APA REFERENCING

Use this sheet to help you follow the APA referencing conventions, including how to site online sources.

Overview

The APA system is the American Psychological Author-Date Reference and Citation system.

Citation = is an annotation in a text that acknowledges that the information came from an outside source. APA uses the name of author and year of publication e.g. (Smith, 2004)

Reference = is a list at the end of a text (assignment, book, article) that includes all the resources that were mentioned/cited in the text.

For every source used, you must have a reference. This is to acknowledge the source and to allow the reader to trace everything you have used. Referencing includes citations in the text and a list of references at the end of your assignment.

Different types of references are listed in slightly different ways depending on what type they are, including books, journals, and websites. There are also varying methods of citing original sources. Personal communication or non-archival material, such as personal letters, memos, emails and personal interviews are not included in reference lists. Personal communications are cited in the text only.

Why Use Citations and Reference Lists?

Citations and references show that your writing is not based entirely on your own ideas but rather is based in part on the ideas, information and evidence of others. This is a strength, not a weakness as you are at university to learn from others. However, you need to show what are your ideas and what belong to someone else otherwise you may be accused of plagiarism.

Plagiarism

Plagiarism is the presentation by a student of an assignment which has in fact been copied in whole or in part from another student's work, or from any other source (eg published books or periodicals), without due acknowledgment in the text. Presenting material from other sources without full acknowledgment (plagiarism) is penalised heavily. This holds for both copying and paraphrasing of others' work. Referencing also allows readers to check the same source for themselves. Careful citation thus avoids plagiarism by acknowledging the work of others and demonstrating that your work is based on solid evidence.

Quoting, Summarising and Paraphrasing

When writing you can present the ideas of others either through direct quotation, or summary or paraphrase, depending on your purpose.

For direct quotation, copy the material from the source carefully. Use quotation marks for even a single word if the original author used it in a special or central way. Do not change any wording, spelling, capitalisation or punctuation. Use an ellipsis mark (three spaced full stops) to indicate the exact point at which you have deliberately left out part of a direct quotation. Use brackets to surround any word, comment, or punctuation mark you add within the quotation.

Place the word [sic] (meaning 'in this manner') in square brackets immediately after any mistake in spelling, grammar, or common knowledge that your reader might otherwise believe to be a misquote. If the quoted material is less than about 40 words, place it in quotation marks within your running text. If it is more than about 40 words, set it off from the text without quotation marks. Quotations of the latter sort should have an extra line space before and after the quote and all lines should be single spaced and indented from the left.

When you summarise or paraphrase, you state in your own words and sentence structures the meaning of someone else's writing. Since the words and the sentence structures are yours, do not use quotation marks, but do acknowledge the author of the idea. If you use the original sentence pattern and substitute synonyms for key words or use the original words and change the sentence pattern, you are not paraphrasing but plagiarising, even if the source is acknowledged. This is because both methods use someone else's expression without quotation marks. In paraphrasing it is crucial not only to use your own form of expression but also to represent the author's meaning without distorting it.

Examples of Plagiarism vs. Quoting, Summarising and Paraphrasing

Original = Quoting

"In the forefeet of pigs is a very fine hole, which may be seen when the hair has been carefully removed" (Smith, 1996, p. 23).

Plagiarism

In the front feet of pigs is an extremely small hole, which can be viewed after the hair has been cautiously taken out.

This is plagiarism because the sentence structure is the same as the original and the original source has not been acknowledged.
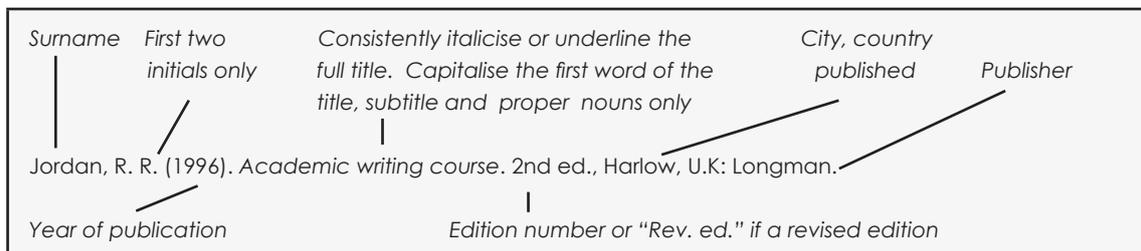
Paraphrase

Careful removal of hair from pigs feet will reveal a small hole (Smith, 1996, p. 23).

