

Referencing

What is referencing?

Referencing is acknowledging all of the material (books, articles, electronic resources – collectively known as your **sources**) that you have used in writing your assignment. Because this is other people's work / ideas, you need to acknowledge their influence and ideas within your work.

“Why bother?” or Reasons for referencing

Referencing is an academic requirement. It is unethical (and can be illegal) to pass off the intellectual property of others as your own. This is called **plagiarism**. Plagiarism is regarded as a very serious offence (see your programme's Student Handbook).

Learning to reference correctly is your best protection against charges of plagiarism.

HINT: Whenever you read, take notes, or photocopy any material that you might use in an assignment, immediately copy the full reference information onto your copy.
If you can't reference it – you can't use it !

What is APA?

There are multiple “styles” of referencing. The major ones are the Chicago, Harvard and APA styles. Each is slightly different from the other. The AUT faculty of Health uses the **American Psychological Association** (APA) system of referencing. The current edition of the APA style is the 5th edition.

Below are the basic elements of the APA style of referencing. These are intended as guidelines only. You may find these guidelines do not cover your specific needs. For further information you can consult the APA style manual held in the library. The Call No. is D 808.06615 PUB. For electronic references the APA keep the most recent guidelines on their website at <http://www.apastyle.org>

APA referencing

The APA style requires referencing in two different places.

1. **Within the body of your assignment or in-text referencing.** The author and the year (and page numbers for direct quotes) are written into the text itself, next to where the information / idea is used. This is not a full reference itself, but rather a pointer to the full details, that are in the reference list.
2. **The reference list.** At the back of your assignment will be your reference list. This is a complete list of all of the sources that you used in the construction of your assignment. The reference list contains the full details of your sources, sufficient that anyone can find them from the details given. These details will typically include the author, date, title and publication details of the item.

*There are some examples of parts of APA referencing below. They will be boxed in order to stand out, but APA does **not** actually box the references. Don't be fooled !!!*

In-text referencing

There are three main times that you use APA referencing within the text.

1. When you **paraphrase**. This is when you use some one else's ideas and put them into your own words.
2. When you **quote**. This is when you copy the exact words from the source text and use it in your assignment.
3. When you use tables, graphs and charts from a source.

The basic concept for in-text referencing is that it refers the reader to the full details that are found in the reference list. As the reference list is arranged alphabetically by the author's surname (or the title, if there is no author), and then by the date, within the text all that is needed is the surname and date, as this points the reader straight to the correct point in the reference list.

1. Paraphrasing

You need to include the author(s) surname, and the date. There are two very similar ways of doing this. Choose the method that best suits the place that you are using it. You don't need to use the same method throughout the assignment.

The book is:

Berk, L. E. (2004). *Development through the lifespan* (3rd ed.). Boston: Allyn and Bacon.

What is **actually written** in the book

Attachment is the strong, affectional tie we have with special people in our lives that leads us to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress. (p. 185)

A **paraphrase** of this might be:

Attachment is the special emotional bond that we feel for those who we are very close to. Those that we like being with and turn to in times of need.

Within the assignment this could be referenced as:

Attachment is the special emotional bond that we feel for those who we are very close to. Those that we like being with and turn to in times of need (Berk, 2004).

or, alternatively:

Berk (2004) describes attachment as the special emotional bond that we feel for those who we are very close to. Those that we like being with and turn to in times of need.

Spot the difference?

The important thing is that both the author and then the date are included. While the date is always in brackets, the author may be inside or outside the brackets, but should always be adjacent to the date. If the authors surname is in the brackets then remember the comma between it and the date. You choose which (inside or outside brackets), depending on whichever reads better in your assignment.

How about when there are multiple authors?

It's not too hard. The exact rules are found in the APA manual in section 3.95, starting on page 208.

For **two authors** you always include them both. Outside the brackets you use the word "and" between the surnames, while inside the brackets you use an ampersand symbol "&" .

From the book:

Dew, K., & Kirkman, A. (2002). *Sociology of health in New Zealand*. Victoria, Australia: Oxford University Press.

Media in all its forms has a huge influence on people in the way they assess their health needs, how health professionals are portrayed, and the reinforcement of dominant cultures and beliefs (Dew & Kirkman, 2002).

or:

Dew and Kirkman (2002) say that the media in all its forms has a huge influence on people in the way they assess their health needs, how health professionals are portrayed, and the reinforcement of dominant cultures and beliefs.

For **three to five authors** cite (name) all of the authors the first time the reference occurs. After the first time you only include the surname of the first author followed by *et al.* (note that in the text this won't be italicised, and also note the full stop after the "al") (by the way, it's an abbreviation of the Latin phrase *et alii* meaning "and the others").

An example for a second or subsequent usage, from the book:

Gunstone, H., Matthews, N., Roy, E., & Watson, A. (1996). *Journey through families and adolescence*. Melbourne, Australia: Longman.

