelled "References," centered at the top (without bold, underline, or quotation marks).

5 Elements of reference style

Element	Examples
Contributors/Originator:	Author, artist, composer, editor, inventor, official body or organization. E.g. Lena Kamwendo
Title of the individual item:	Book, article, web page. E.g. Malnutrition in developing countries: An overview
Name of the Publisher	Dzuka
Identifiers:	volume, issue number, URL, page numbers

6 What is APA Style?

APA format serves as the designated style by the American Psychological Association (APA) and is widely employed for source citation across diverse fields including Medicine. APA Style sets guidelines for written communication such as;

- The organisation of content,
- Writing style
- Citation of references
- Preparation of manuscripts for publication within specific disciplines.

6.1 Fundamentals of APA Citation

APA style encompasses a set of critical guidelines on citing various works.

6.1.1 Structure:

Contributors. (Date). *Title* (Secondary Contributors). Publication Information.

6.1.2 Contributor Information and Titles

The main contributors of the source, normally the author, are placed before the title. If there is more than one author, arrange the authors in the same order found in the source. Use the first and middle name initials and the entire last name. Inverse all names before the title.

6.1.3 Title Rules

Titles of articles and works contained within larger works, such as chapters, along with informally published material, are not italicised. However, main titles, such as those for books and journals, are italicized. Typically, capitalise the initial letter of the first word of the title or any subtitles, as well as the first letter of any proper nouns. In the case of periodical titles, such as journals and newspapers, capitalise every principal word.

7 Examples of References:

Reference type	Intext example	Reference list example
<p>7.1 One Author/editor or Two Authors/editors</p>	<p>consistently include both names in your signal phrase or the in-text citation. Use the word "and" in the text and the ampersand "&" within the parentheses.</p> <p><i>In-text citation (paraphrase):</i> Author (year) argues that.... (author surname & author surname, year)</p> <p><i>In-Text Citation (Direct Quote):</i> (Author Surname & Author Surname, Year, page number)</p> <p>Some psychologists observe that growing in a rural area can also be characterised by inability to quickly accept diversity (Mandala, 2011).</p> <p>Some psychologists observe that growing in rural areas can also be characterised by inability to quickly accept diversity (Kaufa & Dziwe, 1992).</p> <p><i>In-Text Citation (Paraphrase):</i> Research by Chirwa and Malata (2008) supports.....</p> <p><i>In-Text Citation (Quotation):</i> (Mandala, 2011, p. 67)</p>	<ul style="list-style-type: none"> • Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle.</i>: Publisher. • Editors must be followed by a period (.) (Eds.) if one Editor (Ed.) <p>Mandala, B. (2011). <i>Understanding counseling psychology</i>. Chimvu River Publications.</p> <p>Evans, J., & Chanza, F. (Eds.). (2002). <i>Sociology in practice</i>. Dzuka Publishers.</p>

Reference type	Intext example	Reference list example
<p>7.2 Three and above Authors/Editors</p>	<p>When citing sources with three or more authors in an in-text, use the first authors' last name followed by "et al." and the year of publication. Furthermore, in subsequent citations, use the first author's last name followed by "et al." in the signal phrase or in parentheses.</p> <p><i>In-Text Citation (Paraphrase):</i> (First Authors' Surname, et al, Year)</p> <p><i>In-Text Citation (Direct Quote):</i> (First Authors' Surname, et al. Year, page number)</p>	<p><i>References:</i> Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle</i>. Publisher.</p> <p><i>References:</i> Banda, C. N., Mpisa, M. T., & Sagawa, B. (Eds.). (1999). <i>Knowledge management: An African perspective</i>. Kachere Publications.</p>
<p>7.3 Twenty or More Authors:</p>	<p>Use the first author's name followed by et al. in the signal phrase or in parentheses.</p> <p><i>In-Text Citation:</i> Banda et al. (2001) argued that (Banda et al., 2001)</p>	<p>Phiri, J. K., Chiweza, D. S., Bello, L. M., Wella, R. H., Mtambo, P. S., Mapulanga, P. M., Chisoni, S. L., Matanga, A. N., Chigona, O. J., Manjawira, E. R., Kaunda, G. L., Muula, N. W., Mula, F. D., Hanif, M. P., Zubeda, J. C., Bokhoboko, R. S., Adamson, S. W., Lyton, P. L., & Buya, Q. R. (2023). Prevalence of malaria in Malawi. <i>Journal of Medical Research</i>, 22(1), 123-128.</p> <p>Selemani, A. P., Bello, T. G., Kanyoma, H. U., Amadu, U. I., Chisoni, R. B., Chirwa, K. B., Kalako, N. P., Khozomba, N. T., Kazengo, K., Muchema, B. L., Kalungama, P., Limbani, R. B., Bauleni, W., Muhoko, J., Kunselema, E., Matupa, E. I., Valera, O., Kasunda, W. E., , Brutan, L. H. (2010). Collecting digital platforms user statistics. <i>Web Analytics</i>, 57, 323-335.</p> <p>List the surnames and initials of up to twenty authors in the reference list. If there are more than 20 authors, include the first 19 followed by an ellipsis, and conclude with the last author's name.</p>