This is not plagiarism as the original source has been acknowledged. Note that paraphrasing that is closely modelled on the original sentence structure also requires the inclusion of a page number in the citation.

Reference List

HOT TIP! Ensure your assignment doesn't require a Bibliography. A Bibliography is similar to Reference List, but includes all the resources you consulted (background reading) and not just those cited in the text.

- The reference list should be at the end of the assignment, on a separate page, before any appendices
- The heading should be Reference (in bold and centered on the page)
- Only include those sources you have actually cited, rather than the ones you have read. If they are important, you should have cited them in the body of the essay
- The references should be a single list, organised alphabetically by the authors' surname
- Do not use numbers, or bullet points

Surname	*First two initials only*	*Consistently italicise or underline the full title. Capitalise the first word of the title, subtitle and proper nouns only*		*City, country published*	*Publisher*

Jordan, R. R. (1996). *Academic writing course*. 2nd ed., Harlow, U.K: Longman.

Year of publication   *Edition number or "Rev. ed." if a revised edition*

- Do not include lecture notes or personal communication in the reference
- Reference lists are left aligned with a hanging indent
- Note the specific use of formatting (italics, capitals etc.) and punctuation (commas (,) full stops (.) colons (:) parentheses (( )) ampersands (&))

A reference should be constructed like this:

There is an example of a complete Reference List in APA Format on the following page.

References

Abrahamson, A. B. (1991). Managerial fads and fashions: The diffusion and rejection of innovations. *Academy of Management Review,* 16(3), 586-612.

Adams, P. B. (2000). Australian economic history [Electronic version]. *Journal of Australian Economics*, 5(2), 117-132. Retrieved June 12, 2001, from http://jae.org/articles.html

Benton Foundation (1998, July 7). Barriers to closing the gap. *In Losing ground bit by bit: Low –income communities in the information age* (chap. 2). Retrieved May 28, 2000, from http://www.benton.org/library/Low -Income/two.html

Berkowitz, A.D.(2000, November 24). [How to tackle the problem of student drinking Letter to the editor] *The Chronicle of Higher Education*, p. B20

Chan, P. C. (1997, January 20). Same or different? A comparison of the beliefs Australian and Chinese university students hold about learning. Paper presented at the 2000 *AARE Conference on Intercultural Learning*. Retrieved April 12, 2000, from http:// www.swin.edu.au/aare/97pap/CHANP97058.html

Daniels, P. S. (1992). Australia's foreign debt: Searching for the benefits. In P. Maxwell & S. Hopkins (Eds.), *Macroeconomics: Contemporary Australian readings* (pp. 200-250), 2nd ed., Pymble, Australia: Harper Educational.

Jayasankaran, S. (2000, May 11). Malaysia: miracle cure. *Far Eastern Economic Review,* 81, 36-38.

Jordan, R. R. (1996). *Academic writing course*, 2nd ed., Harlow, U.K: Longman.

Knapp, S. N. (1991). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5(1). Retrieved October 13, 2001, from http://jbr.org/articles.html

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

McTaggart, D. M., Findlay, C. A., & Parkin, M. N. (1996). *Economics*, 2nd ed., Sydney, Australia: Addison-Wesley.

StatSoft Inc. (n.d.) *Electronic statistics textbook*. Retrieved May 27, 2000, from http://www.statsoft.com/textbook/stathome.html

Hot tuna counts on Cambell to make waves, (2002, May 7). *The Age*. Business 2.

Referencing - Author

Single Author

Surname   First two initials only

Jordan, R. R. (1996). *Academic writing course*. 2nd ed., Harlow, U.K: Longman.

Multiple Authors

Include all the authors in the order they published in the referenced book, (not necessarily alphabetically). If the author is an agency, association or institution spell out the full name of the group eg "American Psychological Association (2000)."

McTaggart, D. P., Findlay, C. A., & Parkin, M. D. (1996). *Economics*, 2nd ed., Sydney, Australia: Addison-Wesley.

Different authors, same surname

• should be arranged by first name alphabetical order.
  Costello, P. P. (2001)
  Costello, T. T. (1997)

Same author, different years

• arrange by year of publication with the earliest first

Two or more references, same author and published in the same year

• list them by title in alphabetical order and place a sequential letters after the year of publication to enable distinctions between citations
  Whyte, T. C. (1997a). Controlling...
  Whyte, T. C. (1997b). Roles of...

Author is an agency, association or institution

• provide the full name of that organisation and do not use acronyms or abbreviations

Reference is an edited work

• place the editor's/s' name/s in the author's position and enclose the abreviaton (Ed.)/(Eds.) after the last editor's name
  Adams, T. S. (Ed.). (1992).
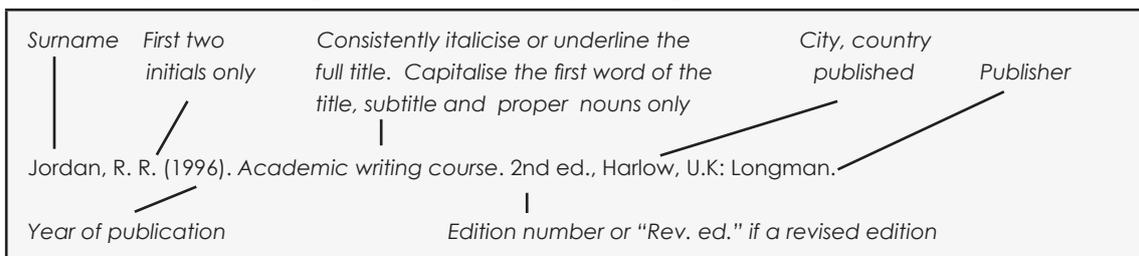 Jones, A. B., & Olson, D. H. (Eds.). (1979).

Referencing - Publication Date

- include the publication date (the year the work was copyrighted) in parentheses ie (2009).
- For magazine, newsletter and newspaper references, give the year followed by the exact date of publication.

  (1998, June). [monthly publications]

  (2000, September 28). [dailies and weeklies]
- If no date is available, write: (n.d.).
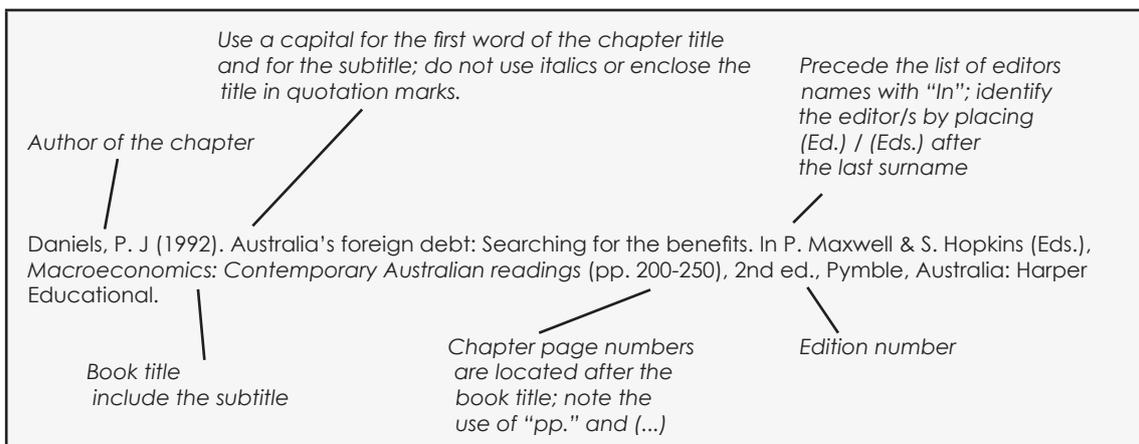
Referencing by Format

Book

Capitalise only the first word of the title, subtitle and proper nouns (ie names of people or places), using italics consistently throughout the reference list.

Surname   *First two* *initials only*   *Consistently italicise or underline the full title. Capitalise the first word of the title, subtitle and proper nouns only*   *City, country published*   *Publisher*

Jordan, R. R. (1996). *Academic writing course*. 2nd ed., Harlow, U.K: Longman.

Year of publication   *Edition number or "Rev. ed." if a revised edition*

Book - Chapter in an edited book

- book title - use italics
- chapter or paper title - capitalise only the first word of the titles, subtitles and proper nouns (if any). The chapter/paper title is proceeded by "In", and then follows the name of the editor/s (or the conference/symposium **organising** body if no editor is given), the book title, relevant page numbers in parentheses.

Use a capital for the first word of the chapter title and for the subtitle; do not use italics or enclose the title in quotation marks.

Precede the list of editors names with "In"; identify the editor/s by placing (Ed.) / (Eds.) after the last surname

Author of the chapter

Daniels, P. J (1992). Australia's foreign debt: Searching for the benefits. In P. Maxwell & S. Hopkins (Eds.), *Macroeconomics: Contemporary Australian readings* (pp. 200-250), 2nd ed., Pymble, Australia: Harper Educational.

Book title include the subtitle

Chapter page numbers are located after the book title; note the use of "pp." and (...)

Edition number

Article with no author given.

Alphabetically locate it in the reference list according to the first significant word. (Note that articles such as "the" are ignored in alphabetical listings of references.

Adam, C.T. (2001). ...

The Apple Industry. (1999, May 1). ...

Baxendall, R. B. (1998). ...

Paper from published conference/symposium proceedings

• same as a chapter in an edited book.

> *Date of publication*   *Name of the paper in italics or underlined*
>
> Chan, P. A (1997, January 20). Same or different? *A comparison of the beliefs Australian and Chinese university students hold about learning.* Paper presented at the 2000 AARE Conference on Intercultural Learning.
> Date of retrieval April 12, 2000, from http://www.swin.edu.au/aare/97pap/CHANP97058.html
>
> *URL or web address*   *Governing organisation and symposium name*

Periodicals – Print

Periodicals are journals, magazines or newspapers.

• Periodical title - use "title case" (the first letter of every major word capitalised) and italics.

• Article in the periodical title - use a capital letter for the first major word of the title and subtitle and for proper nouns (ie names of people or places). The periodical title is placed after the article title.

Journal Articles (i.e. academic or peer reviewed)

> *Author of the article*   *Year of publication*   *Full article title, using a capital for a the first word of the title and subtitle; do not use italics, underline or enclose in quotation marks*
>
> Abrahamson, A. A. (1991). Managerial fads and fashions: The diffusion and rejection of innovations. *Academy of Management Review*, 16 (3), 586-612.
>
> *Italicise the journal title consistently throughout the reference list*   *Volume (issue), page nos. do not use "vol", "no" or "pp"*

Magazine Articles (i.e. trade or professional journals)

*Year of publication followed by the exact date of publication -
month for monthlies or day and month for weeklies*

Jayasankaran, S. (2000, May 11). Malaysia: miracle cure. *Far Eastern Economic Review,
81, 36-38.*

Page numbers

Volume number

Newspaper Article - with no author given

Name of paper   *Date*

The Age. Hot tuna counts on Cambell to make waves, (2002, May 7). p. Business 2.

Full article title

*Include "p." and section for one
page number, "pp. Business 2-3"
for multiple pages or "pp. Business 1, 6" if article
appears on discontinuous pages*

Periodicals – Online

Articles viewed electronically that are also printed

Author   Date published   Article title   Note the article was sourced electronically

Adams, P. J. (2000). Australian economic history [Electronic version]. *Journal of Australian Economics,* 5(2),
117-132. Retrieved June 12, 2001, from http://jae.org/articles.html

Page numbers   *Add this information from "Retrieved" onward if you
believe the format varies from the printed form,
page numbers are not given or addition
information is included*

*Volume (issue)
numbers*

Articles in online journals

Author   Date published   *Date the article was
retrieved*

Knapp, S. J (1991). Role of reference elements in the selection of resources by psychology
undergraduates. *Journal of Bibliographic Research*, 5(1). Retrieved October 13, 2001,
from http://jbr.org/articles.html

Web address/URL   *Journal title*   *Volume (issue) numbers if provided*

Web based sources

Identify the author/s, date of publication, document title or description, date of retrieval and the document address (URL).

Chapter of section in an internet document

Author of the section   *Date of publication*   *Section or chapter title*   *Italics the document title and precede with "In"*

Benton Foundation (1998, July 7). Barriers to closing the gap. *In Losing ground bit by bit: Low –income communities in the information age* (chap. 2). Date of retrieval May 28, 2000, from http://www.benton.org/library/Low -Income/two.html

URL that links directly to the chapter or section

Document or Report - created by a private company

Use n.d. if a publication date is unavailable   date of retrieval

StatSoft Inc. (n.d.) Electronic statistics textbook. Retrieved May 27, 2000, from
http://www.statsoft.com/textbook/stathome.html

organisation in place of author   *direct web address of the referenced document or report and precede with "from"*

Citations

An in-text citation should have the author(s) surname(s) and year of publication.
*   No author - use the title (or an abbreviation of the title) and the year.
*   If there is no date, use "n.d." (without quotation marks) instead.

The citation should either be placed at (a) the end of a sentence with the author's surname and date of publication, separated by a comma, in parentheses or (b) within the sentence with only the date of publication in parentheses:

a) This aspect of the taxation system was the most significant (Larsen, 1971). or
b) Larsen (1971) suggests that this aspect of the taxation system was the most significant.

Try to include citations so that they fit into the flow of your writing. Note that for any citation as a minimum you need to include the author of the source and the publication date. Some useful phrases are:

Findings from Russell (1999) clearly indicate that …
McKenzie (1998) challenges the view that…
Lee (2000) contends that…

As Black (1999) argues...

According to Smith (1996)...

Huynh (1992) points out that....

Patel (1989) refers to ...

The study by Chen (1993) identifies...

Watts(1999) comments/argues/claims/asserts/maintains that...

Hansen (1988) has investigated ...

It has been argued that...(Williams, 1997).

Quoting, or a paraphrasing

You must include the page reference after the year of publication, separated by a comma. Use "p." for single pages or "pp." for multiple pages:

...(Cooper, 1999, p. 332)

...(Cooper, 1999, pp. 319-20)

Two authors, same surname

Include the author's first initial in all citations even if the year of publication differs:

A. Jones (2001)...

(P. Jones, 1999)...

Multiple authors

* If there are two or more authors, use the ampersand (&) (a) if the citation is placed at the end of a sentence but not (b) it if the citation is made within the text:

  a) ...(Dunphy & Stace, 1990).

  b) Dunphy and Stace (1990) argued that...

* If there are three or more authors, cite all their surnames the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al., followed by the year of publication:

  First citation: ...(McTaggart, Findlay, & Parkin, 1996).

  Subsequent citation: ...(McTaggart et al., 1996)

Secondary source

That is you have not seen the original work but have been made aware of it through another reference, you need to name the original work and give a citation for the secondary source:

Carini's study revealed that...(as cited in Patton, 1990) or

...(Carini, as cited in Patton, 1990).

APA REFERENCING

Personal communications

Citing occurs in text only and the details are not displayed in the reference list because the reader cannot easily recover the information. The citation should include the initials and surname of the communicator and the exact date of communication:

A. B. Smith (personal communication, April 20, 2002) stated that…

… (A. B. Smith, personal communication, April 20, 2002).

Corporation or association as author

The group name is usually spelt out in full for each citation. An acronym can be used in repeated citations provided it is readily understandable and the reader is made aware of the acronym in relation to the full name in the first citation. The acronym needs to be enclosed in square brackets after the full name of the organisation or association.

First citation: …(National Australia Bank [NAB], 1999)

Subsequent citation: …(NAB, 1999).

Periodicals

Ensure that:

- the volume and issue number are included

- individual page numbers are included from the start to the finish of the article cited (eg. pp. 586-612)

Web based Sources

- For direct citations from electronic sources without page numbers, provide the paragraph number, preceded by the paragraph symbol ¶.

APA REFERENCING

Checklist

1. To be certain to acknowledge sources fairly and avoid plagiarising, review this checklist before beginning to write and again after you have completed your first draft.

2. What type of source are you using: your own independent material, common knowledge, or someone else's material?

3. If you are quoting someone else's material, is the quotation exact? Have you used quotation marks for quotations run into the text? Have you set off block quotes with an extra space before and after the quote, single spacing within the quote, and left indenting of all lines of the block quote? Are omissions shown with ellipses and additions with square brackets?

4. If you are paraphrasing someone else's material, have you rewritten it in you own words and sentence structures? Does your paraphrase employ quotation marks when you resort to the author's exact language? Have you represented the author's meaning without distortion?

5. Have you acknowledged each use of someone else's material?

6. Do all references contain complete and accurate information on the sources you have cited?

7. Have you completed and signed a cover sheet for your work if you are submitting it in hard copy or have you completed the electronic form if you are submitting your work electronically?

5 minute self test

Review what you've learnt:

• Is the APA System an in-text referencing system?

• Is the APA referencing system different from the Harvard system of reference?

• Do you need to include the URL address when citing internet sources using the APA system?