

ACADEMIC LANGUAGE AND LEARNING SUCCESS PROGRAM

APA Referencing Style & Format

Aim

To develop your skills in APA (American Psychological Association) formatting and referencing.

Please note: this document has been formatted in APA format, therefore, the first line of each paragraph will be indented and there will be no empty lines between paragraphs.

Cultural differences

Students at CDU represent many rich and diverse cultures. Some cultures quote from texts and use ideas from them without referencing them. They use them as a sign of great respect to the author, but their protocol does not dictate that they should reference them. Using a referencing system, such as APA or Harvard, as we do in Western universities, is also out of respect for the author.

Western academic culture

If you are an international student at CDU, not only do you have to adjust to Australian culture, you also have to adjust to Australian academic culture. If you are an Australian student who has just started university, you also have to learn about referencing because, most likely, you didn't do it at high school.

What is citation and referencing?

Citation and referencing is giving credit to the author/s of the texts you've read and whose ideas or research you've used as evidence in your assignments. By citing and referencing these sources, you not only give the author due credit for their ideas and research, you also provide a directory that the reader, (think marker, lecturer or tutor), can use if they want or need to check your evidence. Every essay you write at university will need to be cited and referenced. Not referencing a text you've directly drawn upon in your writing is like stealing because you are infringing copyright laws by pretending the work is your own; and you are committing plagiarism.

There is **another very positive reason for practising this academic convention**. Your citation and referencing also demonstrates you have read and considered literature from the experts in your field. Even published authors link to their sources of research and other information to show this.

Plagiarism

This means using an author's ideas without referencing it. If you do not reference a text that you've used in your essay, this university reacts very strongly. You will be accused of plagiarism and a process will be set in place to penalise you for academic misconduct. Here is a link to the university's plagiarism policy:

<http://www.cdu.edu.au/governance/documents/3.3academicandscientificmisconduct.pdf>

However, you can easily avoid this happening to you by learning how to reference correctly.



Referencing styles

Different disciplines prefer specific styles. The 2 most commonly used at CDU are Harvard (the author-date system) and APA (American Psychological Association). The Harvard system is presented in a separate workshop. APA is a style of formatting used in some academic courses, and you need to use it correctly, or you'll lose marks.

If your lecturer asks for APA format and referencing, it means you've got to do both those things.

APA format

Let's look at what APA format means. It's very pedantic, and you have to do it exactly as is required.

Format means how the assignment will look on the page.

- Typed rather than hand-written
- Type on one side of the paper only
- Double spaced lines
- Wide margin (4cm) on left
- Page numbering in top right corner
- Start page numbering on page 2
- 12 point serif font such as Times New Roman
- Indent first line of paragraphs 1cm, i.e. 1 tab.
- Australian English
- One single space after full stop
- Left justified text
- No italics or change in font styles to emphasise or for quotes
- No point forms
- Formal language
- New page for reference list and centre the heading

Modified from: Findlay, B. (2006). *How to write psychology research reports and essays*. Frenchs Forest: Pearson Education Australia.

Use the above as a check-list when you've been asked for APA formatting.

APA referencing style

Citation, Referencing and Quoting

To *cite* is to provide an abbreviated reference of your source within the body of an assignment. It is often referred to as 'in-text citing' or 'in-text referencing'. APA style means it is 'author-date'- the surname (or family name) of the author, and the year of publication e.g. (Johnson, 2001). Seeing this within, or at the end of a paragraph, means that the writer has read a section of Johnson's text and is using Johnson's ideas in their assignment. However, the assignment writer needs to paraphrase Johnson's ideas in order to show two things: firstly, that they can understand and express Johnson's ideas in their own words and, secondly, that they can adhere to the conventions of academic culture.

A reference list is the alphabetical list (by surname) of all the texts cited in the essay, and is on a separate page at the end. The heading is 'References' with a capital letter, and is centred across the page. The surname of the author is left justified, and the following line/s are indented one tab. This is called a hanging indent. Each entry on the list begins with the author's surname, then follows with other information which will be dealt with in detail later.

You list only those texts that are cited in-text. You must have actually read the sources. If Findlay (2009) talks about what James (1890) said, then your reference must be Findlay only because you didn't read James' text.

If there are several authors for a text, be sure to keep their names in the order of the publication. There is an academic 'pecking order', and when they published, they agreed to list their names in that specific order.

Quoting is when you use the author's exact words, as different from paraphrasing their idea. When you quote, you use double quotation marks (inverted commas) "like this" and again cite the surname and year, but this time add the page number so the quote can be located if needed (Johnson, 2001, p.47). However, the emphasis in assignment writing is on your skills of paraphrasing. Direct quotes should only be used if the meaning or effect of the original text would be lost when paraphrased, definitions are one example.

Authors**(Year, page number)**

McShane and Travaglione (2003, p.199) state "work motivation and performance increase when employees feel personally accountable for the outcomes of their efforts" ...

Modified from: https://www.dlsweb.rmit.edu.au/lisu/content/1_studyskills/study_tuts/harvard_II/direct.html

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (").
- Long quotations of 40 or more words are displayed in a block with no quotation marks. Indent five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, approximately an inch from the left margin.
- If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks ('). **It is important that you check with your lecturer about the length and formatting of long quotes.**
- Ellipsis points indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (...). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. ...) (? ...) (! ...). Your date processing software probably provides especially typed characters that will create ellipses that will not be broken, inappropriately, at the end of a line. You can find these under the special symbols under the review tab.
- When a period or comma occurs with closing quotation marks, place the period or comma within the closing quotation mark. Put any other punctuation mark outside the quotation marks unless that mark is part of the quoted material.

Modified from: <http://youbster.comnet.edu/apa.htm>

The reason referencing is pedantic, painstaking stuff, is to make it consistent among all academic writers. Millions of students and academics all around the world use the APA system, so you can understand the necessity to make it consistent internationally. If you all did your own variations on the style, there would be multi-millions of variations. So please learn it correctly the first time then, you've got it right forever.

Now you'll look at some examples in the Guidelines from the library website, then return to continue with this material.

Reference page example

Your reference page is a separate page at the end of your essay, with the heading 'References' centred. With the indentation, it looks like the example page below:

References

- Bondurant, J. V. (1988). *The Gandhian philosophy of conflict*, New Jersey: Princeton University Press.
- Boyle, P. (1998, December). Migrants don't cost jobs. *The Bulletin*, 26-29.
- Cambridge Women's Peace Collective. (1984). *My country is the whole world: An anthology of women's work on peace and war*. U.K.: Unwin Hyman.
- Hanson, J. M. & Sinclair, K. E. (2008). Social constructivist teaching methods in Australian universities – reported uptake and perceived learning effects: A survey of lecturers. *HERDSA*, 27(3), 169 – 186. doi:10.1080/07294360802183754
- Klauser, H. (1986). *Writing on both sides of the brain*. San Francisco: Harper.
- Publication manual of the American Psychological Association (6th ed.). (2010). Washington, DC: American Psychological Association.
- Salla, M. (1996). There is no non-violent future. *Social Alternatives*, 15, 41 - 43.
- Sharma, A. (1987). Fearlessness (Abhaya) as a fundamental category in Gandhian thought and practice. *South Asia*, 10(1), 35-32.
- Wajnryb, R. (1990). *Grammar dictation*. Oxford: Oxford University Press.

Referencing Exercises

What's wrong with the references below?

Haslam, S.A. & McGarty, C. 2003. *Research Methods and Statistics in Psychology*. Sage Publications.

Cialdini, RB. 2001, *Influence; Science and practice* (4th edition) Boston: Allyn and Bacon.

Format Exercise:

Please check out the paragraph below which is supposedly written in **APA format**. With your neighbour, and using the check-list on page 1, identify the items which are not appropriate for APA format in the paragraph below, modified from Findlay (2009) page 4.

The Title Page announces what the report is about, and contains info about you. The Abstract is an overview or précis of the report. The rest of the report may be considered as being like an hourglass in shape (Kidder & Judd, 1986). Your Introduction should begin broadly, indicating:

- the area of thought or behaviour under study and
- why it is being studied, then
- begin to narrow down as you describe the work of previous researchers whose results have led to our own study.

I liken the end of the Introduction to the approach to the waist of the hourglass, where you should state the aims of your study and the specific hypotheses, which are predictions of what results you expected from your study.

Referencing Exercises (continued)

Test your knowledge of referencing with one or more of the following four exercises. See if you can do them first, then check the answers and comments at the end of the worksheet.