<p>7.4 Journal Article</p>	<p>Parentetical citation: (Msiska et al., 2019) Narrative citation: Msiska et al. (2019)</p>	<p>Msika, J. S., Urea, M., Buga, G., Praxis, C., & Yeremia, J. (2019). An ethical dilemma in dealing with patient records: An exploration of patient attitudes in Africa. <i>African Journal of Health Informatics</i>, 8(3), 207–217. https://doi.org/10.10726/hhs0000185</p> <p>DOI: When a journal article has a DOI, always include it in the reference list after the publication year. The DOI looks like a long string of numbers and letters and serves as a unique identifier for the article i.e doi: 10.9876/54321. Always include the issue number for a journal article</p>
<p>7.5 Book/Ebook</p>	<p>Parentetical citations: (Kapasule, J, 2019; Khrish, 2017) Narrative citations: Kapasule (2019), Khrish (2017)</p>	<p>Kapasule, L. M. (2019). <i>Who are we: From birth to adulthood</i> (2nd ed.). Zomba Publishers. https://doi.org/10.10986/hhs0098185</p> <p>Khrish, R. M. (2017). <i>Development of human confusion</i>. Zomba Books.</p> <p>Follow the same basic format for both print and electronic books in your reference list. Omit information about the format, platform, or device (e.g., Kindle) for eBooks.</p>
<p>7.6 Edited book</p>	<p>Parentetical citations: (Alick & Chiweza, 2010; Moloko, 2020; Torino et al., 2019) Narrative citations: Alick and Chiweza (2010), Moloko (2020), and Nakharari et al. (2019)</p>	<p>Alick, E., & Chiweza, D. S. (Eds.). (2010). <i>I am who I am: My birthright</i>. Kachere Books. https://humanrightsoobserver/</p> <p>Moloko, P. (Ed.). (2020). <i>Herbal medicines</i>. Limbuli Press.</p> <p>Nakharari, G. C., Chisoni, D. P., Kandulu, C. M., Maadal, K. L., & Suraya, D. W. (Eds.). (2019). <i>Writing winning job application letters</i>: McMillan Press. https://doi.org/10.1892/9781119466642</p>
<p>7.7 Chapter in an Edited Book/Ebook</p>	<p>Parentetical citation of a chapter of an authored book: (Chisoni & Sydney, 2019, Chapter 18, p. 78) Narrative citation of a chapter of an authored book: Chisoni and Sydney (2019, Chapter 18, p. 78)</p>	<p>Alick, K., Chirwa, U., & Wadson, B, T. (2018). Elderly sports: Healthy living for the elderly . In B. F. Simbota, Q. Phiri-Mwale, Y (Eds.), <i>Responding to aging needs: A step by step guide</i> (pp. 14–28). Malawi Palliative Care Association. https://doi.org/10.8937/980120-016</p> <p>Mtepo, P. Y. (2020). Shire Valley. In P. N. Gadabu, K. I. Phiri, & E. Napwanga (Eds.), <i>Malawi rivers: Herbal plants in Shire river</i>(8th ed., pp. 77–67). Dzuka.</p>

