What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

There are many acceptable forms of referencing. This information sheet provides a brief guide to the APA referencing style for in-text citations and for creating the Reference List (examples are below). Within the text of the assignment the author’s name is given first, followed by the publication date. Include page numbers for direct quotations and also where it is useful to provide a page number. A reference list at the end of the assignment contains the full details of all the in-text citations.

The APA or American Psychological Association referencing system also referred to as the Author-Date-System defines the rules and systems that exist for referencing.

Why is referencing important?

- to acknowledge the work or words of others
- to avoid plagiarism (using someone else’s ideas as if they were your own)
- to verify quotations
- to enable readers to follow-up and read more fully the cited author’s arguments.

Steps Involved in referencing:

In your research and reports, you are required to acknowledge information sources which you have consulted.

1. Note down the full bibliographic details of the source from which the information is taken. Include the relevant page number(s).

In the case of a book, ‘bibliographical details’ refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page.

In the case of a journal article the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all electronic information, in addition to the above you should note the date that you accessed the information, and the database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document.
3. Provide a reference list at the end of the document.
Referencing:

There are two parts to referencing an assignment:

1. **within-text referencing**: details of sources of information used are written within the body of the assignment
2. **list of works cited**: details of sources of information used, which appear at the end of the assignment.

**Details about each source of information must be provided and these details must be presented in a particular way.**

- **Within the text** of the assignment, brief details are given about the sources of information used.
- Use the name of the *author*, followed by the *year of publication* when citing references within the text of an assignment.
- Where authors of different references have the same family name, include the author’s initials in the in-text citation i.e. (Good, J. L., 1995) or J. L. Good (1995).
- If two or more authors are cited at the same point in the text then they are included in the same in-text citation, separated by a semicolon e.g. (Dell 1992; John 2004). They are presented alphabetically by author. When directly quoting from another source, the relevant page number must be given and double quotation marks placed around the quote.
- When paraphrasing or referring to an idea from another source which is a book or lengthy text, include the relevant page number, as it is useful to provide a page number for the reader.
- The **List of works cited** at the end of the assignment provides full details about all the sources of information used.
- A reference list only includes books, articles etc that are cited in the text. In contrast, a bibliography is a list of relevant sources for background or for further reading.
- The reference list is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.

**What is a Reference/Citation?**

A reference or citation consists of the elements that allow the reader to trace the original book or article you have read or cited from.

When citing a **book** you need the following elements, in this order:

Author (year of publication): Book title. City of publication: Name of the publisher.

For example, if you looked at a book with these elements:

Author: Cook, David
Year of publication: 1983
Title: The Environment
Publisher: Hamish Hamilton
Place of Publication: London

Your citation would look like this:


**In-Text** - “The discovery of minerals and oils is an added threat.” (Cook, 1983, p9)

For a **journal article**, you need the following elements:

Author(s)(year of publication): Title of article. Title of journal volume number (issue number): Page numbers.

Year of publication: 2008
Title of article: Student resistance and teacher authority
Title of Journal: Journal of Curriculum Studies
Volume: 40
Issue: 3
Pages: 381-398

Your citation would look like this:


**In-Text** - Teachers sanction certain narratives …. for ideological … reasons (Perumal, 2008, p395).
## Examples of Referencing:

### BOOKS - Surname(s) of author(s) or editor(s), Initials. Year of publication. Title of book. Edition (only when edition other than the 1st). City (of publication): Name of publisher.

<table>
<thead>
<tr>
<th>Reference List Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single author</strong></td>
</tr>
<tr>
<td><strong>2 Authors</strong></td>
</tr>
<tr>
<td><strong>3, 4 or 5 authors</strong></td>
</tr>
<tr>
<td><strong>6 or more authors</strong></td>
</tr>
<tr>
<td><strong>Organisations, Companies and institutions as authors</strong></td>
</tr>
<tr>
<td><strong>Multiple works by the same author</strong></td>
</tr>
<tr>
<td><strong>Multiple works published in the same year by the same author</strong></td>
</tr>
<tr>
<td><strong>Editor</strong></td>
</tr>
<tr>
<td><strong>Encyclopedia or Dictionary</strong></td>
</tr>
<tr>
<td><strong>Article or chapter in a book</strong></td>
</tr>
<tr>
<td><strong>Thesis</strong></td>
</tr>
<tr>
<td><strong>Conference proceeding</strong></td>
</tr>
<tr>
<td>Author. (Date). <em>Title of paper</em>. <em>Title of published document</em>. Place and date of conference, page reference(s), Place (of publication): Publisher.</td>
</tr>
</tbody>
</table>

### PERIODICALS - Surname and initial(s) of author. Year of Publication. Title of article. Title of Periodical, volume number (issue or part number), page numbers

<table>
<thead>
<tr>
<th>Reference List Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Article</strong></td>
</tr>
<tr>
<td>Surname and initial(s) of author. (Year of publication). <em>Title of article</em>. <em>Title of the periodical, Volume number (Issue or Part Number), Page Numbers</em>.</td>
</tr>
<tr>
<td><strong>Magazine Article</strong></td>
</tr>
<tr>
<td>Surname and initial(s) of author. (Date of Publication). <em>Title of article</em>. <em>Title of the Magazine, Volume number, Page numbers</em>.</td>
</tr>
<tr>
<td><strong>Newspaper Article</strong></td>
</tr>
<tr>
<td>Surname and initial(s) of Reporter. (Date of Publication). <em>Title of article</em>. <em>Title of newspaper, pp. Page numbers</em>.</td>
</tr>
</tbody>
</table>
### GOVERNMENT PUBLICATIONS
Correct name of country. Name of department. (Date). Title.
Place: Publisher.

- Reports of government departments
- Statutes and acts of parliament
  - Name of Country. Name of act, number, year.
  - Arrange alphabetically in a separate list.

### ELECTRONIC MEDIA

- **Videotape**
  - Name (function of the originator(s), e.g. director or producer). (Year and date). Title [Television broadcast]. Country of origin: Movie studio/distributor.
- **Film**
  - Name (function of the originator(s), e.g. director or producer). (Year). Title [Motion picture]. Country of origin: Movie studio/distributor.
- **E-book**

### Internet - World Wide Web

- Author/editor, initials. (Year). Title. Retrieved date, from URL

### Online periodical article


### Online journal articles based on a print source

- Author, initials. (Year). Title. [Electronic version] *Journal title* [online], volume (issue), page(s).

### Full text from an electronic database

- Author(s). (Date of publication). Title of the article. *Title of the Periodical, volume number*, Inclusive page numbers. Retrieved [date of access], from [name of database] database.

### OTHER SOURCES

- **Lecture / Course notes**
  - Name. of lecturer(s). (Date). Title of Lecture. Course Code. Name of University, City, Country.[ indicate that these are unpublished lecture / course notes]
- **Interviews and personal communication**
  - Surname, initial(s) and status of person interviewed. Year. Details of time, place and interviewer.
- **Unpublished material**
  - Author, Initials. (Year). Title. Unpublished manuscript.
- **Unpublished conference papers**
  - Include number and name of the conference, where it was held and when.
- **Unpublished conference proceedings**

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Note: this page is only an introduction to the APA (American Psychological Association) referencing system.

It is very important that you check the assignment guide for your Department or School as some details, e.g. punctuation, may vary from the guidelines on this page. You may be penalised for not conforming to your school's requirements.

For a comprehensive guide please refer to: