



APA (American Psychological Association) REFERENCING

The APA (American Psychological Association) Referencing System

WHAT IS REFERENCING?

When writing an assignment your own thoughts and ideas build on those of other writers and researchers. It is essential that you acknowledge those sources of information by:

Acknowledging the source within the text by citing the author's last name and date of publication in parentheses, e.g. (Davies, 2011).

Giving full details of each item in an **alphabetical reference list** at the end of your assignment.

When you find a source that you wish to use in your assignment, write down all the information you need. If you do not do this, you will need to find the source again in future, as you will be penalised if you submit incomplete references in your assignment. This guide will indicate what information you need to record for each different type of source.

Why reference?

The main reasons are:

To enable your lecturer to follow up the references and find the book or journal article in a library.

To demonstrate to your lecturer that you have read widely a range of opinions.

To enable your lecturer to check the accuracy of the information you've given.

Good referencing will assist in avoiding accusations of plagiarism.

You will lose marks if you do not acknowledge sources.

What is a referencing "style"?

APA 6th is an example of an Author-Date style. APA 6th is a well-documented and authoritative style, well suited to many disciplines. The style works well in bibliographic software packages such as Endnote (Desktop) and Endnote Basic (Online, also known as Endnote Web). In Endnote choose the Bibliographic Style – APA 6th.

What is Plagiarism?

Plagiarism is using someone's words or ideas and passing them off as your own, without acknowledging your source.

What is the difference between a reference list and a bibliography?

A reference list is composed of all the sources that you have referred to in the text of your assignment. A bibliography is composed of all those sources you read, but did not refer to in your assignment. Both reference list and bibliography are arranged in alphabetical order of author's last name. A bibliography is not always necessary and will never duplicate anything in the reference list.



Examples of Direct Quotes

You can include direct quotes in the following ways, depending on your sentence structure:

For short quotations-

The College Undergraduate Handbook for Undergraduate Students 2011/12 for the College of Human & Health Sciences states “The risk of cheating is immense, ... a student aspiring to become a ...nurse might find his/her career path being closed prematurely, if found guilty of cheating” (Swansea University College of Human & Health Sciences, 2012, p. 24).

Or

Discussing data collection, Matthews and Ross (2010) note that “it is a practical activity, one that has to be carried out with time, spatial and resource constraints” (p. 181), and therefore needs careful consideration.

For quotations over 40 words-

If the quotation is 40 words or more (not something that you should expect to do) then do not use quotation marks, but indent the quotation by half an inch on the left margin (in the same position as a new paragraph). Double space the entire quotation. The citation should be included using one of the methods described below (In-Text Citations) with either the page number, paragraph number or the full citation as the final element in the block of text, after the final punctuation mark.

For example-

Careful consideration of method is needed with data collection as it

... is a practical activity, one that has to be carried out with time, spatial and resource constraints. It is therefore important to consider how valid social research data can be collected effectively and efficiently within those constraints. The history of social research has included the development of a range of research ‘tools’ to help social researchers to organise and manage the task of data collection. (Matthews & Ross, 2010, p. 181)

In-Text Citations

How do I cite authors in my assignment?

One author

In-text citation requires that the last name of the author and the year of publication be inserted into the text, for example:

Marks (2011) states that ...

or

...(Marks, 2011)

Two authors

If there are two authors of a work, both should be cited.

Bee and Boyd (2010) state that ...

or

...(Bee & Boyd, 2010)

Note. Link the two authors’ names with **and** when cited outside parentheses. Link with an **ampersand (&)** inside parentheses.



Three, four or five authors

If there are three, four or five authors of a work all authors should be cited the first time. Subsequently use et al. after the first author.

(Rolfe, Jasper, & Freshwater, 2010) first cite

(Rolfe et al., 2010) subsequent cites

Note. There is a comma after the second-to-last author.

Six or more authors

If there are six authors or more only the first author is cited followed by et al.

...Yamada et al. (2003)

or

... (Yamada et al., 2003)

Note. et al is Latin for “and others”.

More than one work cited

If you cite two or more works within the same parentheses they should be in alphabetical order of author.
...(Phillips, Ajrouch, & Hillcoat-Nalletamby, 2010; Rolfe, Jasper, & Freshwater, 2010).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' last names once; for each subsequent work, give only the date.

.... (Davies, 2008, 2010, 2012)

Author with two or more cited works in same year

Use lower case letters (a, b etc.) to distinguish between works published in the same year by the same author (s).

...Hewitt (2010a) states that... this was supported by Hewitt (2010b)

The suffixes are assigned in the reference list, where these kind of references are ordered alphabetically by title (of the article, chapter, or complete work).

Authors with the same last name

If a reference list includes publications by two or more primary authors with the same last name, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references.

