

AN ABRIDGED GUIDE TO REFERENCING

with examples in the APA Author-Date Referencing style

WHY should I acknowledge my sources?

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say *where* the original can be found. In other words, you must *acknowledge* and *cite* your sources. This is important whether or not you use the author's own words and, importantly, to avoid **plagiarism**.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the **University's Student Academic Integrity Policy** which is available at: <https://is.muni.cz/auth/vyhledavani/?search=plagiarism>

If your unit outline or Academic Division specifies a particular referencing or citation style then you must use that style or you may be penalised. Importantly, whatever referencing style is chosen you must be accurate and consistent.

WHEN should I acknowledge my sources?

You should acknowledge your sources whenever you use a source of information:

- as your inspiration
- as the source of a theory, argument or point of view
- for specific information such as statistics, examples or case studies
- for direct quotations (using the author's exact words)
- to paraphrase or summarise an author's work.

HOW do I integrate my sources into my writing?

When you are taking something from another source, you are taking it out of its original context and putting it into a new context – your own assignment. You must make sure it fits properly into this new context. This means:

- it must be relevant to your argument
- it must join neatly with what comes before and after
- it must make logical and grammatical sense.

HOW do I acknowledge my sources in APA style?

The set of examples in this Abridged Guide follows the APA author-date style and are based on the following publication:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Should the item you need to reference not be covered in this Abridged Guide, use google or google scholar.

may address your query.

In-text referencing

You need to provide an in-text reference if you:

- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising.

In-text references typically contain the following information, in this order:

- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts).

References

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources follow.

American Psychological Association (APA) referencing style based on:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

More information is available from: <http://www.apastyle.org/apa-style-help.aspx>

BOOKS	<i>In-text reference</i>	<i>Reference list.</i>
One author	'Information prominent' (the author's name is within parentheses): The conclusion reached in a recent study (Cochrane, 2007) was that... OR 'Author prominent' (the author's name is outside the parentheses): Cochrane (2007) concluded that...	Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i> . Malden, MA: Blackwell Publishing
Two authors	Context and communication were considered (Littlejohn & Foss, 2005)... OR Littlejohn and Foss (2005) maintained...	Littlejohn, S. W., & Foss, K. A. (2005). <i>Theories of human communication</i> (8th ed.). Southbank, Australia: Thomas Wadsworth.
Three to five authors For the first in-text reference, list all the authors' family names. Use et al. for subsequent entries.	Writing in biomedical sciences requires close attention to an acceptable style (Duffy, Deakin, Wieniawa-Narkiewicz, & Wilson, 2001) and it is... Subsequent in-text reference/s: (Duffy et al., 2001)	Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). <i>Guide to writing in biomedical sciences</i> . Australia: University of Canberra.
Editor	In discussing best practice, Zairi (1999) identified...	Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i> . Oxford, England: Butterworth-Heinemann.
No author or editor - Cite the title in the position of 'author'. - The title may be shortened to the main title (omitting the sub-title) or the first few words of the title.	Macroeconomics considers prices and quantities (<i>Macroeconomics, prices and quantities</i> , 1983, pp. 43-57), so it is important to...	<i>Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun</i> . (1983). Oxford, England: Blackwell.
Chapter in edited book	A discussion about Australia's place in today's world (Richards, 1997) included reference to...	Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> . North Ryde, Australia: Century.
Corporate author - when the author is also the publisher	A recent study (Australian Institute of Health and Welfare [AIHW], 2009)... Subsequent in-text reference/s: The AIHW (2009) found that...	Australian Institute of Health and Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author.
Citing a source within a source When citing a source you haven't read yourself, but which is referred to in a source you have read.	Lilly (as cited in Maxwell, 1999, p. 25) stated that "...".	Maxwell, F. (1999). <i>Phonology</i> . San Francisco, CA: Brooks Cole.
JOURNAL & NEWSPAPER ARTICLES		
Journal article with one author - separated paging Each issue begins on page one.	In an earlier article, it was proposed (Jackson, 2007)...	Jackson, A. (2007). New approaches to drug therapy. <i>Psychology Today and Tomorrow</i> , 27(1), 54-59.

Article in online journal with six or seven authors Give the first author's family name followed by 'et al.' for all in-text references.	A simple ALMA is described in a recent study (Restouin et al., 2009).	Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. <i>BioTechniques</i> , 47, 871–875. Retrieved from http://www.biotechniques.com/BiotechniquesJournal/ <i>Note:</i> Use a DOI (digital object identifier) if one is assigned instead of the "Retrieved from" statement and URL.
Journal article retrieved from a database - with a DOI (digital object identifier)	A study examining priming (Johns & Mewhort, 2009) discovered ...	Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , 35, 1162-1174. doi: 10.1037/a0016372
Journal article retrieved from a database - without a DOI Give the URL of the journal's home page instead of the database name.	The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)...	Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i> , 9(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab
Newspaper article – with an author	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).	Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11
Newspaper article – without an author	The redesign of the internet ("Internet pioneer", 2007)...	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.
Newspaper article retrieved from a database Give the URL of the newspaper's home page.	In an attempt to save the tiger, Darby (2002) provided...	Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i> . Retrieved from http://www.smh.com.au
ONLINE LECTURE/TUTORIAL NOTES & E-RESERVE ITEMS		
Lecture / tutorial notes - online	In examining the gaps of Literature (Kumar, 2016)...	Kumar, S. (2016). <i>SP_IRS Introduction to Research in Special and Inclusive Education, lecture 3, week 4: Literature Review</i> [Lecture PowerPoint slides]. Retrieved from https://is.muni.cz/auth/el/1441/jaro2016/SP_IRS/
Item from E-Reserve	In a review of the <i>Freedom of Information Act 1988</i> , Rose (1996, p. 4) determined that...	Rose, A. (1996, September). Freedom of information under review. <i>Canberra Bulletin of Public Administration</i> , 80, 4-8. Retrieved from University of Canberra E-Reserve.
OTHER SOURCES		
DVD / Videorecording	Jane Austen's world came alive in <i>Sense and sensibility</i> (Lee, 1995).	Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.
Figure, Table, Graph, Map or Chart	The internal processes were well described (Kaplan & Norton, 2004), which led to...	Kaplan, R. S., & Norton, D.P. (2004). Internal processes deliver value over different time horizons. [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School.
Image - online	The effective use of light in Monet's 'Haystacks' (Monet, 1890)...	Monet, C. (1890). <i>Haystacks, midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View=LRG
Web document - dated & author or sponsor given	An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> (RBA Research discussion paper). Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html
Web source with no page numbers Give a paragraph number. (use the abbreviation "para.") or a section heading & paragraph no.	Copyright ownership of "lecture notes created as part of a lecturer's employment at the university" (University of Canberra, 2009, "University material", para. 2)...	University of Canberra. (2009). <i>Copyright guide</i> . [Version 13 – 2 January]. Retrieved from http://www.canberra.edu.au/copyright/guide#heading14

The examples provided for the American Psychological Association (APA) referencing style would look like the following entries in a Reference list

References

Note: APA requires that the Reference List be double spaced and that entries have a hanging indent.

- Australian Institute of Health and Welfare. (2009). *Indigenous housing needs 2009: A multi-measure needs model* (AIHW cat. no. HOU 214). Canberra, Australia: Author.
- Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell Publishing.
- Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. *Sydney Morning Herald*. Retrieved from <http://www.smh.com.au>
- Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). *Guide to writing in biomedical sciences*. Australia: University of Canberra.
- Internet pioneer to oversee network redesign. (2007, May 28). *The Canberra Times*, p. 15.
- Jackson, A. (2007). New approaches to drug therapy. *Psychology Today and Tomorrow*, 27(1), 54-59.
- Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. *Journal of Experimental Psychology: Learning, Memory and Cognition*, 35, 1162-1174. doi: 10.1037/a0016372
- Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons. [Graph]. In *Strategy maps: Converting intangible assets into tangible outcomes* (p. 48). Boston, MA: Harvard Business School.
- Kumar, S. (2016). *SP_IRS Introduction to Research in Special and Inclusive Education, lecture 3, week 4: Literature Review* [Lecture PowerPoint slides]. Retrieved from https://is.muni.cz/auth/el/1441/jaro2016/SP_IRS/
- Lee, A. (Director). (1995). *Sense and sensibility* [DVD]. Australia: Columbia TriStar Home Video.
- Littlejohn, S. W., & Foss, K. A. (2005). *Theories of human communication* (8th ed.). Southbank, Australia: Thomas Wadsworth.
- Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun*. (1983). Oxford, England: Blackwell.
- Maxwell, F. (1999). *Phonology*. San Francisco, CA: Brooks Cole.
- Monet, C. (1890). *Haystacks, midday* [Painting]. National Gallery of Australia, Canberra. Retrieved from <http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View=LRG>
- Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. *Crop Breeding and Applied Biotechnology*, 9(2), 189-195. Retrieved from <http://www.sbmp.org.br/cbab>
- Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well-adapted, ATP luminescence-based motility assay. *BioTechniques*, 47, 871-875. Retrieved from <http://www.biotechniques.com/BiotechniquesJournal/>
- Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia in a global world*. North Ryde, Australia: Century.
- Rose, A. (1996, September). Freedom of information under review. *Canberra Bulletin of Public Administration*, 80, 4-8. Retrieved from University of Canberra E-Reserve.
- Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour* (RBA Research discussion paper). Retrieved from the Reserve Bank of Australia website: <http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html>
- University of Canberra. (2009). *Copyright guide*. [Version 13 – 22 January]. Retrieved from <http://www.canberra.edu.au/copyright/guide#heading1>
- Waterford, J. (2007, May 30). Bill of Rights gets it wrong. *The Canberra Times*, p. 11
- Zairi, M. (Ed.). (1999). *Best practice: Process innovation management*. Oxford, England: Butterworth-Heinemann.
- Academic Skills Program (ASP) – phone 6201 2205