Within different families different patterns of communication can develop (Gunstone et al., 1996).

For **six or more authors** you always use only the first author, with an *et al.*

For those times when two different sources have the same text reference, see the APA manual.

2. Quotes

The basic format is the same as for paraphrasing, except that the page number(s) that the quote came from is also included. Again you have the two options, with the authors name(s) inside, or outside, the brackets. The same rules for one, two, three to five, or six or more author names, are relevant. There are also two types of quote, the **short quote** (less than forty words long) and the **long quote** (forty and more words in length).

A **short quote** is used inside your assignment text and is written as you would a paraphrase, except that you put quotation marks around the actual quote, and include the page number(s) at the end of the quote (in brackets). Note how the full stop for the sentence comes after the bracketed page number.

For example, a short quote could appear as:

... So what is attachment? Berk (2004) says that "attachment is the strong, affectional tie we have with special people in our lives that leads us to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress" (p. 185). This emotional tie is the foundation ...

or it might be:

... So what is attachment? A common definition is that "attachment is the strong, affectional tie we have with special people in our lives that leads us to experience pleasure and joy when we interact with them and to be comforted by their nearness during times of stress" (Berk, 2004, p. 185). This emotional tie is the foundation ...

A **long quote** is in a freestanding, indented, section of text, it does not have quotation marks. It would appear as:

Berk (2004) writes:

Erikson called the psychological conflict of adolescence **identity versus identity confusion**. Successful outcomes of earlier stages pave the way toward its positive resolution. Young people who reach adolescence with a weak sense of *trust* have trouble finding ideals to have faith in. Those with little *autonomy* or *initiative* do not engage in the active exploration required to choose among alternatives. And those who lack a sense of *industry* fail to select a vocation that matches their interests and skills. (p. 382)

Note how the quote ends with a full stop, and then the bracketed page number(s) follow, without a full stop after them. Also words that are bolded and/or italicised in the original are copied exactly as they appear in the original.

Full rules appear in the APA manual, sections 3.34 to 3.41 (p. 117-122).

Odds and ends

Of course there will be some occasions where things are not quite so clear.

- When an item has an organisation (eg., Ministry of Health, or, Auckland University of Technology) as an author, then simply use the name of the organisation as you would an authors surname.
- If an item that you are using does not have an author (not even an organisation), then use a short title (or the full title if it is short) for the citation.
- When you have paraphrased something that multiple authors have said, then you can include all of them if you desire.

For example:

Powerful negative events in the first few years, it is argued, cannot be fully overcome by later more positive events (Bowlby, 1980; Sroufe, Egeland & Kreutzer, 1990). However other theorists take a more optimistic view (Chess & Thomas, 1984; Sampson & Laub, 1993; Werner & Smith, 1992).

Note that the individual references are separated by semi-colons, and that they are arranged alphabetically inside the brackets. Full details are in section 3.99 (p. 212) of the APA manual.

- Another possibility is that the author you are using, refers to *another author* in the section that you are using. The bit that you want to use is actually this other authors' work, not the work of the items author. This is called a **secondary citation**. Hopefully the example below will make this a little clearer.

In Gunstone et al., (1996) there is a section on conflict resolution.

The generation gap is seen to be responsible for conflict but often this is not the case. Many studies have revealed that situations of war between the generations is a myth. Studies by Kendel and Lesser in 1972 supported earlier studies by Douvan and Adelson in 1966 that close and harmonious relationships with parents are the rule. (p. 124)

Now if you were planning on using this in an assignment, you would actually be referring to the work done by Kendel and Lesser, and Douvan and Adelson, **not** Gunstone et al. In the assignment text you would name the original work (to give credit to those who first created it) and give a citation for the secondary source (in this instance Gunstone et al.). While in the reference list, you would only name the secondary source, where you read the information.

For example, in the assignment text you might do something like:

Kendel and Lesser's study supported Douvan and Adelson's earlier work (as cited in Gunstone et al., 1996) that found ...

While in the reference list at the back of the assignment, the one that appears is:

Gunstone, H., Matthews, N., Roy, E., & Watson, A. (1996). *Journey through families and adolescence*. Melbourne, Australia: Longman.

- When you paraphrase or quote *from a single chapter in an edited book*, then in the text use the chapter's author as the actual author (because they are!). Then in the reference list at the back, you should reference the chapter (instead of referencing the book as a whole). How to do this will be explained below, in the reference list section.

3. Tables, charts and graphs

Refer to sections 3.62 to 3.86 in the APA manual (p. 147-205).

The reference list

This is a list of everything that you used in the writing of your assignment and gives the full bibliographic details of them.

It is arranged alphabetically by the surname of the author(s) (if there is no author then the title is used to determine its order). In the case of multiple works by the same author (or authors with the exact same surname and initials) then the date determines the order.