<p>7.8 Journal article with an article number</p>	<p>Paranthetical citation: (Chanza et al., 2018) Narrative citation: Chanza et al. (2024)</p>	<p>Chanza, F., Ndala, F., Phiri, W., Munyaro, C., Chagunda, K., Chaima, C., & Matanga, R. B. (2024). A systematic review of the effectiveness of Turmeric for the treatment of heart problems.” <i>Herb Cures</i>, 19(5), Article e0193972. https://doi.org/10.00.01.11/journal.herbalcure.07836</p> <p>Further reading: https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references</p>
<p>7.9 Magazine Article</p>	<p>Paranthetical citations: (Billy, 2002) Narrative citations: Billy (2002)</p>	<p>Billy, C. (2002, March 8). You need to stay motivated. Do you want to win? <i>Timveni Magazine</i>, 67(18), 10.</p> <p>DOIs: Whenever a magazine article comes with a DOI (Digital Object Identifier), always include it at the end of the reference entry, similar to the format used in the Journal example.</p> <p>Further reading: https://apastyle.apa.org/style-grammar-guidelines/references/examples/magazine-article-references</p>
<p>7.10 Newspaper article</p>	<p>Paranthetical citations: (Manda, 2020; Kumbani, 2011) Narrative citations: Manda (2020), Kumbani (2013)</p>	<p>Manda, M. (2020, July 20). Corruption worsens in government? <i>The Nation</i>. https://www.nationonline.com/2018/01/09/development/corruptionworsens.html</p> <p>Kumbani, P. (2011, January 6). Maravi Post, A5, A9.</p>

<p>7.11 Facebook post</p>	<p>Parentetical citation: Mulanje Mountain Hikers, 2019) Narrative citation: Mulanje Mountain Hikers (2019)</p>	<p>Mulanje Mountain Hikers. (2018, May 22). <i>Do you love hiking? Enjoy the beautiful dams and other features on Mulanje Mountain?</i> [Image attached] [Status update]. Facebook. https://www.facebook.com/MulanjeHike/photos/b.ye87378/83638625/?</p> <p>Author Name: Use the name associated with the account, not the display name, as the author in the reference.</p> <p>Post Date: Specify the exact date the post was created.</p> <p>Title: Craft a title using the first 20 words of the post. Each element like a URL, hashtag, or emoji counts as one word and should be included if within the first 20 words. Avoid italicising emojis.</p> <p>Content Description: Briefly describe the post's content.</p> <p>If the post includes images, videos, or external links, indicate them in square brackets (e.g., "[Image attached]")</p> <p>Specify the post type (e.g., "[Status update]", "[Video]") after the content description.</p> <p>Source: Mention Facebook as the site name followed by the specific URL of the post.</p>
<p>7.12 Blog Post</p>	<p>Parentetical citation: (Makhula, 2019) Narrative citation: Makhula (2019)</p>	<p>Makulata, K. (2015, November 11). <i>Archivists discover evidence of early settlement in Dzalanyama forest dating back to 3000 years.</i> Archives History. https://archives.edu/history/research/archeolgy/dzalanyama-settlement/</p> <p>Blog posts adhere to the same formatting guidelines as journal articles.</p>
<p>7.13 Webpage on a news website</p>	<p>Parentetical citations: (Makhula, 2009) (Tukula, 2020) Narrative citations: Makhula (2009), Tukula (2020)</p>	<p>Makhula, X. (2009, December 15). <i>Cyclone Freddy victims could be living in the worst poverty ever.</i> The Maravi Weekly . https://www.maraviweekly.com/entry/Cyclone_Freddy_victims_could_be_living_in_the_worst_poverty26fghdyw67fsrd</p> <p>Tukula, Y. (2020, May 10). <i>Covid-19 survivors offer critical lessons for public health system.</i> Malawi Scribe. https://www.malawiscribe.com/news/health/2020/05/09/Covid-19-survi.html</p>

