A HANDY GUIDE To APA REFERENCING

Why do you need to read this NOW?

- You've been given your first assignment and it says you need to use APA referencing.
- Being a bright Massey student, you quickly realise that if you get this wrong, you'll lose valuable marks. It's in your Study Guide in black and white. What's more, two lecturers, three speakers at orientation and the guy who runs the kebab stall have all told you the same thing. You can hardly claim you haven't been warned!
- But there's worse news to come. You couldn't help noticing several pages about plagiarism in your Study Guides. It doesn't take you long to put two and two together: a failure to reference is a form of plagiarism. And that means trouble. Big time.
- And, the funny thing is, you still don't have a clue what APA referencing actually is.
- That's why you need to read this booklet. Even though, it's not going to be a whole lot of fun – and the only picture in the whole booklet is a single wrinkly old hand.
- But once you learn how to reference, you'll be able to write more confidently, moving clearly between your own ideas and summaries of the ideas of others
- Read it. Keep it. Use it.

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What is APA referencing?

- APA stands for 'American Psychological Association'. They have developed their own rules for how you can refer to other sources – books, articles, websites etc – in your own writing.

- APA is the most common referencing style used at Massey - the College of Business uses it, for example.

- There are some departments and tutors who use different referencing systems. In these other systems you might need to include other information and different punctuation.

- So always check what it says in your Study Guides and ask your tutors.

- Use **http://tinyurl.com/OWLL-referencing** for more detailed online help from Massey.

What other help can I get with my referencing?

- Massey has prepared video presentations, which you can view online at **http://tinyurl.com/slcvideos** or on DVD from the library.

- You can also find answers to most questions about APA referencing on our CD-ROM, 'Get It Right', which you can use at the Student Learning Centre or buy for $10 from the Printery (QB Basement).

- Also look out for our regular presentations on APA referencing during the year and contact the Student Learning Centre on **slc-albany@massey.ac.nz or 09 414 0800 ext 9143 if you'd like to discuss your referencing** – and other study skills - during a free one-to-one consultation

What is in-text and end-of-text referencing?

- In-text references are in the essay or report itself. They give very brief information about the source – in other words the book, article, website etc where you found this particular theory, fact or example. In APA style, you need the author's surname(s) and the year of publication and sometimes the page number. See pages 4 - 7 for more information about in-text referencing.

- The end of text references give more complete details of all of these sources in an alphabetical list, which you put on a separate page at the end of your essay or report. See pages 8 - 14 for more information about end-of-text referencing.

In-text referencing

What does in-text referencing look like?

> Ageism may be defined as "unwarranted discrimination on the basis of age" (Smith & Davidov, 2003, p. 23). The practice appears to be common in New Zealand (Faleolo, 2010) indicating an underlying failure to respond to the changing demographics of our society (Executive Taskforce Group, 2004). The negative impacts of ageism on organisations are likely to worsen over the coming decades in which older workers will be our main talent pool (Statistics New Zealand, 2006, ch. 8)…

- The extract above comes from an essay about ageism. As you can see, each reference gives the author(s) and the year of publication of the original source which the student has used.

- In addition, the first reference gives the page number. This is because it is a direct quotation. See page 6 for more about quotations.

- The last reference gives the chapter number – this is because it is a very specific detail from a long online document which doesn't have page references; the chapter number will help the reader find the bit of the report where this information comes from.

- The basic idea of all of this in-text referencing is to make it easy for the reader to check up on your facts, theories etc – and to see that you're not just blowing hot air. Believe me, if there's one thing that lecturers are NOT impressed by, it's students blowing hot air.

What's the most common way of writing in-text references?

- Put the author's SURNAME and the YEAR OF PUBLICATION of the book or article inside brackets at the end of the sentence or sentences where you referred to it

> **....** is an essential component of academic writing (Emerson, 2009).

What can I do if the article or website has no author?

- Use the name of the ORGANISATION instead of the author:

> One in five New Zealanders holds a university degree (Statistics New Zealand, 2009).

Do I always need to include the author's surname inside the brackets?

- No. Sometimes it's a good idea to include the author's surname as part of your sentence – then only the year goes in brackets. This will add variety and personality to your writing.

- There are two main ways to do this. The easiest way is to use the expression 'According to ....'.

  According to Emerson (2009), an executive summary is .....

- You can also use the author's surname as the subject of your sentence and choose a suitable reporting verb.

  Emerson (2009) emphasises that .....

- The verb is normally written in the present tense – even though the book may have been published years ago. Many different verbs can be used - common ones include: argue, suggest, point out, provide evidence and claim

What do I have to do if the book or article has more than one author?

