9. **Referencing Using APA Style**

Referencing is a process that identifies the sources of information used in your assignment. Some of the main purposes of referencing are: to justify/support the position you take in your assignment, to show the arguments put forward by different writers, and to allow the reader to physically locate the sources used.

There are several referencing styles used at ACU. The most widely used is the American Psychological Association (APA) style.

Consult your lecturers as they may have specific requirements not outlined here.

1. **Main Points About APA**

The APA referencing system consists of two parts:

- **In text citations:** These citations identify the author and publication date of the ideas used in your assignment. Citations are usually placed at the beginning or end of sentences within paragraphs.

- **Reference list:** The list of all sources cited in the assignment is provided on a separate page at the end of the assignment. The list (titled References) is in alphabetical order and contains complete publication details for all of the sources.
Citations
There are two main types of citations:

Direct quote: Ideas that are copied exactly from another writer’s work. It includes the exact words and sentence structure as the original author’s work.

Paraphrase: Ideas taken from another writer. The student summarises and expresses in his/her own words the ideas of another writer. This is a common practice in academic work.

2. Citing a Source
The APA referencing system provides the author's surname, date, and page number for a direct quote; and the author's surname and date for a paraphrase.

*When citing the same source within the same paragraph*

First citation: the author’s surname and date of publication
Subsequent citations: author’s surname only

Brooks (2000) maintains that adults influence an adolescent’s spiritual and emotional development. They play a major role in shaping an adolescent’s behaviour (Brooks).

*Students, please note this is not a complete paragraph*

There are various ways to cite a source; some examples are listed below.

How to Include a Direct Quote:
*When you provide a direct quotation, place the quote within "quotation marks" and acknowledge the author's surname, date of publication, and page number(s).*

Brooks (2000) stated, "Both biological and environmental factors jointly influence an individual's personality development" (p. 28).

Recent research shows that "children who are read to at home have a greater awareness of language and text" (Smith, 2001, p. 24).

*When the direct quote extends over two pages, list the page on which the quote starts and the page on which it ends.*

Brooks (2000) stated, "Both biological and environmental factors influence an individual's personality development. These influences raise questions about factors that affect human behaviour" (pp. 28-29).

*When a direct quote is more than 40 words, indent the quote five to seven spaces, leave out the "quotation marks" and single spacing may be used:*
inner dialogues and self-understanding. Boys and girls are differentially likely to experience such relationships. (Capara & Cervone, 2000, p. 204)

**How to Include an Electronic Direct Quote**

**Professionally printed copy:**

*When you cite from an electronic document that is exactly the same (e.g., same layout, text & page numbering) as the professionally printed copy, identify the author, date of publication, and page number.*

> Although the students “were determined to do well, this determination was very vulnerable” (Page, Farrington, & DiGregorio, 1999, p. 6).

**Non-professionally printed copy:**

*When you cite from an electronic document that is different (e.g., different text, layout, page numbering) from the professionally printed copy, identify the author, date of publication, and paragraph number if the page number is not visible. In some cases, it may not be possible to include either a page number or paragraph number if their use would prove confusing for the reader. In this instance give the author’s name and year of publication only. An article or a report may include a section title and its number:*

> “The government regards higher education as contributing to the attainment of individual freedom, the advancement of knowledge and social progress” (DETYA, 2000, 1.1.2 Purposes and objectives, para. 1).

**How to Include a Paraphrase:**

*When you use the author's ideas but not his/her exact words, provide the author's surname and date of publication.*

**One Author**

Biological and environmental factors influence human development (Brooks, 2000).

Brooks (2000) observed that human development is influenced by biological and environmental factors.

**Two or More Authors**

Human development is a complex issue (Brooks, Adams, & Clarke, 1999).

Green and Brooks (2001) noted that human development is a complex issue.

**Several Sources**

Research shows that human development is a complex and multifaceted issue (Brooks, Adams, & Clarke, 1999; Green & Brooks, 2000; Harvey, Smith, Brooks, & Adams, 1998).
Six or More Authors/Using et al. ("et al." means "and others")

If there are six or more joint authors, in first and subsequent citations cite the first author followed by et al.

First and subsequent citations:

Adams et al. (1994) state …

It was further observed that this influence extends to those outside the local community (Adams et al., 1994).

Using 'et al.'

If there are three to five authors, cite all of the authors followed by the publication date for the first citation. On subsequent citations use the first author’s name followed by et al.

Human development is a complex issue (Brooks, Adams, & Clarke, 1999).

Moreover, a variety of influences, including biological and environmental influences, add to the complexity of individual development and behaviour (Brooks et al., 1999).

