

TE TARI ĀWHINA

The Learning Development Centre

APA Referencing

Note: This guide was developed and adapted from the Curtin University handout that is readily available on the internet (Curtin University, 2008). This guide is only an introduction to the APA (American Psychological Association) referencing system. For more comprehensive guides please refer to both the *Publication Manual of the American Psychological Association* (American Psychological Association, 2001), and the *APA style guide to electronic references*. (American Psychological Association, 2007).

What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

There are many acceptable forms of referencing. APA is the accepted citation style at AUT. This information sheet provides a brief guide to the APA referencing style for in-text citations and for creating the reference list (examples are below). Within the text of the assignment the author's family name is given first, followed by the publication date. Include page numbers for direct quotations and also where it is useful to provide a page number. A reference list at the end of the assignment contains the full details of all the in-text citations.

Why Reference?

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

Steps Involved in Referencing

1. Note down the full bibliographic details of the source from which the information is taken. Include the relevant page number(s).

In the case of a **book**, 'bibliographic details' refers to:

Please note: Not all of these details will necessarily be applicable.

- Author/Editor.
- (year of publication).
- *Title* (edition).
- Place of publication:
- Publisher.

[as found on the front and back of the title page].

In the case of a **journal article** the details required include:

- Author of article.
- (year of publication).
- Title of article.
- *Title of Journal*,
- *Volume number*
- (issue number),
- pages

For all electronic sources of information, in addition to the above you **may need to note** the date that you accessed the information, and the database name or web address (URL). or the doi (Digital Object Identifier)

2. Insert the citation at the appropriate place within the text of the document (see examples below).
3. Provide a reference list at the end of the document (see examples below).

In-Text Citations

- Use the **Family name of the author, followed by the year of publication when citing references within the text** of an assignment. Where authors of different references have the same family name, include the author's initials in the in-text citation i.e. (Hamilton, C. L., 1994) or C. L. Hamilton (1994).
- If **two or more authors are cited** at the same point in the text then they are included in the same in-text citation, separated by a semicolon e.g. (Brown 1991; Smith 2003). They are presented alphabetically by author.
- When **directly quoting** (ie, direct citation) from another source, if the quotation is **less than 40 words**, the relevant page number must be given and double quotation marks placed around the quote eg, "... " (Brown, 1991, p. 23).
If the quote is **40 or more words**, then the quote is a free-standing indented block.
- When **paraphrasing** (indirect citation) or referring to an idea from another source which is a book or lengthy text. It is optional to include the relevant page number. This is done if it would be useful to provide a page number for the reader.

How to Create a Reference List

- A **reference list** only includes books, articles etc that are cited in the text. In contrast, a **bibliography** is a list of relevant sources for background or for further reading.
- The reference list is arranged **alphabetically, usually, by author**. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.
- The APA style requires **the second and subsequent lines of the reference to be indented**, as shown in the examples below, to highlight the alphabetical order.

Note:

- Apart from proper nouns, only the first letter of the first word in a title and subtitle are capitalised.
- The title of a journal is italicised

What is a Reference/Citation?

A reference or citation consists of the elements that allow the reader to trace the original book or article you have read or cited from.

1. When citing a **book** you need the following elements, in this order and format:

Author. (year of publication). *Book title*. City of publication, Country [or State if in USA,]:
Name of the Publisher.

[APA, 2001 pp. 268-281]

For example, if you looked at a **book** with these elements:

Author: Mack, C.

Year of publication: (2005)

Title: *Looking at the Renaissance: Essays toward a conceptual appreciation*

Place of Publication: London [**Note:** Some cities do not require a country designation]

Publisher: Taylor & Francis

Your citation in the reference list would look like this:

Mack, C (2005). *Looking at the Renaissance: Essays toward a conceptual appreciation*.
London: Taylor & Francis.

2. For a **journal article**, you need the following elements in this order and format:

Author(s). (year of publication). Title of article. *Title of journal*, volume number(issue number), Page numbers.

Authors of article: Labonte, R., & Schrecker, T.

