

What is referencing?

When you use ideas from books, journal articles, websites, images, etc. in your assignments, be sure to reference (cite) them in your work; in the *text* of your document and in a *reference list* at the end). Most Otago Polytechnic programmes use the APA referencing style and the examples in this guide are based on the most recent version of the: Publication manual of the American Psychological Association. (2010). (6th ed. 2nd printing [corr. rev. ed.]. ed.).

Referencing in the text of a document:

When *paraphrasing* (summarising information from another source in your own words), use either of these methods to reference that information:

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

Author(s) surnames, date of publication.

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

If the surname(s) is already mentioned in the text, add the date of publications after it.

When *Quoting* from a source, enter the quote exactly, surround with quotation marks and include the page(s) number. For example: "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).

Creating a reference list: Examples of how to reference popular sources of information in APA style

Books

Author Year of pub Book title in *italics* and lower case Place of publication

Ferguson, G. (2004). *You'll be a man if you play rugby: Sport and the construction of gender*. Palmerston North, NZ: Dunmore Press.

E-books (online books)

Author(s) Year of pub Book title in *italics* and lower case Publisher

Killen, R. (2014). *Effective teaching strategies lessons from research and practice*. Retrieved from <http://otagopoly.ebilib.com.au/patron/FullRecord.aspx?p=1696408&echo=1&userid=^u>

Replace the publisher information with the URL to the e- book. Add 'Retrieved from' and then the e-book URL.

Variations on the book reference:

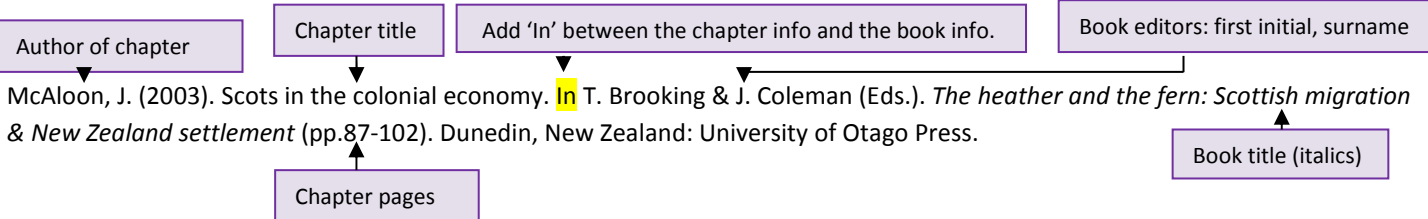
- Multiple authors: use a comma or & to separate the names:
E.g. Dockett, S., & Fler, M. (2003)... OR ... Brown, R., Cale, G., & Smith, A. (1998)...
- If you have an editor instead of an author: use (Ed.) for one editor and (Eds.) for multiple editors
Parry, J. (Ed.). (1991). *Building a home: A matter of lifestyle and comfort*. Sydney, Australia: Picnic Press.
- The edition of a book (4th ed.) is entered after the title
Parry, J. (Ed). (1991). *Building a home: A matter of lifestyle and comfort* (2nd ed.). Sydney, Australia: Picnic Press
- If there is no author, the book title goes starts the reference, followed by the edition (if not the first) and then the year:
Merrian-Webster's collegiate dictionary (11th ed.). (2004). Springfield, MA: Merrian-Webster.

Examples continue over the page..

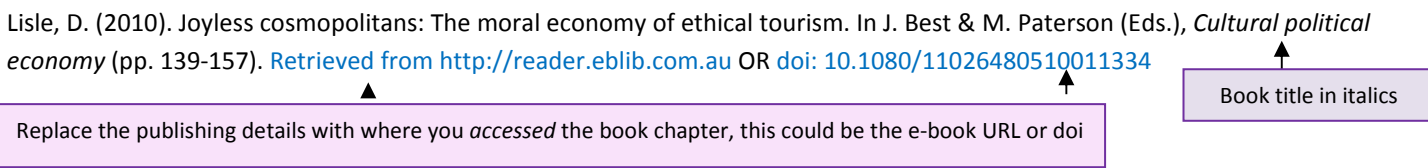
Need some help?

