

Important notes about referencing in APA style

What does In-text referencing look like?

All of the examples quoted on pages 2 and 3 are in the correct APA format for inserting **at the end of your document**. The in-text reference names the author/s, a year, and a page number if a direct quote.

When you paraphrase, use brackets around both surname/s and date (All & Ball, 2006, p. 92) but All **and** Ball (2006) point out that if you mention the author/s in the sentence, only the date is bracketed (note when to use “*and*”, and “*&*”).

Multiple authors

For more than 2 authors use “et al.” in-text AFTER the first mention, e.g., (Call, Fall, Gall & Mall, 2007), then (Call et al., 2007) for all subsequent times.

All except ‘personal communication’ go in the end-text References:

... this contrasts with the views of Call (Call, 2004) who documented these effects. Many witnesses are credible (personal communication, Dr D. Dall, 13 May 2005). More recently Eall (1999, p. 92) argues it is ‘highly ... completely impossible with our current knowledge’.



If you quote,
give the page

What about materials I read but didn’t actually quote?

Acknowledge authors’ ideas that you quote or paraphrase both in-text and in your end-text reference list. There is no need to reference authors’ ideas you do not use.

Can I make a reference to anything? Are there limits?

Yes. A reference allows others to independently verify what you are saying. If the material was never published or performed in any way, your reader cannot view the material or verify that it happened, so you cannot refer to it.

What if I cannot find a date for a web page?

You should try to identify the last date when the page’s text was changed. Your browser’s *View>Show Page Info*, or *Tools>Page Info* or even *View>Page source* etc., commands should help. If that or an educated guess won’t do (e.g., *It says ©2005 so a fair guess is 2005*), you can use (n.d.) as a last resort.

It’s a web page—can I quote the paragraph number instead?

Pages are arguably hangovers from days when everything was printed. Paragraph numbers make a lot more sense in the web setting. Quote the paragraph number if evident using “para.” or the pilcrow symbol ¶ (Option-7 in *Word*), e.g. (Pall, 2009, ¶14). Alternatively, use a heading followed by the subsequent paragraph number, e.g., (Rall & Sall, 2008, Summary section, ¶ 2).



EasyRefs 2007

A quick guide to basic APA styles: Referencing by example

Referencing is the formal system of acknowledging the sources that have informed your writing. It is a crucial aspect of any persuasive writing style.

At ECU, we use the APA style of referencing, designed by the American Psychological Association. They publish a formidable 439 page style guide (American Psychological Association, 2001). They also manage a web site, at [APASTYLE.ORG](http://www.apastyle.org). The electronic references section is quite complete: <http://www.apastyle.org/electsource.html>. ECU publishes a smaller guide, available from the ECU Bookshop or online at <http://www.ecu.edu.au/LDS/pdf/refguide.pdf>. Your Faculty Learning Adviser may also help.

This handout, **EasyRefs**, is a simple demonstration of **referencing by example**. **Remember it is a SYSTEM, and should be adhered to exactly: full stops, colons, capitalisation, the lot**. Accuracy is critical, and can be enhanced by using referencing software. The ECU library has licences for EndNote™ (very useful for Honours and other postgraduate students), which can simplify the referencing process. Learning EndNote is NOT an alternative to learning how to reference, however! EndNote can be downloaded from the Library web page at <http://www.ecu.edu.au/library/endnote/>.

Inside are end-text examples of typical referencing formats for many textual and creative activities, based on the APA system. For a small example of end-text references, see below.

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What end-text references look like:

References (note alphabetical order)

- All, A., & Ball, B. (2006). APA referencing notes. Retrieved 1 Nov, 2007, from <http://www.ecu.edu.au/etc/etc/etc/apa.html>
- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.
- Call, C. (2004). Literature Review. *Telekinesis Research Journal*, 5(5), 90-99.
- Eall, E. (1999). *Ghosts and other fairies*. Los Angeles: Gemini.

Remember accuracy in referencing is critical, and should be adhered to exactly: full stops, colons, spaces after stops, even how they write “etc.”!

