APA REFERENCING
(American Psychological Association)

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This leaflet is intended as an introductory guide to the use of APA referencing system. For more detailed information refer to the *Publication Manual of the American Psychological Association* (6th edn, 2010). Before you commence your assignment you should check with your topic course book for the bibliographical style required in that topic.

Referencing is a standard convention within the academic and professional communities designed to inform readers of the sources of information used in a piece of written work. There are a number of referencing formats in common use, with certain styles preferred in different academic departments. The APA system is that which is most commonly used in the Social Sciences.

You are expected to cite all your references in order to:

- **acknowledge** your sources
- allow the reader to **verify** the data / information
- allow the reader to **consult** your sources independently
- **show** the reader the depth and breadth of your reading.

Most importantly, the reader knows how your thinking and reasoning has been formed based on the material you have read. In other words, the reader knows 'where you are coming from'.

References must be provided wherever you **quote** (use exact words), **paraphrase** (use other people's ideas using your own words), **summarise** (use main points of someone else's opinions, theories or data) or **use** other people's data or figures. Your references may be sources of information such as books, periodicals, web sites, newspapers, government reports, legal cases, electronic recordings (CD, DVD, television) or brochures.

The APA system of referencing consists basically of two components:

1) **In-text Citation:** This is the in-text reference to the source of the information. For example, within your assignment, you could write:

> Rumbaugh (1995) reported that "Kanzi's comprehension of over 600 novel sentences of request was very comparable to Alia's; both complied with requests without assistance on approximately 70% of the sentences" (p. 722).

2) **The Reference List:** The is a list at the end of the written text of all references cited. Using the example above, at the end of the assignment you would have:

> Rumbaugh, D. (1995). Primate language and cognition: Common ground. *Social Research, 62,* 711-730.

1) IN-TEXT CITATION

The APA's in-text citations provide at least the author's family name and the date of publication. For direct quotations and some paraphrases, a page number is given as well. A page number is not required for a summary or a paraphrase, but include one if it would help readers find the passage in a long work. The following models illustrate the APA style of in-text citation.

NOTE: In the models in this section, notice that APA style requires the use of the past tense or the present perfect tense in signal phrases introducing cited material: *Smith reported, Smith has argued.* This may not always be the case in your own writing as different departments have different preferences.

Basic format for a quotation	Ordinarily, introduce the quotation with a signal phrase that includes the author's family name followed by the date of publication in parentheses. Put the page number (preceded by "p.") in parentheses after the quotation.
	Hart (1996) wrote that some primatologists "wondered if apes had learned Language, with a capital L" (p. 109).
	If the signal phrase does not name the author, place the author's family name, the year, and the page number in parentheses after the quotation. Use commas between items in the parentheses:
	(Hart, 1996, p. 109).
Basic format for a summary or a paraphrase	Include the author's family name and the date either in a signal phrase introducing the material or in parentheses following it.
	According to Hart (1996), researchers took Terrace's conclusions seriously, and funding for language experiments soon declined.
	Researchers took Terrace's conclusions seriously, and funding for language experiments soon declined (Hart, 1996).
A work with two authors	Name both authors in the signal phrase or parentheses each time you cite the work. In the parentheses, use "&" between the authors' names; in the signal phrase, use "and".
	Greenfield and Savage-Rumbaugh (1990) have acknowledged that…
	Kanzi's linguistic development was slower than that of a human child (Greenfield & Savage-Rumbaugh, 1990, p. 567).
A work with three to five authors	Identify all authors in the signal phrase or parentheses the first time you cite the source.
	The chimpanzee Nim was raised by researchers who trained him in American Sign Language by moulding and guiding his hands (Terrace, Petitto, Sanders, & Bever, 1979).
	In subsequent citations, use the first author's name followed by "et al." in either the signal phrase or the parentheses.
	Nim was able to string together as many as 16 signs, but their order appeared quite random (Terrace et al., 1979).
A work with six or more authors	Use only the first author's name followed by "et al." in the signal phrase or the parentheses.
	The ape language studies have shed light on the language development of children with linguistic handicaps (Savage-Rumbaugh et al., 1993).
Organisation as author	If the author is a government agency or other corporate organisation, name the organisation in the signal phrase or in the parenthetical citation.
	According to the Language Research Centre (2000), linguistic research with apes has led to new methods of treating humans with learning disabilities such as autism and dyslexia.
	If the organisation has a familiar abbreviation, you may include it in brackets the first time you cite the source (National Health and Medical Research Council, 2001) and use the abbreviation alone in later citations (NHMRC, 2001).
Two or more works in the same parentheses	When your parenthetical citation names two or more works, put them in the same order that they appear in the reference list (i.e. alphabetically), separated by semicolons.
	Researchers argued that the apes in the early language experiments were merely responding to cues (Sebeok & Umiker-Sebeok, 1979; Terrace, 1979).

