

TE TARI ĀWHINA

The Learning Development Centre

Referencing - APA

How to prepare Referencing Citations (APA Format 5th edition)

Plagiarism

Plagiarism means the unacknowledged use of someone else's ideas or work. To be found guilty of plagiarism is the ultimate academic sin. Academics can lose their teaching positions and students can be expelled from university, if they are found to have plagiarised someone else's work. Other people's work that you use in your research has to be referenced correctly.

Preparing the Reference List

The reference list (References) is a list of books, journals and other sources of information that you use in your assignment or research paper. These sources specifically support your paper and provide the information needed to identify and locate each source.

The reference list appears at the end of the paper. It is double spaced within and between sources. The sources are arranged alphabetically by the surname of the first author. Sources *without authors* are arranged alphabetically by title with the same list.

There is a *hanging indent of 5 to 7 spaces after the first line of each reference.* Use the tab function with a word processor.

The following pages are divided into two sections:

- (1) References as they appear in the Reference List or Bibliography.
- (2) References as they appear in the body of your essay and report.

The general form of the reference type will be given, then a list of specific examples and variations of the general form.

1. References in the Reference List

(a) Referencing periodical sources, for example, journals and newspapers

Periodicals include items published on a regular basis, journals, magazines, scholarly newsletters and so on.

Elements of a periodical reference

Author	Elizabeth Prediger
Year of publication	(1990)
Title of article	Womanspirit: A journey of healing: Through art in breast cancer.
Title of Journal	<i>ANS: Advances in Nursing Science</i> ,
Volume nos	18
Issue number	3, (if the pagination is not continuous between issues within one volume, then issue number is used in citation)
Page numbers	48-58.

Periodical reference: General form

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. *Title of periodical*, Volume Number(issue), pages.

Note:

- Hanging indent of 5-7 spaces after the first line of the reference.
- Title of the periodical and volume number are in italics.
- Unlike journals, newspaper references use the abbreviations for page and pages: *p.* and *pp.*

Examples:

Guerin, M. (2002, March 22). Derby hopeful tastes big time. *New Zealand Herald*, p. D15.

Predeger, E. (1996). Womanspirit: A journey into healing: Through art in breast cancer. *ANS:*

Advances in Nursing Science, 18(3), 48-58.

(b) Referencing non-periodical sources, for example, book

Elements of a book reference.

Author	Shulamit Reinhartz
Year of publication	1992
Title of book	Feminist methods in social research
Place of publication	New York
Publisher	Oxford University Press

Non-periodical reference: General form.

Author, A. A., & Author, B. B. (Year of Publication). *Title of work: Capital letter on first word of subtitle*. Location: Publisher.

Example

Reinhartz, S. (1992). *Feminist methods in social research*. New York: Oxford University Press.

(i) Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

(ii) Chapter in an edited Book: General form

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor, & B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Location: Publisher.

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Note

- Title of the edited book is italicised
- Names of the editors are in the order: initials then surname

(iii) Entry in an encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Note:

- If the encyclopedia entry does not list an author, then place the title in the author position.

(iv) Technical and research reports

Mazzeo, J., Druesne, B., & Muhlstein, A. (1991). *Comparability of computer and paper-and-pencil scores for two CLEP general examinations* (College Board Rep. No. 91-5). Princeton, NJ: Educational Testing Service.

(v) Published proceedings

Cynx, J., Williams, H., & Nottebohm, F. (1992). Hemispheric differences in avian song discrimination. *Proceedings of the National Academy of Sciences, USA*, 89, 1372-1375.

(vi) Unpublished paper presented at a Conference or a Workshop

Lanktree, C., & Briere, J. (1991, June). *Early data on the trauma symptom checklist for children (TSC-C)*. Paper presented at a workshop of the American Professional Society on the Abuse of Children, San Diego. CA.

(vii) Unpublished Doctoral Dissertations

Willey, D. E. (1989). *Interpersonal analyses of bulimia: Normal weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

(viii) Book Reviews

Elements of a book review reference

Review author	Mroczek, D. K.
Date of publication	(2000)
Review title	The emerging study of midlife
Medium being retrieved	Review of the book
Work being reviewed	<i>Life in the middle: Psychological and social development in middle age.</i>
Periodical title, volume, pages	<i>Contemporary Psychology: APA Review of Books</i> , 45, 482-485.

Mroczek, D. K. (2000). The emerging study of midlife [Review of the book *Life in the middle: Psychological and social development to middle age*]. *Contemporary Psychology: APA Review of Books*, 45, 482-485.

(ix) Works with a group author

Ministry of Education. (2002). *Tertiary Education Strategy*. Wellington, New Zealand: MOE.

(x) Works with no author

“The title moves into the author position and the entry is alphabetized by the first significant word of the title” (American Psychological Association, 2001, p. 222).