- If the book or article has TWO AUTHORS, link the surnames with & (if they're in brackets) or with the word 'and' (if they're part of your sentence)

  ..... a culture of competitive innovation (Hamel & Prahalad, 1989)
  Hamel and Prahalad (1989) are highly critical of .....

- If the book or article has BETWEEN THREE AND FIVE AUTHORS, the first time you mention the source, you should include all of them.

  Up to 80% of new consumer goods fail (Quester, McGuiggan, Perreault, & McCarthy, 2004) .....

- After that, you can shorten the reference by putting the first surname followed by 'et al.'

  Markets may be segmented according to behavioural, geographic or demographic features (Quester et al., 2004)

- For six or more authors, you use et al. even for the first mention. But it's not common to have so many authors.

What can I do if there's no year of publication on the book or article?

- First of all, think about using a better source. If the source doesn't have a publication date anywhere, it might not be the best source you could use. As a Massey student, you're sitting in a resource-rich environment. You have thousands of books and articles available to you on every topic you could imagine. Why not use them? After all, you wouldn't want to be seen in a top-class restaurant eating a pot noodle! Enter your topic word into the library catalogue, or one of the databases, and see if you can find a stronger source for your theory or facts.

- However, there may be times when the document is really important, even though there's no publication date. In this case, put 'n.d.' (which stands for 'no date') instead of the year:

  > Flyers from the local residents' group (Okura Action Group, n.d.) accused the council of .....

What do I do if I want to refer to a book or article that I read about in another book?

- Give the surname of the original author and year. Then use the expression 'as cited in' and add the details of the book or article you actually read.

  > Hofstede (1984, as cited in Chang, 2010, p. 215) argues that .....

- So, in this case, the student is writing about a theory by someone called Hofstede, which they read about in a book by someone called Chang.

- Only the books you've actually read go into your reference list at the end of your essay. So, in this case, Hofstede doesn't appear in the reference list – only Chang.

Should I copy the original sentences from books or websites or use my own words?

- 90% of the time, the answer is NO. Whenever possible, you should explain ideas or theories in your own words. Only copy the original words when you are giving a DEFINITION or repeating a REALLY SPECIAL PHRASE.

- Why? This will give your writing a more consistent style and is also a great way of showing that you really understand the theory. After all, that's the main point of writing the assignment. You won't see many of the lecturers walking around Campus with the word 'mug' written on their foreheads. So don't expect them to give you any credit for cutting and pasting – when a five-year-old child can do it! There's more about how summarising and quotations on the next page.

How do I summarise a theory in my own words?

- Aim to follow this five-step process every time

  Step 1: Highlight the key ideas or facts in the original

  Step 2: Turn these into short notes on paper or on your screen

  Step 3: Close the book or original document

  Step 4: Turn each note into a new sentence of your own

  Step 5: Add a reference, giving the original author and year

- Students who are too lazy, don't really understand the original or don't have confidence in their own writing tend to miss out Step 3. As a result, what they write is too much like the original text and often doesn't really make sense because they've just messed around with the original words.

- Don't mess around. If it's original, it means you wrote it – every word. If you need to include any of the original text, put this in double quotation marks - see the next section for details on this.

How do I include quotations in my writing?

- When you copy the ORIGINAL WORDS from a book, website etc, you need to use double quotation marks AND include the page where you copied the phrase from. For a website, where possible, give the paragraph (par.) or section (s.).

- Copy the minimum number of words you can – normally, you only need to copy part of the original sentence and put this inside your own sentence. Pick the cherry – leave the branch behind.

- As we mentioned above, one reason for copying the original words from a book is in order to give a definition of a concept. In this case, it's good to introduce the definition with some phrase like 'xxxxx may be defined as ...' (see the top of page 4 for an example of an in-text definition).

- The other main reason to copy the original words is because the author has used an especially memorable phrase:

  Boys, in particular, struggle with "blah, blah, blah of language" as a medium of instruction (Irwin, 2009, p. 40).

  Irwin (2009, p. 40) argues that boys find activity-based learning more engaging than the "blah, blah, blah of language".

End-of-text referencing

What does a REFERENCE LIST look like?