Year of publication: (2007)

Title of article: Globalisation and social determinants of health

Title of Journal: *Globalisation and Health*

Volume: 3

Issue: (7)

Pages: 190-200

Your citation in the reference list for the journal article would look like this:

Labonte, R., & Schrecker, T. (2007). Globalisation and social determinants of health.
Globalisation and Health, 3(7), 190-220.

For information on citing electronic journals, see the examples in the list below. Remember a new element in the APA format for electronic materials is the abbreviation 'doi' which stands for 'digital object identifier'. **The doi is used instead of a url** (Unique resource locator, ie, the web address).

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington DC: American Psychological Association.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: American Psychological Association.

Curtin University. (2008). *APA referencing 2008*. Retrieved December 28, 2008, from http://library.curtin.edu.au/research_and_information_skills/referencing/apa.pdf

The University of Auckland. (2009). *Referencite* Retrieved May 13, 2009, from <http://www.cite.auckland.ac.nz/index.php?p=quickcite>

Books	In-text Example	Reference List Example
Single author:	Direct citation: "A domain name is..."(Weber, 2005, p. 103) In-direct citation: Weber (2005) described ...	Weber, R. H. (2005). <i>Regulatory models for the online world</i> . Zurich, Switzerland: Schulthess Juristische Medien AG.
2 authors:	Direct citation: Gourevitch and Shinn (2005, p. 203) pointed out, "..." In-direct citation: Gourevitch and Shinn (2005) stated that...	Gourevitch, P. A., & Shinn, J. (2005). <i>Political power and corporate control: The new global politics of corporate governance</i> . New Jersey: Princeton University Press.
3, 4 or 5 authors:	Direct citation: Currie, DeAngelis, Boer, Huisman, and Lacotte (2003, p. 133) described "..." Cite all authors the first time the reference occurs In-direct citation: Currie et al. (2003) indicated that In subsequent citations. Include only the surname of the first author followed by et al. (not italicized and with a fullstop after "al") and the year	Currie, J., DeAngelis, R., Boer, H. D., Huisman, J., & Lacotte, C. (2003). <i>Globalizing practices and university responses: European and Anglo-American differences</i> . London: Praeger.
6 or more authors:	(Rodgers et al., 1996, p. 35)	Rodgers, P., Smith, K., Williams, D., Conway, L., Robinson, W., Franks, F., et al. (2002). <i>The way forward for Australian libraries</i> . Perth, Australia: Wombat Press.
No author	(Employment the Professional Way, 2000) or the book Employment the Professional Way (2000)	<i>Employment the professional way: A guide to understanding the Australia job search process for professionally qualified migrants</i> . (2000). Melbourne, Australia: Australian Multicultural Foundation.
Multiple works by same author:	Currie (1998, 2004) has indicated that...	Currie, J. (1998). Globalization as an analytical concept and local policy responses. In J. Currie & J. Newson (Eds.), <i>Universities and globalization: Critical perspectives</i> (pp.15-20). Thousand Oaks, CA: Sage. Currie, J. (2004). The Neo-liberal paradigm and higher education: A critique. In J. K. Odin & P. T. Manicas (Eds.), <i>Globalization and higher education</i> (pp. 43-62). Honolulu, HI: University of Hawai'i Press.
Multiple works published in the same year by the same author	In recent studies (Daun, 2002a, 2002b)...	Daun, H. (2002a). Globalization and national education systems. In H. Daun (Ed.), <i>Education restructuring in the context of globalization and nation policy</i> (pp. 1-31). New York: Routledge. Daun, H. (2002b). Shifts in nation-state: Social theory and education research. In H. Daun (Ed.), <i>Education restructuring in the context of globalization and national policy</i> (pp. 33-69). New York: Routledge.
Edited book (With editors)	(Akdeniz, Walker, & Wall, 2000)	Akdeniz, Y., Walker, C., & Wall, D. (Eds.). (2000). <i>The internet, law and society</i> . Harlow, England: Pearson Education Limited.

