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Books/Courses/Conference proceedings/Unpublished presentations/Audiovisual media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


Single author, later edition


Two authors


Up to and including 6 authors. When authors number 7 or more, list first 6 followed by a comma and et al.


Edited book


Chapter or part of a chapter in an edited book


Author and publisher the same. Course module, pages numbered separately


Proceedings published regularly (referenced as a journal)


Unpublished paper presented at a meeting


Television series


Periodicals

Journal article, one author, volume and issue number provided


Journal article, no issue number

During, S. (2001). What was the West? Some relations between modernity, colonisation and writing. Sport, 4, 63–89.

Journal article, month only provided


Daily or weekly newspaper article


Online journal article, full publishing details provided

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

Web page (give title and web address of specific page)  

Chapter/section/part in an Internet document  

Article on wiki site  

Reference in web encyclopaedia  

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.

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.)  
The Return of the King
A Short History of the World
Nanotechnology: What’s It All About?
‘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

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