

What is referencing?

When you use ideas from other sources (e.g. books, journal articles, websites, videos, etc.) in your assignments, be sure to reference (*cite*) them in the body of your work (as an *in-text reference* or *citation*), and at the end, in a *reference list*. Most of the Otago Polytechnic programmes use APA referencing. Check with your School if you are not sure what referencing style to use because there are several (including Harvard and Chicago).

In-text citations \ references

Paraphrasing:

When writing projects or assignments, you will often discuss ideas taken from other sources (e.g. books or articles) and these need to be referenced in the body of your assignment. In-text referencing requires two elements: the *author(s)* surname/family name(s) and the *year* the source was published (or the copyright year, if it there is a difference). Two examples of in-text referencing are shown below:

Example 1: Any hypothesis needs be clear and testable (Coon, 1994).

← Author surname and year of publication or copyright, enclosed in brackets.

Example 2: Coon (1994) states that any hypothesis needs to be clear and testable.

↑ When the author(s) surname is included in the text of the sentence or paragraph, enter the year of publication (or copyright) in brackets immediately after.

Does your source have 3 or more authors?
If so, you only need to enter the **first author** surname followed by **et al.**
For example:
(Beaton et al., 2019) OR Beaton et al.
(2019) outlines the...

Quotations

Quoting from a source of information also requires an in-text reference, and how it is formatted in the document depends on the length of the quote. Here are two ways to reference a quotation that is 40 words or less. They are similar to in-text the examples above but also include the page where the quotation can be found:

Example 1:

“Children build a storehouse of words from hearing books read aloud; they draw upon these words and their meanings when they read and write on their own” (Cullinan & Smith, 2000, p.28).

Example 2:

Cullinan and Smith (2000) found that reading books aloud to children had benefits, “children build a storehouse of words from hearing books read aloud; they draw upon these words and their meanings when they read and write on their own” (p.28).

Notice the use of & when the two author surnames are within the brackets, and the use of and when they are outside the brackets as part of the sentence / paragraph.

The full stop marking the end of the sentence/quotation should follow the reference to the page number.
If a question mark is at the end of the quote, it should remain within the quotation marks and a full stop should still follow the reference to the page number.

Citing secondary sources:

Use this option when the author of your source of information (e.g. Irvine), refers to ideas published by another author (e.g. Bekhoff) and you want to refer to those ideas in your own work. It is recommended that you try and access the original work but that is not always possible. Here is an example of how to make an in-text secondary citation.

Bekhoff explains that critical anthropomorphism (Bekhoff, 2000, as cited in Irvine 2004) is a middle ground between....

The source Irvine referred too.

The source that you read that discusses Bekhoff.

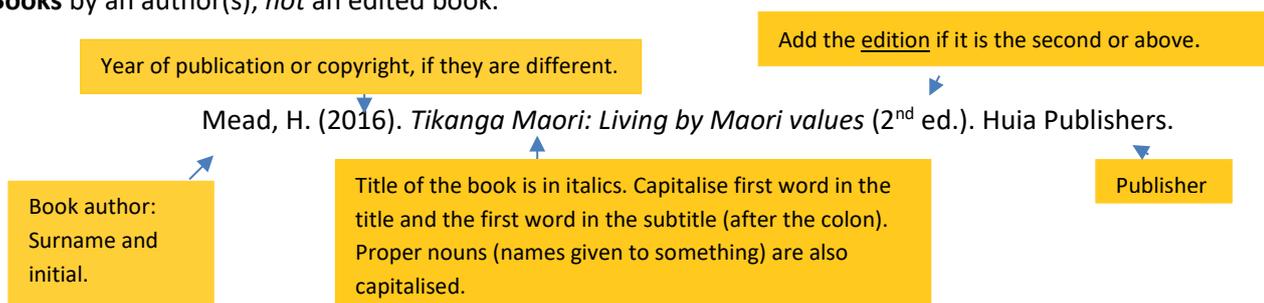
Provide a full reference to the secondary source (in this case, Irvine) in the reference list.