Different editions	Furse (2004) argued that...	Furse, M. (2004). <i>Competition law of the EC and UK</i> (4th ed.). Oxford: Oxford University Press.
Encyclopedia or Dictionary	Oxford wordpower dictionary (2000, p. 191) defined it as...	Steel, M. (Ed.). (2000). Oxford wordpower dictionary. Oxford, England: Oxford University Press.
Chapter in a book	As discussed by Charlesworth (2000)	Charlesworth, A. (2000). The governance of the Internet in Europe. In Y. Akdeniz, C. Walker & D. Wall (Eds.), <i>The Internet, law and society</i> (pp. 47-78). Harlow, England: Pearson Education Limited.
Chapter in a book- no author	("Solving the Y2K Problem," 1997)	Solving the Y2K problem. (1997). In D. Bowd (Ed.), <i>Technology today and tomorrow</i> (p. 27). New York: Van Nostrand Reinhold.
E-book	(Mailath & Samuelson, 2006, p. 56)	Mailath, G. J., & Samuelson, L. (2006). <i>Repeated games and reputations: Long-run relationships</i> . Retrieved from Oxford Scholarship Online database.
Thesis	Qin (2004) found that...	Qin, C. (2004). <i>The social practices of Chinese international students at Auckland University of Technology</i> . Unpublished master's thesis, Auckland University of Technology, Auckland, New Zealand.
Conference Proceeding	(Liegois, 1989) or Liegois (1989) stated that...	Liegois, J. P. (1989, June 9-13). <i>Towards intercultural education: Training for teacher of gypsy pupils</i> . Paper presented at the European Teachers' Seminar, Spain. Retrieved from CSA Illumina Databases.
Image in a book	The figure 76 "Beethoven: Coriolan and egmont overtures" (Doubleday, 2006, p. 96)	Doubleday, R. B. (2006). <i>Jan Tschichold designer: The penguin years</i> . Aldershot, U.K: Oak Knoll Press.

Print Journals	In-Text Example	Reference List Example
Article	As mentioned by Mulcahy (2000)... Or "The emphasis in CBT" (Mulcahy, 2000, p. 261)	Mulcahy, D. (2000). Turning the contradictions of competence: Competency-based training and beyond. <i>Journal of Vocational Education and Training</i> , 52(2), 259-280.
Article-no author	The web content includes..."Internet editorial", 1998)	Internet editorial. (1998). <i>Education & Training</i> . 40(2/3), 119-120.
Newspaper article	(Eriksen, 2008)	Eriksen, A. M. (2008, November 21). Zoo told to get creative for elephants. <i>The New Zealand Herald</i> , p. A9.
Newspaper article-no author	("Telling how," 2008)	Telling how it really is on the ward floor. (2008, November 21). <i>The New Zealand Herald</i> , p. A13.
Electronic Journals	In-Text Example	Reference List Example
		Note : Date of retrieval is <i>not required</i> if the content is not likely to change or be updated.
Full text article from a database and has doi	In terms of therapy, Stulz (2006) states...	Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i> , 76(4), 482-488. doi: 10.1037/0002-9432.76.4.482
Full text article from database and has no doi	Tiffany (1975) states...	Tiffany, S. W. (1975). The cognatic descent groups of contemporary Samoa. <i>Man (New Series)</i> 10(3), 430-447. Retrieved from JSTOR database.
Full text from an electronic database-no author	The commons are backward ("Finance and economics", 2008)	Finance and economics: Commons sense; economics focus. (2008). <i>The Economist</i> , 388(8591). Retrieved from ProQuest Asian Business and Reference database.
Full text newspaper, newswire or magazine from an electronic database-no author	("Social policy," 2008)	Social policy: Researchers from university of Brighton publish findings in social policy. (2008, December 4). <i>Politics & Government Week</i> , p. 72. Retrieved from ProQuest Central database.
Full text from internet	(McGreal, 2008)	McGreal, R. (2008). The finance crisis in eight painful steps. <i>Raise the hammer</i> . Retrieved December 5, 2008, from http://www.raisethehammer.org/blog.asp?id=1111