Try the APA style website: <http://www.apastyle.org/> or
contact the Robertson Library staff: 03 479 3793 or ask.library@otago.ac.nz

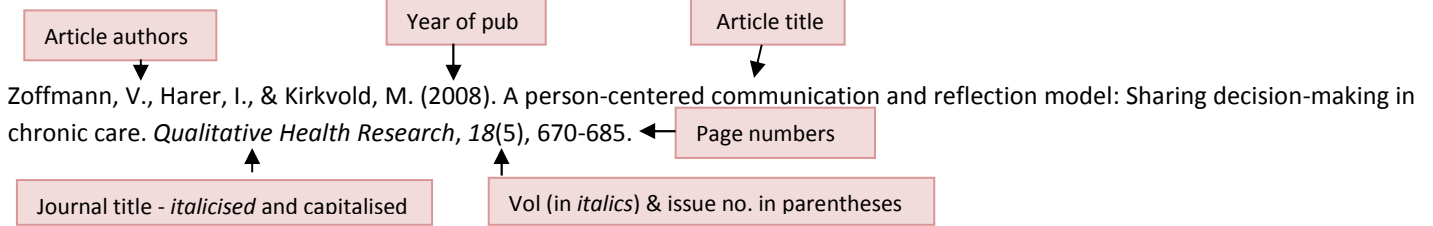
Book chapter: book chapter references are only necessary for edited books because the chapters tend to have different authors.



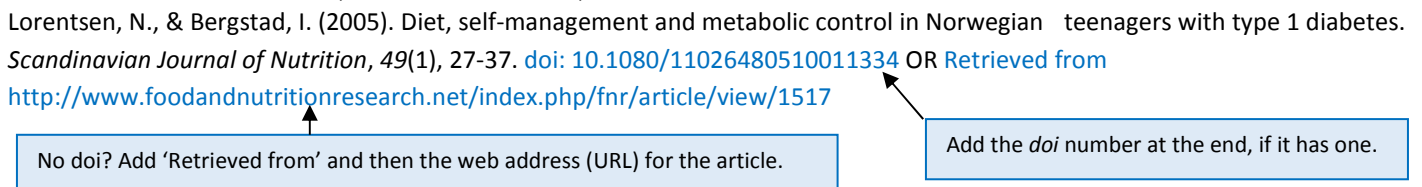
Chapter from an e-book (replace the publishing details with where you access the chapter):



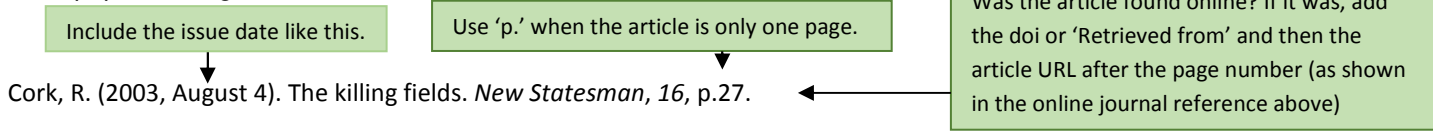
Journal article (print/hardcopy):



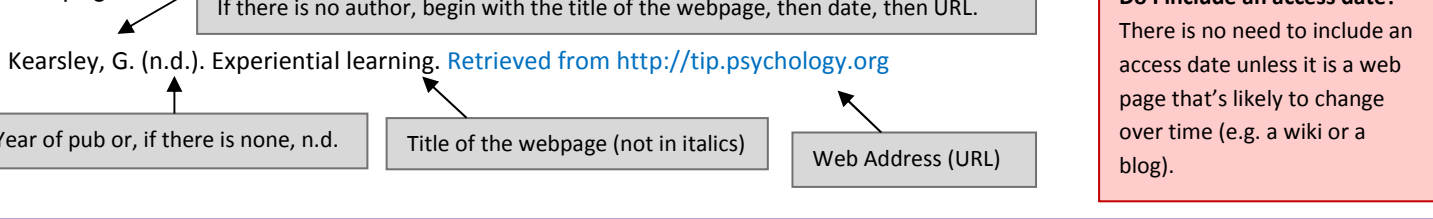
Journal article found online (with a doi or without)



Newspaper or magazine articles:



Webpage:



Work of Art:

