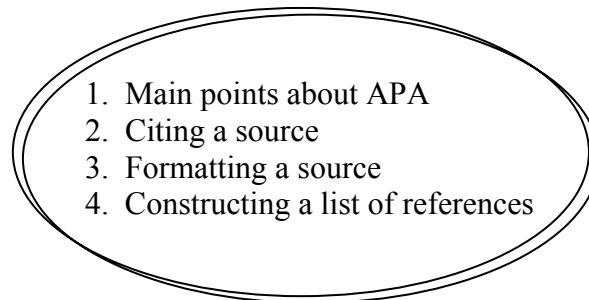# 9.   REFERENCING USING APA STYLE

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.

1. Main points about APA
2. Citing a source
3. Formatting a source
4. Constructing a list of references

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:

> In adolescence, peer relationships contribute greatly to self-knowledge and self-evaluations. Peers provide social comparison information and social support. Egalitarian friendships featuring acceptance and trust enable individuals to disclose emotional experiences to others, which promotes

> 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:

S. Clarke (1999) and J. Clarke (1999) observed several differences in adolescent behaviour.

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

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

Freire, P. (1972). *Cultural action for freedom.* Harmondsworth, England: Penguin.

Two to Six Authors

West, L., Hore, T., Eaton, E., & Kermond, B. (1986). *The impact of higher education on mature age students.* Canberra: Commonwealth Tertiary Education Commission.

More Than Six Authors

Avery, H., Strath, L., Taylor, K., James-Caven, K., Taylor, C., Tromly, A., et al. (1995). *Thinking it through: A practical guide to academic essay writing* (rev. 2nd ed.). Peterborough, Canada: Trent University.

Edition Other Than the First Edition

Tennant, M. (1997). *Psychology and adult learning* (2nd ed.). London: Routledge.

Report

Authored Report

Candy, P., Crebert, R., & O'Leary, J. (1994*). Developing lifelong learners through undergraduate education*. Canberra: AGPS.

Organisation Report

National Health and Medical Research Council. (1990). *Learning difficulties in children and adolescents*. Canberra: AGPS.

Article

Chapter or Article in an Edited Book

Dart, B. (1997). Adult learners' metacognitive behaviour in higher education. In P. Sutherland (Ed.), *Adult learning: A reader* (pp. 30-43). London: Kogan Page.

Chapter or Article in an Encyclopedia

Hore, T. (1992). Non-traditional students: Third age and part-time. In B. Clark & G. Neave (Eds.), *The encyclopedia of higher education: Analytical perspectives* (Vol. 3, pp. 1666-1674). Oxford, England: Pergamon.

Journal Article

Volume and Issue Number
Bessant, B. (1996). Higher education in Australia: The unified national system. *Education Research and Perspectives, 23*(1), 110-123.

Volume but No Issue Number
Biley, F., & Smith, K. (1998). Exploring the potential of problem-based learning in nurse education. *Nurse Education Today, 18,* 353-361.

Magazine Article

Author Known
Ashley, S. (2001, October). Driving the info highway: The internet has hit the road. *Scientific American, 285*(4), 44-50.

Author Unknown
The history of Rome. (1998, Spring). *Europe: Its Past and Future, 24,* 28-41.

Newsletter Article

Author Unknown

The new health-care lexicon. (1993, August/September). *Copy Editor, 4,* 1-2.

Newspaper Article

Author Known

Murray, J. (2001, September 22-23). Faith built on solid pillars. *The Weekend Australian,* p. 24.

Author Unknown

South Australian premier resigns in tears. (2001, October 20). *The Courier,* p. 2.

Conference Proceedings

Published

Powell, J. (1978). *Higher education in a steady state: Proceedings of the third annual conference of HERDSA.* Sydney: HERDSA.

Unpublished

Clarke, T. (2000). *Access to academia: An accredited course for mature age students.* Paper presented at the Language and Academic Skills Conference-La Trobe University, Bundoora, VIC.

Statutes: Acts of Parliament

With a number

Health Act 1985, 6270 Parliament of Victoria (1995).

Without a number

Sex Discrimination Act 1984, Commonwealth of Australia (1994).

Brochure

Brochure

Australian Catholic University, Equal Opportunity Unit**.** (2000). *Services for students with a disability* [Brochure]. Fitzroy, VIC: Author.

Audiovisual

Cassette Recording

Brown, M. (Singer). (1991). *A remembering heart* [Cassette recording]. Thornleigh, NSW: Emmaus Productions.

Cassette Recording: Individual Tape From a Series

Gawler, I. (Speaker). (1992). Deepening your meditation: Two profound exercises to practice [Cassette recording]. In *The meditation tapes* (Tape 12, Side B). Yarra Junction, VIC: Ian & Grace Gawler.

CD Rom

Brown, M. (1994). *Arthur's teacher trouble* [CD-ROM]. Novato, CA: Living Books.

Email, Interviews and Telephone Conversations

See: Personal Communication

Video Recording

Espar, D. (Producer), & Zimbardo, P. (Presenter). (1989). *Discovering psychology: 11 Judgement and decision making* [Videotape]. United States: Intellimation for WGBH Boston in association with the American Psychological Association.