Standard	(Standards New Zealand, 2008)	Standards New Zealand. (2008). <i>Structural design actions set (AS/NZS 1170)</i> . Retrieved December 5, 2008, from http://www.standards.co.nz/catalogue-by-industry-sector/building/?action=browseCatalog&sectorId=11&mod=catalog
World Wide Web	In-text Example	Reference List Example
		Please note: Date of retrieval is probably required as the content may change or be updated.
Document on WWW	"It is the largest job cut in the wake of" (Khalil, 2008).	Khalil, A. (2008). <i>Dubai property giant sacks 500 as finance crisis bites</i> . Retrieved December 5, 2008, from http://news.yahoo.com/s/afp/20081130/bs_afp/financeeconomyuaeproperty_081130162535
Document on WWW-No author	(Spain should be, 2008)	<i>Spain should be at finance crisis summit: EU chief</i> . (2008). Retrieved December 5, 2008, from http://www.eubusiness.com/news-eu/1225737122.77/
Document on WWW-No date	(Boom and bust, n.d.)	<i>Boom and bust in US housing market</i> (n.d.). Retrieved December 5, 2008, from http://www.economicshelp.org/2007/04/why-roof-fell-in-on-us-housing-market.html
Image on the web	The image of boys (Hmong family in front of their home, n.d.)	Hmong family in front of their home [Image] (n.d.). Retrieved December 5, 2008, from http://www.terrageria.com/pictures-subjects/boys/picture.boys.viet7856.html
Government Publications	In-text Example	Reference List Example
Census Information	(Statistics New Zealand, 2008)	Statistics New Zealand. (2008). <i>Energy and the economy: 1997-2006</i> . Retrieved from http://www.stats.govt.nz/NR/rdonlyres/F361D67F-1E80-4CBF-A9A61E03B259D386/0/Energyandtheeconomy19972006.pdf
Government Report	(Ministry of Education, 2008)	Ministry of Education. (2008). <i>Annual report 2008</i> (2008). Wellington: The Ministry of Education. Retrieved from http://www.minedu.govt.nz/theMinistry/PublicationsAndResources/AnnualReport/AnnualReport08.aspx
Patent	N.Z. Patent No. 229008	Wilding, J. (1989). <i>Fish catch store for boats</i> . N.Z Patent 229008.

Secondary Sources	In-Text Example	Reference List Example
Book	The information processing model is...(Kaufman as cited in Reid & Kirk, 2001, p. 38) Or Kaufman defined the information processing model as...(as cited in Reid & Kirk, 2001, p. 38)	Reid, G & Kirk, J. (2001). <i>Dyslexia in adults: Education and employment</i> . Chichester, England: John Wiley . Record the book that you actually sourced
Journal articles	Ray's study (as cited in Snell & Hart, 2007) Or "Government" (Ray, as cited in Snell & Hart, 2007, p. 501)	Snell, D., & Hart, A. (2007). Vocational training in Australia: Is there a link between attrition and quality. <i>Education & Training</i> , 49(6), 500-514. Record the journal that you actually sourced
Other Sources	In-Text Example	Reference List Example
Personal communication	It is true that ... (T. Gao, personal communication, November 22, 2008)	Not included in reference list as they cannot be traced by the reader
Lecture notes on a website	Brieger,(2005) shows....	Brieger, B. (2005). <i>Lecture 3: Recruitment and involvement of trainees</i> [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm
Films and videorecordings	(East, Sinclair, & Howitt, 1997)	East, G., Sinclair, N. (Producer), & Howitt, P. (Writer/Director). (1997). <i>Sliding doors</i> [Mirage]. Australia: Miramax Films and Paramount Pictures.
Television and radio programmes	(McMillan & Johnstone, 2008)	McMillan, L., & Johnstone, K. (2008, December 6). <i>Music 101</i> [Radio broadcast]. Auckland, New Zealand: Radio New Zealand
Computer Software	(Miller, 1993)	Miller, M. E. (1993). The interactive tester (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.
Course Materials	In-text Example	Reference List Example
<i>NB: Try not to use these – ask your lecturer for their publications or references and use the originals.</i>	Parker (2009) suggested that	Parker, D. (2009, May 2). <i>Introductions and conclusions</i> . Unpublished lecture notes, Auckland University of Technology, New Zealand.

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- ◆ Self Access Learning Lab, Level 4, City Campus Library 9.00-11.00am

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