**APA Referencing**

**THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)**

See Library APA Online Guide for more examples at [http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples](http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples)

- The American Psychological Association reference style uses the Author-Date format.
- Refer to the *Publication Manual of the American Psychological Association* (6th ed.) for more information.
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

### IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

1. Make it a part of a sentence or 2) put it in parentheses at the end of the sentence.

**Direct quotation** – use quotation marks around the quote and **include page numbers**

1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

*N.B. See the Library’s APA webpage for a quotation of 40 or more words.*

**Indirect quotation/paraphrasing/summarising** – no quotation marks

1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

*N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).*

**Citations from a secondary source**

1) Gould’s (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp.151-152).
2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

*N.B. To cite a source you found in another source, you must acknowledge all the authors.*

- The author(s) of the source referred to i.e. Gould, 1981
- The author(s) of the work which contains the original source i.e. Cohen & Lotan, 2014

In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.

- At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

### EXAMPLES OF REFERENCES BY TYPE

<table>
<thead>
<tr>
<th>In a reference list</th>
<th>In-text citation</th>
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| **1. Book with one author**
*N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.*
| (King, 2000) or King (2000) compares Frame ... |
| **2. Book with two authors**
*N.B. Before “&” between authors, do not forget to put a comma.*
| (Dancey & Reidy, 2004) or Dancey and Reidy (2004) said... When paraphrasing in text, use and, not &. |
| **3. Book with three to five authors (see Library APA referencing webpage for six or more authors)**
*N.B. Use & between authors’ names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.*
| (Krause, Bochner, & Duchesne, 2006) then (Krause et al., 2006) |
4. **Book or report by a corporate author e.g. organisation, association, government department**


*N.B. When the author and the publisher are the same, use Author in the publisher field.* In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable.

5. **Book chapter in edited book**


*N.B. Include the page numbers of the chapter after the book title.*

6. **Conference paper online**


7. **Course handout/Lecture notes**


*N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.*

8. **Film**


*N.B. For films, DVDs or video recordings use [Motion picture] in square brackets.*

9. **Journal article (academic/scholarly) with DOI**


*N.B. DOI (Digital Object Identifier) is a unique code assigned to a scholarly/academic publication. The DOI's code links to the article online.*

10. **Magazine – popular/trade/general interest**


*N.B. Full date is used if published weekly; month and year if monthly.*

11. **Newspaper article**


*N.B Use the URL of the newspaper's homepage, as a direct link to an online article in a newspaper website is not a persistent link.*

12. **Personal Communication**

*N.B. Information such as Letters, telephone conversations, emails, interviews, and private social networking is called “Personal Communication”, and no reference list entry is required*.

13. **Reference book – dictionary or encyclopedia entry**


*N.B. If no author stated, the entry's title takes the author position. For online dictionaries and encyclopedias, a retrieval statement takes the place of publisher location / name*.

14. **Webpage**


*N.B. (n.d.) = no date. The basic format is: (1) Author (could be organisation). (2) Date (either date of publication or latest update). (3) Title. (4) URL.*

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http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples APA Group April 2018