APA & HARVARD
STYLES OF REFERENCING
What are APA & HARVARD styles of referencing
Why referencing NB

How to format In-text Citations
How to format End-text Citations
HARVARD & APA referencing styles

- Two of the most common referencing styles used in the world

APA = American Psychological Association

Harvard = UK Variations
Why do I need to reference?

- 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

Statements/Claims

Graphs/Tables

Theories

Statistics

Population figures

Books and journals
Online content
Posters/Audio visuals
Yearbooks, Conference Proceedings
Manuscripts
Government Publications
Theses and Dissertations
Magazines and Newspapers
A. Referencing in-text

- Summarising
- Quotations
Author surname (do not include suffixes such as *Jr.* or *initials*) and the year of publication

Examples:

**Stach (2010)** found that……………

The audiologist is the key expert in the assessment and audiologic diagnosis of auditory impairment (**Stach, 2010**).
Name **both authors** in the sentence or in brackets - depends on how being used - each time you cite the work.

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

**Example:**
Research by Wegener and Petty (1994) support... Research findings show that ........... (Wegener & Petty, 1994).
Exercise

Name three reasons why this example is not correct:

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

Perry and Scott (2010) explained that ........
List all the authors in the sentence or in brackets the first time you cite the source.

(Kernis, Cornell, Sun, Berry & Harlow, 1993)

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

(Kernis et al., 1993)
Use the first author's name followed by et al. in the sentence or in brackets.

**Example:**

Harris et al. (2001) argued...

Many children experience hearing impairments ....... (Harris et al., 2001)
Use the name of the body in the citation.

**Example:**

Worldbank (2010)……..

In light of the economic depression ……
(Worldbank, 2010)
Use the first few words of the title as the reference in the text (capitalize first letter of all words in the title).

Example:

"........... ("Structuring Lawmaking", 2000)
Use the word ‘anonymous’ as if were the author’s name.

**Example:**

“.................................(Anonymous, 2010).
For sources that you have not actually seen but which are referred to in another work, list the secondary source (the source you have read) in the Reference List.

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

**Example:**

Bennett (as cited in Rudman, 1999) defined ...
In-text: exactly the same as if you are citing a book reference:

Author surname and the year of publication
Cite the same as any other document by using the author-date style.

Kenneth (2000) explained...
According to Grohol (2006)

OR

Some people hold different beliefs (Grohol, 2006).
APA and Harvard styles do not require page numbers in the in-text citation. However, authors are encouraged to include page numbers if it will help the reader locate the relevant information in longer texts.
DEFINITION

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

Harvard often uses a colon : and then one writes the page numbers.
Two types of direct quotations

- Short
- Long
If the quotation comprises < 40 words

Use quotation marks

Immediately after quotation marks…

1. Author of source

2. Publication date

3. Page numbers p. or pp. for APA OR : for Harvard
Examples of direct quotes in-text

APA example:
It has been recognised that “students often have difficulty using the APA styles, especially when it was their first time” (Jones, 2010, pp. 169-170).

Harvard example:
1. Spell out numbers from one to nine, but use numerals for 10 and over, for percentages and for all tables.

2. For Harvard, use the fewest numerals possible in dates and page numbers (e.g. 42-5).
Line spacing used in own text must also be used in your quotation.

The following information substantiates this point well:

…………………………………………………………………………………………………….
…………………………………………………………………………………………………….
…………………………………………………………………………………………………….
…………………………………………………………………………………………………….
…………………………………………………………………………………………………….

(Perry, 2010, p. 74).

(Perry, 2010: 74) if using Harvard.
Exact quotations without page numbers

Use paragraph numbers, if available. If paragraphs 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).
More than one source

Arrange **alphabetically**
Don’t use year of publication to arrange
Use first author’s last name for each source

Example
Recent research findings indicate ............
(Bartlett, 1992; Brown & Miller, 1991; James, 2009)
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.

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

Example:
Research by Berndt (1981a) illustrated that...
Berndt (1981b) emphasises that...
Use of abbreviations

APA style permits the use of abbreviations that appear as word entries, for example, AIDS and HIV.

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

Example:
First citation: Reconstruction and Development Programme (RDP) ……………………

Second citation: (RDP, 2000)
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.

**Harvard example:**

This was later verbally confirmed (P. Jones 1995, pers. comm., 15 June).

**APA example:**

Professor Clarke (personal communication, March 19, 2004) commented that...
Lecture notes

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 N. M. Blampied:**
It is reported that ..... (N. M. Blampied, personal communication, June 10, 2010)
Authors with the same last name

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

Example:

(E. Johnson, 2001; L. Johnson, 1998)
Important tip

Do it now!!!

[Image of a pocket watch and a calendar]

google.co.za/imgres?imgurl=http://sp.life123.com/bm.pix/t
B. END-OF-TEXT REFERENCING
References List

- At the end of your paper.
- Headings **REFERENCES** in APA system
  **REFERENCE LIST** in Harvard system

must appear on left-hand side of new page, separate from the main text of your paper

- No quotation marks, underlining, etc.
- It should be spaced just like the rest of your report.
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 in APA</td>
</tr>
<tr>
<td>ed[s]</td>
<td>Editor[s] in Harvard</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>Revised edition (APA)</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>Second edition (APA)</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>Editor (Editors) in APA</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

Author’s Surname, Initials. (Year of Publication). *Book title in italics.* Place of publication: Publisher.

**Examples:**

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(2004).</td>
</tr>
<tr>
<td>2</td>
<td>Auckland, N.Z.:</td>
</tr>
<tr>
<td>3</td>
<td>King, M.</td>
</tr>
<tr>
<td>5</td>
<td><em>The Penguin History of New Zealand</em> (Rev. ed.)</td>
</tr>
</tbody>
</table>
One to five authors
Write out all the authors’ names
APA

HARVARD

Six or seven authors
Write only first author’s name and then put et al.
Satir, V. et al. (1999). *Title of Book*. Location: Publisher
Eight or more authors

**ONLY APPLICABLE TO APA**

Include the first six authors' names, then insert three dots/ellipses and add the last author's name.

**Example of Publication in Journal:**


Note: Editor names are not inverted (i.e., initials first and then surname) and they precede the title of the edited work.
Article or Chapter in an Edited Book for Harvard

Author, A. A.(Year of publication). ‘Title of chapter’ in A. Editor and B. Editor (eds), *Title of book* (pages of chapter). Location: Publisher


**Note:** Editor names are not inverted (i.e., initials first and then surname).
Add either a retrieval statement with the URL of the web site or the doi, this takes the place of the publisher location and name e.g.

**Example:**


OR

Chapter in Electronic Book

Add either a retrieval statement with the URL of the web site or the doi. This takes the place of the publisher location and name.

**Examples:**

Periodicals

Items published on a regular basis

- Journals
- Magazines
- Newspapers
- Newsletters
**Article in Journal Paginated by Volume**

*Italics* must be used for the name of the journal and the volume number (APA). Volume number in Harvard is not put in italics.

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.

**APA**


**HARVARD**

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.

**APA**


**HARVARD**

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

**Electronic APA example:**

APA
*Retrieved from*

HARVARD

**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

For contributions to symposia or for paper or poster presentations that have not been formally published, use the following formats.

**Symposium**
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.

**Paper presentation or poster session:**
Presenter, A. (Year, Month). *Title of paper or poster.* Paper or poster session presented at the meeting of Organisation Name, Location.
Doctoral Dissertations and Master’s Theses

- Available from a database service:


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


Title is not in italics
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.