

Help sheet; REFERENCING – The APA System (D5.1.2)

(For students of Health Services)

Students are required to use a known referencing system to formalise their acknowledgment of others' ideas.

The most commonly used referencing system at Victoria University is the Harvard System.

Students of Health Services use a similar author-date system called APA. (The in-text referencing of both author-date systems is the same, but there are some differences in the end-of-text referencing.)

This is an abbreviated guide to the APA system. For a more detailed guide, look at the VU library site for the APA Referencing Guide
<http://w2.vu.edu.au/library/infolink/vrc/style.htm>

PUTTING QUOTATIONS INTO AN ESSAY

There are two kinds of quotations:

- A direct quotation, where the actual words of the writer are used.
- An indirect quotation where you summarise the writer's ideas using your own words. This is called paraphrasing.

BOTH NEED TO BE ACKNOWLEDGED IN THE ESSAY (IN-TEXT REFERENCING) AND AT THE END OF THE ESSAY IN THE REFERENCE LIST.

IN TEXT REFERENCING

DIRECT QUOTATIONS

- **When you do not use the name of the author in your sentence**, you place the following in brackets at the end of the quotation (even if you haven't finished the sentence):
 1. Author's surname
 2. Date of publication, followed by a comma
 3. Page number

Example

Reading is a skill, 'acquired through experimentation and exploration, not through the application of rules to print' (Gnat 1999, p.76).

- **When you want to use the author's name in the sentence containing the quote**, you need only add the date and page number after the author's name.

Example

Gnat (1999, p.76) states that reading is a skill, 'acquired through experimentation and exploration, not through the application of rules to print'.

- **If you do not wish to use the whole quotation** because it is not all relevant or it is too long, you insert three dots to show that it is missing a section. This can be done at the beginning, in the middle or at the end.

Example

Gnat (1999, p.77) describes the process of reading as an act that '...whilst developed through exploration, is one that requires a decoding process that is both cognitive and mimicked...'

- **If you wish to add something to the quote to clarify it**, you need to put it in a bracket.

Example

'Elaine (the subject of the study) was unable to reproduce the same decoding process as Jill (psychologist).'

- **If more than one author wrote the publication**, you need to mention both authors' surnames.

Example

(Henderson and Davies 1997, p.92).

- **If more than two authors have written the publication**, you need to write the names of all three authors the first time you cite the publication, but you can then to refer to them in later citations as author 1 et al.

Example

(Gordon et al 1999, p.7)

- **If there is no author stated**, you may use the name of the organisation that produced the information.

Example

(Australian Medical Association, 2001)

- **If there is no identifiable writer or organisation**, you use the title (titles are italicised or underlined).

Example

(Living with Teenagers, 2001)

- **If you are citing an electronic source** such as the Internet, you treat the referencing the same as that for prose texts, except for when a page number is not

given on the site material. In this case, you count the number of paragraphs in the referenced information and give the paragraph number. If the site is very long, you may need to write the preceding paragraph heading and then the paragraph number.

Example

(Jones, 2000, para 3)

(Australian Bureau of Statistics, 1997, Rental Properties, para6)

(Remember that the date needs to be the **date it is written**, not the date you found it on the web. If there is no date you need to put n.d. instead of the date. The web address and the date you retrieved the information goes in the Reference List at the **end** of your submission –see below under **REFERENCE LIST**.)

- **If your direct quotation is more than three lines (or 40 words),** you type it using single spacing and indent the whole quotation. No quotation marks are needed. A colon is used to introduce the quotation.

Example

Derewianka (1990 pp. 67-68) claims:

The basic purpose of narratives is to entertain, ie, to gain and hold the reader's interest in the story. But narratives may also seek to teach or inform, to embody the reflections on experience and – perhaps most important to nourish and extend the reader's imagination.

NB if a quotation extends over two pages, use pp (page to page) and the page numbers.

Remember that you cannot count the words in direct quotations as part of your essay word count.

INDIRECT QUOTATIONS

An indirect quotation is when you use your own words to explain someone else's thoughts/ ideas/ knowledge/ understandings. You must acknowledge the source of these thoughts/ ideas/ understandings, **the same way that you would a direct quotation.**

(In academic work, it is more usual for you to be exploring and evaluating the ideas of experts in your academic field than to be making up *completely* new ideas. You may judge their ideas, or use combinations of ideas, to come to your own understanding of a topic area, but you still need to acknowledge the original ideas that underpin your thinking.)

You may count the words in indirect quotations as part of your essay word count.

CITING FROM A SECONDARY SOURCE

If material is cited from a secondary source (ie the reference that you are reading cites someone else and you want to use this cited material), both sources must be given, beginning with the person who owns the material.

Example

Burke (1995, cited in Davis 1999) has shown ...

or

Reading is a multi functional activity (Burke 1995, cited in Davis 1999).

Only the source you read (Davis) is quoted in the Reference List at the end of the submission.

REFERENCE LIST

Your in-text referencing only gives an outline of the reference you have used. You need to give the full bibliographic details of your references on a separate page at the end of your essay.

A **Reference List** lists only those references you have cited in your essay (not those you have merely read).

A **Bibliography** lists all references cited and read to produce your essay. You need to ask your teacher which they wish you to use. They may want both - if so, use two separate pages.

The Reference List commences on a new page immediately after the text, and *before* any appendices. It is headed References and the heading is centred.

References are entered in alphabetical order by author. Some references have no designated author and need to be listed alphabetically by title. Ignore the words 'The' or 'A' in the author's/title's name, and instead use the next significant word to determine alphabetical order.

If you have cited material from a secondary source, you enter only the source you have consulted in the Reference List.

Example

Davis, P. (1999) *Teaching Adults Living Skills*. Englewood Cliffs: Prentice Hall

REFERENCING ELECTRONIC SOURCES

Heart Research Centre. (1999). Best practice guidelines for cardiac rehabilitation and secondary prevention. Carlton, Vic: Department of Human Services Victoria. Retrieved February 13, 2000 from the World Wide Web: <http://www.dhs.vic.gov.au/phb/9905015/index.html>

Public Health and Development Division (Department of Human Services). (1999). *The Victorian burden of disease study: Mortality*. Melbourne: State of Victoria. Retrieved March 26, 2000 from the World Wide Web: <http://www.dhs.gov.au/phd/9903009/index.htm>

Roberts, R., & Fromm, R. E. (1998). Management of acute coronary syndromes based on risk stratification by biochemical markers. *Circulation*, 98, 1831-1833. Retrieved March 6, 2000 from the World Wide Web: <http://circ.ahajournals.org/cgi/content/full/98/18/183>

Guardianship and Administration (Amendment) Act 1999, No. 40/1999, Parliament of Victoria.
Retrieved September 7, 1999 from the World Wide Web: <http://www.dms.dpc.vic.gov.au>

Documents accessed via the World Wide Web use the same APA (1994) format for a reference of the particular kind (for example, book, Act, etc); but at the end of the reference list entry, the date of retrieval and the path specifications are shown.

Note that no punctuation (such as a period) is used at the end of the path, and the path is written on one line. As occurs in the paths in the example, some word-processing software underlines the on-line address.

In text, use author and date (as required and as usual) for any source (see in-text referencing).

Below is an example of a Reference List. Explanations of referencing for each type of genre (for example, books, journal articles etc) are given separately in the full APA style guide. (Working from an example such as the one below is often easier than working through each type of entry.)

References

American Psychological Association. (1994). *Publication manual of the American Psychological Association* (4th ed.). Washington, DC: Author.

Anderson, J., & Poole, M. (1994). *Thesis and assignment writing* (2nd ed.). Toronto: Wiley.

Australian Government Publishing Service. (1995). *Style manual for authors, editors and printers* (Corrected 5th ed.). Canberra: Author.

Bate, D., & Sharpe, P. (1996). *Writer's handbook for university students* (3rd ed.). Marrickville, NSW: Harcourt Brace & Company.

Clanchy, J., & Ballard, B. (1991). *Essay writing for students. A practical guide* (2nd ed.). Melbourne: Longman.

Cormack, D. (1994). *Writing for health care professions* (2nd ed.). Oxford: Blackwell.

Electronic reference formats recommended by the American Psychological Association. (1999, November 19). Washington, DC: American Psychological Association. Retrieved April 6, 2000 from the World Wide Web: <http://www.apa.org/journals/webref.html>

For more detailed instructions click on the VU Library site
<http://library.vu.edu.au>