

## WelTec Writing Series

# APA Referencing Quick Guide

Referencing is an important part of academic writing. Unless clearly stated otherwise in your assignment brief, your tutor will expect you to use accurate referencing in your assignments. Read on for information about referencing practices at WelTec.



### What is referencing?

Whenever you use another author's ideas in your writing, you must give credit to that person. This is called referencing. When you reference, you use a special format to show your reader the source of the borrowed ideas. At WelTec we use the American Psychological Association, APA (6<sup>th</sup> edition) referencing format.



### Why reference?

Referencing shows your reader (your tutor) which ideas in your writing have come from another author and which are your own. In addition, a reference shows anyone who is reading your work where your information comes from and what research you have done. When you borrow ideas *without* referencing, it is academic dishonesty or plagiarism – stealing others' work. You may be accused of academic dishonesty if you do not use proper referencing in your writing.



### How to reference?

Referencing is a two part process: first, whenever you use information from another source in your writing you must include an **in-text citation**. This means that when you paraphrase the author's idea you must include in the same sentence the author's last name and the year of publication for the source. If you are quoting you will also need to include the page the quote came from. See below for examples.

#### Direct Quote:

"The first settlers set out from a place called Hawaiki, a homeland that recurs in stories throughout Polynesia" (Smith, 2005, p. 7).

#### Paraphrase:

Smith (2005) states that the original settlers of New Zealand came from a place called Hawaiki, which is a homeland mentioned in traditional stories from many Polynesian islands.

Second, you must also include a properly formatted **references list** at the end of your work. This section should be titled *References* and always starts on a new page. In the references list you should include all the important information about each of your research sources, such as the name of the author, the name of the book or article, the year of publication and details of the publisher.

See the other side of this page for a list of examples of reference list entries and in-text citations for commonly used research sources.

# APA Referencing Quick Guide

Below are examples of the references and in-text citations for the most common types of research sources. Note that the in-text citations are for paraphrased ideas and you will need to add a page number if using a quote. For a more comprehensive explanation of APA Referencing, see the WelTec Library APA Guide.

Reference list entry	In-text citation
<p><b>1. Book with one author</b> Jones, R. (2007). <i>Nursing leadership and management: Theories, process and practice</i>. Philadelphia, PA: F.A. Davis.</p>	<p>Jones (2007) notes that ... <b>or</b> ... (Jones, 2007).</p>
<p><b>2. Book with two authors</b> Claiborne, L., &amp; Drewery, W. (2010). <i>Human development: Family, place, culture</i>. North Ryde, Australia: McGraw-Hill Australia.</p>	<p>Claiborne and Drewery (2010) stated that ... <b>or</b> ... (Claiborne &amp; Drewery, 2010).</p>
<p><b>3. Book with three or more authors</b> Hubbard, J., Thomas, C., &amp; Varnham, S. (2010). <i>Principles of law for New Zealand business students</i> (4th ed.). Auckland, New Zealand: Pearson</p>	<p><b>First citation</b> Hubbard, Thomas and Varnham (2010) claimed that... <b>Then in all subsequent citations</b> Hubbard et al. (2010) reported ...</p>
<p><b>4. Book retrieved from an e-book library</b> Hargrove, R. (2008). <i>Masterful coaching</i>. San Francisco, CA: Wiley &amp; Sons. Retrieved from Safari Books Online <a href="http://proquestcombo.safaribooksonline.com/9780470290354">http://proquestcombo.safaribooksonline.com/9780470290354</a></p>	<p>Fox (2006) states ... <b>or</b> ... (Fox, 2006).</p>
<p><b>5. Article or chapter from an edited book</b> Lyons, D. P. (2003). An analysis of three Māori prophet movements. In H. Kawharu (Ed.), <i>Conflict and compromise: Essays on the Māori since colonisation</i> (p. 55-79). Auckland, New Zealand: Reed Publishing.</p>	<p>According to Lyons (2003) ... <b>or</b> ... (Lyons, 2003)</p>
<p><b>6. Newspaper or magazine article from the Internet</b> Tait, M. (2014, June 12). <i>Rubbish trial is food for thought</i>. New Zealand Herald. Retrieved from <a href="http://www.nzherald.co.nz">http://www.nzherald.co.nz</a></p>	<p>Tait (2014) indicates ... <b>or</b> ... (Tait, 2014).</p>
<p><b>7. Journal article</b> Millard, S. K., Nicholas, A., &amp; Cook, F. M. (2008). Is parent-child interaction effective in reducing suffering? <i>Journal of Speech, Language and Hearing Research</i>, 51(3), 636-650.</p>	<p><b>First citation</b> Millard, Nicholas and Cook (2008) explain ... <b>Then in all subsequent citations</b> Millard et al. (2008) explain ...</p>
<p><b>8. Website with author and date</b> Statistics New Zealand. (2014). <i>New Zealand in profile 2014</i>. Retrieved from <a href="http://www.stats.govt.nz">http://www.stats.govt.nz</a></p>	<p>Statistics New Zealand (2014) provides evidence for ... <b>or</b> ... (Statistics New Zealand, 2014).</p>
<p><b>9. Website with corporate author and no date</b> Department of Conservation. (n.d.). New Zealand's marine environment. Retrieved June 17, 2014 from <a href="http://www.doc.govt.nz/conservation/marine-and-coastal/new-zealands-marine-environment/">http://www.doc.govt.nz/conservation/marine-and-coastal/new-zealands-marine-environment/</a></p>	<p>The Department of Conservation (n.d.) estimates that ... <b>or</b> ... (Department of Conservation, n.d.).</p>
<p><b>10. Film or video recording</b> McGregor, M. (Producer/Director). (2004). <i>Hone Tuwhare: The return home</i> [DVD]. New Zealand: Blue Totara.</p>	<p>McGregor (2004) notes ... <b>or</b> ... (McGregor, 2004).</p>
<p><b>11. Lecture notes / PowerPoint (in Moodle)</b> Langdon, P. (2014). <i>Lecture 3: Psychology for professional practice</i> [PowerPoint slides]. Auckland, New Zealand: WelTec. Retrieved from <a href="http://moodle2.weltec.ac.nz/pluginfile.php/35451/mod_resource/content/1/MM3.pdf">http://moodle2.weltec.ac.nz/pluginfile.php/35451/mod_resource/content/1/MM3.pdf</a></p>	<p>Langdon (2014) stated that... <b>or</b> ... (Langdon, 2014)</p>
<p><b>12. Personal communication (for example what a lecturer said)</b> <i>Do not include in reference list as this is not recoverable information, but do include an in-text citation.</i></p>	<p>... (T. Carton, personal communication, March 14, 2014).</p>
<p><b>13. Image</b> Baumel, A. (2010). Cholera treatment center in Haiti [Online image]. Retrieved October 2, 2010 from <a href="https://www.doctorswithoutborders.org">https://www.doctorswithoutborders.org</a></p>	<p>... (Baumel, 2010).</p>