References

Brown, D. (2009). Are managers' views about older employees aligned with company policy?. *Modern Human Resources Management 21*(3), 135-824

Executive Taskforce Group. (2004, August 12). *Ageism contributes to New Zealand's worsening skills shortage*. Retrieved August 3, 2007 from Newztext Plus Database

Faleolo, P. (2010). Recruitment practices in New Zealand and Australia: A meta-analysis. *Organisational Research 23*(4), 125-163. DOI: 10.2163/1391239419403

Moore, T. (2001). Discrimination: The impact on comparative advantage. In D. Lyons (Ed.), *Organisational change in the era of globalisation*. Springfield, IL: Modern Business Press

Smith, G.S., & Davidov, P. (2003). *The graying of America: Case-studies of organisational response.* Buffalo, NY: Utopia Press

Statistics New Zealand. (2006). *Demographic trends 2006*. Retrieved August 3, 2007 from http://www.stats.govt.nz/analytical-reports/dem-trends-06/default.htm

Wallis, P., Simpson, W., & Govinder, R.S. (2007). *Human resource management* (5th ed.). Townsville, QLD: Commerce Press

- The reference list should be on a separate page at the end of your essay with the title 'References' at the top.
- All references in the list begin with the surname(s) of the author, followed by their initials, or with the organisation which published the article.
- The list needs to be in alphabetical order.
- Also, notice that the first line of each reference starts at the left side of the page, but all the other lines are indented. One easy way to indent lines is to go to the end of the line before and press ENTER and then TAB.
- The exact information you need to include – as well as the punctuation – depends on whether it's a book, a journal article, a website etc. It may seem complicated, but if you follow the advice and examples given below, you'll be fine.

How do I include a BOOK in my reference list?

- Now, you realise that photo of the hand wasn't just for decoration! You'll need to include books in your reference list and a reference for a book has five parts – just like your hand has five fingers. Use them to count off the parts you need!

title

(year)

city

surname, initials.

publisher

- For a book by ONE AUTHOR, you need: Surname, Initials. (Year). *Title.* City: Publisher

  Spoonley, P. (2009). *Mata toa: The times of Ranganui Walker.* Auckland, New Zealand: Penguin Books

- For a book by MORE THAN ONE AUTHOR, you need: Surname, Initials., & Surname, Initials. (Year). *Title.* City: Publisher

  MacPherson, C., & MacPherson. L. (2009). *The warm winds of change: Globalisation in contemporary Samoa.* Auckland, New Zealand: Auckland University Press

- When the book is a 2nd, 3rd, 4th EDITION etc, you need: Surname, Initials.,(Year). *Title (xxxth ed.).* City: Publisher

  Emerson, L. (2009). *Writing guidelines for business students* (4th ed.). South Melbourne, VIC: Cengage Learning

- For books with EDITORS, you need: Surname, Initials. (Ed.). (Year). *Title.* Place of publication: Publisher.

  Holmberg, B., Shelley, M., & White, C. (Eds.). (2005). *Distance education and languages: Evolution and change.* Buffalo, NY: Multilingual Matters

- Use (Ed.) for one editor and (Eds.) for more than one. Notice that (Ed.) with a capital 'E' is for editor and (ed.) with a small 'e' is for edition.

Where do I find the INFORMATION I need for my BOOK reference?

- The five basic pieces of information you need [author(s), year of publication, title, city of publication and name of publisher] can normally be found in different places on the first couple of pages of the book.

- However, the easiest way to find them is to enter the title of the book into the online catalogue (called 'Encore') on the Massey University library website. Then click on the title of the book and you'll see all five pieces of information together – you just need to put it in the correct order, with the correct punctuation. The only information you might need to add might be the country or state, because the library doesn't always include this. Use Google if you're not sure where the city is - and check the section below on 'CITY OF PUBLICATION'

What information do I need to include with the CITY OF PUBLICATION?

- For major publishing centres, like London and New York, you don't need anything else. There's a list of these cities under 'place of publication' on our Get it Right CD.

  Grixti, J. (1989). *Terrors of uncertainty: The cultural contexts of horror fiction*. London: Routledge

- For other cities in the USA, Canada and Australia, you need to put the city and the state initials (in capital letters). There's a useful list of American state initials under 'place of publication' on our Get it Right CD.

  Claasen, A. (2001). *Hitler's northern war: The Luftwaffe's ill-fated campaign, 1940-1945*. Lawrence, KS: Kansas University Press

- For other cities in England, New Zealand etc (countries which don't have states), you need to put the city and the name of the country:

  Ross, J. (2004). *Monkey miss her now & everything a teenage girl should know: Short stories*. Auckland, New Zealand: Danger Publishing, 2004

How do I include a CHAPTER in an edited book in my reference list?

- If the whole book is written by the same person, you don't need to reference the chapter you used: just reference the whole book following the advice above.

- However, a lot of academic books are made up of chapters written by different researchers and then the whole book has one or two editors. So, in this case, you need to include extra information – try to follow the exact order and punctuation of the examples below:

  Lineham, P. (2007). First World War religion. In J. Crawford & I. McGibbon, *New Zealand's Great War: New Zealand, the Allies and the First World War* (pp. 467-492). Auckland, New Zealand: Exisle Publishing

- So, in the example above, you used a chapter called 'First Word War religion', written by Peter Lineham. This chapter was on pages 191 to 207 in a book called 'New Zealand, the Allies and the First World War, which was edited by Crawford and McGibbon. Notice that the initials come after the author's name (Lineham, P.), but before the editor's name (J. Crawford). Here's another example, this time with two writers for both the chapter and the whole book.

  Bathurst, R. J., & Williams, L. (2009). Boom and bust in the orchestral business. In N. Koivunen & A. Rehn (Eds.), *Creativity and contemporary economy* (pp. 191-207). Copenhagen, Denmark: Copenhagen Business School Press.

How do I include an ARTICLE from an academic journal in my reference list?

- Now, that's the best question you've asked all day! Academic journals are the place where original research is published, so it's a really good idea to read, use and reference some of these in your essays. It's easy to find relevant articles, using the article databases on the library website. For help doing this, ask at the library or the Student Learning Centre.

- The reference for an article starts the same as a book – with the author's name, the year of publication and the title of the article. However, you put the title of the article in normal print and you use italics for the name of the journal. Then, there's the volume number, which usually changes every year – this is written in italics. For some journals which come out a few times every year, you need to add an issue number in brackets. Then you write the page numbers of the article that you've used. For example:

  Durie, M. (2000). Public health strategies for Māori. *Health Education & Behaviour*, *27*(3), 288-295

- That will probably be enough, especially at undergraduate level. However, you may also need to add information about how to find the article – look in your Study Guide or ask your lecturer if you're not sure whether or not you need to include this extra information. If you got the article from a database, you write 'Retrieved + date + from + name of the database'. This next example includes this extra information and also shows you how to format an article written by multiple authors – something that is quite common for academic articles:

  McNicholas, J., Gilbey, A., Rennie, A., Ahmedzai, S., Dono J-A., Ormerod, E. (2005). Pet ownership and human health: A brief review of evidence and issues. *British Medical Journal 331*(7527), 1252-1254. Retrieved February 9, 2010 from Academic Search Elite

- Many newer articles have a DOI number printed on the title page. If your article has a DOI number, include it instead of the database information:

  Pahl, E., Calvo, F., & Schwerdtfeger, P. (2009). The importance of accurate intervention potentials in the melting of argon nanoclusters. *Journal of Quantum Chemistry 109*(9), 1812-1819. DOI: 10.1002/qua.21976

How do I include an article from a WEBSITE in my reference list?

- First of all, don't use websites as your main source of theory – only fools do that. It's fine to look around on the internet for interesting ideas, but if you find something relevant for your essay, check it in books or journal articles and use those more reliable sources in your essay.

- The main uses of websites are for up-to-date facts and figures from Government websites like Statistics New Zealand, for information about companies and other organisations, or for articles from magazines and newspapers.

- The beginning of a reference to a webpage is just like a book – if there's no author, use the organisation and if there's no date, use (n.d.) After the title of the page or article, you need to add: Retrieved + month + day + from + the complete url:

  Statistics New Zealand. (2006). Quickstats about Pacific peoples. Retrieved February 9, 2010 from: http://www.stats.govt.nz/Census/2006CensusHomePage/QuickStats/quickstats-about-a-subject/ pacific-peoples.aspx

- If it's an article from an online magazine or newspaper, give the name of the magazine or newspaper together with an issue number if it has one. Then add the internet information:

Fox, A. (2009, December 12-18). Meet Ben, father of three and $2m in debt. *The Listener 3631*. Retrieved February 5, 2010 from: http://www.listener.co.nz/issue/3631/features/14553/meet_ben_31_father_of_three_and_2m_in_debt.html

- When you've completed your reference, the url will probably turn blue and become a hyperlink. You should reverse this – position the cursor over the url and then right click and select 'remove hyperlink' – the blue and underlining will disappear.

How do I reference course material?

- Your materials for some papers at Massey include articles from journals and extracts from books – this is especially common for extramural papers – and you are usually expected to reference these in your writing. In this case, just reference them in the same way as you reference any books or articles. Ask your lecturer if you're unsure about the details you need.

