



APA Referencing Guide

The following is to be used only as a guide to APA Referencing. For more comprehensive details see the Publication Manual of the American Psychological Association, held in the Reference section of the Library or visit www.apastyle.org

This is the format that has been decided by Central TAFE, if studying at another institution, please check their guidelines.

American Psychological Association (APA) Referencing is a style of referencing commonly used in the area of Behavioural and Social Sciences. Referencing is a method of acknowledging sources of information used in academic writing, to a prescribed format. Referencing is done to:

- acknowledge sources used
- allow the reader to locate and verify the data
- show the range and depth of your research

To copy work from another source without acknowledging the author of that work is plagiarism. This may result in a hold being placed on an assignment.

Referencing is composed of two parts; in-text referencing and the reference list placed at the end of the assignment. This allows the reader to follow the brief citation in-text to the full set of details in the reference list. Any citation given in text must be included in the reference list, and vice-versa. The only variation to this is for personal communications, such as conversations, lectures or email. These are non-print and are cited in the body of the text only.

In-text Referencing

Where information from another source has been used in the assignment, it is supported with the author's surname, date of publication and page number if using a direct quotation.

- quotations of less than 40 words are set out within the body of the text and enclosed with double quotation marks " ".
- quotations of more than 40 words should be set out in a block, commencing on a new line and indented 5 spaces from the left hand margin. Quotation marks are not used.

Reference List

The reference list at the end of the work contains the author's surname and initials, title and publication details. These include the edition, place and date of publication. For electronic resources, this can include website addresses, and the date the material was retrieved.

The reference list must be set out:

- in alphabetical order using the surname of the author
- if there is no author, use the title of the material
- *italics* are to be used for book and journal titles, websites, and also the volume number of journals. The issue number is not written in italics
- lines following the first line of entry must be indented

Author

- Use the surname of the author, followed by the initials. Websites may have a sponsor, or be attributed to an organisation, which is then used as the author.

Date

- For books use the copyright date of the work, for journals use the publication dates found on the item and for WWW articles use the copyright or update information. When a work is not dated it is noted as n.d. (no date).
- Retrieval dates must also be used for electronic information. This is the date the website was viewed online.

Titles

- The first letter of the first word of the title is given in capitals, as is the first letter of a word following a colon. For journals it is the name of the journal which is given in italics, not the title of the article within the journal.

Publisher's locations

- When providing place of publication use the city or town as given on the item.

Publishers

- Give the name of the publisher as briefly as possible. Omit the words Publishers, Co. or Inc., as long as the name is understandable.
- If the author of the work is also the publisher, then write the word Author in the place for the publisher's name

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|--------------|----------|----------------|---------------------|------------------|------------|
| chapter | chap. | edition | ed. | Editor (Editors) | Ed. (Eds.) |
| no date | n.d. | second edition | 2 nd ed. | revised edition | Rev. ed. |
| page (pages) | p. (pp.) | Volume | Vol. | | |

References

American Psychological Association. (2001) *Publication manual of the American Psychological Association* (5th ed.). Washington D.C.: APA.

Central Queensland University, Communications Learning Centre. (2004). *A guide to APA referencing*. Retrieved June 14, 2005, from http://www.cqu.edu.au/referencing/ref_style/apa_referencing_guide_May_2005.pdf

Curtin University of Technology, Library & Information Service. (2005). *33 APA referencing*. Retrieved June 14, 2005, from <http://library.curtin.edu.au/referencing/apa.pdf>

