>>Referencing Guide: APA Style (American Psychological Association Style)

- All material used in academic writing should be referenced in your text, whether you give a summary of others' ideas, or a direct quote. This is called in-text referencing or citing.

- It is also essential that either a Reference List or Bibliography be provided, starting on a new page at the end of the text. Check requirements with your lecturer.

- A Reference List contains only publications cited in your assignment, report etc. A Bibliography contains all cited publications plus uncited publications considered to be relevant to the subject.

- Failure to provide in-text referencing and Reference List or Bibliography is called plagiarism, which can attract heavy penalties.

- Following are **some** examples on citing resources, using the APA style. These examples do not cover every contingency; please refer to the sources listed overleaf for more information.

- Several Schools have also compiled their own referencing guides, or web sites that deal with referencing. Check with your lecturer or tutor, or look on http://www.griffith.edu.au/elements to see if there is a guide for your school.

- Some specialist styles used at Griffith:
  Griffith Law School (Griffith Law Review style guide): http://www.griffith.edu.au/publication/glr/frameset3.html
  Queensland Conservatorium Style and Research Guide (available on Learning@Griffith)

Check with your lecturer or tutor for each course about their preferred referencing style and/or preferred referencing guides. You should do this particularly for those cases where you see "Consult your lecturer or tutor" printed in this guide.

In-Text Referencing
Citing Print Sources

Direct quote:	Example:
a) Provide the author, date, and specific page citation in the text and enclose the quotations with double quotation marks. (For works with 2 authors, cite both names in text. For works with 3 or more authors, cite all authors for the first occurrence: thereafter use "et al." after the first author's name). b) When the author's name is mentioned in text add year and page numbers only (in brackets). c) Display a quotation of 40 or more words in freestanding double-spaced block indented 5 spaces; do not use quotation marks.	a) "A person who reports a chronically low level of energy will have a managed..." (Barry, 2001, p. 46). b) Barry (2001, p. 46) argues in his report that "a person who.." c) Any break in the inflow of capital had wide-ranging ramifications: The vulnerability of a small economy was increased by the structure of Australian trade, with primary exports exchanged for manufactured consumer and producer goods. (White et al., 1992, p. 181).
Paraphrase: a) Provide the author and date, as with a direct quote (see previous examples). Page number not usually required, however, see APA manual (page 121, paragraph 2) for more information. **Consult your lecturer or tutor**.	**Example:** a) Barry (2001) refers to the person's level of energy. or This can be attributed to energy levels (Barry, 2001).
Secondary Sources: a) When using a quote or idea from one author found in the work of another author. Provide original author, then "as cited in", followed by the secondary author/s, date and page number for a direct quote (see above for paraphrase). NB. The reference list provides details of the secondary source only.	**Example:** a) Gardener (as cited in Biggs & Tang, 2007, p. 82) states… or …by students (Gardiner as cited in Biggs & Tang, 2007).

Citing Electronic Sources	Example:
a) World Wide Web documents are cited just like printed works. When citing a specific part of a document without page numbers use paragraph numbers, if they are visible. Use the abbreviation 'par.' or "pars." b) Display a quotation of 40 or more words in freestanding double-spaced block indented 5 spaces; do not use quotation marks.	a) "A concern for progress is central to the public agendas of modern societies" (Leet, 2002, para. 1). or As Myers (2002, ¶ 5) phrases it, "positive emotions…." b) Set out as per Example (c) above.

List of References

- Use indentation in your reference lists: indent the second and following lines of each item (see examples below)
- The list should be alphabetised by the first word in each reference, with a blank line between each reference

Printed Sources – Books	Example:
a) Single Author.	a) Russell, C.S. (2001). *Applying economics to the environment.* New York: Oxford University Press.
b) Multiple Authors – all authors to be listed in reference list.	b) Bartol, K., & Martin, D. (2000). *Management.* New York: McGraw-Hill.
c) Organisation as author - when the author and publisher are identical, use the word Author as the name of the publisher (see page 230, section 4.14 of APA Manual)	c) Department of Families, Youth and Community Care. (1997). *Implementation of national standards for outside school hours care in Queensland.* Brisbane: Author.
d) Editions.	d) Sisk, H. (1977). *Management and organization* (3rd ed.). Cincinnati: South-Western.
e) No author or editor – if no author or editor is given, the title is used. Alphabetise the entry by the first significant word in the title.	e) *The Oxford English dictionary* (2nd ed.). (1989). Oxford: Clarendon Press.

Printed Sources – Edited Works	Example:
a) Single Editor.	a) Rosner, R. (Ed.). (2003). *Textbook of adolescent psychiatry.* London: Arnold.
b) Multiple Editors – all editors to be listed.	b) Kerr, J., & Sweatman, C. (Eds.). (2003). *Women reinventing globalisation.* Oxford: Oxfam.

Printed Sources – Other	Example:
a) Books in a series.	a) Grand, S. (2002). *The reproduction of evil: a clinical and cultural perspective. Vol 17 Relational perspective book series.* Hillsdale, NJ: Analytic Press.
b) Book Chapter (in a book with an editor).	b) Cavanaugh, J.C. (1999). Theories of aging in the biological, behavioral, and social sciences. In J.C. Cavanaugh & S.K. Whitbourne (Eds.), *Gerontology : an interdisciplinary perspective* (pp. 1-32). Oxford: Oxford University Press.
c) Course Study Guide – articles and book chapters in your Course Study Guide might be referenced as a standard journal or book chapter (or part thereof), or as a chapter in your Study Guide. **Consult your lecturer or tutor**.	

Non book Material	Example:
a) Journal Articles/Newspaper Articles – provide the issue number only when each issue begins at page 1. If there is a month/year only provided, use the format (1994, April). For newspapers, use "p." or "pp." to designate page. numbers.	a) Newton, P. (2001). Urban Australia 2002. *Australian Planner*, *39*(1), 37-45.
b) Videos.	b) Wiggins, J. (Director). (1986). *The rhetoric of advertising* [Videorecording]. Sydney: Australian Film Institute.
c) ABS Publications.	c) Australian Bureau of Statistics. (2002). *Balance of payments and international investment position, Australia, December Quarter 2002* (No. 5302.0). Canberra, Australian Capital Territory: Author.

Legislation	
a) APA Style does not cover citing Australian legislation in a List of References. You may wish to use the Commonwealth author-date style, but you should consult your lecturer or tutor to confirm requirements.	

Electronic Journal Articles (library database)	Example:
a) Cite article as per a paper copy of the journal article, also include the database title and the retrieval date.	a) Gibson, R. K., & Ward, S. (2002). Virtual campaigning: Australian parties and the impact of the internet. *Australian Journal of Political Science*, *37*, 99-129. Retrieved April 10, 2002, from the Catchword database.

World Wide Web Resources (including books, government documents, and Web sites)	
a) An entire Web site.	a) Queensland Government. (2006). *Department of Natural Resources and Water.* Retrieved January 8, 2007, from http://www.nrw.qld.gov.au
b) No author details – if no author is identified, begin reference with the document title.	b) Fort Lytton. (n.d.). *Yahoo health.* Retrieved January 11, 2007, from http://www.geocities.com/TheTropics/4303/lytton.html
c) No date identified – (n.d.) indicates no publication date.	c) Australian Sports Commission. (n.d.).*Australian Institute of Sport.* Retrieved January 11, 2007, from http://www.ais.org.au

Guides to citing information:	Example:
a) APA Style. or b) APA web site – http://www.apastyle.org	a) American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Other Useful Sites	Example:
a) Endnote – a database management package that allows you to organise your references, and create instant bibliographies.	a) http://www.griffith.edu.au/library/workshops-training/self-help-resources/endnote
b) Electronic References and Scholarly Citation of Internet Sources – this document keeps track of materials dealing with the emerging standards for electronic references and scholarly citations of Internet Sources in both paper and online publications.	b) http://www.spaceless.com/WWWVL