The reference list: formatting and examples

If you have referenced a source of information in the text of your assignment, in most cases you will need to add it to your reference list at the end of your assignment. This list should be on a separate page headed "References". The references should be listed alphabetically, by first author surname, and double-spaced within and between entries. If the reference takes up two or more lines, indent the second and subsequent lines 0.5 inches approx. 1.25 cms).

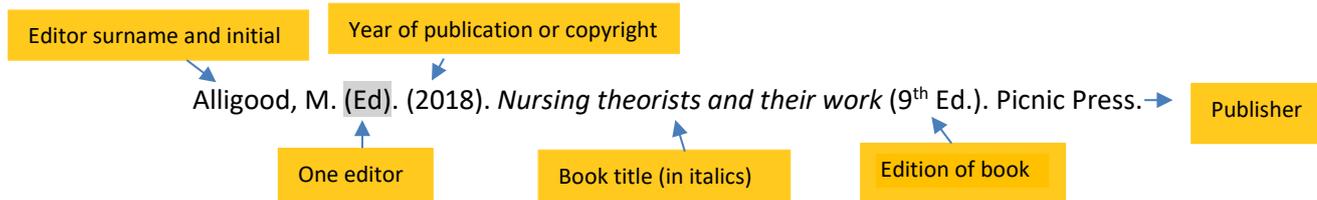
The following examples show how to format the references to some common sources of information in APA style.

Books by an author(s), not an edited book.



Edited books

If a book has an editor(s) rather than an author, indicate this with (Ed.) or (Eds.) after the surname and initial.



eBooks

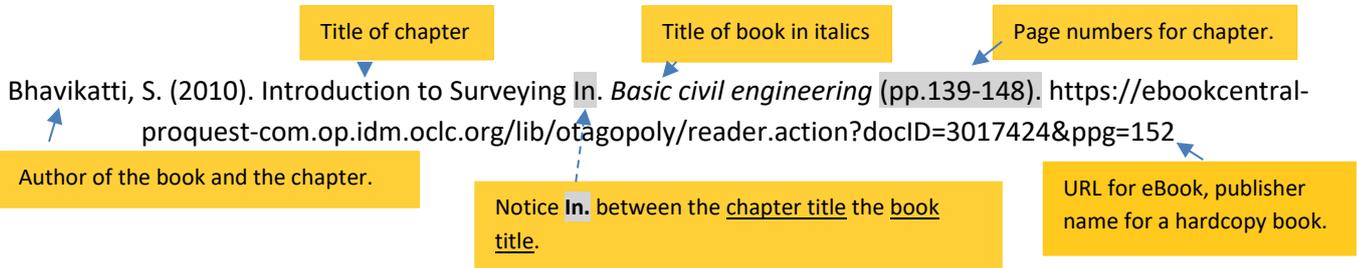
Referencing an eBook, with author(s) or editor(s), is very similar to referencing a hard copy book. The only difference is that the publisher details are replaced by the url for the eBook.



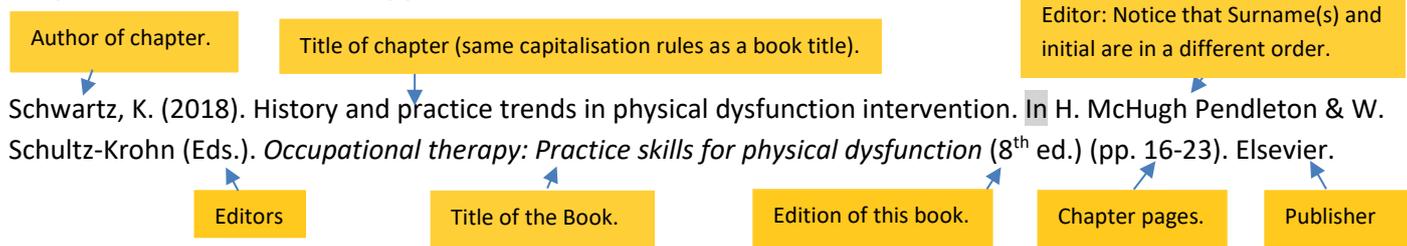
This guide is based on, *The publication manual of the American Psychological Association*, 7th ed. (2020). Copies of this manual are available at the Robertson Library and for more referencing examples, go to *chapters 8* and *10* or visit: apastyle.apa.org

Chapter from an authored (*not* edited) eBook

The following reference is for a chapter in a book by the same author (Bhavikatti). A URL has replaced the publisher details because this is an eBook. If this was a hardcopy book, include the publisher name.

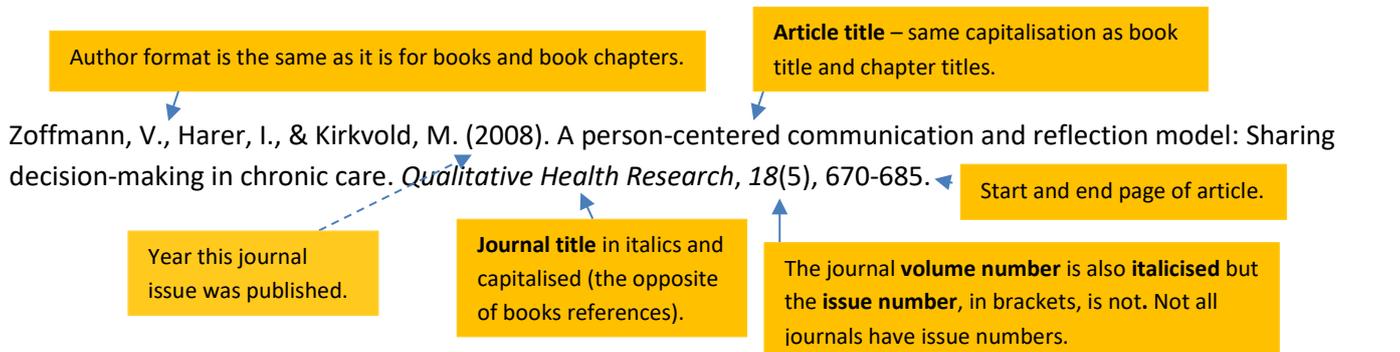


Chapter from an edited hardcopy book



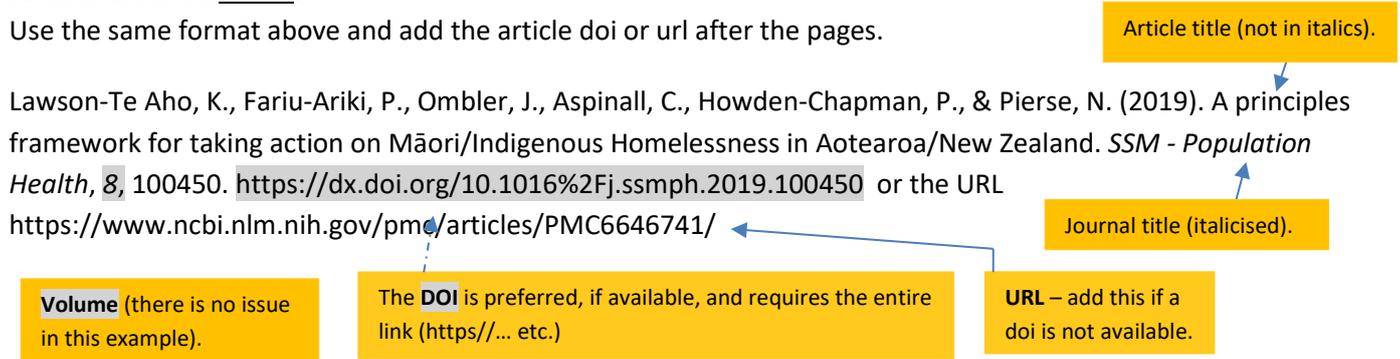
Journal articles:

Academic/Peer reviewed/Scholarly journals are often available online and in hardcopy. When you reference a journal article, you need to indicate whether you accessed it from the hardcopy or online journal. Articles accessed online need to include the **url** (or the **doi**) for article. Whether hardcopy or online, the APA references for articles do not include the publisher.



Articles accessed online.

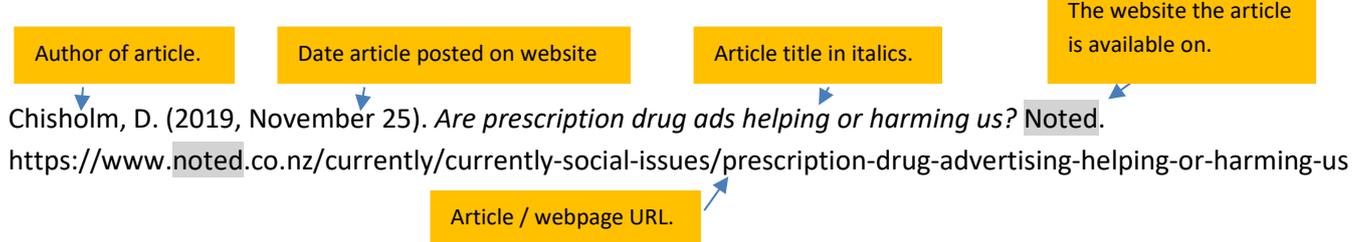
Use the same format above and add the article doi or url after the pages.



Webpages: articles on websites (including news sites):

Referencing articles or information on a webpage differs depending on whether the author of the content is also the author of the actual website (e.g. Ministry of Health) or an individual (e.g. an article by Brian Jones on the Ministry of Health website).

When the website and the author of the article/webpage are not the same.



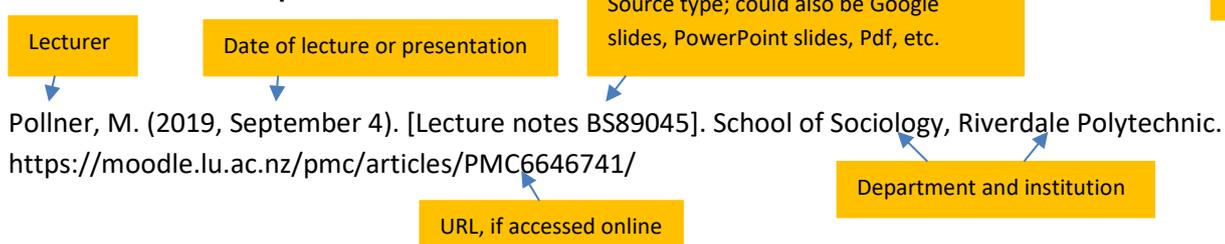
When the website and the author of the article/webpage are the same. Include them as the author in the reference but do not add them before the URL.



Video – online



Lecture notes or slide presentations online



Additional tips:

- **No year of publication?** Use (n.d.) in the reference list and in-text citations, e.g. Alger, A. (n.d.) or (Zoffman, n.d.).
- **Publication has no author or the author is Anonymous?** In-text reference: use the publication title and year (instead of author, year). In the reference list, start the reference with *the title* (in italics); the edition, if required; year of publication; and publisher or site retrieved from and url.
- **Referencing multiple sources in the body your assignment at the same point:** Enclose all the references within the same set of brackets. List the most relevant first, then semicolon, then list the other references in alphabetical order (by first author surname) and separate each of those with a semicolon. For example:
(Child and Youth Wellbeing, 2019; see also Kirkvold & Ombler, 2014; Krohn & Michaels, 2017).
- **The article has 21 or more authors?** In-text reference: **First author surname, et.al.** In the reference list: enter the first 19 authors followed by an ellipsis ... followed by the last author.