The following information 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. The information in this guide is best viewed electronically because of the colour coding.

**Referencing**

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

1. How do I reference a book?


1. **Author’s last name** is “Jones” and first name is “Paul”. Only present the authors 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, and **England** is the country. APA has specific rules for location details. For US locations, it is always the city and state abbreviation, e.g., San Antonio, TX (the state of Texas is abbreviated to TX). See Burton (2010, p. 153) for a list of state abbreviations. For all other locations, the city and country are required, e.g., Auckland, New Zealand; Sydney, Australia.

    a. Prior to changes to the 6th edition of the APA publishing manual, there were exceptions to including the country or US state. These exceptions related to cities regarded as well-known (in terms of publishing locations). The city alone was required as follows: London, Boston, Chicago, Los Angeles, Philadelphia, San Francisco, New York, Paris. Under the 6th edition requirements, the state or country is also required, e.g., Boston, MA; Los Angeles, CA; Paris, France; New York, NY – as New York is both a city and a state.
5. Penguin is the publisher of the book (avoid these terms: Co., Inc., or Publishers).

Notice:

A) If there were two authors, it would be Smith, A., & Lewers, T.
B) Where the punctuation dots and commas are placed.
C) You should reference the book as if you had the original. Hence, apply the rules above.
D) The Open Polytechnic has its own referencing style, which may differ slightly from the APA style. Therefore, it is important to apply the APA style of referencing for books, even if a reference is provided in your course materials.

2. How do I reference a journal article?


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 reference ends with a *Digital Object Identifier (DOI)*, or unique electronic code for the source. The DOI is usually located on the first page of a journal article. Some journals may not provide a DOI, in which case the reference ends after the page numbers. For non-journal documents sourced online, end the reference with the full URL for the source, e.g., Retrieved from http://. The reader should be able to use the URL to directly access the document.
NOTE: Non-journal sources should also be academic sources. This means they have been peer-reviewed by appropriate authorities on the topic. These sources may include government reports, and working papers from organisations. Sources which are not academic sources include: Wikipedia, blogs, newspapers and popular magazines. Non-academic sources may be a starting point, before you begin shaping your thoughts and gathering academic literature.

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.

3. How do I reference a chapter in an edited book?


1. The author’s name is Felicia Anne Huppert, and "Felicia Anne" is presented "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 semi-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.
8. Hoboken is the city, and NJ is the abbreviated US state for New Jersey.
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 compared to referencing a book.

B) You should reference the chapter as if you had the original. Hence, apply the rules above.

C) The Open Polytechnic has its own referencing style, which may differ slightly from the APA style. Therefore, it is important to apply the APA style of referencing for chapters in edited books, even if a reference is provided in your course materials.

Citations

Citations are in-text references.

1. How do I cite a book?
Refer only to the book author and year of publication. For example, in the body, or in brackets 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 for the book by Jones.

2. How do I cite a chapter in an edited book?
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).
When the marker goes to your reference list at the back of your assignment, they will then see the full reference details for the chapter by Huppert in the edited book.

3. 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).

When the marker goes to your reference list at the back of your assignment, they will then see the full reference details for the journal article by Brunet and Schmidt.

4. 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, 2001) because you have already informed the reader that you cited the information from Smith within this source by Jones. The marker will go to your reference list, looking for the author name that was located after “as cited in”.

5. 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 (2010), and treat it as the authority.


The only text that supersedes such texts, and is “the” definitive source, is the 6th 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).

6. Further APA referencing resources:

1) 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.php).

2) Auckland University’s referencing website (http://www.cite.auckland.ac.nz/) is dedicated solely to the topic of referencing and avoiding plagiarism.

3) Other APA referencing websites:
   b. http://uwuqgmu.edu/departments/psychology/writing/advice.htm#apa
   c. http://owl.english.purdue.edu/owl/resource/560/01/
Note:
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 on ‘In-text citations’, ‘Referencing’ and ‘Reference lists’ in an authoritative text as your next step after reading this document. For further examples and how to reference less conventional sources, refer to the resources above.
References