Article/Chapter in an edited book:

Smith, S. (2001). Chapter title. In M. Mall & H. Hall (Eds.), *Book title* (2nd ed., pp. 23-28). Place: Publisher.

Books:

Smith, S. (2006). *Book title with **only** the first letter as a capital*. Place: Publisher.

Smith, S., Jones, M., & Fall, F. (2004). *Book title that is so long that it runs onto the second line and has to be indented 0.5 cm*. Place: Publisher.

Smith, S. (2000). *Book with long title: Subsidiary title has capital after the colon*. Place: Publisher.

Smith, A. (2002a). *Different titles in same year and same author (use a, b, etc.)*. Place: Publisher.

Smith, A. (2002b). *Book title* (2nd ed.). Place: Publisher.

Smith, S. (Ed.). (2003). *Book title of edited works*. Place: Publisher.

Smith, S. (n.d.). *Report title with no date*. Place: Publisher.

Smith, S., & Jones, M. (Eds.). (2004). *Book title*. Place: Publisher.

Note punctuation for two authors!



Conference proceedings - published:

Smith, S. (2009). Title of paper. *Proceedings of the 10th World Tiddlywinks Congress* (pp. 15-27). Perth: World Tiddlywinks Association of Australia.

Journal article –volume number, issue, pages available:

Smith, S. (2001). Article title in lower case except for the first word. *Journal Title*, 56 (1), 63-72.

Journal article - only issue date available:

All, S. (2000, May). Article title. *Journal Title Upper and Lower Case*, pp. 13-24.

Newspaper article - author known:

Rover, B. A. D. (2000, September 19). Dog bites man. *Sunday Times*, p. 5.

Newspaper article - author unknown:

Man bites dog. (2000, September 20). *Sunday Times*, p. 1.

Art exhibition:

Title of exhibition. [Exhibition] (May–July 2006). Place: Name of Art Gallery.

Artwork:

Da Vinci, L. (Artist). (1503). *La giaconda* [Artwork].

Exhibition catalogue (available from either Gallery or Artist):

Artist, A. (2006). *Title of catalogue*. [Brochure]. Place: Name of Art Gallery.

Motion picture:

Fudd, E. (Producer), & Bunny, B. (Director). (1932). *Attack of the killer carrots* [Motion picture]. USA: Paramount Pictures.

Music score

Musician, A. (1909). Title of piece. In M. Mall (Ed.), *The name of the composition in italics*. Place: Publisher.

Music liner notes (CD booklets, tape, LP album covers, etc.):

Call, C. (2006). ‘Title of section in liner notes’. In *The name of the album* (p. 1). [CD liner notes]. Place: Label.

Music recording (source in square brackets, e.g., manuscript, LP, DVD etc.):

Jagger, M., & Richards, K. (1969). You can't always get what you want. On *Let it bleed* [LP]. London: EMI.

On-line journal or electronic article:

All, T., & Ball, A. (2005). Student perceptions of a popular science video. [Electronic Version]. *Journal using Title Case*, 21, 49-59. Retrieved 1 Jan, 2007 from <http://www.ascilite.org.au/ajet/ajet21/muller.html>.

On-line source – reputable site, e.g., edu, ed, org (Powerpoint, PDF, Podcast):

Lecturer, A. (2005). CMM1108 lecture 8 [Powerpoint]. From Edith Cowan University website. Retrieved 3 Jan, 2007 from <http://www.ecu.edu.au/sc/course/cmm/1108/lect8.pdf>.

On-line source – vanity press/unrefereed:

Gall, G. (1999). The title. Retrieved 2 Jan 2007, from <http://some/url/page.php>

On-line sources – no author:

The title. (2003). Retrieved 4 Jan, 2007, from <http://anAuthorlessArticle.com>.

Performance:

Performer, A. (2006). Character Name in *Title of performance*. Place: Theatre.

Review (give type inside square brackets, e.g., motion picture, book):

Critic, A. (2008, December 25). Title of review [Review of motion picture *Name in italics*]. *Sunday Times*, p. 20.