<p>7.14 Organisation as an Author. (Corporate Authors) (Grey Literature)</p>	<p><i>In-Text Citation (Paraphrase):</i></p> <p>According to the Nurses and Midwives Council of Malawi (2000), ...</p> <p><i>Abbreviation for Organisation</i></p> <p>When referencing a source for the first time, if the organisation possesses a widely recognised abbreviation, include the abbreviation in brackets. Subsequent citations should employ only the abbreviation.</p> <p><i>First citation:</i> (Nurses and Midwives Council of Malawi [NMCM], 2000) argues that...</p> <p><i>Second citation:</i> (NMCM, 2000) argues that....</p> <p><i>Quotation</i></p> <p>The report found that the recent fears regarding nurses’ negative attitude towards patients could be attributed to work overload (NAACP, 2011, pp. 2).</p>	<p>Nurses and Midwives Council of Malawi. (2009). <i>Review of nursing practice in Malawi.</i>: NMCM</p>
<p>7.15 Book chapter, print version</p>	<p>Parentetical citations: (Chitimbe, 2008; Narrative citations: Chitimbe (2008)</p>	<p>Chitimbe, F. H. (2008). Becoming a modern chef. In M. Muhoko & B. J. Malefula (Eds.), <i>Home Economics for secondary education</i> (pp. 17—43). Hyde Park Press</p>

<p>7.16 Dictionary Entry</p>	<p>Since entries in the majority of online dictionaries undergo regular updates and are not preserved in archives, it's advisable to include a retrieval date when referencing them.</p> <p>Entry in an online dictionary</p> <p>Paranthenetical citations: (Merriam-Webster, n.d.)</p> <p>Narrative citations: Merriam-Webster (n.d.)</p>	<p>Oxford Dictionary. (n.d.). Communication. In <i>Oxforddictionary.com dictionary</i>. Retrieved May 9,2008, from https://www.oxforddictionary.com/dictionary/communication</p> <p>Oxford English Dictionary. (2003). Investigation. In <i>Oxford English Dictionary's concise dictionary</i> (11th ed., p. 727).</p> <p>In the provided examples, both the author and the publisher are identical for the dictionaries. Therefore, the name is solely listed in the author element to prevent redundancy.</p>
<p>7.17 YouTube video</p>	<p>Paranthenetical citations: (KUHeS Library, 2023; Zomba Botanical Gardens, 2001)</p> <p>Narrative citations: KUHeS Library (2023) and Zomba Botanical Gardens (2001)</p> <p>Use the name of the account responsible for uploading the video as the author. If the account didn't create the content, clarify this in the text if it's pertinent for readers. However, if referencing the actual source might seem unreliable, consider checking for the author's YouTube channel, official website, or other social media platforms to determine if the same video is accessible elsewhere.</p>	<p>KUHeS Library. (2023, August 7). <i>Managing citations and references using Zotero #16</i> [Video]. YouTube. https://www.youtube.com/watch?v=WTdlMVArviJ</p> <p>Zomba Botanical Gardens. (2001, January 01). Treasures of Herbarium gardens [Video]. YouTube. https://www.youtube.com/watch?v=guToGwNbbs</p>

