A HANDY GUIDE to APA REFERENCING

What is APA referencing?

- APA stands for American Psychological Association. They have developed their own rules for academic writing, including how you can refer to other sources - books, articles, websites etc - in your essays, reports, literature reviews etc. The complete rules are in the APA Publication Manual (7th ed.).

- APA referencing includes short ***CITATIONS*** (in-text references) every time you include ideas or words from sources and ***END-OF-TEXT REFERENCES*** giving more complete details of these sources in a list on the last page.

- APA is the most common referencing style used at Massey - Massey Business School uses it, for example. But there are other different referencing systems - e.g. Chicago, MLA, Vancouver etc - used in certain courses. In these other systems you might need to include other information and different punctuation. So, always check what it says in your course guides and ask your tutors. You'll find some useful information about some other styles at: [Link to main referencing page on OWLL](#)

How can Massey help me with my APA referencing?

- For more detailed online help from Massey - including a clever APA Interactive tool and an online video, please see [the APA style guide in OWLL referencing guides](#)

- Endnote, a reference management programme, is useful for students who are doing research, but is not necessary for most undergraduate students. It can be downloaded free from Massey library, which also offers free workshops on how to use it. Please see [Endnote Information and download](#) .Other free, downloadable reference management programmes include Zotero and Mendeley.

CITATIONS

Ageism may be defined as "unwarranted discrimination on the basis of age" (Smith & Davidov, 2003, p. 23). The practice appears to be common in New Zealand (Faleolo, 2010) indicating an underlying failure to respond to the changing demographics of our society (Executive Taskforce Group, 2004). The negative impacts of ageism on organisations are likely to worsen over the coming decades in which older workers will be our main talent pool (Statistics New Zealand, 2006).

- The example above comes from a student essay about ageism. Each citation gives the author(s) and the year of publication of the original source of the student's research.
- In addition, the first reference gives the page number. This is because it is a direct quotation - the quoted words are put between double quotation marks ("……").

What's the most common way of writing in-text references?

- Put the author's *SURNAME* and the *YEAR OF PUBLICATION* for the book or article inside brackets at the end of the sentence or sentences where you referred to it:

.... is an essential component of academic writing (Emerson, 2009).

What can I do if the article or website has no author?

- Use the name of the *ORGANISATION* instead of the author:

One in five New Zealanders holds a university degree (Statistics New Zealand, 2009).

Do I always need to put the author's surname inside brackets?

- No. You can also include the author's surname as part of your sentence - then only the year goes in brackets:

   According to Emerson (2009), an executive summary is……Emerson (2009) emphasises that……

What do I do if the book or article has more than one author?

- If the book or article has *TWO AUTHORS*, link the surnames with & (if they're in brackets) or with the word 'and' (if they're part of your sentence):

   ……. a culture of competitive innovation (Hamel & Prahalad, 1989)

   Hamel and Prahalad (1989) are highly critical of……

- If the book or article has *THREE OR MORE AUTHORS*, shorten the reference by putting the first surname followed by 'et al.'. Note 'et al.' means 'and others' so any verb that follows does not have an 's':

   Markets may be segmented according to behavioural, geographic or demographic features (Quester et al., 2004).

   Quester et al. (2004) suggest that……

What if I can't find the year of publication on the book or article?

- Take care - if you don't know when something was published, it may be better to use another source. But if you do decide to use it, put 'n.d.' (which stands for 'no date') instead of the year:

   Flyers from the local residents' group (Albany Local, n.d.) accused the Council of ……

What if I want to refer to research I read about in another book?

- Where possible, refer to the original publication (even if you read about it in another book). You can usually find these details in the book or article you are using. But if you are unable to, then use the surname of the original author and year, the expression 'as cited in' and add the details of the book or article you actually read:

  Brown (1984, as cited in Chang, 2010) argues that …….

- In this case, only Chang (and not Brown) appears in the reference list at the end.

Should I copy or use my own words?

- 90% of the time, you should explain ideas or theories in your own words. Only copy the original words a few times in your essay when you are giving a *DEFINITION* or repeating a *REALLY SPECIAL PHRASE*.

How do I summarise ideas from books in my own words?

- Aim to follow this five-step process every time:

  Step 1: Highlight the key ideas or facts in the original

  Step 2: Turn these into short notes on paper or on your screen

  Step 3: Close the book or original document

  Step 4: Turn each note into a new sentence of your own

  Step 5: Add a citation, giving the original author and year

- It takes time and practice to learn how to summarise well. Centre for Teaching and Learning workshops and consultations will help you to develop this important skill.

How do I include quotations in my writing?

- When you copy the *ORIGINAL WORDS* from a book, website etc, you need to use double quotation marks *AND* include the page where you copied the phrase from.

For a website, where possible, give the paragraph (par.) or section (s.) or section heading (Pathology section).

- Copy the minimum number of words you can - normally, you only need to copy part of the original sentence and put this inside your own sentence:
    - Ageism may be defined as "unwarranted discrimination on the basis of age" (Smith & Davidov, 2003, p. 23).
    - Boys, in particular, struggle with the "blah, blah, blah of language" as a medium of instruction (Irwin, 2009, p. 40).
    - Irwin (2009, p. 40) argues that boys find activity-based learning more engaging than the "blah, blah, blah of language".

END-OF-TEXT REFERENCES

References

Brown, D. (2009). Are managers' views about older employees aligned with company policy? *Modern Human Resources Management, 21*(3), 135-824.

Elaisa, P. (2010). Recruitment practices in New Zealand and Australia: A meta-analysis. *Organisational Research*, 23(4), 125-163. https://doi.org/10.2163/1391239419403

Executive Taskforce Group. (2004, August 12). *Ageism contributes to New Zealand's worsening skills shortage*. Newztext Plus Database.

Moore, B. (2012). Innovation: Impacts on comparative advantage. In D. Miller (Ed.), *Creative Strategy* (pp. 100-124). Modern Business Press.

Smith, G. S., & Davidov, P. (2003). *The graying of America: Case-studies of organisational response*. Utopia Press.

Statistics New Zealand. (2006). *Demographic trends 2006*. http://www.stats.govt.nz/analytical-reports/dem-trends-06/default.htm.

Wallis, P., Simpson, W., & Govinder, R.S. (2007). *Human resource management* (5th ed.). Commerce Press.

- The reference list should be formatted like the example above - on a separate page at the end of your essay with the title 'References' (top centre).
- All references in the list begin with the surname(s) of the author(s), followed by their initials, or with the organisation which published the article.
- The list needs to be in alphabetical order.
- Also, notice that the first line of each reference starts at the left side of the page, but all the other lines are indented. This is called a hanging indent and there are many online resources describing how to do this.
- The exact information you need to include - as well as the punctuation - depends on whether it's a book, a journal article, a website etc. It may seem complicated, but if you follow the advice and examples given below, you'll be fine.

How do I include a BOOK in my reference list?

- For a book by *ONE AUTHOR*, you need: Surname, Initials. (Year). *Title*. Publisher.

    Spoonley, P. (2009). Mata toa: The times of Ranganui Walker. Penguin Books.

- For a book by MORE THAN ONE AUTHOR, you need: Surname, Initials., & Surname, Initials. (Year). *Title*. Publisher.

    MacPherson, C., & MacPherson. L. (2009). *The warm winds of change: Globalisation in contemporary Samoa*. Auckland University Press.

- When the book is a 2nd, 3rd, 4th *EDITION* etc, you need: Surname, Initials. (Year). *Title* (xxxth ed.). Publisher.

    Emerson, L. (2009). Writing guidelines for business students (4th ed.). Cengage Learning.

- For *EDITED* books, you need: Surname, Initials. (Ed.). (Year). Title. Publisher.

Holmberg, B., Shelley, M., & White, C. (Eds.). (2005). *Distance education and languages: Evolution and change*. Multilingual Matters.

- Use (Ed.) for one editor and (Eds.) for more than one. Notice that (Ed.) with a capital 'E' is for editor and (ed.) with a small 'e' is for edition.

Where do I find the INFORMATION I need for my BOOK reference?

- If you can't find it on the first couple of pages of the book, enter the title of the book into 'Discover' on the Massey University library website. Then click on the title of the book and you'll see all five pieces of information together - you just need to put it in the correct order, with the correct punctuation. However, the library doesn't always include the city of publication, so you might need to use Google to find this.

How do I include a CHAPTER in an edited book in my reference list?

- If the whole book is written by the same person, you don't need to reference the chapter you used: just reference the whole book following the advice above.
- However, a lot of academic books are made up of chapters written by different researchers and then the whole book has one or two editors. So, in this case, you need to include extra information - try to follow the exact order and punctuation of the examples below:

  Lineham, P. (2007). First World War religion. In J. Crawford & I. McGibbon (Eds.), *New Zealand's Great War: New Zealand, the Allies and the First World War* (pp. 467-492). Exisle Publishing.

- So, this essay included information from a chapter called 'First World War Religion', written by Peter Lineham. This chapter was from pages 467 to 492 in a book called *New Zealand, the Allies and the First World War*, which was edited by J. Crawford and I. McGibbon. Notice that when you are referencing chapters, the initials come after the author's name (Lineham, P.), but before the editor's name(s) (J. Crawford). Here's another example, this time with two writers for both the chapter and the whole book:

Bathurst, R. J., & Williams, L. (2009). Boom and bust in the orchestral business. In N. Koivunen & A. Rehn (Eds.), *Creativity and contemporary economy* (4th ed; pp. 191-207). Copenhagen Business School Press.

