APA Referencing

Hints & Tips
We aim to:

• Give you confidence to reference sources you use in your assignments
• Help you understand why you need to reference
• Show you when you need to reference
• Give you some practical examples of referencing different types of material
What is Referencing?

• Identifying and listing all the sources you have referred to in your assignment

• There are 2 parts to this:
  1. Citing in the text
     • e.g. Smith (2005, p.94)
  2. Creating a list of References at the end of your work
     • Based on the works you have cited in your piece of work
Why Reference?

- Acknowledge the work of other writers
- Demonstrate the body of knowledge on which your work is based
- Enable the reader to easily locate the sources quoted
- Avoid accusations of plagiarism
What is plagiarism?

“Plagiarism is a specific form of cheating defined as presenting someone else’s work or ideas as your own”

Some Tips to avoid Plagiarism

• Always note down the full details of the source when taking notes – difficult and time consuming to trace later

• Use quotation marks when directly stating another person’s words

• Acknowledge the sources you’ve used by citing them in your work and having a reference list at the end

• Use your own ideas & words

• Make sure you understand what paraphrasing is
What is Paraphrasing?

“When you paraphrase, you express someone’s writing in your own words, usually to achieve greater clarity.”

Quoting and Paraphrasing

- Smith (2005, p.94) believes that “As teachers we recognise the complex nature of plagiarism”
- Smith (2005, p.94) concluded that due to the complexity....
- Teachers recognise that plagiarism is a complex issue (Smith, 2005, p.94)

When paraphrasing make it clear that the words or ideas are not your own.
Quoting

• < 40 words: incorporate into the text in quotation marks
• > 40 words: indent as block of text and don’t use quotation marks
Quoting from web pages

- Give paragraph numbers if available
- Or use headings and the number of the paragraph
- Or use an abbreviated heading e.g.

“Empirical studies have found mixed results...” (Golan, Kuchler & Krissof, 2007, “Mandatory labeling has targeted”, para. 4).

Heading=“Mandatory labeling has targeted information gaps and social objectives”
Reference List

• Includes everything referred to in the text, other than classical works e.g. The Bible, Aristotle etc.

• References need to be:
  – Complete
    • Is all the required information included?
  – Consistent
    • Are all the references presented in the same way?
  – Accurate
    • Are spellings and page numbers correct
There is a temptation when you find one author quoting (or citing) another to just lift the quote and use it:

- BUT
  - You didn’t find the quote
  - How do they know it is correct?

- SO
  - If it isn’t possible to check the original source - acknowledge both writers in the text but only reference the source you have read
  - Myer (1975, as cited in Turner 2005, p. 45) says that “…"
Carlson, Miller, Heth, Donahoe and Martin, 2010  OR (Carlson, Miller, Heth, Donahoe, & Martin, 2010)
Thereafter: (Carlson et.al., 2010)

Reference List:
Edited book


- TASK
E-book Reference

1. Author
2. Date of Publication
3. Title (in italics)
4. Version


5. Home page

Use the DOI if you can find it! Try CrossRef
DOI: Digital Object Identifier

• If using an electronic version of a journal article and no DOI is available, use the URL of the journal’s home page
• Can try CrossRef to find DOI
• Journal article: TASK
Newspaper article reference

Referencing a Website

http://sciencecases.lib.buffalo.edu/cs/collection/detail.asp?case_id=357&id=357

- Author
- Year (in round brackets)
- Title of site (in italics)
- Retrieved on: e.g. February 21, 2011
- From: URL
http://sciencecases.lib.buffalo.edu/cs/collection/
Finally

• Only with practice will you master these skills
• Check your programme or student handbook or ask your tutor for the style to use
• See “Referencing” on our A-Z of Services
• Help is always available so please ask