The reference list begins on a separate page with the word "References" (or "Reference if there is only one) (without the quotation marks!) which should be *centred* on the first line. This page is double spaced. The individual references are typed in with a *hanging indent*. This means that the first line of a reference is flush against the margin, but the second and subsequent lines of the reference are tabbed in. There are no blank lines between references.

The APA style of referencing is very specific and follows a general format, with variations for the different types of source.

The general format comprises of *four separate elements*, each one separated by a *full stop*. It may be summarised as :

Who. (When). What. Where.

Who.	The author(s)	
(When).	Date of publication	
What.	The title of the item	
Where.	For books	the place of publication: the publisher.
	For articles	the journal it is found in, volume(issue), pages.
	For internet sources	the date it was downloaded, the webpage address.

All of the information needed to write the reference should be taken from the title page (and verso – reverse page) of the book, or the heading of the journal article or webpage.

Who.

An author is always presented by *surname*, then the *initials* of their first names. Each of the initials is followed by a full stop (in this case the full-stop denotes an abbreviation rather than the end of an element of the reference). For full details check out section 4.08 in the APA manual (p. 224-225).

As an example, the following list is of authors as they appear on the title page of their books:

Paul Spoonley
David Pearson
Elaine Nicpon Marieb
Dr. Ruth L. Memmler
Barbara Janson Cohen

That list of authors would be, in APA style:

Cohen, B. J.
Marieb, E. N.
Memmler, R. L.
Pearson, D.
Spoonley, P.

Multiple authors for the same book are ordered as they are presented on the title page. They are separated by a comma between the names. Between the last name and the second to last name there is also an ampersand (&) :

Gunstone, H., Matthews, N., Roy, E., & Watson, A.
Memmler, R. L., Cohen, B. J., & Wood, D. L.
Murray, R. B., & Huelskoetter, M. M. W.

Sometimes you will be referencing an **edited book**. In this case, if you are referring to the entire book (rather than to separate chapters), you put the abbreviation for Editor (Ed.) or Editors (Eds.) after their names (note the full stop after the bracket, ending the element) :

Cod, J. (Ed.).
Davis, P., & Dew, K. (Eds.).

You can use an organisations name in place of an author if there is no individual author(s) mentioned, this is quite common with government publications.

Auckland University of Technology.
Department of Statistics.
Ministry of Health.

If there is no author at all, then the first element of the reference is the What. (the title) element, shifted ahead of the (When). element.

(When).

The date of publication of the reference (section 4.09 of the APA manual, p. 225).

For journals, books, and audiovisual material, use: (year).
For monthly magazines, monthly newspapers, and newsletters,
Use: (year, month).
For dailies and weeklies, use: (year, month day).
For items with no date, use: (n.d.).

(2002).
(2002, March).
(2002, March 11).
(n.d.).

What.

The title of the item (sections 4.10 to 4.13 in the APA manual, p. 226-230).

There are two main variations on this, one is for **periodicals** (eg., journals, newspapers), and the other for items from **non-periodicals** (eg., books).

The general rule: capitalise only the first word of the title, and of any subtitles, and any proper nouns.

Items from periodicals

Do **not** italicise the title, underline, or place quotation marks around it.

For example, several article titles from journals and newspapers are:

Air pollution as an underappreciated cause of asthma symptoms.
Gypsy moth spraying over Hamilton.
New Zealand's new health sector reforms: Back to the future?
Restitution of land to New Zealand Maori: The role of social structure.

Items from non-periodicals

Do italicise the title, **do not** underline or place quotation marks around it.

Some book title examples are:

Development through the lifespan.
Health and society in Aotearoa New Zealand.
Publication manual of the American Psychological Association.
Whaiora: Maori health development.

Now, this is where it can get a little tricky. Books can often have several editions, and which edition you are using needs to be noted as part of the reference. This is put in brackets at the end of the title, *before* the full stop at the end of the title element, *without* being italicised. For example:

Development through the lifespan (2nd ed.).

Note that the word edition is abbreviated as ed. (small "e" because a capital "E" means an Editor ☺). Also note that with the 2nd (or 3rd or 4th) that the "nd" or "rd" or "th" after the number is in normal type. **Be careful**, most word processors have a tendency to automatically put these into superscript type, you may need to change them back to ordinary type.

Chapters of non-periodicals (books) are done slightly differently. You do this when you have used only a chapter out of an edited book in your assignment, not the entire book. Therefore you only reference the chapter in the reference list, not the entire book. You do this like:

Socioeconomic inequalities and health. In P. Davis, & K. Dew (Eds.), *Health and society in Aotearoa New Zealand* (pp. 67-82).