Exercise 1: Is a Reference Needed?

When is a reference necessary in an assignment? Decide if a reference to a source is needed in the following situations.

Situation	Yes	No
1. When quoting directly from a published source.		
2. When using statistics or other data that is freely available from a publicly accessible website.		
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect.		
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown.		
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book.		
Situation	Yes	No
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text.		

7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named photographer or originator is shown.		
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment.		
9. When summarizing undisputed and commonplace facts about the world.		
10. When using aphorisms, such as: "Pennywise, pound foolish".		

Exercise 2: Where Should the Citations Go?

Citations are the full or partial references that you place into the text of your assignment to identify the source of evidence presented.

For example, with the Harvard and APA referencing styles the citations used are the last names of authors or originators of the source in question, followed by the year of its publication, e.g. (Handy 1996).

These citations should connect with the full detail of the source contained in the alphabetical list of references at the end of the assignment. For example, the following essay paragraph contains two citations that help the reader to identify the source of the definition used (i.e. Coleman & Chiva, 1991) and the hypothesis presented (i.e. Hopson & Scaly, 1999).

Life planning is a process to encourage people to review their lives, identify life priorities, consider options and make plans to implement choices (Coleman & Chiva, 1991). It is an idea that started in the USA, but has found its way to Britain and the rest of Europe in recent years. Hopson and Scaly (1999) suggest the process is built on seven life management skills: knowing yourself; learning from experience; research and information retrieval skills; setting objectives and making action plans; making decisions; looking after yourself; and communicating with others.

Look at the following three brief extracts from assignments and decide if a citation is necessary, and, if so, where it should go. Mark the relevant point in the text with a **X**.

1. A **major study** of British school leavers concluded that parents had a major influence on the kind of work entered by their children. The children were influenced over a long period of time by the values and ideas about work of their parents. A **later study** reached the same conclusion, and showed a link between the social and economic status of parents and the work attitudes and aspirations of their teenage children.
2. Climatologists generally agree that the five warmest years since the late nineteenth century have been within the decade, 1995-2005, with the National Oceanic and Atmospheric Administration (NOAA) and the World Meteorological Organization (WMO), ranking 2005 as the second warmest year behind 1998.
3. It has been argued that federalism is a way of making sense of large organisations and that the power and responsibility that drives federalism is a feature of developed societies and can be extended into a way forward for managing modern business: "authority must be earned from those whom it is exercised".

CDU and APA referencing style

The CDU library website offers many interesting resources and links to others in different media formats, such as an interactive tutorial on plagiarism and academic honesty. It also provides a

CDU APA Style Guide (PDF) explaining the CDU APA style in detail. Click the **Style Guides** tab to view and download the latest version of the CDU APA Style guide at <http://libguides.cdu.edu.au/cdureferencing>.

You will need to refer to this document constantly throughout your academic studies at Charles Darwin University. We recommend you always check with your lecturer to find out if they have any specific referencing requirements, particularly for unusual items.

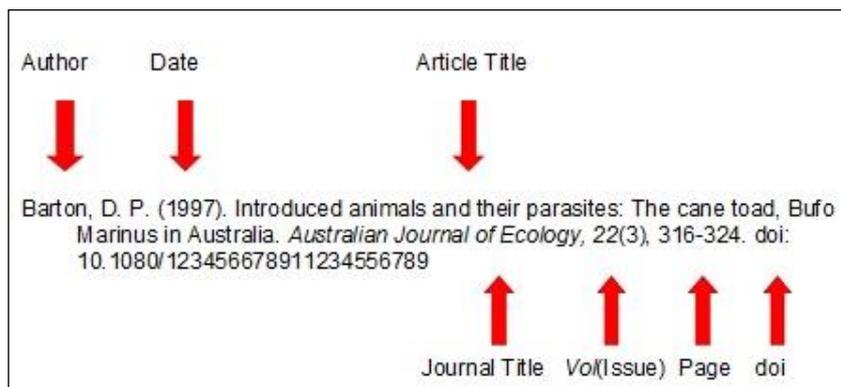
Attention to detail

Following a referencing system is not an intellectual exercise nor is it rocket science. It is meticulous attention to detail; you will need to constantly check and re-check and cross-check against the CDU APA Style Guide.

Post-graduate students are likely to need to accurately and consistently reference a high volume of literature. Software, such as EndNote, is available but does require training before use and often does not present citations precisely as required by the lecturer. Contact the library for further information.

What does APA referencing look like?

Look closely at the example of a apa reference list item below. There will be some variations depending on what type of item it is. In this case, it is a journal article available in print. Let's identify the essential elements and the order in which they should appear.



Source: <http://libguides.library.cqu.edu.au/journalarticles>

Use the table below to record your findings accurately.

Element	Detail from example	Font format
1. Author	Barton, D. P.	Regular
2. Date	(1997).	Regular
3. Article Title		
4. Journal Title		
5. Journal Issue	22(3),	
6. Pagination	316-324	
7. doi		

Further elements for database and website sources

There are further elements to reference when a journal article has been sourced from an electronic database or a website and does not have a doi.. Look carefully at the examples below. What else is required and how do they differ? Discuss this with another person.

Fulk, J, Steinfeld, C, Schmitz, J & Power, J. (1987). A social information processing model of media use in organizations. <i>Communication Research</i> , 14(5), 33-48. Retrieved from http://crx.sagepub.com/
Johnson, L. (1999). MICE, size of the meeting sector. <i>Journal of the Bureau of Tourism Research</i> , 1(1), 9-18. Retrieved from http://www.tra.australia.com/content/documents/FREE%20TRR/TRR%20Vol%201%20no%201.pdf

It is also important to pay attention to font formatting and the punctuation used at specific points. These seem like minute details, but distinguish the different types of referencing systems used. For example, in a reference list, an APA date of publication has parentheses (1997) but Harvard does not, 1997.

Exercise 3: A reference 'jigsaw'

Try putting these fragments of an APA reference list item together. Write the listing as it should appear according to the CDU APA Referencing Guide.

doi: 10.xxxx/xxxxxxxxxxxxxxxxxxxxxx	(2010).	<i>Education Review</i> , 43(1), 16-32
Minds on fire: open education, the long tail, and learning 2.0.	Brown, J. S. & Adler, R.	

.....

.....

.....

Exercise 3: "I Didn't Reference the Source Because..."

Below are six statements that might be made by students for not referencing a particular source in an assignment. They all start with "I didn't reference the source because..."

However, imagine you were a tutor what would you say in response to these statements? Six likely tutor responses are shown. Match the likely response to the statement. Write the most likely response number in the right hand column below.

Statements	Response Number:
a. I didn't reference the source in the text of the assignment because I put the source in the bibliography.	
b. I didn't reference the source because I found this theory on a Wiki Internet site; anyone can contribute to these, and no particular author is named.	
c. I didn't reference the source because the statistics you're taken from a government website, which are there for the whole world to see and use.	
d. I didn't reference the source because it just gave me ideas to use in my assignment; I changed most of words in the article to my own.	

e. I didn't reference the source of the definition because it was from a tutor handout; everyone in class was given a copy.	
f. I didn't reference the source because no author or writer's name was shown on the website.	

Responses

Match each statement shown above with the appropriate tutor response from the list below.

1. *If no named author or writer is shown, you should cite and reference the name of the originator of the source, which can be a name of an organization, or other source.*
2. *Readers need to match in-text citations with the full details of sources in a list of references. This enables readers to find and use the sources for themselves, if required.*
3. *The source of all data like this must be fully referenced. Readers may want, for example, to learn or examine the methodology for the research and data collection.*
4. *It is advisable, wherever possible, to use primary sources in an assignment, rather than secondary sources. A primary source, in this example, would be the originator of the theory. Secondary sources may not always be reliable. However, if you do use a secondary source, it needs to be properly referenced.*
5. *Any source that has played a significant contribution to your assignment must be fully referenced. By doing this you acknowledge the part another person has played in the development of your own ideas.*
6. *This came from work produced by someone else and not by you. It also contributes to the reader's understanding of terms you have used in your assignment and so needs to be properly referenced.*

Answers and Comments

Exercise 1: Is a Reference Needed?

