

REFERENCING APA (6TH ED.) STYLE

Specific conventions are followed in relation to referencing. The American Psychological Association (APA) referencing systems is used at the College. This section covers

1. Plagiarism
2. Source of reference material
3. Referencing within your essay or assignment
4. Referencing at the end of your essay or assignment

Plagiarism

If you take someone else's ideas from a textbook or a pamphlet, from the internet or from a class handout, and fail to say where they came from, this is theft! The technical term for it is **plagiarism**. This is an academic crime!!

That is why it is important to reference all your assignments very carefully. It is also possible that someone else reading your assignment might want to follow up on your ideas through reading your source book and this allows them to do so.

ALL THINKING THAT IS NOT YOUR OWN MUST BE ACKNOWLEDGED. See also **Plagiarism** section in this handbook.

Source of reference material

When researching material for your assessment it is important to think critically about where your information is from. It is preferable to use material written and compiled by an author who is considered an expert in their field and whose work is published in an academic or scholarly source e.g. book, journal article, conference proceeding, thesis or government report. This is different from someone's opinion that is not backed up by research or evidence and is usually in a magazine or newspaper.

Referencing Within your Essay or Assignment

Please note: this does not apply to the references and bibliography at the conclusion of your essay. This applies only to the referencing within the body of your essay.

How to reference a book with one author

- For an **indirect quote** i.e. when you do not use the actual words from the book but you need to acknowledge the source of your thinking, put the surname of the author and the date of publication of the book at the end of the sentence. e.g. (Smith, 2009).
- An alternative way of presenting an **indirect quote** could be as follows: Ramage (1997) states that children who are cared for and educated within a proactive philosophy will learn to make their own decisions and develop self-discipline.
- A **direct quote** will be in quotation marks and copies word for word what the author has written in the book. To acknowledge this, insert in brackets the surname of the author, the date of publication, and the page number that the quotation came from. e.g. "Over the first 2 years, the small, reflexive newborn baby becomes a self-assertive, purposeful being who solves simple problems and starts to master the most amazing human ability: language" (Berk, 1994, p. 207).— or (Berk, 1994, pp. 207-208).
- If the author and quote are together, the reference follows the quotation e.g. The principal stated clearly that students "needed parental permission to leave the school" (Abbot, 2005, p. 25).
- For a **direct quote that is more than 40 words long**, indent and justify the quote. No quotation marks are needed. Acknowledge the source of the quote with the surname of author, date of publication, and the page number that the quotation came from all in brackets at the end of the quotation.

How to reference a book with two authors within your essay

- Surnames of both authors and date of publication e.g. (Black & Brown, 2007)

How to reference a book with lots of authors within your essay

- Surnames of all the authors and date of publication e.g. (Black, Brown, Jones & Smith, 2009) on the first occasion the book is referred to.
- Surname of the first author followed by **et al** (which means "and the others") and the date of publication on subsequent times the book is referred to e.g. (Black et al, 2009)

How to reference a book you quoted from in the sentence immediately before

- Use the surname of the author only in brackets e.g. Lev Vygotsky believed that children learn best when they are supported in their learning (Brown, 2009). His theory was called the Zone of Proximal Development (Brown).

How to reference a when quoting from an edited book

- Use the surname of the editor and the date of publication e.g. (Walker, 2007)
- You may wish to quote from a chapter of an edited book. If, for example, John Runciman wrote a chapter called "Emotional Development 3-6 months" included in a book edited by Frances Walker called "The First Year of Life", and you want to quote from John Runciman's chapter, you simply put (Runciman, 2007). You acknowledge Frances Walker in the List of References.

How to reference a journal article

- If you are quoting from an article in a journal, simply put the family name of the author and the date of publication, in brackets of course e.g. (Miller, 2004). You will acknowledge the journal in the List of References.
- If you found the article on the internet, again you simply acknowledge the author and date of publication, e.g. (Smith, 2009). However check very carefully to see what is required for the List of References.

How to reference a conference paper

Again you simply acknowledge the author and date of publication e.g. (Black, 1999). The conference where the paper was presented is acknowledged in the List of References.

How to reference a conference paper found online

Within the body of the essay, you acknowledge the author and date of publication e.g. (Falstaff, 2007). The list of references includes the name of the conference and the web address.

How to reference a thesis within your essay

Again acknowledge the author and date of publication e.g. (Mecurio, 2006).

How to acknowledge a government document or research report within your essay

Acknowledge with the family names of the authors and the date of publication e.g. (Hopkins, Jespersion, Latimer, & Murphy, 2008).

How to reference material retrieved from the internet when no author is known

You must include the complete web address of the site where you found this information.

How to reference a quotation when it has been included in a book by another author

Within the text of your essay, you should name the original source and provide a citation for the secondary source e.g. Johnson and Peters' study (as cited in Wagner, 2001) OR

Johnson and Peters' study states, "....." (as cited in Wagner, 2001, p. 36).

How to reference lecture notes, handouts or personal communications

Letters, memos, e-mails, personal interviews, lecture notes or hand-outs are not included in the reference list because they do not contain recoverable data. You should reference them in the body of your essay only. You should give the initials and well as the family name of the communicator, and you need to provide as exact a date as possible e.g. (W. Baker. Interview, 16 April 2008).