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).

Mitchell, M. (2003). Patient anxiety and modern elective surgery: A literature review [Electronic version]. *Journal of Clinical Nursing, 12,* 806-815.

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

Peters, M. (2000). Does constructivist epistemology have a place in nurse education? *Journal of Nursing Education, 39*(4), 166-170. Retrieved November 10, 2003, from Proquest database.

Abstract of a Journal Article from a Database

Fournier, M., de Ridder, D., & Bensing, J. (1999). Optimism and adaptation to multiple sclerosis: What does optimism mean? *Journal of Behavioral Medicine, 22,* 303-326. Abstract retrieved October 23, 2000, from PsycINFO database.

Electronic Report

Department of Education, Training and Youth Affairs. (2000). *Higher education report for the 2000 to 2002 triennium.* Retrieved October 20, 2000, from DETYA Web site: www.detya.gov.au/highered/he_report/2000_2002/html1_1.htm

Electronic Conference Proceedings

Paasse, G. (1997). *'You can't put the toothpaste back in the tube': The impact of higher education on mature age women students.* Paper presented at the Australian Association for Research in Education Conference, Brisbane. Retrieved September 4, 2001, from http://www.aare.97pap/paasg087.htm

ERIC Document

Andrews, S. (1992). *Enhancing learning and scholarship in college classrooms: The role of learning teams.* Paper presented at the Annual Meeting of the American Association of Colleges for Teacher Education, Antonio, TX. (ERIC Reproduction Services No. ED 348 352)

Variations
Author and Publisher are the same

Advanced Education Council. (1982). *Future perspectives for advanced education: A discussion paper*. Canberra: Author.

Corporate Author

Department of Education, Training and Youth Affairs. (1998*). The characteristics and performances of higher education institutions.* Canberra: AusInfo.

Same Author with Several Publications in the One Year

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

Department of Education, Training and Youth Affairs. (1999a). *Quality of Australian higher education.* Canberra: AusInfo.

Department of Education, Training and Youth Affairs. (1999b). *The characteristics and performance of higher education institutions*. Canberra: AusInfo.

Same Author with Different Year Publications

List according to date

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1990). *Understanding and facilitating adult learning.* San Francisco: Jossey-Bass.

Brookfield, S. (1994). Tales from the dark side: A phenomenography of adult critical reflection. *International Journal of Lifelong Education, 13*(3), 203-216.

No Date

Pye, E. (n.d.). *First infant reader.* Melbourne: Robertson & Mullens.

No Author

Dictionary of computing (3rd ed.). (1991). Oxford, England: Oxford University Press.

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:

  _____

  _____

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

Example:

<div align="center">References</div>

Advanced Education Council. (1982). *Future perspectives for advanced education: A discussion paper*. Canberra: Author.

Anonymous. (1973). *Go ask Alice.* London: Corgi Books.

Brookfield, S. (1985). Self-directed learning: A critical review of research. In S. Brookfield (Ed.), *Self-directed learning: From theory to practice* (pp. 5-16). San Francisco: Jossey-Bass.

Brookfield, S. (1990). *Understanding and facilitating adult learning.* San Francisco: Jossey-Bass.

Department of Education, Training and Youth Affairs. (1998). *The characteristics and performances of higher education institutions.* Canberra: AusInfo.

Department of Education, Training and Youth Affairs. (2000). *Higher education report for the 2000 to 2002 triennium.* Retrieved October 20, 2000, from DETYA Web site: www.detya .gov.au/highered/he_report/2000_2002/html1_1.htm

Employee Relations Act 1992, 83 Parliament of Victoria (1995).

Gawler, I. (Speaker). (1992). Deepening your meditation: Two profound exercises to practice. In *The meditation tapes* (Tape 12, Side B) [Cassette recording]. Yarra Junction, VIC: Ian & Grace Gawler.

Paasse, G. (1997). *'You can't put the toothpaste back in the tube': The impact of higher education on mature age women students*. Paper presented at the Australian Association for Research in Education Conference, Brisbane. Retrieved September 4, 2001, from http://www.aare .97pap/paasg087.htm

Peters, M. (2000). Does constructivist epistemology have a place in nurse education? *Journal of Nursing Education, 39*(4), 166-170. Retrieved November 10, 2003, from Proquest database.

Pitkala, K., Mantyranta, T., Strandberg, T., Makela, M., Vanhanen, H., & Varonen, H. (2000). Evidence-based medicine: How to teach critical scientific thinking to medical undergraduates. *Medical Teacher, 22*(1), 22-26.

West, L., Hore, T., Eaton, E., & Kermond, B. (1986). *The impact of higher education on mature age students.* Canberra: Commonwealth Tertiary Education Commission.

Wickert, R. (1991a). Maintaining power over the literacy agenda. *Open Letter: Australian Journal for Adult Literacy Research and Practice, 2*(1), 40-54.

Wickert, R. (1991b). *You can get them to listen but can you control what they hear? Maintaining power over the literacy agenda.* Paper presented at the 16th National Conference of the Australian Reading Association, Adelaide.

Is that a fact?

For more detailed information consult the APA manual in your campus library:
American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.