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 (this is known 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). For more APA referencing examples online, go to: https://apastyle.apa.org/style-grammar-guidelines/references/examples/

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 family name 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 name 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, enter the **first author** surname followed by **et al**. For example:
(Beaton et al., 2019) OR Beaton et al. (2019)

Quotations

When quoting from a source of information, include the page number for the quote in the in-text reference. There are two ways to format your quotation and the option to choose depends on the length of the quote. Here are two ways to *reference* a quotation that is 40 words or less.

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).

There is no full stop between the quotation mark, marking the end of the quote, and the in-text reference. The full stop should follow the in-text 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.

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 part of the sentence / paragraph.

For more information about referencing and formatting quotations: https://apastyle.apa.org/style-grammar-guidelines/citations/quotations

Citing secondary sources (in the text and reference list):

A secondary source refers to content first reported in another source. For example, while reading Irvine (2004) you come across a quote that is cited as coming from an article by Bekhoff (2000) and you want to use that quote in an assignment. It is always best to read the original source (in this case, Bekhoff) but if you are unable to access it, you can still use the quote and cite/reference it as coming from a secondary source (Irvine, 2004):

Bekhoff explains that "critical anthropomorphism is a middle ground between…." (Bekhoff, 2000, as cited in Irvine, 2004, p.16).

The source Irvine cited in the article.

The source that you read that discusses Bekhoff.

In the reference list - provide a full reference to the secondary source 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. 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.

Book title in italics. Capitalise first word in the title and the first word in the subtitle (after the colon). Proper nouns (names given to something) are also capitalised

Book author: Family name and initial

Mead, H. (2016). *Tikanga Maori: Living by Maori values* (2nd ed.). Huia Publishers.

Year of copyright/publication

Publisher

Edited books

If a book has an editor(s) rather than an author, indicate this after the family name and initial by adding (Ed.). or (Eds.).

Editor family name and initial

Alligood, M. (Ed.). (2018). *Nursing theorists and their work* (9th ed.). Picnic Press.

Publisher

One editor

Year of publication or copyright

Include the edition if it is the second or above

eBooks

References for eBooks can differ depending on whether they have a DOI.

If the eBook has a DOI, enter this at the end of the book reference after the publisher name:

Book editors

Book title in italics

Gonzalez-Moreno, B & Gonzalez-Moreno, F. (Eds.). (2020). *Painting words: Aesthetics and the relationship between image and text*. Routledge. https://doi.org/10.4324/9780429242601

Publisher

DOI

If the eBook has no DOI and was accessed from the Library catalogue or one of the Library academic/research databases (e.g. ProQuest eBook Central), you can reference the book the same as you would a print/hardcopy book and do not include the database name or URL in the reference.

Chapter from an authored Book:

The following reference is for a chapter in an authored book (i.e. the entire book is written by Haber).

Haber, D. (2013). Community health In *Health promotion and aging: Practical applications for health professionals* (6th ed., pp. 291 -314). Springer.

Chapter from an edited book

Schwartz, K. (2018). History and practice trends in physical dysfunction intervention. In H. McHugh Pendleton & W. Schultz-Krohn (Eds.), *Occupational therapy: Practice skills for physical dysfunction* (8th ed., pp. 16-23). Elsevier.

Chapter from an eBook - if the chapter has a DOI, include it after the publisher name at the end of the reference. If the book chapter does not have a DOI and the eBook was accessed from the library catalogue or research database, treat it like a print/hardcopy book reference and do not include the database name or URL in the reference.

Journal articles (peer reviewed articles):

Here is an example of a reference for an article from a peer reviewed/academic/scholarly journal:

Zoffmann, V., Harer, I., & Kirkvold, M. (2008). A person-centered communication and reflection model: Sharing decision-making in chronic care. *Qualitative Health Research*, *18*(5), 670-685.

Articles accessed online with a DOI

If your online article has a DOI, include it at the end of the reference (after the page numbers). There is no full stop after the DOI

If your article has no DOI but you accessed it online through the Library catalogue or research database: Use the same format as the Zoffmann, Harer & Kirkvold (2008) reference above and do not include the database name or URL in the reference.

Online articles with no DOI and not accessed from the Library catalogue or research database: Add the article URL to the end of the reference. There is also no full stop after the URL

Magazine article

Magazines tend to come out much more frequently than peer reviewed journals and they usually have an issue date. This is included in the reference. Include a DOI if the article has one. Include the URL if accessed online and no DOI. Some online articles will have no volume / issue numbers or page numbers and in these cases, you can omit them from the reference.

Chisholm, D. (2014, September). The upside to anxiety. *North and south*, *342*, 36-46.

Cochrane Systematic Reviews

Authors **Year** **Title of the review**

Østeras N, Kjeken I, Smedslund G, Moe RH, Slatkowsky-Christensen B, Uhlig T, Hagen KB. (2017). Exercise for hand osteoarthritis. *Cochrane Database of Systematic Reviews*. https://doi.org/10.1002/14651858.CD010388.pub2

Source of review (italicised) **DOI**

Web page on a website

1. *When the website name and the author of the article/web page content are different.*

Author of page/article **Date of article or when the web page was last updated** **Page/article title** **The website name if different to web page / article author**

Chisholm, D. (2019, November 25). *Are prescription drug ads helping or harming us?* Noted. https://www.noted.co.nz/currently/currently-social-issues/prescription-drug-advertising-helping-or-harming-us

Article / webpage URL

2. When the website name and the author of the article/web page content are the same.

Author of website and webpage **Date** **Article / web page title**

Child and Youth Wellbeing. (2019, August 29). *Child and Youth Wellbeing Strategy launched*. https://childyouthwellbeing.govt.nz/about/news/child-and-youth-wellbeing-strategy-launched

Web page URL

Study material uploaded to Moodle

Lecturer / presenter **Date / year** **[Type: Google slides, PowerPoint slides, notes from lecturer, etc.**

Pollner, M. (2019, September 4). *Title of presentation or lecture in italics* [PowerPoint slides]. Otago Polytechnic Moodle. https://moodle.op.ac.nz/pmc/articles/PMC6646741/

URL **Name of Moodle site**

Multiple authors and missing information:

- Referencing multiple sources in the text of 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; Krohn & Michaels, 2017).
- A publication with no author or the author is Anonymous: for the in-text reference and the reference list, use the publication title (not italicised) and year (instead of the usual author, year). In the reference list; start the reference with the title (not italicised), the edition (if required), year of publication, publisher and if necessary, DOI / URL etc.
- An 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.
- Year of publication missing - use (n.d.) in the reference list and in-text citations, e.g. Alger, A. (n.d.) or (Zoffman, n.d.).

This guide was *revised May 2020* and is based on, *The publication manual of the American Psychological Association*, 7th ed. (2020) and apastyle.apa.org