How to reference a video or movie

Within the text of your essay, include the surnames of the producer and director and the year when the video or movie was made.

e.g. (Davidson & Skinner, 2009)

Referencing at the End of your Essay or Assignment

List of references or a bibliography?

At the end of your essay you must provide either a list of references or a bibliography.

- A List of References acknowledges the resources that you used in writing your essay. They will already be included within your essay. However please note that the format used in the List of References is different from the format used in the body of your essay.
- A Bibliography is a list of materials that you read that were helpful in writing the assignment, (but which you did not reference within your essay), as well as those resources that you referenced within the body of your essay.

For College assignments, a List of References is sufficient.

For CACHE assignments, you must provide a bibliography.

Building references or a bibliographies list

You are well advised to put this list together **while** you are writing your essay. You will have the resources there and can get from them the information you need. This should save you a lot of time!

Book written by one author

- Author's family name first, with initials only for first names.
- Date of publication (in brackets). (Note: not the reprint date.)
- Title (in italics)
- Place of publication
- Name of publisher

e.g. Ramage, R. (1997). *Every child is a gifted child*. Christchurch, New Zealand: Kea Press.

One author, later edition

Knowles, M. (1990). *The adult learner: A neglected species* (4th ed.). Austin, TX: Gulf Publishing.

(You will find out about editions inside the front cover of the book where you find details of the publisher and place of publication.)

Two authors

Black, H., & Brown, P. (2007). *Educating Maurice*. Chicago, IL: Gangster Press.

Two or more authors

Beaver, M., Brewster, J., Keene, A., Neaum, S., & Tallack, J. (2001). *Babies and young children*. Cheltenham, UK: Nelson Thornes.

A second (or more) edition of a book

Ward, C., & Daley, J. (1998). *Learning to learn: Strategies for accelerating learning and boosting performance* (2nd ed.). Christchurch, New Zealand: Caxton Press.

Edited book with one editor

Walker, F. (Ed.). (2007). *The first year of life*. Auckland, New Zealand: Oxford University Press.

Edited book with two or more editors

Kahn, P. H., & Kellert, S. R. (Eds.). (2002). *Children and nature: Psychological, sociocultural, and evolutionary investigations*. Cambridge, MA: The MIT Press

A chapter from an edited book

Runciman, J. (2007). Emotional development 3-6 months. In F. Walker (Ed.), *The first year of life* (pp. 245-297). Auckland, New Zealand: Oxford University Press.

A journal article (when you have the actual journal)

Miller, J. (2004). The emergent curriculum. *Journal for Early Childhood Educators*, 15(2), 45-87.

A journal article (when you found it on the internet)

Pope Edwards, C. (2002). Three approaches from Europe: Waldorf, Montessori, and Reggio Emilia. *Early Childhood Practice*, 4(1). Retrieved from <http://ecrp.uiuc.edu/v4n1/edwards.html>

A conference paper

Bishop, R., Richardson, C., & Tiakiwai, S-J. (2002, July). *Effective teaching for Māori students in Māori medium and mainstream settings*. Paper presented at the Researching with Others: Crossing the Divides, Bridging Research, Building Relationships Conference, Auckland, New Zealand.

A conference paper (found online)

Alcorn, N. (1999, November-December). *Teachers education in New Zealand 1950—1998: Continuity, contexts and change*. Paper presented at the AARE/NZARE Conference, Melbourne, Vic, Australia. Retrieved from <http://www.aare.edu.au/g99pap/alc99411.htm>

A thesis

Mecurio, P. (2005). *Dancing with the stars: A social commentary* (Unpublished postgraduate diploma in Sociology, University of Otago, Dunedin, New Zealand). Retrieved from <http://www.nzcer.org.nz/pdfs/Too2673.pdf>

A government report

Ministry of Education. (2002). *Pathways to the future: Ngā Huarahi Arataki*. Wellington, New Zealand: Learning Media.

A magazine article (avoid where possible, use academic journals instead)

Carruthers, F. (2008, January). Turn over a new leaf: How to live more sustainably. *New Zealand Healthy Food Guide*, (34), 36-42.

A movie or video

Davidson, F. (Producer), & Davidson, J. (Director). (1999). *B.F. Skinner: A fresh appraisal* [Motion picture]. United States: Davidson Films.

Pilger, J. (Producer). (1998). *Apartheid did not die* [Video recording]. London: Carlton International.

Norton, R. (2006, November 4). *How to train a cat to operate a light switch* [Video file]. Retrieved from <http://www.youtube.co.watch?v=Vja83KLQXZs>

A television programme

Slater, K. (Producer). (2002). Gene in a bottle. *60 minutes* [Television broadcast]. Auckland, New Zealand TV3 Network Services.

Internet material without an author

If an author cannot be identified, begin the reference with the title of the document. If the website is likely to change over time, include the date that you looked at the page e.g. *Neurology*. (2007). Retrieved August 8, 2007 from www.neurology.org

Newspaper

Print version

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*. p. B4.

Online

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*. Retrieved December 19, 2007 from www.nzherald.co.nz

No author

Drivers reject fuel prices driven by war threat. (2003, March 7). *The Timaru Herald*. p. 1.

If you need more examples, check these websites:

- www.cite.auckland.ac.nz go to Quik@ite
- www.waikato.ac.nz/library/learning/g_apaguide.shtml
- www.library.canterbury.ac.nz
- www.nova.edu/library/dils/lessons/apa