Davies, H., Brophy, S., Dennis, M., Cooksey, R., Irvine, E., & Siebert, S. (2013). Patient perspectives of managing fatigue in ankylosing spondylitis, and views on potential interventions: a qualitative study. *BMC Musculoskeletal Disorders*, 14 doi: 16310.1186/1471-2474-14-163

Davies, P. G., Revell, P. A., & Mayston, V. (1986). Demonstration of antiglobulin activity in the synovial-membrane of patients with rheumatoid-arthritis and ankylosing spondylitis after pepsin treatment - real or artifact. *Annals of the Rheumatic Diseases*, 45(10), 821-826. doi: 10.1136/ard.45.10.821

In-text citation

Among studies, H. Davies et al. (2013) and P. G. Davies, Revel and Mayston (1986)



Creative works

If you wish to cite a specific performance, art show, poetry reading, etc., you need only cite the specific date and location in the text—no reference list entry is needed. For example:

When several works of Georgia O'Keefe were displayed together for the first time (The Phillips Collection, Washington, DC, March 1999) . . .

Classical works

This includes ancient texts and very old works. Many will be translated and will not have page numbers or a date of publication.

To indicate you referred to a translated text:

(Aristotle, trans. 1931)

To indicate you read a subsequent version of the original. Put the original version first:

(James, 1890/1983)

To indicate a verse, line or chapter in a classical text (Usually consistent across all versions and translations):

1 Cor.13:1 (Revised Standard Version)

Personal communication

This includes letters, memos, a telephone conversation etc; usually information which is not recoverable or easily verified. Do not include an entry in the list of references. If you wish to refer to lectures, public talks or unpublished plenaries, seek the permission of the speaker or convener before including their words or ideas in your assignment. Give initials, surname, and date.

(B. Smith, personal communication, March 13, 2001)

Internet, CD ROM, Database

To cite an electronic source which provides author and page numbers (such as electronic journal articles) follow the same conventions as for other sources:

(Cheek & Buss 1981, p. 332)

(Shimamura, 1989, chap. 3)



To cite an electronic source which has no page numbers, use the paragraph number (remember to include the paragraph symbol):

(Myers, 2000, ¶ 5)

To cite an electronic source with no page numbers or paragraph numbers, put the heading of the section and the number of the paragraphs following it that locates the quotation:

(Beutler, 2000, Conclusion section, para. 1)

To cite an electronic source with no author, cite the title of the document:

(Guggenheim:future exhibitions, 2004)

List of References

At the end of an essay or report you must provide a List of References. This is a list of all the books, journal articles, catalogues, web sites, government publications etc. that you have cited in your essay or report. Consistency and accuracy in setting out the list is very important. Readers may use your list of references to locate sources of particular interest for their own research. If in doubt, the general rule is to provide more rather than less information.

When taking notes for your assignment remember to collect the following information:

Books

- Author surname and initial
- Year of publication
- Book Title
- City where published
- Publisher

If you take notes from a chapter in an edited book, then also collect the authors and titles of individual chapters and the first and last page numbers of the chapters.

Journal Articles

- Author surname and initial
- Year of publication
- Article title
- Journal name
- Volume and issue numbers
- First and last page of the article



Non- print Sources

Collect similar information for books and journals. Also collect:

- Type of medium (e.g. online image, internet page, CD ROM, film, video)
- For internet: the address (URL) and the date you visited the web site
- For E-mail: discussion list name and list address.
- For database: the name of the database, any file/ document/ report codes that may help in locating the source

When making the list of references:

- Begin your references list on a new page.
- Label the list 'References'. Centre the heading.
- Sort the list alphabetically by author's surname (if no author, put the title before the year).
- Double space the reference list entries.
- Follow the sequence and punctuation in the example reference list provided on the next page of this guide.
- If the information exceeds one line of text, then the following line would have a hanging indent (a tab space).

Sample Reference List

Here is a sample reference list. What do you notice about:

1. the sequence of items in each entry;
2. the punctuation;
3. the use of upper-case and lower-case letters?

References

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- University of New South Wales, College of Fine Arts.
(1995). *Adaptability*. Sydney, Australia: Author.
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In S. Jones. (Ed.), *Southeast Asian art today*. (pp 62– 118). Roseville, New South Wales, Australia:
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The Jacaranda Press.
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Design World. 12 (3), 2-13.

EXERCISE ON REFERENCING:

How many references do you see? Identify/number and rewrite them observing correct format.

American Psychological Association 2002 Publication manual (5th ed.). Washington DC: American Psychological Association.

Gelfand, H. & Walker, C.J. 1994. *Mastering APA style: instructors' resource guide*. (4th ed.). Washington DC: American Psychological Association.

Sayre, H.M. 1999. *Writing About Art*. Upper Saddle River, NJ: Prentice-Hall.

Wolpe, A. (1998). *Within School Walls*. London: Routledge.

Sobel, M. A., & Lerner, N. (2012). *Algebra and trigonometry: A Precalculus Approach*. Retrieved on January 5, 2014 from <http://www.judychicago.com/indexb.html>