A Secondary Source-An Author Cited by Another Author

If you are reading a text that discusses another person's work, cite the surname of the person whose work was mentioned and then cite the surname of the author you are reading.

Bank (as cited in Jepp, 1991) noted that learning is a lifelong experience.

Learning is a lifelong experience (Bank, as cited in Jepp, 1991).

This tells the reader that you found out about Bank's work by reading Jepp's article. In the reference list you provide an entry for Jepp.

Two or More Works from the Same Author

When an author has written two or more pieces of work in the same year, distinguish each piece of work by sorting the titles of each book/article alphabetically and then identifying them as:

(Clarke, 2000a)  (Clarke, 2000b)  (Clarke, 2000c)

(Brooks, Adams, & Bond, 2001a)  (Brooks, Adams, & Bond, 2001b)
Authors With the Same Surname  
*When two authors have the same surname, use their initials to distinguish them:*


Research conducted by D. Brown confirms P. Brown’s initial findings that peers influence adolescent behaviour (Harvey & Thomas, 1998).

Corporate Author  
*When an organisation or a group is the author:*

First citation: (National Institute of Health [NIH], 1998)

Subsequent citations: (NIH, 1998)

Newspaper Article/Journal Article With No Author  
*When there is no author, cite the article title in quotation marks:*

(“South Australian premier resigns in tears,” 1999)

Book No Author  
*When there is no author, cite the title of the book in italics and the publication date:*

(Science and Mythology, 1932)

Anonymous Author  
*Only use anonymous when it appears on the publication*

(Anonymous, 1963)

No Date  
*When a work has no publication date, cite the author’s name followed by the abbreviation (n.d.) for no publication date:*

Clarke (n.d.) studied secondary students' classroom behaviour.

Statutes: Acts of Parliament  
*When citing an act of parliament give the name of the act and the year of the act as they appear in the title. No author is required.*

Employee Relations Act 1992
**Personal Communication**

When you cite personal communication (e.g., conversations, interview data, lecture notes), cite the communicator’s initial and surname, a title to explain the type of communication and the date of communication:

M. Carmody (personal communication, July 30, 2001) commented …

The nursing process requires an on-going commitment (A. Jones, personal communication, August 4, 1999).

There is no entry for 'personal communication' in the reference list

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**3. FORMATTING A SOURCE**

For the list of References, the APA referencing system follows the:

- Author. Date of publication. Title. Publisher details format for books and reports.

- Author. Date of publication. Title. *Journal Name, Volume*(Issue), Page numbers format for journal articles.

**Book**

**One Author**


**Two to Six Authors**


**More Than Six Authors**


**Edition Other Than the First Edition**


**Report**

**Authorered Report**

Referencing Using APA Style

Organisation Report


Article

Chapter or Article in an Edited Book


Chapter or Article in an Encyclopedia


Journal Article

Volume and Issue Number

Volume but No Issue Number

Magazine Article

Author Known

Author Unknown

Newsletter Article

Author Unknown

Newspaper Article

Author Known
Referencing Using APA Style

Author Unknown


Conference Proceedings

Published


Unpublished


Statutes: Acts of Parliament

With a number


Without a number


Brochure

Brochure


Audiovisual

Cassette Recording


Cassette Recording: Individual Tape From a Series

CD Rom


Email, Interviews and Telephone Conversations

See: Personal Communication

Video Recording


Personal Communication (e.g., conversations, email, interviews)

Personal communications are not included in the reference list, because the information cited is not retrievable.

Electronic Sources

Internet sources (e.g., articles, journals, reports) are obtained online, and these documents are cited and referenced according to the ‘author-date’ format. If the reference was obtained from a database or a web site, the name of the database (e.g., ProQuest) or the website's URL address (e.g., www. …) must be included.

Electronic Journal Article

*Online article that is an exact duplicate of the published print version (including format and page numbering, e.g., a scanned or pdf reproduction).*


*Online article (database example) where the format of the article is changed from the published print version.*


Abstract of a Journal Article from a Database


Electronic Report

Electronic Conference Proceedings


ERIC Document


Variations

Author and Publisher are the same


Corporate Author


Same Author with Several Publications in the One Year

List alphabetically according to title and identify as 'a', 'b', or 'c'.


Same Author with Different Year Publications

List according to date


No Date


No Author


4. **CONSTRUCTING A LIST OF REFERENCES**

A reference list starts on a new page and is headed References

- List all citation entries alphabetically according to author, or if there is no author list according to title
- Use the hanging indent format:

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  __________________________________________________________
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- Single space within each citation entry in the list
- Double space between citation entries in the list

*Example:*

References


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For more detailed information consult the APA manual in your campus library: