**APA Referencing**

**Note:** This handout is only an introduction to the APA (American Psychological Association) referencing system. For a comprehensive guide please refer to:


(Available in the Robertson Library Reference Collection at [3] R808, 06615 PUB and at most remote site libraries.)

It is very important that you check your department or school's assignment guide as some details, e.g. punctuation, may vary from the guidelines on this sheet. You may be penalised for not conforming to your school's requirements.

**What is Referencing?**

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced. There are many acceptable forms of referencing. This information sheet provides a brief guide to the APA referencing style. In this system the author's name is given first, followed by the publication date within the text of the assignment. A reference list at the end of the assignment contains full details of all the in-text citations.

**Why Reference?**

Referencing is necessary to avoid plagiarism; to enable the reader to verify quotations; and to enable readers to follow-up and read more fully the cited author's arguments.

**Steps Involved in Referencing**

- Note down the full bibliographical details including the page number(s) from which the information is taken.

In the case of a book, "bibliographical details" refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher. (Not all of these details will necessarily be applicable.)

In the case of a journal article the details required include: author of article, year of publication, title of article, journal title, volume number, issue number, and the page numbers on which the article appears.

In the case of electronic information they are: author/editor, year of publication, article title, journal title, the type of medium (e.g. CD-ROM, motion picture, etc.), pages or length, (e.g. 6-14, 7 pp., 25 paragraphs, 30 ff. as given), "Retrieved" statement (e.g. WWW address, supplier and name of electronic database, E-mail address, etc.), and access date. (Not all of these details will necessarily be applicable or even available.)

**How to Cite References Within the Text of an Assignment**

When citing references within the text of an assignment use only the name of the author, followed by the year of publication.

Knight (1969) recommended that psychosurgery be used for curing various psychiatric problems. . .

**OR**

It has been recommended that psychosurgery be used for curing various psychiatric problems, including depression (Knight, 1969).

When directly quoting from another source, the relevant page number(s) must also be given.

Brown, Wienckowski and Bivens (1977, p. 257) stated that ". . . the answers to the issues of psychosurgery will depend heavily upon specific advances. . . ."
If no page numbers are given, as in some electronic sources, you can use paragraph numbers if they are given. Use the ¶ symbol or the abbreviation para. If there are no page numbers or paragraph numbers, just provide the year.

Works with no author: When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a journal, book, brochure or report.

On free care ("Study Finds," 1982)
OR
The book College Bound Seniors (1979)

Multiple authors: When multiple author citations occur as part of the text, the names are joined by the word and. When multiple author citations occur within parentheses, the names are joined by an ampersand (&).

When the work cited has 2 authors, include both names each time the reference is cited within the text, with the year of publication.

When the work cited has 3, 4 or 5 authors, cite all names in the first occurrence of the reference.

Thereafter, include only the surname of the first mentioned author followed by et al. Also include the year if it is the first occurrence of the reference within a paragraph.

When the work cited has 6 or more authors, cite only the surname of the first mentioned author followed by et al., and the year of publication.

Refer to Section 3.95 of the APA Publication Manual for further details and many more examples.

Citing an entire Web site: In order to cite an entire web site in-text give the address in brackets.

MetaCrawler (http://www.metacrawler.com) is a meta search tool used for conducting basic searches and quickly locating documents on the World Wide Web.

When your statement does not refer to any specific page or part of that site, an entry in your list of references will not be required.

A statement specific to an individual document or page requires that you follow the author/date conventions presented in this guide, and to provide a record in your list of references. (Examples are provided below.)

Citing secondary sources: Within the text, name the original source and provide a citation for the secondary source.

Johnson and Peters' study (as cited in Wagner, 1982). . .

In the Reference List include the secondary source only. See APA Publication Manual, section 4.16, p. 247, example 22.

How to Create a Reference List

A Reference List contains all the references cited in the assignment. In contrast, a bibliography cites work for background and further reading. The Reference List is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography in sequence by the first significant word of the title. The APA style requires the second and subsequent lines of the reference to be indented as shown below.

Examples of Types of Printed References:

Articles/Chapters in a Book:

Bibliographic details are arranged in the following sequence:

author of chapter  
year of publication  
chapter title  
editor(s) of book  
title of book  
article or chapter pages  
place of publication  
publisher

Article in an Encyclopaedia

Article or Chapter in a Book

Article or Chapter in a Book (no author)

Book

Bibliographic details are arranged in the sequence:

author/ editor(s)  
year of publication  
title of book  
edition of book (if needed)  
place of publication  
publisher

Book with a Single Author

Book with 2 Authors
D. Smith stipulated on one occasion that the air conditioning system was maintained far too "periodically" (personal communication, April 19, 1998).

OR

The company's policy on refunds was contrary to that of State law (L. Noel, personal communication, May 2, 2000).

Examples of Types of Electronic References:

**Journal Article**

Bibliographic details are arranged in the following sequence:

- author of journal article
- year of publication
- article title
- title of journal
- volume of journal
- issue number of journal (if available)
- article pages

**Internet Article Based on a Print Source**


**Full Text Journal Article from CD-ROM (BPO)**


**Full Text Journal Article from Electronic Database**


**Full Text Journal Article from an Internet-only Journal**


**Article from Curtin Electronic Reserve**


**CD-ROM (Stand-Alone Multimedia Disc)**

World Wide Web

World Wide Web Page

World Wide Web Page (no author)

World Wide Web Page (no publication date)

World Wide Web Homepage

Discussion List

Videorecording

You will need to provide the names of principle contributors, with their function in round brackets; indicate the medium in square brackets after the title; and write the location and name of the distributor.

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