

# APA Referencing & Citing in a Nutshell

This document was compiled for you to learn how to reference and cite in APA format quickly; it presents the bare basics in less than five minutes. It is not intended as a complete reference manual. Because of the colour coding, it is best viewed electronically or printed with a colour printer.

## REFERENCING

Although there are a number of different sources you can reference, you are most likely to reference three in particular: a book where the author has written the whole book; a chapter in a book in which the author of the chapter wrote the chapter and the book contains chapters from other authors (edited book); or a journal article.

### **How do I reference a book?**

Jones, P. (2004). *Psychology and ethics*. London: Penguin.

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1. **Author's last name** is "Jones" and first name is "Paul". Only present the author's first initial of their first name, i.e., "P".
2. The **year of publication** is 2004, and can be found a few pages inside the book with the publishing details.
3. Notice that the **title of the book** is in italics, and that only the first word is capitalised.
4. **London** is the city. APA has specific rules for location details with respect to famous cities, places in the US, and all other places, as follows:
  - a. Famous Cities: London, Boston, Chicago, Los Angeles, Philadelphia, San Francisco, New York, Paris – no country name is required.
  - b. Places in the US: The city and state are both required, e.g. San Antonio, TX. (TX = the state of Texas). The state is always abbreviated – see Burton, p. 149 for a list of state abbreviations.
  - c. All Other Places: city and country, e.g. Auckland, New Zealand; Sydney, Australia.
5. **Penguin** is the publisher of the book (avoid terms *Co.*, *Inc.*, or *Publishers*).

Notice:

- A) If there were two authors, it would be: Smith, A., & Lewers, T.
- B) Where the punctuation stops and colon are placed.

### **How do I reference a journal article?**

Brunet, P. M., & Schmidt, L. A. (2008). Are shy adults really bolder online? It

depends on the context. *Cyberpsychology and Behavior*, 11(6), 707-709. doi:

10.1089/cpb.2007.0259

Brunet, P. M., & Schmidt, L. A. (2008). Are shy adults really bolder online? It

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1. There are two authors of this journal article.
2. The year of publication is 2008.
3. Only the first words of the title and sub-title of the journal article are capitalised.
4. Notice that the title of the journal in which the article appears is in italics, and every major word is capitalised (e.g., not words such as 'and', 'to', or 'for').
5. The volume number is in italics.
6. The issue/part number is not in italics and is in brackets.
7. The page numbers are separated by a hyphen.
8. The Digital Object identifier (DOI), or unique electronic code for the source, appears at the end without the need for a retrieval date. Some online references may exclude a DOI, in which case provide the URL without retrieval date. Sometimes, a journal article may simply be photocopied from the original journal source, in which case there is no need to mention the DOI or URL.

Notice:

- A) That when you referenced a book, you did not need a page number, however you do need page numbers when you reference a journal article.
- B) That the reference is also double spaced between the lines.
- C) That the second (and subsequent) line of a reference is indented.

### **How do I reference a chapter in a book?**

Huppert, F. A. (2004). A population approach to positive psychology: The potential for population interventions to promote well-being and prevent disorder. In P. A. Linley & S. Joseph (Eds.), *Positive psychology in practice* (pp. 693-709). Hoboken, NJ: John Wiley & Sons.

Huppert, F. A. (2004). A population approach to positive psychology: The potential for population interventions to promote well-being and prevent disorder. In P. A. Linley & S. Joseph (Eds.), *Positive psychology in practice* (pp. 693-709). Hoboken, NJ: John Wiley & Sons.

1. The author's name is Felicia Anne Huppert, and "Felicia Anne" is presented as "F. A." after the author's last name.
2. The year of publication is 2004.

3. The **title of the chapter** only has the first word capitalised, and the first word after the colon.
4. The **editors of the book** have slightly different punctuation. For example, there is no comma before the ampersand (&).
5. **“(Eds.)”** indicates two editors. One editor of the book would be “(Ed.)”.
6. The **title of the book** is in italics, and only the first word is capitalised.
7. The **page numbers** are separated by a hyphen, and include: pp.
8. **Hoboken** is the city, and New Jersey is the place of publication (i.e., NJ).
9. **John Wiley & Sons** are the publishers of the book.

Notice:

- A) That referencing a chapter in an edited book can be slightly more challenging.

## **CITATIONS**

### **How do I cite a book?**

Refer only to the book author and year of publication. For example, in the body, or in parentheses at the end of your sentence, you could write:

- **According to Jones (2004), people with...**
- **As Jones (2004) points out, people with...**
- **People with higher grit scores gain higher academic grades (Jones, 2004).**

When the marker goes to your reference list at the back of your assignment, they will then see the full reference details.

### **How do I cite a book chapter?**

Refer to the chapter author and year of publication. For example, in the body or at the end of your sentence you would write:

- **Huppert (2004) argues that...**
- **Positive psychology interventions have been shown to increase wellbeing over the long term (Huppert, 2004).**

### **How do I cite a journal article?**

Refer to the article author and year of publication. For example, in the body or at the end of your sentence you would write:

- **Brunet and Schmidt (2008) show how...**
- **As identified by Brunet and Schmidt (2008), self-disclosure online...**
- **Shy adults may self-disclose more online in certain contexts (Brunet & Schmidt, 2008).**

### **How do I cite and reference a secondary citation?**

A secondary citation is a source that is mentioned in another source. It means you are relying on someone else's view or summary of the material. Good practice is to directly access the sources you are referring to, however sometimes this is not practical or possible.

Within the text of your assignment, you need to mention the original author (which you do not have access to) and year details, followed by “as cited in” and the author and year details of the source you have in front of you. For example:

- **According to Smith (2000, as cited in Jones, 2001), people who...**
- **...score higher (Smith, 2000, as cited in Jones, 2001).**

In your reference list, just provide the full details for the source you have in front of you (Jones) because you have already informed the reader that you cited the information from Smith within this source. The marker will go to your reference list, looking for the author name that was located after “as cited in”.

### **Other hints and tips:**

- 1) **Do not rely on the format of references copied from websites.** There are over 1000 different referencing conventions, of which APA is only one convention. All of these referencing styles differ in terms of order of information, what is capitalised, and where punctuation is placed. Consequently, you may find a reference that looks like APA, but is actually inconsistent.
- 2) **If in doubt, follow the advice of an authoritative text,** such as Burton (2009), and treat it as the authority:

Burton, L. (2009). *An interactive approach to writing essays and reports in psychology* (3rd ed.). Milton, Australia: John Wiley & Sons.

The only text that supersedes such texts, and is “the” definitive source, is the 6<sup>th</sup> Edition of the American Psychological Association’s *Publication Manual* (2010).

- 3) **Sometimes the document you are using does not include all the necessary referencing details.** A useful strategy is to do a “Google search” for the reference – someone else may have cited it correctly, so you may need to check through your search outcomes carefully. It is most likely though that you will need to reformat it into APA style. You could also find the full details within a type of database (e.g., Amazon books or EBSCOhost).

### **Further APA referencing resources:**

- 1) The Open Polytechnic’s ‘StudyWise: Steps to Success’ (2007) has a useful summary of APA referencing on pp. 48-49. This section is titled ‘The Shortest Guide to APA Referencing’.
- 2) Massey University’s Online Writing and Learning Link has useful sections with referencing examples for in-text citations as well as individual sources referenced in the Reference List (<http://owll.massey.ac.nz/referencing/apa-interactive.htm>).
- 3) Auckland University’s referencing website (<http://www.cite.auckland.ac.nz/>) is dedicated solely to the topic of referencing and avoiding plagiarism.
- 4) Other APA referencing websites:
  - a. <http://apastyle.apa.org/>
  - b. <http://www.gmu.edu/departments/psychology/writing/advice.htm#apa>
  - c. <http://www.liunet.edu/cwis/cwp/library/workshop/citapa.htm>
  - d. <http://owl.english.purdue.edu/owl/resource/560/01/>
  - e. <http://www westwords.com/guffey/apa.html>

**Notes:**

This document explains the basic features of APA referencing. It is not intended as a complete reference manual. You may find it helpful to read chapters in an authoritative text on 'In-text citations' and the 'Reference list' as your next step after reading this document. For further examples and how to reference less conventional sources, also refer to the resources above.

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