

APA Referencing: A brief guide

What is referencing?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment. You use referencing to distinguish between your ideas and words and those that belong to other people; to support what you are writing by referring to evidence; to enable readers to investigate ideas they find interesting/useful; to show your tutor exactly which sources you have read; and to avoid plagiarism.

There are different styles of referencing. EIT uses the American Psychological Association (APA) referencing style.

Referencing has two parts, **in-text citations** and a **reference list** at the end of your assignment.

In-text citations

An in-text citation is in the body of your assignment and can be either a paraphrase or quotation.

Paraphrasing is putting in your own words what the author has written. When paraphrasing, there are two ways you can reference: the author's name can be incorporated in your text or included in brackets with the year of publication.

In-text citation paraphrasing examples

Creame and Lea (2003) suggest that the more students write, the more confident they will become about writing.

OR

The more students write, the more confident they will become about writing (Creame & Lea, 2003).

Quoting is copying the author's exact words. When quoting, there are two ways you can reference: the author's name can be incorporated in your text, or can be included in brackets with the year of publication and the page number.

In-text citation quoting examples

It was discovered that "the old schema is exercised by being used in familiar ways" (Claiborne & Drewery, 2010, p. 13).

OR

Claiborne and Drewery (2010) found that "the old schema is exercised by being used in familiar ways" (p. 13).

The reference list

- The reference list should be on a separate page at the end of your assignment with the title "References" centred at the top.
- All references in the list begin with the surname(s) of the author(s), followed by their initials. If there is no author, begin the reference with the title.
- The list needs to be in alphabetical order.
- Use hanging indents to format your references.

Example of a reference list

References

- Creame, P., & Lea, M. R. (2003). *Writing at university: A guide for students* (2nd ed.). Philadelphia, PA: Open University Press.
- Rose, J. (2001). *The mature student's guide to writing*. New York, NY: Palgrave.
- Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillan.

Authors

All references in the list begin with the surname(s) of the author(s), followed by their initials.

One author Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage*. New York, NY: Atheneum.

Two authors Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillan.

3 - 7 authors Morreale, S. P., Spitzberg, B. H., & Barge, J. K. (2007). *Human communication: Motivation, knowledge and skills* (2nd ed.). Belmont, CA: Thomson Wadsworth.

8 or more Gloster, J., Jones, A., Redington, A., Burgin, L., Sorensen, J. H., Turner, R., . . . Paton, D. (2010). *A handbook of critical approaches to education*. New York, NY: Oxford University Press.

No author *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.
Title in author position (Use italics for full length works (e.g., books). For other documents (e.g., websites do not use italics).)

Books

BOOK

Author(s) Year of publication Book title in italics Place of publication Publisher
 ↓ ↓ ↓ ↓ ↓
 Rose, J. (2001). *The mature student's guide to writing*. New York, NY: Palgrave.

EDITED BOOK

Editor(s) Name Year of publication Book title in italics Place of publication
 ↓ ↓ ↓ ↓
 Emerson, L., & McPherson, J. (Eds.). (1997). *Writing guidelines for education students*. Palmerston North, New Zealand:
 Dunmore Press. ← Publisher

CHAPTER IN AN EDITED BOOK

Chapter Author Year of publication Chapter title Don't forget "in" Book Editor(s) Book title in italics
 ↓ ↓ ↓ ↓ ↓ ↓ ↓
 O'Neill, A. (1990). Gender and education: Structural inequality for women. In J. Codd, D. Harker, & R. Nash (Eds.), *Political issues in New Zealand education* (2nd ed., pp. 74-97). Palmerston North, New Zealand: Dunmore Press.
 Edition (if needed) Chapter pages Place of publication Publisher

E-BOOK

Author Year of publication Book title in italics Retrieval information
 ↓ ↓ ↓ ↓
 Prochner, L. (2009). *History of early childhood education in Canada, Australia and New Zealand*. Retrieved from ebrary database.

Journal Articles

JOURNAL ARTICLE - PRINT

Author Year of publication Article title Journal title in italics Volume in italics Issue
 ↓ ↓ ↓ ↓ ↓ ↓
 Foxall, D. (2013). Barriers in education of indigenous nursing students: A literature review. *Nursing Praxis in New Zealand*, 29(3), 31-37. ← Page(s)

JOURNAL ARTICLE - ELECTRONIC (NO DOI)

Author Year of publication Article title Journal title in italics Volume in italics Issue Pages Retrieval information
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 Friesen, G. B. (2005). Organization design for the 21st century. *Consulting to Management*, 16(3), 32-51. Retrieved from ABI/Inform database.

JOURNAL ARTICLE – ELECTRONIC (WITH DOI)

Author(s) Year of publication Article title Journal title in italics Volume in italics Issue Pages
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 Issel, L. M., Bekemeier, B., & Kneipp, S. (2012). A public health nurse research agenda. *Public Health Nursing*, 29(4), 330-342.
<http://dx.doi.org/10.1111/j.1525-1446.2011.00989.x> ← Retrieval Information

Website

WEBSITE

Author Year of publication Website title Retrieval information – URL (remove hyperlink)
 ↓ ↓ ↓ ↓
 Pearce, R. (2014). Study tips for students (of all ages!). Retrieved from <http://www.gettingagrip.com/study-tips-for-students-of-all-ages/>

No date?

NO DATE?

For items with no date put (n.d.) where the year of publication belongs.

Author No date Website title Retrieval information – URL (remove hyperlink)
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 McApple, J. (n.d.). An apple a day keeps the doctor away. Retrieved from <http://www.applemania.org>