EXAMPLES: The following examples may be used as guidelines for referencing

| | <u><i>In-text Citation</i></u> | <u><i>Reference List Citation</i></u> |
|---|---|---|
| Books | | |
| Single author | Barry states that "all of us need reassurance occasionally". (2002, p.77) or "all of us need reassurance occasionally". (Barry, 2002, p.77). | Barry, P. (2002). <i>Mental health and mental illness</i> . (7th ed.). Philadelphia: Lippincott. |
| 2 authors | Staunton and Chiarella explain...(2003, p.35) or The law is explained as " ... " (Staunton & Chiarella, 2003, p. 35) | Staunton, P.J. & Chiarella, M. (2003). <i>Nursing and the law</i> (5th ed.). Marrickville: Elsevier. |
| 3 – 5 authors | First entry "Classification of congenital malformation is difficult" (Forrester, Dick, McMenamin & Lee, 2002, p. 128) or Forrester, Dick, McMenamin and Lee describe why the "classification of congenital malformation is very difficult" (2002, p. 128) Subsequent entries (Forrester et al., 2002, p. 150) | Forrester, J., Dick, A., McMenamin, P. & Lee, W. (2002). <i>The eye: Basic sciences in practice</i> . Sydney: Saunders. |
| Book with 6 or more authors | The future of nursing (Bennett et al., 2001) Et al. is used from the first entry in-text. | Bennett, M., de Young, R., Saunders, L., Carrapiett, D., Pressley, P., & Etridge, S., et al. (2001). <i>Nursing in the new millennium</i> . Perth: Manning Press. |
| Book without an author | False high blood pressure reading may be caused by " ... ". (Nursing procedures made incredibly easy, 2002, p. 17) | <i>Nursing procedures made incredibly easy</i> . (2002). Springhouse: Springhouse. |
| Book with an editor | Manubrium is described as " ... " (Macpherson, 1995, p. 307). | Macpherson, G. (Ed.). (1995). <i>Black's medical dictionary</i> . (38th ed.). London: A & C Black. |
| Journal Articles | | |
| Journal article, with subtitle, in print | Gregory and Verdouw (2005) explain the basic philosophy as.... | Gregory, S. & Verdouw, J. (2005). Therapeutic touch: Its application for residents in aged care. <i>Australian Nursing Journal</i> , 12(7), 23-25. |
| Journal article with no author | The use of mobile phones could be used by nurses in the community (Mobile phones could monitor patient health, 2007) | Mobile phones could monitor patient health. (2007). <i>Nursing Times</i> , 102(50), 2. |
| Journal article from an electronic database | Wilson claims there is a "diabetes epidemic" in the United States (2005, p. 133) | Wilson, V. (2005). Complications of diabetes: Human and healthcare costs. <i>Journal of Diabetes Nursing</i> , 9(4), 133-136. Retrieved June 14, 2005, from InfoTrac OneFile. |

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| Journal article from the WWW | The survey by Gorman (1999) shows... | Gorman, D. (1999). Cultural disadvantage of nursing students. <i>International Education</i> , 3(4). Retrieved June 15, 2005, from http://.canberra.edu.au/uc/educ/crie/1998-1999/ieej12/ie12-Don.html |
| WWW Documents | | |
| Document on the WWW with an author or sponsor | As outlined by the Cancer Council Western Australia (2004)... | The Cancer Council Western Australia. (2004). <i>Hair loss: What can I do?</i> Retrieved June 16, 2005, from http://www.cancerwa.asn.au/cancerinfo/resources/publications/pubs04/Hairlossweb04.pdf |
| Document on the WWW without an author/sponsor | Some hoax sites can be difficult to distinguish at first glance (Buydehydratedwater.com, 2005) but closer inspection..... | <i>Buydehydratedwater.com</i> (2005). Retrieved May 16, 2005, from http://www.buydehydratedwater.com/ |
| Newspapers | | |
| Newspaper article with author | O'Leary reported "common painkillers..." (2005, p. 1) | O'Leary, C. (2005, June 11). Painkillers raise heart attack risk. <i>The West Australian</i> , p. 1. |
| Newspaper article with no author | In a study of cancer sufferers ("Dire step", 2005), it was found... | Dire step to cheat cancer. (2005, June 14). <i>The Australian</i> , p.3. |
| Other | | |
| Videorecording | It was demonstrated in Blood Pressure (Dean & Creswick, 2002) how lifestyle factors..... | Dean, E. (Writer) & Creswick, J. (Producer/Director). (2002). <i>Blood pressure</i> [Video recording]. Hawthorn East, VIC: Business Essentials. |
| Television broadcast | The idea was first presented in the segment Emission Impossible (Carmichael, 1999) | Carmichael, A. (Executive producer). (1999, November 8). Emission impossible. <i>Four corners</i> [Television broadcast]. Sydney: ABC television. |
| Learning guide with an author | Palmer explains that "people do not move straight from infancy to adolescence" (2004, p. 21) | Palmer, S. (2004). <i>Develop knowledge of human growth and development across the lifespan: Learning resource</i> . Bunbury, WA: South West Regional College of TAFE. |
| Lecture material – non print (eg. Whiteboard, notes, lecture statements) | In a lecture (Contribute to the general nursing care of a client) presented at Central TAFE, Mt. Lawley, on 30 April 2005, Jane Citizen explained that... | Not included in the reference list. |
| Personal communication | The overseas practicum raised some concerns (S. Young, Personal communication, 16 July, 2004) that ... | Not included in the reference list. |