Spot how the chapter title (Socioeconomic inequalities and health.) is first, but is not italicised. Then the information about the book that the chapter is in is presented as:

In Editor names (Eds.), *Title* (pages).

Where the editors names are given initial(s) first (for a change!), and the chapter pages are given with the *pp.* abbreviation rather than the standard *p.* abbreviation.

REMEMBER: In the Authors part of chapter reference (the "Who"), use the Chapters' Author(s). For an example, look at the Howden-Chapman entry in the References list.

Where.

The information given here depends on whether the item you are referencing is an article from a periodical (journal), or it is (from) a non-periodical (book), or else is from an electronic resource (webpage).

An article from a **periodical** gives the *Periodical Name*, *Volume*(issue*), article pages.

Sometimes the APA style doesn't make it easy. Here is one of those times. Above, the (issue*) has an asterisk. This is because you only include the issue number of the journal *sometimes*. The question is when? The answer to that is, as the APA manual puts it (section 4.11) "if, and only if, each issue of the journal begins on page 1, give the issue number in parentheses immediately after the volume number" (p. 227). This is sometimes known as *pagination by issue* as opposed to *pagination by volume*.

For example:

British Medical Journal, 322, 1171-1174.
JAMA: the Journal of the American Medical Association, 290, 1915-1916.
Nursing Management, 10(4), 29-33.
Nursing Standard, 18(7), 42-43.

Note how the first two journals don't include the issue number (not every issue starts with a page 1), while the last two journals do include the issue number (every issue starts on page 1).

Also, spot how the italicising of the journal title extends to under the volume number (and its comma, if there is no issue number). But the bracketed issue number and the page numbers are not italicised.

Non-periodicals (books) use the format:

Place of publication (City), State if in the USA (or country otherwise): Publishers name.

See section 4.14 of the APA manual (p. 230-231) for full details.

For example:

Melbourne, Australia: Longman.
Palmerston North, New Zealand: Dunmore Press.
Upper Saddle River, NJ: Prentice-Hall.
Victoria, Australia: Oxford University Press.

A few things to notice. For the United States, you use State abbreviations (Table 4.1 in the APA manual, p. 218)(the example above is "NJ" – New Jersey). For other countries you use the full (no abbreviations) name of the country. The publishers name is given in as brief a form as is intelligible (but remove such words as *Publishers*, *Co.*, or *Inc.* Keep the words *Books* and *Press* if present).

A few more examples:

London: Oxford University Press.
New York: Worth.
Washington, DC: Author.

Here, in the *first two examples*, there are no states or countries mentioned. This is because the cities mentioned are so well known for publishing that you do not need to list the state / country. The list of such well known cities is located in section 4.03 of the APA manual, on p. 217 (Publishers' locations). The *third example* is something else, instead of a publishers name it gives the word "Author". This is used when the publishers name is exactly the same as the name of the Author of the book – as is often the case with an *organisational author*. Some examples would be:

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

Ministry of Health. *Report and recommendations of the Steering Group on Youth Mental Health and Suicide Prevention*. Wellington, New Zealand: Author.

Electronic resources use a couple of styles. All information on this section is located on the APA website at <http://www.apastyle.org> (under the menu heading *Electronic references* and the sub-heading *Reference examples for electronic source materials*).

The general style is to add onto the end of the reference the following:
Retrieved Month Day, Year, from URL.
Where the *Month Day, Year*, is the date that you downloaded the item.

This can either be added after the normal publication information (eg., for when it is an electronic version of an article), or replace the publication information entirely (eg., when you are referencing a webpage, because there is no further publication information other than the URL).

Espezel, H. J. E., & Canam, C. J. (2003). Parent-nurse interactions: Care of hospitalized children. *Journal of Advanced Nursing*, 44, 34-41. Retrieved January 12, 2004, from <http://80-www.blackwell-synergy.com.ezproxy.aut.ac.nz/links/doi/10.1046/j.1365-2648.2003.02765.x/full/>

Wu, Z., Viisainen, K., Wang, Y., & Hemminki, E. (2003). Perinatal mortality in rural China: Retrospective cohort study. *British Medical Journal*, 327, 1319-1322. Retrieved December 5, 2003, from <http://bmj.bmjournals.com/cgi/content/full/327/7427/1319>

Note: the (2003). is the *Publication date*, while the Retrieved January 12, 2004, is the *date that you downloaded / viewed the item*. They are different dates, noting different things, one being when the item was created (When)., the other is when you found it (Retrieved).

If, and only if, the electronic resource is an exact duplicate of a print version, then you only need to add [Electronic version]. at the end of the title element.

Bates, D. V. (1996). Air pollution: Time for more clean air legislation? [Electronic version]. *British Medical Journal*, 312, 649-650.

McFeely, S. (2001). Young people's pathway to smoking cessation [Electronic version]. *Nursing Standard*, 16(2), 39-42.

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