Tamihere seeks leave while payout probed. (2004, October 15). *New Zealand Herald*. Retrieved October 16, 2004, from <http://www.nzherald.co.nz/>

(c) Referencing Electronic Media

(i) Online Document. General form:

Author, A. A. (Year of Publication). *Title of work*. Retrieved month day, year, from source.

Daly, B. (1997). *Writing argumentative essays*. Retrieved May 12, 1998, from <http://www.eslplanet.com/teachertools/arguweb/frntpage.htm>

Note:

- *No fullstop or period at the end of reference if the source is an internet address*

(ii) Online Periodical:

If the online journal article is an exact duplicate of the print version and there have been no changes made and you have viewed the article only in its electronic form, after the title of the articles you need to add in square brackets 'Electronic version':

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of the article [*Electronic version*]. *Title of periodical, volume number(issue), pages*.

Borman, W. C., Hanson, M. A., & White, L. A. (1993). Role of early supervisory experience in supervisor performance [*Electronic version*]. *Journal of Applied Psychology*, 78, 443-449.

If you think the online journal has been changed, such as there has been material added or the format is different to the print version of the article, the reference list needs to include a 'retrieval statement' stating when you retrieved the document and the associated URL:

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of the article. *Title of periodical, volume number(issue), pages.* Retrieved month day, year, from source.

Borman, W. C., Hanson, M. A., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved October 23, 2000, from Proquest 5000 International database.

Note:

- *The source can be a URL (internet address) or a database where you found the information.*

(iii) Online Source with no author and no date

Title. (n.d.). Retrieved month, day, year, from source

SLC virtual office. (n.d.). Retrieved June 21, 2002, from <http://www.slc.auckland.ac.nz/office/about.ptml>

2. Referencing within the body of the text

If you paraphrase someone else's work, that is express someone else's ideas in your own words, you still have to acknowledge the source of you ideas by citing *author and date* the works you used in your research. This style of citation briefly identifies the source for readers and enables them *to locate the source of information in the alphabetical reference list at the end of the work.*

(a) Basic Format of Author-Date method of citation

The surname of the author and the year of publication are inserted in the text at an appropriate point:

Walker (2000) compared reaction times...

In a recent study of reaction times (Walker, 2000)

Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in the article.

In a recent study of reaction times, Walker (2000) described the method...Walker also found...

(b) Variations of the Author-Date method of citation

- (i) When a work has two authors, always cite both names every time the reference occurs in the text.

Considering the place of women in society (Burt & Cole, 1998)

- (ii) When a work has three, four or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by 'et al.' and the year if it is the first citation of the reference.

Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found...

[Use as first citation in text]

Wasserstein et al. (1994) found...

[Use as subsequent first citation per paragraph thereafter]

Wasserstein et al. found...

[Omit year from subsequent citations after first citation within a paragraph]

(iii) When a work has six or more authors, cite only the surname of the first author followed by 'et al.' and the year for the first and subsequent citations within the text.

In the reference list, however, provide the initials and surnames of the first six authors, and shorten any remaining authors to 'et al.'

(c) Quotations within the body of the Text

(i) Short quotations (less than 40 words):

Use double quotation marks and cite the page number at the end of the sentence.

Examples

She stated, "The 'placebo effect'...disappeared when behaviours were studied in this manner" (Miele, 1998, p. 202).

Miele (1993) found that "the 'placebo effect,' which had been verified in previous studies, disappeared when behaviours were studied in this manner" (p. 276).

(ii) Long quotations (more than 40 words):

If the quotations is 40 words or more. They are put into block form. Omit double quotation marks, indent 5 spaces from the left margin, and double space.

Example

Miele (1993) found the following:

The "placebo effect," which had been verified in previous studies, disappeared when behaviours were studied in this manner. Furthermore, the behaviours *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect (p. 276).

(iii) References to Personal Communications

Personal communications may be letters memos, some electronic communications, personal interviews, telephone conversations, and the like.

Because they do not provide recoverable data, personal communications *are not included in the reference list*. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible:

Examples

T. K. Lutes (personal communication, April 18, 2001) stated that in her opinion...

Viet (V.G. Nguyen, personal communication, September 28, 1998).

(vi) Citation of a work discussed in a secondary source

Text citation:

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) found that...

The Reference list would list *only* the Coltheart, Curtis, Atkins and Haller item, as you have not seen the Seidenberg and McClelland study.

Reference List

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

APA Online. (2002). Retrieved May 21, 2002, from <http://www.apastyle.org/electgeneral.html>.

The University of Queensland. (2002). *References: APA style: Quick guide: How to use it*. Retrieved May 19, 2002, from <http://www.library.uq.edu.au/training/citation/apa.html>

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