<p>7.18 Published and unpublished Dissertation or Thesis</p>	<p>Example of a reference Parenthetical citation: (Harris, 2014) Narrative citation: Harris (2014)</p>	<p>Italicize the title and identify the university, the city, and the state (if it is not part of the university's name)</p> <p>Chagunda, T. K. (2002). <i>Cross border Trade in SADC: Women's experiences in the past 10 years</i> (Publication No. 5467) [Doctoral dissertation, International Business University]. ProQuest Dissertations & Theses Global.</p> <p>Chisoni, L. (2016). <i>Children's experiences of digital misinformation and disinformation</i>. [Doctoral dissertation, Kamuzu University of Health Sciences]. Kameza Campus Repository. https://repository.kuhes.ac.mw/handle/10150/620615</p> <p>Author, B. B. (2007). <i>Title of doctoral dissertation or master's thesis</i> (Unpublished doctoral dissertation or master's thesis). Name of Institution.</p> <p>Chilongozi, B.B. (2007). <i>Content management systems for beginners: Getting started with word press</i>. (Unpublished master's thesis). Mzuzu University.</p> <p>Harris, L. (2014). <i>Lived experiences of Covid-19 patients in Malawi</i> [Unpublished doctoral dissertation]. Kamuzu University of Health Sciences.</p>
<p>7.19 Fact Sheet</p>		<p>Department of Herbal Medicines Registry. (n.d.). <i>Preserving herbal medicines: What you can do to ensure safety</i> [Fact sheet]. Malawi Ministry of Health. [URL]</p>
<p>7.20 Online Course or MOOC</p>	<ul style="list-style-type: none"> • <i>Parenthetical citation:</i> (Chisoni et al., n.d.) • <i>Narrative citation:</i> Chisoni et al. (n.d.) 	<p>Chisoni, F. R., Makweya, T., & Mtambo, J. (n.d.). <i>Zotero</i> [Mooc]. Coursera. https://www.openlearn.mw/learn/zotero-1</p>
<p>7.21 Conference presentation</p>	<p>Parenthetical citation: (Chande et al., 2019) Narrative citation: Chande et al. (2019)</p>	<p>Chande, A. D., Sr., Mhango, J., Maganga, J., Baluwa, I. R., & Banda, M. (2017, August 5-8). <i>Gender violence: Amidst worsening poverty levels</i> [Conference presentation]. RDC Conference, Blantyre, Blantyre. https://rdc.kuhes.ac.mw/2023-video</p>
<p>7.22 Abstract of a conference presentation</p>	<p>Parenthetical citation: (Cacioppo, 2019) Narrative citation: Cacioppo (2019)</p>	<p>Kapasule, A. (2001, June 16–12). <i>RDA adoption in Africa: Challenges and opportunities</i> [Conference presentation abstract]. 2nd MaALA Research Dissemination Conference, Zomba Malawi. https://mala.org/rdc/2001//cataloguing/pdf</p>

<p>7.23 Blog post</p>	<p>Parenthetical citation: (Chisoni, 2012)</p> <p>Narrative citation: Chisoni (2012)</p>	<p>Chisoni, F. (2012, November 15). Think about the boy child too. <i>Voices from Khuluvi</i>. https://felixchisoni.blogspot.com/2017/03/young-maganizo-weep-in-silence-too.html?view=classic</p> <p>Blog posts follow the same format as journal articles.</p> <ul style="list-style-type: none"> • Italicise the name of the blog, the same as you would a journal title.
<p>7.24 Report by a Government Agency (Grey literature)</p>	<p>Parenthetical citation: (National AIDS Commission, 2019)</p> <p>Narrative citation: National AIDS Commission (2019)</p>	<p>National AIDS Commission. (2019). <i>Guidelines for HIV/AIDS prevention</i>. National AIDS Commission (NAC Publication No. 18-2059). Malawi Ministry of Health and Population, National AIDS Commission https://www.nac.mw/publications/patient-education/takingtime.pdf</p>
<p>7.25 Report authored by individual contributors affiliated with a government agency or another organisation. (Grey literature)</p>	<ul style="list-style-type: none"> • Parenthetical citations: (Chiweza et al., 2014; Mwada et al., 2019) • Narrative citations: Baral et al. (2019) and Stuster et al. (2018) 	<p>Chiweza, D., Mapulanga, P., & Kapasule, A. (2014). <i>What makes people misbehave? A new scientific breakthrough</i>. Malawi Clinical Group. https://www.mcg.mw/studies-clinical-what-makes-peple-misbheve/</p> <p>Mwada, K., Manda, B., Bryan, L., & Mlowoka, M. (2019). Kumva ndi kuona komwe za Malungo (Report No NAC/CP-2018-228373). National AIDS Commission. https://nac.hiv.mw/archive/nac/737787331401.pdf</p>

8 Summary

Author/s	First Citation	Second Citation	Reference
1-2	Both Authors	Both authors	Both authors
3 - 20	First author followed by et al, (year)	First author followed by et al. (year)	All authors (1-20)
More than 20 authors	First author et al.	First author et al.	First 19 authors ...last author
Corporate author (if abbreviated)	in a sentence: Ministry of Health (MoH, 2009) in brackets: (Ministry of Health [MoH], 2009)	in a sentence: MoH (2009) in brackets: (MoH, 2009)	Ministry of Health

9 Table and Figure Display

9.1 Citing and Displaying Tables

For intricate data, tabular presentation is preferable. To ensure clarity and efficiency in presenting quantitative data, organise it logically. For instance, data for comparison should be adjacent (e.g., before/after, young/old, male/female), and statistical information (means, standard deviations, N values) should be segregated within the table. Whenever feasible, employ canonical forms (such as ANOVA, regression, or correlation) to effectively convey your data.

