APA Referencing Essentials

- Principles of APA
- How to reference books, journal articles & websites
- How to create in–text citations

What is referencing?

- A standardised way to acknowledge the work of others

You must reference in order to:

- acknowledge the source of your information
- verify quotations
- enable readers to trace the original sources
- avoid plagiarism (Turnitin anti-plagiarism software is available at Moodle)

Plagiarism

Deliberate

- Rewriting someone else’s words in your own words without acknowledgement
- Copying and pasting without acknowledgement
- Buying, downloading, borrowing or copying an assignment

Accidental

- Reusing material from one of your assignments in a new assignment
- Confusion about how/when to quote or paraphrase
- How/when to ‘cite’
- “common knowledge”

Common knowledge

- no reference needed

Maori people are the indigenous population of New Zealand.

Knowledge from someone else

- reference needed

According to the 2013 Census, 14.90% of the New Zealand people were Maori (Statistics New Zealand, 2014).

Maori people are the indigenous population of New Zealand.

Most children start school at the age of 5.

In Hamilton there are 15,000 school age children (Ministry of Education, 2013).

The Waikato River is 425km long (Waikato Regional Council, n.d.).

What is APA?

- The style of the American Psychological Association (APA)
- The APA publishes a style manual
- Perrin Pocket Guide to APA Style
- UOW Library Guides
- Quick guide to APA
- Comprehensive APA guide (online)
- APA video guides (on Library YouTube channel)
- QR code or www.waikato.ac.nz/library/study/referencing/styles/apa

APA Quick Guide

Look at your handout

Information Services Team
library@waikato.ac.nz
In-text citations
– see 'in-text' section APA Quick Guide

Direct quote
Winters (2013) stated “the New Zealand consumers’ two major dislikes were house keeping, and supermarket shopping” (p. 27).

Indirect quote or paraphrase
Managing a household and trips to supermarkets are among the least favourite activities of New Zealanders (Winters, 2013).

A reference list

The four elements of a reference
1. Author / Editor
2. Date
3. Title
4. Publication Information
(Country, City, Publisher, URL, Volume, Issue, Page Number)

Books
- The title is 'The Luminaries'
- The author is Eleanor Catton
- First published by Victoria University Press, 2013
A citation in APA style – Example 1 APA Quick Guide

Author: Eleanor Catton
Publication Date: 2013
Title: The Luminaries
Publication Info: Wellington, New Zealand by Victoria University Press

• Family name first, initial for first name
• (Date)
• Title in italics
• Capitalisation—start of first word, proper nouns
• Full stop after each element


Referencing a book with subtitle and multiple authors – Example 2 APA Quick Guide


• “&” joins authors or editors
• First city as place of publication

More authors – See Quick Guide

Exercise 1

• Look at the Library Search record
• Choose one answer for each element
  1) Author
  2) Date
  3) Title
  4) Publication Information

Answer to Exercise 1


• Capital letter after colon
• Publication information needs a country name. It needs to be spelled out, i.e. United Kingdom.

Editions & edited books – Example 5 APA Quick Guide

“An edited book is a collection of articles or chapters written by different authors on the same subject” (Study.com, 2016, Edited Book)
Editions & edited books – Example 5 APA Quick Guide


Editions & edited books – Example 5 APA Quick Guide

Acknowledge:
chapter author(s): John O’Neill
book editor(s): D. Fraser & M. Hill

Editions & edited books – Example 5 APA Quick Guide


Editions & edited books – Example 5 APA Quick Guide


Journal Articles

Journal of Economics


Referencing journal articles

Exercise 2.1
Which one is an academic journal article?

Exercise 2.2
Which one is correct?

- “&” joins authors.
- A comma after initials of the authors
- Keep original capitalization of Journal titles
- Highlight the journal title and volume No. (underline or italics)
- Don’t use URLs for an article from a Library Database

Webpages

Title of the webpage
Title of the webpage
Date
Webpages – some common problems

**No author?**


Move the title to Author’s position

If you don’t know who wrote the material proceed with caution

**No date?**


(n.d.) indicates no date

**Unsure which URL?**


Truncate the URL – Use the top domain’s URL, or the ‘home page’.

**Unsure of title?**


() indicates it’s not the official title

Further Help

- Attend “APA Referencing for webpages” tutorial.
- Critically evaluate websites and online publications
- e-books, e-journals, blogs, wiki, PPT lecture notes, emails, social media, etc.
- Library website for additional examples
Further Help

- Enrol in ‘Virtual Reference Desk’ in Moodle
- Information Services Librarian
  - At an Information desk or
  - “Chat with a librarian”
- Library video guides