Personal communication	Interviews, letters, e-mail, and other person-to-person communications should be cited as follows:
	One of Patterson's former aides, who worked with the gorilla Michael, believes that he was capable of joking and lying in sign language (E. Robbins, personal communication, January 4, 2000).
	Note: personal communication is not included in the reference list.
An electronic document	When possible, cite an electronic document as you would any other document (using the APA style)
	Fouts and Fouts (1999) have explained one benefit of ape language research. It has shown us how to teach children with linguistic disabilities.
	Electronic sources may lack authors' names or dates. In addition, they may lack page numbers (required in some citations). Here are APA's guidelines for handling sources without authors' names, dates, or page numbers.
Unknown author / Anonymous	If the author is unknown, mention the work's title in the signal phrase or give the first word or two of the title in the parenthetical citation. Titles of articles and chapters are put in double quotation marks; titles of books and reports are italicised.
	Chimpanzees in separate areas of Africa differ in a range of behaviors. An international team of researchers has concluded that many of the differing behaviors are cultural, not just responses to varying environmental factors ("Chimps," 1999).
	In the rare case when "Anonymous" is specified as the author, treat it as if it were a real name: (Anonymous, 2001). In the list of references, also use the name Anonymous as author.
Unknown date	When the date is unknown, APA recommends using the abbreviation "n.d." (for "no date").
	Attempts to return sign-language-using apes to the wild have had mixed results (Smith, n.d.).
No page numbers	APA ordinarily requires page numbers for direct quotations, and it recommends them for long summaries or paraphrases. When an electronic source lacks stable numbered pages, your citation should include (if possible) information that will help readers locate the particular passage being cited.
	When an electronic document has numbered paragraphs, use the paragraph number preceded by the symbol ¶ or by the abbreviation "para.":
	(Hall, 2001, ¶5) or (Hall, 2001, para. 5).
	If neither a page nor a paragraph number is given and the document contains headings, cite the appropriate heading and indicate which paragraph under that heading you are referring to:
	According to Kirby (1999), some critics have accused activists in the Great Ape Project of "exaggerating the supposed similarities of the apes [to humans] to stop their use in experiments" (Shared Path section, para. 6).
	Electronic files using portable document format (PDF) often have stable page numbers. For such sources, give the page number in the parenthetical citation.
Secondary sources	If you use a source that was cited in another source (a secondary source), name the original source in your signal phrase. List the secondary source in your reference list and include it in your parenthetical citation, preceded by the words "as cited in". In the following example, Booth is the secondary source (i.e. the source that you have direct access to):
	Linguist Noam Chomsky has dismissed the studies on Kanzi with a flippant analogy: "To maintain that Kanzi has language ability is like saying a man can fly because he can jump in the air" (as cited in Booth, 1990, p. A3).
Two or more works by the same author in the same year	When your list of references includes more than one work by the same author in the same year, use lowercase letters ("a", "b" and so on) with the year to order the entries in the reference list. Use those same letters with the year in the citation:
	Research by Kennedy (2000b) has yielded new findings about…

2) THE REFERENCE LIST

In APA style, the alphabetical list of works cited, which appears at the end of the paper, is titled "References". Every work cited in the text must be listed. Each entry usually contains four main elements: author(s), year of publication, title, and publishing data, in this order. The publishing data for a book or monograph consists of the location and name of the publishing company, for a journal article it consists of the volume and issue numbers, page numbers, and Digital Object Identifiers (DOI) or Uniform Resource Locator (URL) if applicable.

Observe all details: capitalisation, punctuation, use of italics, and so on. Keep the list in alphabetical order by authors' family names; if a work has no author, alphabetise it by its title. The first element of each entry is important because citations in the text of the paper refer to it and readers will be looking for it in the alphabetised list. The date of publication appears immediately after the first element of the entry. Note: these examples only show the first two items of each reference (author name and date). There are a number of other important parts to be included, which are shown in the examples on the following pages.

Single author	Conran, G. (2001).
Multiple authors	List up to seven authors by family names followed by initials. Use an ampersand (&) instead of "and".
	Walker, J. R., & Taylor, T. (1998).
	Sloan, F. A., Stout, E. M., Whetten-Goldstein, K., & Liang, L. (2000).
	If there are more than seven authors, list the first six, insert three ellipsis points (…) and add the final author's name.
	Gilbert, D. G., McClernon, F. J., Rabinovitch, B. A., Sugai, C., Plath, L. C., Asgaard, M.S., … Botros, N. (2004).
Organisation as author	When the author is an organisation, begin with the name of the organisation.
	American Psychiatric Association (2000).
Unknown author	Begin with the work's title. Titles of books are italicised. Titles of articles are neither italicised nor put in quotation marks.
	Oxford essential world atlas (1996).
Two or more works by the same author	Use the author's family name for all entries. List the entries by year, the earliest first.
	Schlechty, P. C. (1997). Schlechty, P. C. (2001).
Two or more works by the same author in the same year	List the works alphabetically by title. In the parentheses, following the year, add "a", "b" and so on. Use these same letters when giving the year in the in-text citation.
	Kennedy, C. (2000a). *Group dynamics.* Kennedy, C. (2000b). *Share-taking in small groups.*
Journal articles from online databases	In general, it is no longer necessary to include database information, because this can change over time, and database aggregators further confuse the issue. However, some archival documents can only be found in certain electronic databases, such as ERIC or JSTOR. If the document is difficult to locate through its primary publisher, give the URL for the home page of the database.

If you use a source you have found online, you must include information that will enable the reader to locate the same source. Until recently, this was done by stating the URL. Recently, DOIs (Digital Object Identifiers) have been introduced. These are attached to each document and stay with it, even if the URL of the document changes. All DOIs start with the number 10, followed by a dot, a four digit number, a slash, and then an alphanumeric string. Note that a full stop is not used after the DOI.

Example: 10.1080/14622200410001676305

If you have a DOI and you want to find the document, you can either go to http://www.crossref.org/ and enter it in the search box, or add the entire DOI string after http://dx.doi.org/. If a document has a DOI, you should use this in your reference list (see examples, below). If a DOI is used, no further retrieval information is needed.

If the document does not have a DOI, you should state the complete URL of the home page of the journal or the publisher of the book or report. Make certain that this works.

Do not include retrieval dates unless the source material may change over time (such as with wikis).

EXAMPLES

BOOKS

Basic format for a book	Highmore, B. (2001). *Everyday life and cultural theory*. New York: Routledge.
Edited book	Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.
Edited book with author	Plath, S. (2000). *The unabridged journals* (K. V. Kukil, Ed.). New York: Anchor.
Translation	Singer, I. B. (1998). *Shadows on the Hudson* (J. Sherman, Trans.). New York: Farrar, Straus and Giroux. (Original work published 1957)
Edition other than the first	Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.
Article or chapter in an edited book	Meskell, L. (2001). Archaeologies of identity. In I. Hodder (Ed.), *Archaeological theory today* (pp. 187-213). Cambridge, England: Polity Press.
Multivolume work	Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols.1-4). New York: Scribner's.

PERIODICALS *(Paper copies)*

Journal paginated by volume	Boehm, J. K., & Lyubomirsky, S. (2008). Does happiness promote career success? *Journal of Career Assessment, 16*, 101-116.
Journal paginated by issue	Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5-13.
Magazine article	Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News, 159*, 292.
Newspaper article	Haney, D. Q. (1998, February 20). Finding eats at mystery of appetite. *The Oregonian*, pp. A1, A17.
Letter to the editor	Carter, R. (2000, July). Shot in the dark? [Letter to the editor]. *Scientific American, 238*(1), 8.
Review	Gleick, E. (2000, December 14). The burdens of genius [Review of the book *The Last Samurai*]. *Time, 156*, 171.

ELECTRONIC SOURCES

Article from an online periodical *(DOI available)*	Aldwin, C., & Greenberger, E. (1987). Cultural differences in the predictors of depression. *American Journal of Community Psychology*, *15*, 789-813. doi:10.1007/BF00919803
Article from an online periodical *(no DOI)*	Ashe, D. D., & McCutcheon, L. E. (2001). Shyness, loneliness, and attitude toward celebrities. *Current Research in Social Psychology*, *6*(9). Retrieved from http://www.uiowa.edu/~grpproc/crisp/crisp.6.9.htm
Non-periodical web document	Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved from http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm
Non-periodical web document *(no author)*	*Evolutionary psychology: A primer.*(n.d.). Retrieved July 5, 2001, from the University of California, Santa Barbara, Center for Evolutionary Psychology Web site: http://www.psych.ucsb.edu/research/cep/primer.html
Chapter or section in a Web document	Heuer, R. J., Jr. (1999). Keeping an open mind. In *Psychology of intelligence analysis* (chap. 6). Retrieved from http://www.cia.gov/csi/books/19104/art9.html
Online posting	Eaton, S. (2001, June 12). Online transactions [Msg 2]. Message posted to news://sci.psychology.psychotherapy.moderated.
Computer program	Kaufmann, W. J., III, & Comins, N. F. (1998). Discovering the universe (Version 4.1) [Computer software]. New York: Freeman.

OTHER SOURCES

Dissertation abstract	Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, *62*, 7741A.
Thesis	Trout, N.A. (1996). *Spectroscopic, stereochemical and reactivity studies in the adamantane ring system*. Unpublished PhD thesis, Flinders University - Adelaide.
Government document	U.S. Census Bureau. (2000). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.
Report from a private organisation	American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.
Conference paper *(published in proceedings)*	Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). *Proceedings of CSCL'95: The first international conference on computer support for collaborative learning*. Mahwah, NJ: Erlbaum.
Conference paper *(unpublished)*	Melanti, B.G. (1982). Programmers' attitudes toward computer crime: The case in Hong Kong. Paper presented to 10th World Congress of Computer Technology. Kathmandu, 16-21 August.
Motion picture	Soderbergh, S. (Director). (2000). *Traffic* [Motion picture]. United States: Gramercy Pictures.
Television program	Pratt, C. (Executive Producer). (2001, December 2). *Face the nation* [Television broadcast]. Washington, DC: CBS News.
Television series	Janows, J. (Executive Producer). (2000). *Culture shock* [Television series]. Boston: WGBH.
Course book	School of Humanities, Flinders University (2003). *Professional English course book*, semester 2. [ENGL 1001]. Adelaide: Flinders University.