Situation	Yes	No
1. When quoting directly from a published source. Comment: <i>The sources of all quotations should be referenced.</i>	✓	
2. When using statistics or other data that is freely available from a publicly accessible website. Comment: The sources of statistics or other data that you use in assignments should always be referenced.	✓	
3. When summarizing the cause of undisputed past events and where there is agreement by most commentators on cause and effect. Comment: This can be regarded as common knowledge, which does not need to be referenced. However, the sources for any contentious discussion of the same events would need to be referenced.		✓
4. When paraphrasing a definition found on a website and when no writer, editor or author's name is shown. Comment: If no named writer, author or editor is shown, you should cite and reference the name of the website, e.g. Bized 2007.	✓	
5. When summarizing or paraphrasing the ideas of a key commentator or author, but taken from a secondary source, e.g. general reference book. Comment: You always need to acknowledge your sources. However, it is advisable, whenever possible, to consult the main (primary) sources for yourself and reference these.	✓	
6. When summarizing in a concluding paragraph of your assignment what you discussed and referenced earlier in your text. Comment: Providing the sources were properly referenced earlier in your assignment, there would be no need to re-reference your concluding comments. However, any new material introduced into your assignment at this point would need to be referenced.		✓
7. When including in your assignment photographs or graphics that are freely available on the Internet and where no named photographer or originator is shown. Comment: The photographs or graphics are the result of work by another person. In this situation, you should cite and reference the name of the website that contains the illustrations.	✓	
8. When emphasizing an idea you have read that you feel makes an important contribution to the points made in your assignment. Comment: This is an important reason for referencing, as it acknowledges the importance and relevance of the source concerned to the development of your own work.	✓	
9. When summarizing undisputed and commonplace facts about the world. Comment: General public awareness of undisputed facts can also be treated as common knowledge (see also 3, above).		✓
10. When using aphorisms, such as: "Pennywise, pound foolish". Comment: this is an example of a common expression, or aphorism, which does need to be referenced if the source or origin of the expression has been lost in the mist of time. However, if you were able to identify the period of origin, you could mention this, e.g. 'Children should be seen and not heard' (15th Century British proverb). You could also identify the originator, if known, in the text citation only, e.g. "A witty saying proves nothing" (Voltaire).	✓	

Answers, Exercise 2: Where Should the Citations Go?

1. A major study of British school leavers concluded that parents had a major influence on the kind of work entered by their children **X**. The children were influenced over a long period of time by the values and ideas about work of their parents. A later study reached the same conclusion, and showed a link between the social and economic status of parents and the work attitudes and aspirations of their teenage children **X**.

Comment: *The above extract refers to **two** different studies, so you need to cite both of these. You have some flexibility about where the citations should go. For example, the relevant citations could also have been placed after the words 'study' in lines 1 and 4. The important point is to make the connection between statement and source as obvious and clear as possible.*

2. Climatologists generally agree that the five warmest years since the late nineteenth century have been within the decade, 1995-2005, with the National Oceanic and Atmospheric Administration (NOAA) and the World Meteorological Organization (WMO), ranking 2005 as the second warmest year behind 1998 **X**.

Comment: *The sources of all statistics and information originating from named sources, such as the NOAA and WMO, should always be fully referenced*

3. It has been argued that federalism is a way of making sense of large organisations and that the power and responsibility that drives federalism is a feature of developed societies and can be extended into a way forward for managing modern business: "authority must be earned from those whom it is exercised" **X**.

Comment: *If you use the term, "It has been argued...", you need to cite **who** has presented this argument. As a quotation is included, you can show the source of the argument and quotation – assuming they are from the same source – immediately after the quotation. If the quotation is taken from a printed source, show the page number, as well as the author's name and year of publication, as this helps others to easily locate the quotation in the source cited, e.g. (Handy 1996, p.32),*

Answers Exercise 3: "I Didn't Reference the Source Because..."

Statements	Response number:
a. I didn't reference the source in the text of the assignment because I put the source in the bibliography.	2
b. I didn't reference the source because I found this theory on a Wiki Internet site; anyone can contribute to these, and no particular author is named.	4
c. I didn't reference the source because the statistics were taken from a government website - there for the whole world to see and use.	3
d. I didn't reference the source because it just gave me ideas to use in my assignment; I changed most of words in the article to my own.	5
e. I didn't reference the source of the definition because it was from a tutor handout; everyone in class was given a copy.	6
f. I didn't reference the source because no author or writer's name was shown on the website.	1

Adapted from Colin Neville's work at the University of Bradford (2008) Learning Higher exercises, accessed 12 Nov 2009
www.learnhigher.ac.uk/Download.../515-Referencing-Exercises.htm