- Avoid using your lecture notes and general information in your course handbooks as sources in your essays and reports. These are intended to give you a general idea of the key points – but you're expected to read books and articles to get more information – and to refer to these books and articles in your writing. If you do think you need to refer to handouts or course guides, first check with your lecturer or tutor if this is ok and then follow the examples below:

  - lecture notes

  Catley, B. (2009). *The historical development of management*. Unpublished lecture notes, College of Business, Massey University

  - study guide with the author's name written on it

  Fitch, M., & Jones, B. (2009). *115.101 Statistics for business* [Study guide]. Albany, New Zealand: College of Business, Massey University

  - study guide without author's name written on it

  College of Humanities and Social Sciences. (2009*). 230.100 Written communication* [Study guide]. Palmerston North, New Zealand: Massey University

  Remember, for in-text referencing, you just need author and year (with page numbers for quotations). So, for the sources above, this would be:

  xxxxxxxxxxx (Catley, 2009) xxxxxxxx (Fitch & Jones, 2009)
  xxxxxxxxxxx (College of Humanities and Social Sciences, 2009)

When do I need to use CAPITAL LETTERS in titles of books and articles?

- You will often see capital letters on the cover of books or in titles on websites etc. However, when you write your reference you need to take most of these out – you only use capital letters to start the first word in the title or subtitle and for names, when we always use capitals. For example:

  Shelton, A. (2003). *Public places*. Auckland: Rim Books

- In this example, a capital letter is only used for 'Public', because it's the first word in the title. Here is an example of a longer title – of a journal article:

  Von Hurst, P. R., Stonehouse, W., Conlon, C. A., Kruger, M. C. & Coad, J. (2008). Study protocol – metabolic syndrome, vitamin D and bone status in South Asian women living in Auckland, New Zealand: A randomised, placebo-controlled, double-blind vitamin D intervention. *BMC Public Health* 8, 1-8

- In this example, a capital letter is used for 'Study' because it's also the first word in the title of the article and for 'A' because it's the first word in the subtitle (the subtitle comes after a colon). Capitals are also used for 'vitamin D', 'South Asian' and 'Auckland, New Zealand' because these are words which always have capitals. Notice that capital letters are used for each word of the name of the journal too - BMC Public Health – it's just the titles of books or articles that don't use them.

How can I use the referencing function in Microsoft Word (2007 onwards)?

- Microsoft Word has a built-in referencing tool which you may want to try. It has advantages and disadvantages. On the plus side, after you get used to it, you can save some time – especially if you want to use the same sources several times. It can also automatically change the referencing style from APA to MLA etc – but you'll probably never need this function at Massey. It can also help you to get the information you need in the right order. On the negative side, it doesn't correct your punctuation and needs to be used with care.

- If you want to use it, each time you've included a summary or some piece of information, click on 'References' at the top of the screen and then 'insert citation' and 'add new source'. Click on 'type of source'.

- The most common sources you'll need will be 'book', 'book section' (which means a chapter in an edited book), 'journal article', 'article in a periodical' (which means a newspaper, magazine etc) or 'document from a website'. Complete the information

in the table and then press 'OK' – the in-text reference inside brackets will 'magically' appear in your document.

- Sometimes you'll need to make changes to the in-text – for example, if you've quoted words from the original source, you'll need to add a page reference. You do this by clicking on the in-text reference and selecting 'edit citation'. You can add page numbers or click on 'suppress author' is you've included the author's name in the sentence already and you just need the date here.

- Just before you send in your assignment, it can be a good idea to go over your references and click 'convert citation to static text', just in case your lecturer isn't using the same word processing program.

- To produce your reference list, just go to a blank page at the end of your essay and write in the word 'References' at the top. Then click on 'bibliography' at the top of the page and choose 'insert bibliography'. It should produce your complete list.

- A disadvantage of this method is that the list comes out in small size and to make any changes, you need to go back to the in-text reference, click on 'edit source' and change the way you entered the information.

- Word will also store references used in previous essays in a 'master list', so if you want to use any of these again, just click on 'manage sources' and then select the references from the master list and click on 'copy'. They will then be ready for you to choose for in-text references (by clicking on 'insert citation' and choosing the one you want) and as part of your reference list.

Should I buy the Endnote software?

- If you're an undergraduate student, probably not. Endnote is a powerful computer program that allows postgraduate students and researchers to collect and organise the hundreds of references they need for books and dissertations. It's not really necessary for undergraduate students, because they don't have so many references to manage. But if you enjoy using software programs and are beginning to do research, you are very welcome to try it. The library has more information on Endnote available at http://tinyurl.com/endnote-advice - including purchase information and self-guide tutorials.

Wait – is this the end? I've got tons more questions!

- Yes it is! If you've got this far, well done! You now know the important principles of APA referencing. All those other questions are good though. Look again at 'What other help can I get with my referencing on page 2. It gives information about useful online resources and the 'Get it Right CD'. More importantly, there are your lecturers, tutors, library and Student Learning Centre staff. We are here to help!