Based on Mark Sandham’s Handbook to APA referencing
Focus of Presentation

Why must I reference?

What is the APA style of referencing?

How to format In-Text citations?

How to format the Reference List
Reasons for Referencing

• Give credit to the person who came up with the original idea;
• Prove you’re basing your work on solid research
• Simplifies work of editors
• Establishes your credibility (avoids plagiarism)
• Influences marks – shows range and quality of your reading
• Direct readers to original source for more info
DO I NEED TO REFERENCE EVERYTHING?
WHAT I DON’T NEED TO REFERENCE

- General knowledge
- Scientific truths
- History dates
WHAT I DO NEED TO REFERENCE

- Opinions
- Theories
- Statements/Claims
- Statistics
- Graphs/Tables
- Population

Books and journals
Online content
Posters/Audio visuals
Yearbooks, Conference Proceedings
Manuscripts
Government Publications
Theses and Dissertations
Magazines and Newspapers
REFERENCING IN-TEXT

Summarising or paraphrasing

Quotations
1. How many authors are being cited

2. Whether the citation is made as part of the sentence or at the end of the sentence.
Author’s **surname** and the **year of publication**

**Stach (2010)** found that………………

When placing a child in alternative care, the child’s best interests must be taken into consideration **(Stach, 2010)**.
Name **both authors**

Use the word "**and**" between the authors' names **in the sentence** and use the ampersand (**&**) in the brackets **at the end of the sentence**.

Research by Wegener **and** Petty (1994) support...

Research findings show that (Wegener **&** Petty, 2010).
TWO OR MORE WORKS BY THE SAME AUTHOR IN THE SAME YEAR

Use the lower-case letters with the year in the in-text citation. (a, b, c) with the year to order the entries in the reference list.

Research by Berndt (2011a) illustrated that...

Berndt (2011b) emphasizes that...
Exercise

Name **three** reasons why this example is not correct:

J. Perry & D. Scott, 2010, explained that ………

**Answer:**

Perry and Scott (2010) explained that ……. 

![Arrow up]

![Arrow up]

![Arrow up]

![Arrow up]
List all the authors in the sentence or in brackets the first time you cite the source.

(Harris, Cornell, Sun, Berry & Harlow, 2013)

In subsequent citations, only use the first author's last name followed by "et al." in the sentence or in brackets.

(Harris et al., 2013)
Use the first author's name followed by *et al.* in the sentence or in brackets.

Smith *et al.* (2011) pointed out ........

Many children experience deliberate neglect ........ (*Harris et al., 2001*)
Write out all the authors’ names

Write only first author’s name and then put et al.

Satir, V. et al. (2012). *Title of Book.*

Location: Publisher
Use the name of the body in the citation.

Worldbank (2010)……

In light of the economic depression ……… (Worldbank, 2010).
Use the word ‘anonymous’ as if were the author’s name.

Example:

“..........................(Anonymous, 2010).
MORE THAN 1 SOURCE

Arrange **alphabetically**. Do not use year of publication to arrange list.
Use **first author’s last name for each source**

Recent research findings indicate ..........

(Bartlett, 2012; Brown & Miller, 2009; James, 2009)
For sources that you have not actually seen, but which are referred to in another work.

In-text, name the original work and give a citation for the secondary source.

Bennett (2009, as cited in Rudman, 2010) defined ..

In the References section list the secondary source you have read.
In-Text: exactly the same as if you are citing a book reference:

Author’s **surname** and the **year of publication**

Example: **Smith (2011)**……….
Cite the same as any other document by using the author-date style.

Kenneth (2000) explained...
APA styles *do not require* page numbers in the in-text citation.

However, students are *encouraged to include page numbers* if it will help the reader locate the relevant information in longer texts.
B. DIRECT QUOTATION OF SOURCES

Reproduce word for word material **directly quoted** from another author’s work or from your previously published work.

Always include **the author, year of publication, and the specific page number** for the reference.

- **p.** means one page…………
- **pp.** more than one page
TWO TYPES OF DIRECT QUOTATIONS

Short

Less than 40 words

Long

More than 40 words
Use quotation marks “ ……”. Directly after quotation:

1. Author of source

2. Publication date

EXAMPLES OF DIRECT QUOTES IN-TEXT

**APA example** less than 40 words

It has been recognised that “students often have difficulty using the APA styles, especially when it is their first time” *(Jones, 2010, pp. 169-170).*
The following information substantiates this point well:

.................................................................

.................................................................

.................................................................

.................................................................

.................................................................(Perry, 2010, p. 74)
If pages are not numbered, but there are headings, use the heading names and count the number of paragraphs after the heading to the paragraph containing the quotation.

