



# BASIC REFERENCING USING THE APA SYSTEM

For Students in the Faculty of  
Economics and Commerce

Anna Jones & Hoa Pham

Teaching and Learning Unit, Faculty of Economics and Commerce  
2<sup>nd</sup> Floor Babel Building



THE UNIVERSITY OF  
MELBOURNE

## **THE AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) AUTHOR-DATE REFERENCE AND CITATION SYSTEM**

All your written work must have a reference for every source used. The purpose of this is to acknowledge the source and to allow the reader to trace everything you have used. This is done by including citations in the text and a list of references at the end of your assignment.

### **WHY USE REFERENCE LISTS AND CITATIONS?**

References and citations show that your writing is not based entirely on your own ideas and that it is based in part on the ideas, information and evidence of others. This is a strength, not a weakness. You are at university to learn from others. No one is expected to 're-invent the wheel'. If someone else has done valuable research or thinking, you should use it. However, you need to show what are your ideas and what belong to someone else. Referencing also allows readers to check the same source for themselves. Anyone reading your essay or assignment should be able to go back to the library and trace your sources. Careful citation avoids plagiarism by acknowledging the work of others (see pp. 12-13).

Referencing is an essential part of academic study. References and citations help maintain academic values such as exchanging knowledge, by pointing our reader to the sources available and respecting scholarship by acknowledging the work of others. They also demonstrate that work is based on solid evidence. You are learning how to write in your field. Knowing how to reference is important for publishing, which is something many graduates do in a range of employment situations. So it is important, not only for your studies, but also for your career.

Different types of references are listed in slightly different ways depending what type of non-periodical or periodical they are, and whether they are sourced from the internet or not (see pp. 2-8). There are also varying methods of citing original sources. Personal communications or non archival material, such as personal letters, memos, emails and personal interviews are not included in the reference lists. Personal communications are cited in text only (see p. 11).

## REFERENCE LIST

- ❑ At the end of your essay or assignment, include a list of all the references you have cited. It is the usual practice to only include those sources you have actually cited, rather than all the sources you have read. If they are important, you should have cited them in the body of the essay.
- ❑ Do not reference lecture notes or personal communications.
- ❑ The reference list should be at the end of the assignment, on a separate page, before any appendices. The heading should be References.

### *Authors*

- ❑ Your list of references should be organised alphabetically by surname. No numbers are needed. There is no need to separate sources by type (eg periodicals, non-periodicals, internet sources). The references should appear in the one, alphabetically arranged list (see p. 9).
- ❑ The author's name should be typed at the margin, the subsequent lines indented using a 'hanging indent'.
- ❑ Works by different authors with the same surname should be arranged by first name alphabetical order.

Eg Costello, P. P. (2001)

Costello, T. T. (1997)

- ❑ If you have references by same authors but different years, arrange by year of publication with the earliest first.
- ❑ If you have two or more references with the same author and published in the same year, list them in title alphabetical order and place a sequential letter after the year of publication to enable distinctions between citations.

Eg Whyte, T. C. (1997a). *Controlling...*

Whyte, T. C. (1997b). *Roles of...*

- ❑ If the author is an agency, association or institution, provide the full name of that organisation and do not use acronyms or abbreviations.
- ❑ If the reference is an edited work, place the editor's/s' name/s in the author's position and enclose the abbreviation (Ed.)/(Eds.) after the last editor/s name.

Eg Adams, T. S. (Ed.). (1992).

Jones, A. B., & Olson, D. H. (Eds.). (1979).

### *Publication Date*

- ❑ Give the publication date (the year the work was copyrighted) in parentheses ie ( )
- ❑ For magazine, newsletter and newspaper references, give the year followed by the exact date of publication

Eg (1998, June). [monthly publications]

(2000, September 28). [dailies and weeklies]

- If no date is available, write: (n.d.).

### *Titles*

- Periodical titles (eg journal, magazine or newspaper titles) are written in title case (the first letter of every major word capitalised), using italic or underline consistently throughout the reference list. The title of the actual article to which you are referring is not written in italic or underline, nor is it enclosed in quotation marks. Use a capital letter the first major word of the title and subtitle and for proper nouns (ie names of people or places). The periodical title is placed after the article title.

Eg ...Malaysia: miracle cure. *Far Eastern Economic Review*...

- For Non-periodical titles (eg book titles), capitalise only the first word of the title, subtitle and proper nouns (ie names of people or places), using italic or underline consistently throughout the reference list.
- If you have only referred to a specific chapter in an edited book or one paper from published conference/symposium proceedings, italics or underline the book title but not the chapter or paper title to which you are referring. Capitalise only the first word of the titles, subtitles and proper nouns (if any). The chapter/paper title is preceded by "In", the name of the editor/s (or the conference/symposium organising body if no editor is give), the book title, relevant page numbers in parenthesis

Eg. ...Of conference proceedings

- If you refer to an article from the paper with no author given, alphabetically locate it in the reference list according to the first significant word.

Eg Adam, C. T. (2001). ...

The Apple Industry. (1999, May 1). ...

Baxendall, R. B. (1998). ...

### *Internet sources*

- Identify the author/s, date of publication, document title or description, date of retrieval and the document address (URL).

## NON-PERIODICALS

Note the specific use of commas , full stops . colons : parentheses ( ) ampersands & and the order of the information throughout.

- ❑ Citations must be used every time you refer to ideas or information based on the work of published authors. If you use a quotation, or a paraphrase that is very close to the words of the source, you must include the page reference after the year of publication, separated by a comma. Use “p.” for single pages or “pp.” for multiple pages.

Eg. ...(Cooper, 1999, p. 332)  
 ...(Cooper, 1999, pp. 319-20)

- ❑ If you have two authors with the same surname, also include the author’s first initial in all citations even if the year of publication differs

Eg. A. Jones (2001)...  
 (P. Jones, 1999)...

- ❑ If you cite a work from a secondary source, that is you have not seen the original work but have been made aware of it through another reference, you need to name the original work and give a citation for the secondary source:

Eg. Carini’s study revealed that...(as cited in Patton, 1990) *or*  
 ...(Carini, as cited in Patton, 1990).

- ❑ Citing personal communications occurs in text only and the details are not displayed in the reference list because the reader cannot recover the information, other than through the author of the paper or assignment. The citation should include the initials and surname of the communicator and the exact date of communication.

Eg. A. B. Smith (personal communication, April 20, 2002) stated that...  
 ... (A. B. Smith, personal communication, April 20, 2002).

### BOOK WITH ONE AUTHOR

Surname  
↓
first two initials only  
↓
consistently italicise or underline the full title. Capitalise the first word of the title, subtitle and proper nouns only  
↓
city, country published  
↓
publisher  
↓

Jordan, R. R. (1996). *Academic writing course*, 2<sup>nd</sup> ed., Harlow, U.K: Longman.

↑  
year of publication
↑  
edition number or “Rev. ed.” if a revised edition

Citation in text:

- ❑ The citation should either be placed at the end of a sentence with the author’s surname and date of publication, separated by a comma, in parenthesis (a) *or* within the sentence with only the date of publication in parenthesis (b):

a) This aspect of the taxation system was the most significant (Larsen, 1971). *or*  
 b) Larsen (1971) suggests that this aspect of the taxation system was the most significant.

## BOOK WITH MORE THAN ONE AUTHOR

Include all the authors in the order they published in the referenced book, which is not necessarily alphabetically.

If the author is an agency, association or institution spell out the full name of the group eg "American Psychological Association (2000)."

McTaggart, D. P., Findlay, C. A., & Parkin, M. D. (1996). *Economics*, 2<sup>nd</sup> ed., Sydney, Australia: Addison-Wesley.

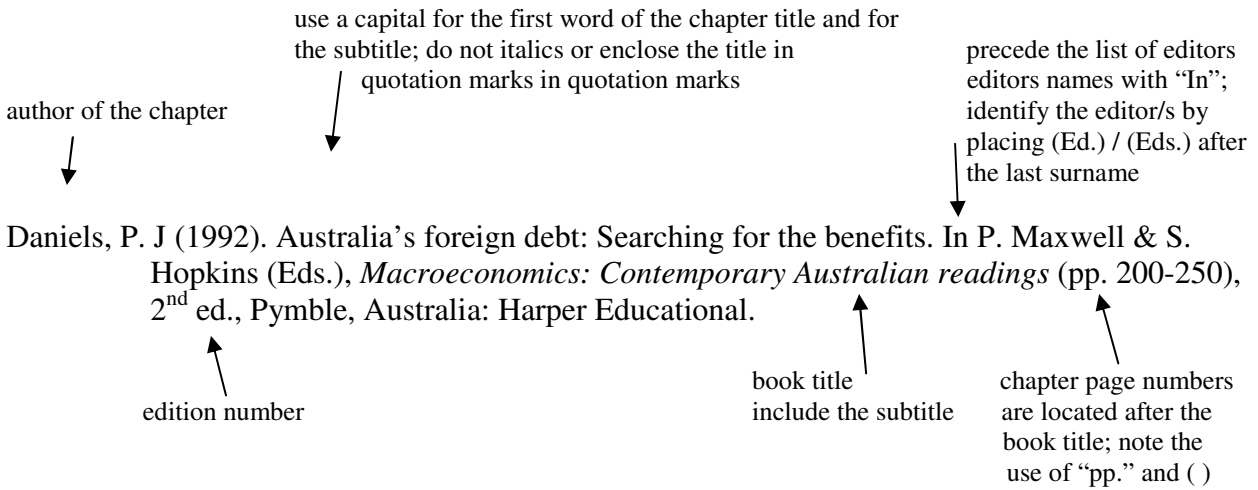
Citation in text:

- If there are two or more authors, use the ampersand if the citation is placed at the end of a sentence (a) but not if the citation is made within the text (b).
  - a) ...(Dunphy & Stace, 1990).
  - b) Dunphy and Stace (1990) argued that...
- If there are three or more authors, cite all their surnames first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al., followed by the year of publication.

Eg. First citation: ...(McTaggart, Findlay, & Parkin, 1996).

Subsequent citation: ...(McTaggart et al., 1996)

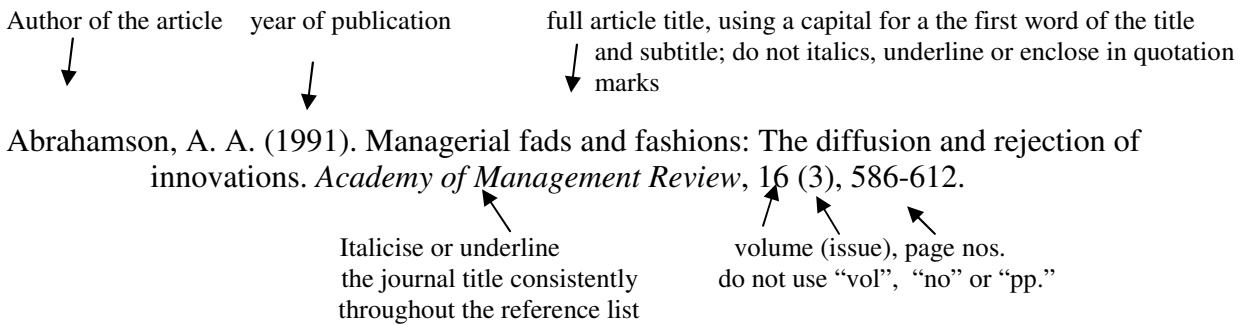
**CHAPTER FROM AN EDITED BOOK WITH DIFFERENT AUTHORS**



**PERIODICALS**

Note the specific use of commas , full stops . colons : ampersands & parentheses ( ) and the ordering of the information throughout.

**JOURNAL ARTICLES**



## MAGAZINE ARTICLES

Year of publication followed by  
the exact date of publication – month for monthlies  
or day and month for weeklies

Jayasankaran, S. (2000, May 11). Malaysia: miracle cure. *Far Eastern Economic Review*, 81, 36-38.  
← page numbers  
volume number

## NEWSPAPER ARTICLE WITH NO AUTHOR GIVEN

Name of paper

Date

*The Age*. Hot tuna counts on Cambell to make waves, (2002, May 7). p. Business 2.

Full article title

Include "p." and section for one page number, "pp. Business 2-3" for multiple pages or "pp. Business 1, 6" if article appears on discontinuous pages

## INTERNET NON-PERIODICALS

### DOCUMENT OR REPORT CREATED BY A PRIVATE ORGANIZATION

Use n.d if a publication date is unavailable

StatSoft Inc. (n.d.) Electronic statistics textbook. Retrieved May 27, 2000, from

<http://www.statsoft.com/textbook/stathome.html>

organisation in place of author

direct web address of the referenced document or report and precede with "from"

date of retrieval

- If the author is a corporation or association, the group name is usually spelt out in full for each citation. An acronym can be used in repeated citations provided it is readily understandable and the reader is made aware of the acronym in relation to the full name in the first citation. The acronym needs to be enclosed in square brackets after the full name of the organisation or association.

Eg. First citation: ...(National Australia Bank [NAB], 1999)

Subsequent citation: ...(NAB, 1999).

For direct citations from electronic sources without page numbers, provide the paragraph number, preceded by the paragraph symbol ¶.

Eg. ...(StatSoft Inc., n.d., ¶ 5)



## CHAPTER OR SECTION IN AN INTERNET DOCUMENT

Author of the section      date of publication      section or chapter title      italics the document title and precede with "In"

Benton Foundation (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low – income communities in the information age* (chap. 2). Retrieved May 28, 2000, from <http://www.benton.org/library/Low -Income/two.html>

URL that links directly to the chapter or section

## PAPER PRESENTED AT A SYMPOSIUM OR CONFERENCE

Date of publication      name of the paper in italics or underlined

Chan, P. A (1997, January 20). *Same or different? A comparison of the beliefs Australian and Chinese university students hold about learning*. Paper presented at the 2000 AARE Conference on Intercultural Learning. Retrieved April 12, 2000, from <http://www.swin.edu.au/aare/97pap/CHANP97058.html>

governing organisation and symposium name

URL or web address

## INTERNET PERIODICALS

### ARTICLES VIEWED IN ELECTRONIC FORM THAT ARE ALSO PRINTED

Author      date published      article title      note the article was sourced electronically

Adams, P. J. (2000). Australian economic history [Electronic version]. *Journal of Australian Economics*, 5(2), 117-132. Retrieved June 12, 2001, from <http://jae.org/articles.html>

add this information from "Retrieved" onward if you believe the format varies from the printed form, page numbers are not given or addition information is included

page numbers

volume (issue) numbers

## ARTICLES IN INTERNET-ONLY JOURNALS

Author      date published      date the article was retrieved

Knapp, S. J (1991). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5(1). Retrieved October 13, 2001, from <http://jbr.org/articles.html>

Journal title      volume (issue) numbers if provided

Web address/URL

The diagram illustrates the components of an internet-only journal article citation. Labels with arrows point to specific parts of the citation: 'Author' points to 'Knapp, S. J', 'date published' points to '(1991)', 'date the article was retrieved' points to 'Retrieved October 13, 2001', 'Journal title' points to '*Journal of Bibliographic Research*', 'volume (issue) numbers if provided' points to '5(1)', and 'Web address/URL' points to '<http://jbr.org/articles.html>'.

## EXAMPLE OF A COMPLETE REFERENCE LIST

### REFERENCES

- Abrahamson, A. B. (1991). Managerial fads and fashions: The diffusion and rejection of innovations. *Academy of Management Review*, 16(3), 586-612.
- Adams, P. B. (2000). Australian economic history [Electronic version]. *Journal of Australian Economics*, 5(2), 117-132. Retrieved June 12, 2001, from <http://jae.org/articles.html>
- Benton Foundation (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low – income communities in the information age* (chap. 2). Retrieved May 28, 2000, from <http://www.benton.org/library/Low -Income/two.html>
- Berkowitz, A.D.(2000, November 24). How to tackle the problem of student drinking [Letter to the editor] *The Chronicle of Higher Education*, p. B20
- Chan, P. C. (1997, January 20). *Same or different? A comparison of the beliefs Australian and Chinese university students hold about learning*. Paper presented at the 2000 AARE Conference on Intercultural Learning. Retrieved April 12, 2000, from <http://www.swin.edu.au/aare/97pap/CHANP97058.html>
- Daniels, P. S. (1992). Australia's foreign debt: Searching for the benefits. In P. Maxwell & S. Hopkins (Eds.), *Macroeconomics: Contemporary Australian readings* (pp. 200-250), 2<sup>nd</sup> ed., Pymble, Australia: Harper Educational.
- Jayasankaran, S. (2000, May 11). Malaysia: miracle cure. *Far Eastern Economic Review*, 81, 36-38.
- Jordan, R. R. (1996). *Academic writing course*, 2<sup>nd</sup> ed., Harlow, U.K: Longman.
- Knapp, S. N. (1991). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5(1). Retrieved October 13, 2001, from <http://jbr.org/articles.html>
- Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.
- McTaggart, D. M., Findlay, C. A., & Parkin, M. N. (1996). *Economics*, 2<sup>nd</sup> ed., Sydney, Australia: Addison-Wesley.
- StatSoft Inc. (n.d.) Electronic statistics textbook. Retrieved May 27, 2000, from <http://www.statsoft.com/textbook/stathome.html>
- The Age*. Hot tuna counts on Cambell to make waves, (2002, May 7). p. Business 2.

## USING QUOTATIONS

- ❑ If you quote you must quote exactly.
- ❑ If you leave part of the text out, indicate this with an ellipsis, ie three dots (...).
- ❑ If you insert a word of your own, to make the sentence clearer, indicate this by putting the added word in square brackets [ ].
- ❑ Try not to quote often.
- ❑ Avoid long quotations.
- ❑ Only quote if the original says something in a particularly striking way or if the precise wording is very important.
- ❑ Use inverted commas for short quotes,

Eg. Tariffs are “a tax on imported goods” (Arnott, 1986, p. 3)

- ❑ If a quotation is more than 40 words, indent the quotation from the left, use single spacing and do not use inverted commas.

Eg. The Campbell and Martin Committees of Inquiry argued that:

Foreign exchange controls have a destabilising effect on the economy and this was evident in 1983 following the March devaluation, when a large amount of capital inflow raised fears of inflationary pressures (Arnott, 1986, pp. 3-4).

- ❑ Put the citation after the quote.

## INTEGRATING CITATIONS INTO YOUR WRITING

Try to include the citations so that they fit into the flow of your writing. Some useful phrases are:

Findings from Russell (1999) clearly indicate that ...

McKenzie (1998) challenges the view that...

Lee (2000) contends that...

Briggs (1990) states that...

As Wolston (1997) reports...

As Black (1999) argues...

According to Smith (1996)...

Huynh (1992) points out that....

Patel (1989) refers to ...

The study by Chen (1993) identifies...

Watts(1999) comments/argues/claims/asserts/maintains that...

Hansen (1988) has investigated ...

Nguyen (1995) discusses...

It is imperative that ... (Gartner, 1989, p. 259).

It has been argued that...(Williams, 1997).

## USING FOOTNOTES

Number content footnotes consecutively throughout with superscript Arabic numerals.

e.g. for instance <sup>1</sup>.

At the end of the document centre the label “Footnotes” in uppercase and lowercase letters at top of a separate page. Indent the first line of each footnote and type the footnotes in the order in which they appear on the page.

If you are unsure about how to reference or cite a specific source in accordance with the APA system, contact the Faculty of Economics and Commerce Teaching and Learning Unit or refer to the:

**American Psychological Association (2001). *Publication manual of the American Psychological Association* (pp. 207-81), 5<sup>th</sup> ed., Washington D.C: American Psychological Association.**

# PLAGIARISM

## What is Plagiarism?

Plagiarism is the presentation by a student of an assignment which has in fact been copied in whole or in part from another student's work, or from any other source (eg published books or periodicals), without due acknowledgment in the text.

In all written work submitted for assessment in the Faculty you must show the sources you have referred to throughout your assignment. The principle is that whenever including information or an argument in your assignment that is not your own original work or thought, the original source must be acknowledged. To present material without acknowledgment is, in effect, to claim the ideas or work of another as your own. Quoted passages should be placed in quotation marks and their source cited within the text. A list of references should be placed at the end of the essay or assessment task that lists all the works cited.

Presenting material from other sources without full acknowledgment (plagiarism) is penalised heavily. This holds for both copying and paraphrasing of others' work.

## Quoting, Summarising and Paraphrasing

When writing you can present the ideas of others either through direct quotation or summary or paraphrase, depending on your purpose.

- For direct quotation, copy the material from the source carefully. Use quotation marks for even a single word if the original author used it in a special or central way. Do not change any wording, spelling, capitalisation or punctuation. Use an ellipsis mark (three spaced full stops) to indicate the exact point at which you have deliberately left out part of a direct quotation. Use brackets to surround any word, comment, or punctuation mark you add within the quotation. Place the word sic (meaning 'in this manner') in square brackets immediately after any mistake in spelling, grammar, or common knowledge that your reader might otherwise believe to be a misquote. If the quoted material is less than about 40 words, place it in quotation marks within your running text. If it is more than about 40 words, set it off from the text without quotation marks. Quotations of the latter sort should have an extra line space before and after the quote and all lines should be single spaced and indented from the left.
- When you summarise or paraphrase, you state in your own words and sentence structures the meaning of someone else's writing. Since the words and the sentence structures are yours, you do not use quotation marks, though, of course, you must acknowledge the author of the idea. If you use the original sentence pattern and substitute synonyms for key words or use the original words and change the sentence pattern, you are not paraphrasing but plagiarising, even if the source is acknowledged because both methods use someone else's expression without quotation marks. In paraphrasing it is crucial not only to use your own form of expression but also to represent the author's meaning without distorting it.

## Example

### *Original*

"In the forefeet of pigs is a very fine hole, which may be seen when the hair has been carefully removed." (Smith, 1996, p. 23)

### *Plagiarism*

In the front feet of pigs is an extremely small hole, which can be viewed after the hair has been cautiously taken out.

This is plagiarism because the sentence structure is the same as the original and the original source has not been acknowledged.

### *Paraphrase*

Careful removal of hair from pigs feet will reveal a small hole. (Smith, 1996, p. 23)

This is not plagiarism as the original source has been acknowledged. However, without acknowledgment this would also be plagiarism. Paraphrasing that is closely modelled on the original sentence structure also requires the inclusion of a page number in the citation.

### **Checklist**

To be certain to acknowledge sources fairly and avoid plagiarising, review this checklist before beginning to write and again after you have completed your first draft.

1. What type of source are you using: your own independent material, common knowledge, or someone else's material?
2. If you are quoting someone else's material, is the quotation exact? Have you used quotation marks for quotations run into the text? Have you set off block quotes with an extra space before and after the quote, single spacing within the quote, and left indenting of all lines of the block quote? Are omissions shown with ellipses and additions with square brackets?
3. If you are paraphrasing someone else's material, have you rewritten it in your own words and sentence structures? Does your paraphrase employ quotation marks when you resort to the author's exact language? Have you represented the author's meaning without distortion?
4. Have you acknowledged each use of someone else's material?
5. Do all references contain complete and accurate information on the sources you have cited?
6. Have you completed and signed a cover sheet for your work if you are submitting it in hard copy or have you completed the electronic form if you are submitting your work electronically?



*If you would like more help, please contact the Teaching and Learning Unit at the Faculty of Economics and Commerce. You can do this through the faculty office on 8344 5317 or via the website: <http://www.ecom.unimelb.edu.au/tluwww/>.*

The TLU has developed a series of booklets like this one to support you in your Economics and Commerce course. They are:

- Learning to Learn
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- Getting the Most Out of Tutorials
- Effective reading strategies
- Good Writing
- Doing Well in Exams
- Tips For First Years
- Concept Mapping
- Intercultural Communication