

APA

## **Referencing using APA**

Joan Gibbons  
Wintec Library

APA referencing is the referencing style devised by the American Psychological Association and adopted for use by all departments at Wintec.

## Why reference?

- To acknowledge the original user of an idea
- So that the reader can find the same material that you have read
- To show you have done some research
- To avoid plagiarism (copying someone else's work without acknowledging it).

**Most tutors require that you reference all work that you hand in.**

**The main point of a reference is that the reader can find, so that they are able to read, the material that you have read. Basically, a reference is successful if it allows this.**

**Referencing follows rules which exist to enable people anywhere in the world to follow the same pattern that will enable readers to identify a particular item as a journal article, a book, a chapter in a book, a DVD, an online item, etc. So APA, like all referencing styles, is fussy about order, punctuation, and stylistic matters.**

## Referencing a book

The basic pattern:

Author, A.B. (date). *Title: Subtitle if there is one.*  
(edition if not 1<sup>st</sup>). City where published, State or  
Country: Publisher.

In a typical reference, this becomes:

Ashworth, A., & Hogg, K. (2007). *Willis's practice and  
procedure for the quantity surveyor.* (12th ed.).  
Oxford: Blackwell.

Reference in text (Ashworth & Hogg, 2007, p. 35).

The first entry here shows the *pattern* for a reference to a book. It doesn't matter how much of the book you use, you still reference it in this form. Get the information from the title page of the book you are citing.

1. Author's surname or family name comes first, followed by their initials. Even if the title page shows their full name, initials is what APA uses. Ignore qualifications.
2. The year of publication is usually found on the verso (back of) the title page. It may have a copyright symbol beside it. Use the date of the edition you have. Ignore dates of reprints. The year goes in round brackets.
3. Title, and subtitle if there is one, goes in *Italics*. Only the first word of the title and the subtitle have a capital letter at the beginning of the word, unless it is a proper name that always has a capital letter, e.g. Wintec..
4. The number of the edition goes next, in round brackets. Leave this out if it is the first edition. The edition statement will normally be on the title page.
5. City where the book has been published, followed by the state if it is in the USA, or the country if elsewhere. If the book has been published in several cities, the first is sufficient. Then a colon: this is followed by the publishers name. Usually you will find this at the bottom of the title page.

Each separate section of the reference ends with a full stop.

Your textual reference, or citation, will have the surname of the author, followed by a comma, then the date of publication, and the page number if you have quoted from it. No page number is necessary if you have paraphrased or are just writing about a general idea from the book. If the author's name is part of your sentence, then the date in brackets follows immediately after it, and the page number follows the quote, e.g. Brown (2009) emphasised "the importance of doing it right" (p. 6).

When referencing, punctuation is important. Most of it is there for a particular reason, so use it carefully, according to the APA rules.

## Reference a chapter in an edited book

Jackson, M. (1995). Asphalt shingles. In T. C. Jester (Ed.), *Twentieth-century building materials: History and conservation* (pp. 248-253). Washington, D.C.: McGraw-Hill.

Reference where paraphrased (Jackson, 1995).

When referring to a particular chapter in an edited book:

1. Your textual reference or citation and the reference in your list both refer to the author(s) of the chapter you are using.
2. After the date of publication of the book, the name of the chapter is given.
3. Then "In" and the names of the editor or editors, with their initials before their surname (this helps to differentiate them from the authors), the title of the book in Italics, the edition, and the page numbers that the chapter covers, e.g. (3<sup>rd</sup> ed., pp. 27-41). In APA style, p. stands for page, pp. stands for pages.
4. City of publication, country or state for a USA publication: publisher.

It is the writers of the chapter whose name goes into the textual reference.

## Referencing a journal article

Yoders, J. (2008). Reinventing modular construction. *Building Design & Construction*, 46(8), 46-50.

Textual citation when paraphrasing (Yoders, 2008).

No volume or issue number:

Vickers-Willis, T. (2009, March). Making your business recession proof. *The Building Economist*, 9-15.

Citation in text when quoting (Vickers-Willis, 2009, p. 13).

No author:

Current construction costs: Carpentry. (2009). In *The New Zealand Building Economist*, 38(1), 7-11.

Citation in text (Current construction..., 2009, p. 8)

When referencing an article from a serial:

1. Surname, initials, as for books.

2. Year the serial was published.

3. Title of the article.

4. *Title of Journal*, with capital letters for all main words, comma

5. *Volume number* in Italics, followed immediate by non-Italicised round bracket with issue number and close bracket, page numbers. You do **not** write v., no. or pp. here.

6. Where there is no volume or issue number, place the month or season, etc. directly after the year, e.g.

Brown, G. (2008, May). Lazy summers. *Good Homemaking*, 12-15.

Textual reference is similar to that for a book.

## Work with multiple authors

Clark, L.C., et al. (1996). Effects of selenium supplementation for cancer prevention in patients with carcinoma of the skin: A randomized controlled trial: Nutritional Prevention of Cancer Study Group. *JAMA*, 276(24), 1957-1963.

Citation in text (Clark et al, 1996, p. 1959).

Authors = more than 5 (there were 16) so only 1<sup>st</sup> listed is used (APA, 2005, p. 132).

Some journal articles have multiple authors. Where there are 6 or more, you should use just the first and then et al, a Latin tag meaning “and the rest”.

In your textual citation, if there are two authors, include them both every time. The first time you mention an article with 3-5 authors, you should list them all. After that, you can refer to the first author, et al., e.g. (Black, White, Yellow, & Grey, 2006) the first time and then (Black et al, 2006). When there are 6 or more authors, just cite the first surname, et al, each time.

## Referencing an online journal with DOI

### **A reference for an article from the Internet which has a doi:**

Morrison, N. (1984). The accuracy of quantity surveyors' cost estimating. *Construction Management and Economics*, 2(1), 57-75. doi: 10.1080/01446198400000006

Textual reference (Morrison, 1984, p. 60).

A doi is a Digital Object Identifier, and these are being used increasingly to identify online articles. Use it when there is one. They are usually long, so copy and paste.

## Online serial article

### **Internet article with no doi, based on a print source:**

Chen, J., & McQueen, R. J. (2008). Factors affecting e-commerce stages of growth in small Chinese firms in New Zealand: An analysis of adoption motivators and inhibitors. [Electronic version]. *Journal of Global Management*, 16(1), 26-60.

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Note that this is the same form as for a print serial, but has [Electronic version] in square brackets after the title of the article.

No retrieval date is necessary because article is in its final form.

Where a journal article comes from the Internet, the simplest way to reference it is to insert [Electronic version] after the title of the article. APA says that you don't need to do any more than this when the article is in its final form, i.e. it is an internet version of a printed journal.

## Referencing an Internet article with no DOI

New Zealand Institute of Architects Incorporated. (2005). *About the New Zealand Architecture Awards*. Retrieved May 19, 2009, from <http://www.nzia.co.nz/content.aspx?c=3&t=Awards>

Cadoni, E., Botturi, L., & Forni, D. (2008). Learning by Seeing: The TEMAS Multimedia Learning Objects for Civil Engineers. *Tech Trends*, 52(5), 17-22. Retrieved from ProQuest Academic Research Library database.

There are two alternative forms, and the first should be followed for an “Internet only” article.

After the serials reference is complete, write “Retrieved April 4, 2009, from [copy in the url].”

The second example is of a serial accessed through a library database. Here, you do not give the URL, because that would lead only to the library’s server. Instead, you may say that it was “Retrieved from ProQuest Academic Search Elite” or whatever is the name of the database, so that others can go to that database in their own library. Or if they don’t have access to this database, someone wanting to view it goes to whatever databases they have access to and checks its availability.

APA’s latest rules say that if an article is in its final form, e.g. it has been published in a journal, you do not need to provide the date of retrieval.

A textual citation such as this: (Cadoni, Botturi, & Forni, 2008, pp. 18-19) indicates that what you have quoted starts on one page and ends on the next.

## Referencing an article from a website

Williamson, M. (2009, April 6). *Building Officials Institute New Zealand Conference, Convention Centre, Christchurch: Speech notes*. Retrieved May 5, 2009, from <http://www.beehive.govt.nz/speech/building+officials+institute+new+zealand+conference+convention+centre+christchurch>

Although I actually got to this speech via the NZ Institute of Quantity Surveyors website, I use the URL on the speech itself.

Your textual citation here would be (Williamson, 2009). The words in your citation should always lead to the same words in your List of References.

Do not use the website's url as a textual reference. The only time you use a website url in your assignment is if you are writing about a website, e.g. "Information about caring for your baby can be found at <http://www.plunket.org.nz/> (Plunket, 2009)." The reference in round brackets leads to a full reference in your bibliography.

Websites such as wikipedia, like a lot of unauthored articles, are best kept for your own information. Use more authoritative sources when you want to quote an authority. The same advice goes for dictionaries. Use them to look things up, but don't quote the dictionary definition unless you have been specifically asked to.

## Referencing an article from a website

New Zealand Institute of Quantity Surveyors  
(n.d.). *What is a quantity surveyor?* Retrieved  
May 5, 2009, from  
<http://www.nziqs.co.nz/about/whatis.html>

Example of a website with no date.

## List of references

- Ashworth, A., & Hogg, K. (2007). *Willis's practice and procedure for the quantity surveyor*. (12th ed.). Oxford: Blackwell.
- Morrison, N. (1984). The accuracy of quantity surveyors' cost estimating. *Construction Management and Economics*, 2(1), 57-75. doi: 10.1080/01446198400000006
- New Zealand Institute of Quantity Surveyors (n.d.). *What is a quantity surveyor?* Retrieved May 5, 2009, from <http://www.nziqs.co.nz/about/whatis.html>
- Williamson, M. (2009, April 6). *Building Officials Institute New Zealand Conference, Convention Centre, Christchurch: Speech notes*. Retrieved May 5, 2009, from <http://www.beehive.govt.nz/speech/building+officials+institute+new+zealand+conference+convention+centre+christchurch>

The list of references is a list of all the items you have cited in your assignment or article. These are placed in alphabetical order by the first surname to appear in the reference, as above.

Never change the order of the names from what appears in print. Do not readjust them so that they are in alphabetical order; Ashworth's name appears first here because he is the principal author.

Every textual citation you use in your assignment should appear in the list of references. A reader should be able to find it immediately because the first word of your citation matches the first word of the entry in your list of references.

Make only one list of references (unless your assignment specifically tells you to do otherwise) and place all items alphabetically within it.

## Sources

- American Psychological Association. (2005). *Concise rules of APA style*. Washington, DC: Author.
- American Psychological Association. (2007). *APA style guide to electronic references*. Retrieved May 24, 2008, from [www.apa.org](http://www.apa.org).

If you want to know more, consult these.  
Good luck with your referencing!