Smith, (2003, para. 1)……………………

When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number

…..(Hall, 2001, ¶ 5) or (Hall, 2001, para. 5).
Spell out numbers from one to nine, but use numerals for 10 and over, for percentages and for all tables.

Please take 20 biscuits, but only nine colddrinks.
Authors with the same last name

To prevent confusion, use **first initials** with the last names.

Example:

(E. Johnson, 2001; L. Johnson, 1998)
APA style permits the use of abbreviations that appear as word entries, for example, AIDS and HIV.

Other terms to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses.

First citation: Reconstruction and Development Programme (hereafter referred to as RDP)..........

Second citation: (RDP, 2000)
Personal Communication

N.B. No information is required in the reference list as the data is not retrievable.

Cite the communicator’s name with initials, the fact that it was personal communication, and the date of the communication.

P. Jones (personal communication, March 19, 2004) commented that...
Check with your lecturer before referencing lecture notes. Some lecturers may not regard it as suitable.

In-Text Considered 'personal communication' as they are unpublished and 'non-recoverable'. Cited within the text; not included in the Reference List.

APA example for a lecture given by F. Masson:
It is reported that ..... (F. Masson, personal communication, June 10, 2013)
Important tip

Do it now!!!
B. END-OF-TEXT REFERENCING
Reference List

• At the end of your paper.

• Headings **REFERENCES** in APA system

• No quotation marks, underlining, etc.

• It should be spaced just like the rest of your report.
Reference List versus Bibliography

• The reference list at the end of a journal article documents the article and provides the information necessary to identify and retrieve each source.
• Reference list cites works that specifically support a particular article.
• In contrast, a bibliography cites works for background or for further reading and may include descriptive notes.
Alphabetical & Hanging indentation

• **Alphabetized** by the last name of the first author of each work

• All lines after the first line of each entry in your reference list should be **indented 5 spaces** from the left margin.
# Acceptable abbreviations in reference list

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>Edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>Second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors)</td>
</tr>
<tr>
<td>n.d.</td>
<td>No date</td>
</tr>
<tr>
<td>Vol.</td>
<td>Volume (as in Vol. 4)</td>
</tr>
<tr>
<td>No.</td>
<td>Number</td>
</tr>
<tr>
<td>Pt.</td>
<td>Part</td>
</tr>
<tr>
<td>Suppl.</td>
<td>Supplement</td>
</tr>
</tbody>
</table>
Entire Book by single author


If using an edition other than the first, need to include the edition number, e.g.:

<table>
<thead>
<tr>
<th></th>
<th>EXERCISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Auckland, N.Z.:</td>
</tr>
<tr>
<td>3.</td>
<td>King, M.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>3.</th>
<th>King, M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Auckland, N.Z.:</td>
</tr>
</tbody>
</table>
Include the first six authors' names, then insert three dots and then add the last author's name.

**Example of Publication in Journal:**

Electronic Book

Add either a retrieval statement with the Universal Resource Locator (URL) of the website or the Digital Object Identifier (doi). This takes the place of the publisher location and name.

Example:

OR

Chapter in Electronic Book

Add either a retrieval statement with the URL of the web site or the DOI, which is the preferred of citing online

Examples:

Periodicals

Items published on a regular basis

- Journals
- Magazines
- Newspapers
- Newsletters
Italics must be used for the name of the journal and the volume number.

The title of the article in the journal must not be put in italics.

Capitalize the first letter of each word in the journal name.

Journals paginated by issue don’t begin with page one every issue; therefore, the issue number gets indicated in brackets after the volume.

The brackets and issue number are not italicized or underlined.

Journal source online

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). URL if no DOI.

**Electronic APA example:**


**Note:** No retrieval date is necessary for content that is not likely to be changed or updated.
Arrange alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.


Meetings and Symposia

Presentations that have not been formally published:

Contributor, A. A., Contributor, B. B. & Contributor, C.C. (Year, Month). Title of contribution. In E.E. Chairperson (Chair), *Title of symposium.* Symposium conducted at the meeting of Organisation Name, Location.

Presenter, A. (Year, Month). *Title of paper or poster.* Paper or


Retrieved from the web
More than one work by same author/s, published in same year

Organise alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.


Blog Post


• Title is not in italics
APA style changes - 6th edition

• Use the DOI for online journals. If no DOI use the home page URL for the journal.

• Retrieval dates are no longer necessary for websites unless the information is likely to change over time.

• Changes to Reference List entry for works with 8 or more authors.

• Use of page numbers is encouraged when paraphrasing or referring to an idea in another work.
Referencing Software

• Packages such as EndNote, RefWorks and Zotero enable the writer to import references from databases or to capture them manually.

• All of them claim to have been programmed with the rules for all the different referencing conventions.

• Capture more bibliographic details than APA requires