

The Shortest Guide to APA Referencing

The Open Polytechnic has made reference-building software available via the Online Campus. To gain access to it, go to the homepage and select the **Referencing Noodlebib** link from the **Find support** drop-down box. When you select **Referencing Noodlebib** the first time, you will be asked if you want to enrol. Select **Yes** for access to Noodlebib. You will find the **APA Style Guide to Electronic References** in the same drop-down box.

The information in this guide is based on the fifth edition of the *APA Publication Manual*.

Definitions

quote	repeat a passage from a text or speech
cite	quote publication or author as evidence for argument
in-text reference	short reference to author/publication listed in full in the reference list.
bibliography	list of literature used as background reading or for background or further reading
reference list	list of literature that you have quoted or cited in your work

Requirements

As part of your assessment, you will be asked to provide a list of *references* at the end of your work and *in-text references* within the body of your work relating to items in the reference list.

Guidelines for your reference list

Always put your references in *alphabetical order*. In the following examples, carefully note the use of *capital* and *lower case letters* (especially in titles), *punctuation marks*, *abbreviations*, *spacing* and *hanging indents*.

Books/Courses/Conference proceedings/Unpublished presentations/Audiovisual media

Single author, illustrator included	Forest, J. (2000). <i>Jack and Patch</i> (R. Jones, Illus.). Wellington, New Zealand: Learning Media.
Single author, later edition	Knowles, M. S. (1990). <i>The adult learner: A neglected species</i> (4th ed.). Houston, TX: Gulf.
Two authors	Adamczyk, P., & Law, P. F. (1993). <i>Electricity and magnetism</i> . London, England: Usborne.
Up to and including 6 authors. When authors number 7 or more, list first 6 followed by a comma and et al.	Arthur, L., Beecher, B., Dockett, S., Farmer, S., & Death, E. (1996). <i>Programming and planning in early childhood settings</i> . Sydney, Australia: Harcourt Brace.
Edited book	Clutton-Brock, J. (Ed.). (2002). <i>Mammals</i> . London, England: Dorling Kindersley.
Chapter or part of a chapter in an edited book	Hall, R. (1995). Stabilizing population growth: The European experience. In P. Sarre & J. Blunden (Eds.), <i>An overcrowded world</i> (pp. 109–120). New York, NY: Oxford University Press.
Author and publisher the same. Course module, pages numbered separately	The Open Polytechnic of New Zealand. (2002). Module 2: Formal writing. In <i>72141 Effective writing</i> . Lower Hutt, New Zealand: Author.
Proceedings published regularly (referenced as a journal)	De Costa, G. (2006, August). Towards developing a strategy for managing salt water intrusion in coastal aquifers. <i>Proceedings of 15th IAHR-APD Congress, 3</i> , 1547–1553.
Unpublished paper presented at a meeting	Burns, C. (2006, December). <i>Quality management and business excellence</i> . Paper presented at the meeting of the World Quality Congress, Wellington, New Zealand.
Television series	Miller, R. (Producer). (1989). <i>The mind</i> [Television series]. New York, NY: WNET.

Periodicals

Journal article, one author, volume and issue number provided	Turner, S. (2001). Cargo-cultural studies. <i>New Zealand Sociology, 16</i> (2), 69–76.
Journal article, no issue number	During, S. (2001). What was the West? Some relations between modernity, colonisation and writing. <i>Sport, 4</i> , 63–89.
Journal article, month only provided	Graeme, A. (2000, September). Sharks. <i>KCC Magazine, 55</i> .
Daily or weekly newspaper article	Inder, R. (2004, March 3). Immigration fall points to slowdown. <i>Dominion Post</i> , p. C1.
Online journal article, full publishing details provided	Drummond, M. J. (2000). Comparisons in early years education: History, fact and fiction. <i>Early Childhood Research & Practice, 2</i> (1). Retrieved July 21, 2007, from http://ecrp.uiuc.edu/v2n1/drummond.html

Web page, chapter/section in Internet document (see also the APA electronic referencing guide)

Web page (give title and web address of specific page)	<i>Semicolons and colons.</i> (2006). Retrieved September 5, 2007, from http://englishplus.com/grammar/00000093.htm
Chapter/section/part in an Internet document	O'Malley, P. (n.d.). <i>In praise of secrecy: The ethical foundations of public relations</i> (Part 1). Retrieved October 20, 2007, from http://aboutpublicrelations.net/ucomalleya.htm
Article on wiki site	<i>Carbon credit.</i> (n.d.). Retrieved March 19, 2008, from Wikipedia: http://en.wikipedia.org/wiki/Carbon-credit
Reference in web encyclopaedia	Data mining. (n.d.). In <i>Webopedia</i> . Retrieved March 19, 2008, from http://www.webopedia.com/TERM/d/data_mining.html

Guidelines for in-text references

Quotes/Indirect use of specific parts of the text – author, date, page number

(The examples below apply both to quotes and to the indirect use of specific parts of the text).

Short quotes	Dalli (2001) states ' _____ ' (p. 29).
Short quotes from an author quoted in a book/article by another author	' _____ ' (Vygotsky, as cited in Smith, 1998, p. 10).
Short quotes from a course module where the numbered module is listed in the reference list	(The Open Polytechnic of New Zealand, 2002, p. 17)
Short quotes from a website (give address of website in reference list only.)	(Parliamentary Commissioner for the Environment, 2002, para. 1)
Long quotes (40 or more words): New paragraph. Leave a line above and below the quote, use no quotation marks, indent, place the full stop before the short reference.	In the past ... for the future. (King, 2003, p. 76)

Sources used as background – author, date

One author	(a) Kelsey (1999) believes that _____. (b) _____ (Kelsey, 1999).
Two authors, one publication	(a) Donaldson and Werhane (1993) consider _____. (b) _____ (Donaldson & Werhane, 1993).
Two authors, two publications	(a) Jacobs (1993) and Kelsey (1999) conclude _____. (b) _____ (Jacobs, 1993; Kelsey, 1999).
Personal communication (Do not include personal communications in your list of references.)	(T. Smith, personal communication, February 18, 2004)

Making authors' names shorter

First reference	(The Open Polytechnic of New Zealand ...)
Subsequent reference(s)	(The Open Polytechnic ...)
First reference, 3 to 5 authors	(Te Whaiti, McCarthy, & Durie ...)
Subsequent reference(s), 3 to 5 authors. (For 6 or more authors, use this form for first reference also.)	(Te Whaiti et al. ...)

Reference to books/articles in the text

Capitalise the first letter of the first word and all words except conjunctions (and, but), articles (a, an, the), and prepositions (in, by, for) of three letters or less. Conjunctions and prepositions of four letters or more (since, although, whether; from, with, under) are capitalised.	<i>The Return of the King</i> <i>A Short History of the World</i> <i>Nanotechnology: What's It All About?</i>
Underline or italicise names of books.	As above
Capitalise main words and put names of articles within single speech marks. (Follow The Open Polytechnic style here, not APA.)	'Volcanoes Near You'

Useful websites for information on APA

<http://www.apastyle.org>
<http://www.liunet.edu/cwis/cwp/library/workshop/citapa.htm>
http://owl.english.purdue.edu/handouts/research/r_apa.html
http://www.academic.cengage.com/resource_uploads/static_resources/0324313926/10610/apa_new.html