How do I include an ARTICLE from an academic journal in my reference list?

- The reference for an article starts the same as a book - with the author's name, the year of publication and the title of the article. However, you put the title of the article in normal print and you use italics for the name of the journal. Journals usually have a volume number (which changes every year) - this is written in italics. For some journals which come out a few times every year, you need to add an issue number in brackets (not in italics) without space between the issue number and volume number. Then you write the page numbers of the article that you've used. For example:

  > Durie, M. (2000). *Public health strategies for Maori. Health Education & Behaviour*, 27(3), 288-295.

- The most recent, 7th edition of APA suggests formatting DOI numbers as a link beginning with https://doi.org/ even if the DOI number is formatted in the old style (e.g., 'http:/dx.doi.org/' or 'doi:' or 'DOI:' or 'http://'). Do not end the URL with a full stop as this may affect the functionality of the link. For example:

  > Pahl, E., Calvo, F., & Schwerdtfeger, P. (2009). The importance of accurate intervention potentials in the melting of argon nanoclusters. *Journal of Quantum Chemistry, 109*(9), 1812-1819. https://doi.org/10.1002/qua.21976

How do I include an article from a WEBSITE in my reference list?

- First of all, don't use websites as your main source of theory. The main uses of websites are for up-to-date facts and figures from government websites like

Statistics New Zealand, for information about companies and other organisations, or real-life examples from magazines and newspapers.

- The beginning of a reference to a webpage is just like a book - if there's no author, use the organisation and if there's no date, use (n.d.) After the title of the page or article, you need to give the complete url. For example:

  Statistics New Zealand. (2006). Quickstats about Pacific peoples. http://www.stats.govt.nz/Census/2006CensusHomePage /QuickStats/quickst ats-about-a-subject/ pacific-peoples.aspx

- If it's an article from an online magazine or newspaper, give the name of the magazine or newspaper together with an issue number if it has one. Then add the internet information:

  Fox, A. (2009, December 12-18). Meet Ben, father of three and $2m in debt. *The Listener*, 3631. https://www.listener.co.nz/archive/archive-listener-nz-2009/meet-ben-31-father-of-three-and-2m-in-debt

- When you've completed your reference, the url will probably turn blue and become a hyperlink. You should reverse this. Position the cursor over the url and then right click and select 'remove hyperlink' - the blue and underlining will disappear.

How do I reference course material?

- Your materials for some courses at Massey include articles from journals and extracts from books - this is especially common for extramural (distance or online) courses. Reference these in the same way as you reference any books or articles. Ask your lecturer if you're unsure about the details you need.

- Avoid using your lecture notes and general information in your course handbooks as sources in your essays and reports. These are only intended to give you a general idea of the key points - check with your lecturer or tutor if it is ok to refer to them in your assignments. If so, follow the examples below - you will also find useful advice on this and many other referencing questions at https://owll.massey. ac.nz/index. php

- Lecture notes

Catley, B. (2009). 115.132 *The historical development of management: Lecture notes*. College of Business, Massey University.

- Study guide with the author's name written on it

Fitch, M., & Jones, B. (2009). 115.101 *Statistics for business: Study guide*. College of Business, Massey University.

- Study guide without author's name written on it

College of Humanities and Social Sciences, Massey University. (2009). 230.100 *Written communication: Course material*.

For this example, the author is the same as the publisher so, instead of repeating the name, you simply omit the publisher detail. This is quite common with government publications too.

Remember, for in-text referencing, you just need author and year (with page numbers for quotations). So, for the sources above, this would be:

xxxxxxxxxxx (Catley, 2009)   xxxxxxxx (Fitch & Jones, 2009)

xxxxxxxxxxx (College of Humanities and Social Sciences, 2009)

When do I need to use CAPITAL LETTERS in titles?

- You will often see capital letters on the cover of books or in titles on websites etc. However, in APA referencing, you only use capital letters to start the first word in the title or subtitle and for names. For example:

    Shelton, A. (2003). *Public places*. Rim Books.

- In this example, a capital letter is only used for 'Public', because it's the first word in the title. Here is an example of a longer title - of a journal article:

    Von Hurst, P. R., Stonehouse, W., Conlon, C. A., Kruger, M. C. & Coad, J. (2008). Study protocol - metabolic syndrome, vitamin D and bone status in

South Asian women living in Auckland, New Zealand: A randomised, placebo-controlled, double-blind vitamin D intervention. *BMC Public Health*, 8, 1-8.

- In this example, a capital letter is used for 'Study' because it's also the first word in the title of the article and for 'A' because it's the first word in the subtitle (the subtitle comes after a colon). Capitals are also used for 'vitamin D', 'South Asian' and 'Auckland, New Zealand' because these are words which always have capitals. Notice that capital letters are used for each word of the name of the journal too - BMC Public Health - it's just the titles of books or articles that don't use them.

How can I put my reference list in alphabetical order (using MS Word 2010)?

- Let's say you've got a list of references that you've written down as you've gone along - something like this:

The Social Enterprise Network. (2016). *Building a personal nest egg*. http://www.socialenterprise.com/nestegg.htm.

Zapp, M. (2011). How I made my first billion. *Journal of Entrepreneurship, 23*(6), 24¬33. https://doi.org/123.1043

Arnold, J. (2003). *Getting and spending*. Aotea Press.

Mak, M. (2017). The art and craft of wealth creation. In D. Light, & B. Happy (Eds.), *The new economy* (pp. 32-54). Social Press.

Mack, M. (2014). How I learned to stop worrying and love my personal finance planner: An ethnographic account of the process of financial literacy development. *Financial Education, 6*(3), 21-41. https://doi.org/finedu.6.3.x123

- Just select the list with your mouse (or touch pad).

Then click on the AZ button on the tool bar at the top of your screen   and click 'OK'. Your list will be automatically sorted into alphabetical order (you may need to space it out again afterwards).

How can I indent my reference list (using MS Word)?

- An APA reference list needs to have what is called a 'hanging indent'. This means that only the first line of each reference begins on the left of the page. The other lines are indented, which means they begin after a gap. Look at the example on page 5.
- So, let's say you have the same list as for the previous question, which you've now sorted into alphabetical order, as shown on the next page. As you can see, all of the lines in these references begin on the left of the page – there's no indent.

<div align="center">References</div>
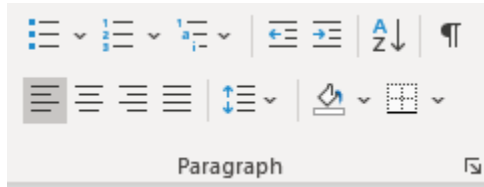
Arnold, J. (2003). *Getting and spending*. Aotea Press.

Mack, M. (2014). How I learned to stop worrying and love my personal finance planner: An ethnographic account of the process of financial literacy development. *Financial Education, 6*(3), 21-41. https://doi.org/finedu.6.3.x123

Mak, M. (2017). The art and craft of wealth creation. In D. Light, & B. Happy (Eds.), *The new economy* (pp. 32-54). Social Press.

The Social Enterprise Network. (2016). *Building a personal nest egg*. http://www.socialenterprise.com/nestegg.htm.

Zapp, M. (2011). How I made my first billion. *Journal of Entrepreneurship, 23*(6), 24¬33. https://doi.org/meta.xhg.123.1043
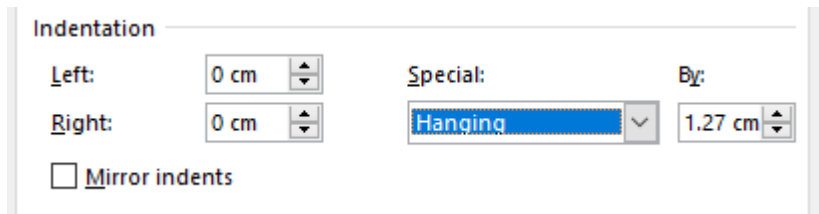
- Once again, select the text using your mouse (or touch pad):
- Then, click on the paragraph tab at the top of the screen:

- Next, click on the button where it says 'none' under the word 'Special':
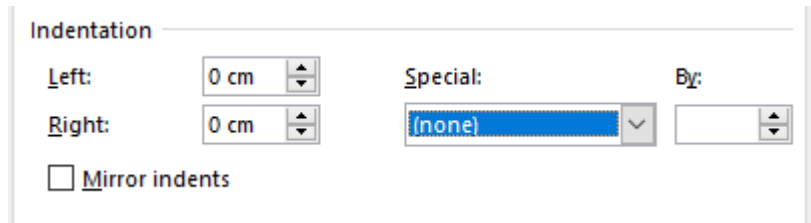
- Select the word 'hanging' from the drop-down menu:

- Then click 'OK'. Your references should all be indented, like so:

Mack, M. (2014). How I learned to stop worrying and love my personal finance planner: An ethnographic account of the process of financial literacy development. Financial Education, 6(3), 21-41. https://doi.org/finedu.6.3.x123