Numbers. Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2).

Titles: Ensure titles are clear and concise. When appropriate, utilise the title to clarify an abbreviation within parentheses.

Example: *Comparison of Median Income of Adopted Children (AC) vs. Foster Children (FC)*

Headings: Make headings clear, brief, and not much wider than the widest entry in the column. The use of standard abbreviations can assist in achieving this objective. All columns, including the stub column, must have headings.

Body: Maintain consistency throughout the body. Numerals should be expressed to a consistent number of decimal places determined by the precision of measurement.

Never alter the unit of measurement or the number of decimal places within the same column.

Table 2			
<i>Title</i>			
Header			
Subhead	Column Head	Column Head	Column Head
Row 1	123	234	17.6
Row 2	456	567	31.1
Row 3	789	891	51.3
Row 4	1368	1692	

Figure 1: Basic structure of tables

Table 1			
<i>Dogs Scoring Above Average on Intelligence by Breed and Gender</i>			
Breed	Male	Female	%
Dachshund	123	234	17.6
Terrier	456	567	31.1
Siberian Husky ^a	789	891	51.3
Totals (<i>N</i> = 3060)	1368	1692	

Note. Average score = 150. No animals were harmed during testing.

^aThree huskies (one male, two female) escaped before testing was completed and are therefore not included in the table

Figure 2: Basic structure of the table

Table 3				
<i>Sample ANOVA Table</i>				
Stubhead	<i>df</i>	<i>F</i>	η	<i>p</i>
	Column spanner			
Row 1	1	0.67	.55	.41
Row 2	2	0.02	.01	.39
Row 3	3	0.15	.33	.34
Row 4	4	1.00	.76	.54

Note. This is where authors provide extra information important to the data, such as findings that approach statistical significance depending on the *p* value: Significant at the $p < 0.05$ level.

Figure 3: Sample ANOVA Table

9.2 Citing and Displaying Figures.

Figures in your paper may comprise drawings, photographs, charts, bar graphs, line graphs, and scatter plots. When incorporating a figure that has been adapted or directly copied from another source, it's essential to reference the original source. This reference should be provided as a caption underneath the figure you adapted or copied for your paper. Additionally, any image reproduced from another source requires proper copyright permission; merely citing the source is insufficient.

Tips:

- Number figures sequentially throughout your paper.
- Ensure the caption appearing under a figure is double-spaced.

General Format 1 (Figure from a Book):

Caption under Figure

Figure X. Descriptive phrase that serves as title and description. Reprinted [or adapted] from *Book Title* (page number), by Author First Initial. Second Initial. Surname, Year, Place of Publication: Publisher. Copyright [Year] by the Name of Copyright Holder. Reprinted [or adapted] with permission.

Example 1 (Figure from a Book):

Caption under Figure

Figure 1. The invisible hyena tale in pictures. Reprinted from *The Invisible Hyna* (p. 90), by B. D. Lukas, 2009, Mzuzu: Luwingu Press. Copyright 2012 by the Psychology Society of Malawi. Reprinted with permission.

General Format 2 (Figure from a Journal Article):

Caption under Figure

Figure X. Descriptive phrase that serves as title and description. Reprinted [or adapted] from "Title of Article," by Author First Initial. Second Initial. Surname, Year, *Journal Title*, *Volume* (issue), page number. Copyright [Year] by the Name of Copyright Holder. Reprinted [or adapted] with permission.

Example 2 (Figure from a Journal Article)

Caption under Figure

Figure 1. Long term memory transition during old age (a) and Gray's examination of thinkers versus non thinkers (b). Dotts represent number of transitions in a month. Adapted from "How the brain functions at different stages of life," by F.R. Chisoni and

B. Jenala, 2009, *Education Psychology*, 89, p. 1278. Copyright 2001 by the Learning Psychology Society.

General Format 3 (Figure from a Website):

Caption under Figure

Figure X. Descriptive phrase that serves as title and description. Reprinted [or adapted] from *Title of Website*, by Author First Initial. Second Initial. Surname, Year, URL. Copyright [year] by the Name of Copyright Holder. Reprinted [or adapted] with permission.

Example 3 (Figure from a Website):

Caption under Figure

Figure 1. Love and care for the elderly with dementia. Reprinted from Dementia homes series, *Wikipedia*, n.d., Retrieved June 12, 2019, from http://en.wikipedia.org/wiki/dementia_love_care. Copyright 2007 by Martin Core. Reprinted with permission.

9.2.1 When preparing Figures, adhere to the following guidelines:

- Avoid using special effects from advanced software packages as they can distort communication and readability. Keep figures simple.
- Figures in one column should be between 2 and 3.25 inches wide (5 to 8.45 cm), while two-column figures should range between 4.25 and 6.875 inches wide (10.6 to 17.5 cm).
- Ensure that the height of figures does not exceed the top and bottom margins.
- Use a sans serif font (such as Helvetica, Arial, or Futura) for text within figures, with a font size ranging from eight to fourteen point.
- Use circles and squares to differentiate curves on a line graph, maintaining the same font size as other labels.

Captions and Legends:

- For figures, include the figure number and a title with a legend and caption, positioned below the visual display.
- Format the figure number as "Figure X" followed by the title in sentence case.
- Follow the title with a legend explaining the symbols in the figure and a caption providing a brief, complete explanation.
- If the figure contains an internal title, crop it.
- Graphs should always feature a legend explaining symbols, abbreviations, and terminology used, consistent with the text and other figures. The lettering in the legend should match that used in the figure.

Example:

Figure 1. How to create figures in APA style. This figure illustrates effective elements in APA style Figures.

Captions should provide sufficient detail, such as "Figure 4. Living a healthy lifestyle, by B.W. Tizifa (1997)," rather than just "Figure 4. Lifestyle."

Figure 4:

PRISMA Flow Chart of study identification & selection

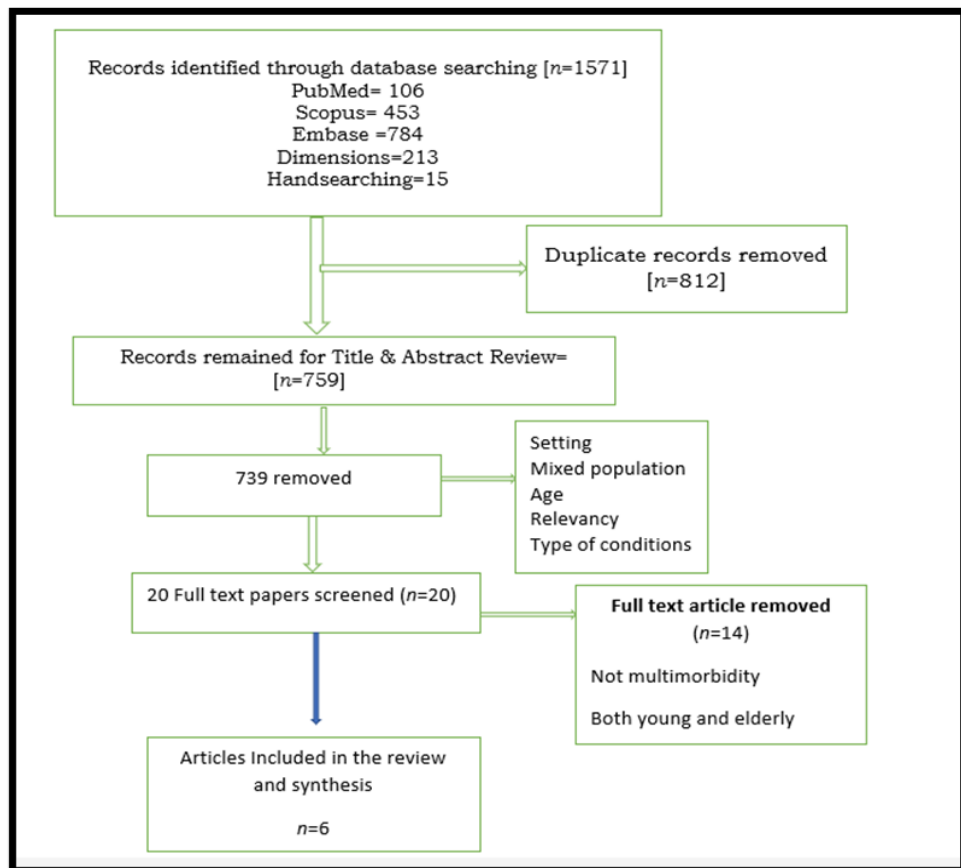
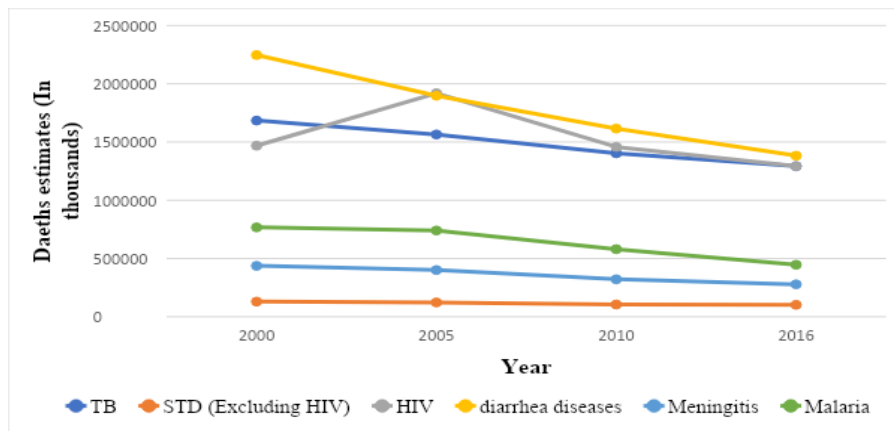


Figure 5:

Global Health Deaths Estimate of Selected Infectious and Parasitic Diseases.



Note. The linear graph shows the global health estimates of selected infectious and parasitic diseases.

Figure 6:

Aerial View of Mangochi District



Note: The map does not include data from Chenkope.

Adapted from 2024. *Physical Map of Mangochi* by MapHill, 2024

<http://www.maphill.com/malawi/southern/mangochi/maps/physical-map/>

10 Abbreviations.

Acceptable abbreviations in the reference list for parts of books and other publications include the following:

Abbreviation	Book or publication part
ed.	edition
Rev. ed.	Revised edition
2nd ed.	second edition
Ed. (Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp.)	page (pages)
Vol.	Volume (as in Vol. 4)
No.	Number
Pt.	Part
Tech.	Rep. Technical Report
Suppl.	Supplement

11 Reference list sample

Stavljenic-Rukavina, A., & Topic, E. (2013). Lifelong education: Global approach. *Donald School Journal of Ultrasound in Obstetrics and Gynecology*, 7(3), 296–300. Embase. <https://doi.org/10.5005/jp-journals-10009-1297>

Pusic, M. V., Hall, E., Billings, H., Branzetti, J., Hopson, L. R., Regan, L., Gisondi, M. A., & Cutrer, W. B. (2022). Educating for adaptive expertise: Case examples along the medical education continuum. *Advances in Health Sciences Education: Theory and Practice*, 27(5), 1383–1400. Medline. <https://doi.org/10.1007/s10459-022-10165-z>

Peterson, L. L., & Davie, B. S. (2007). *Computer networks: a systems approach*. Elsevier.

Ragains, P. (Ed.). (2013). *Information literacy instruction that works: A guide to teaching by discipline and student population*. American Library Association.

12 References and useful readings:

American Psychological Association. (2024, February.). *Style and grammar guidelines*. *APA Style*. <https://apastyle.apa.org/style-grammar-guidelines>

American Psychological Association (Ed.). (2020). *Publication manual of the American psychological association: The official guide to APA style* (7th ed). American psychological association.

13 Sample APA papers

- <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>

- <https://apastyle.apa.org/style-grammar-guidelines/paper-format/student-annotated.pdf>