

Writing Series

Introduction to APA Referencing

Referencing is an important part of academic writing. Unless clearly stated otherwise in your assignment brief, your tutor will expect you to use accurate referencing in your assignments. Read on for information about referencing practices at WelTec and Whitireia.

What is referencing?



Whenever you use another author's ideas in your writing, you must give credit to that person. This is called referencing. When you reference, you use a special format to show your reader the source of the borrowed ideas. At WelTec and Whitireia we use the American Psychological Association, APA (7th edition) referencing format.

Why reference?



Referencing shows your reader (your tutor) which ideas in your writing have come from another author and which are your own. In addition, a reference shows anyone who is reading your work where your information comes from and what research you have done. When you borrow ideas *without* referencing, it is academic dishonesty or plagiarism – stealing others' work. You may be accused of academic dishonesty if you do not use proper referencing in your writing.

How to reference?



Referencing is a two-part process: first, whenever you use information from another source in your writing you must include an **in-text citation**. This means that when you paraphrase the author's idea you must include in the same sentence the author's last name and the year of publication for the source. If you are quoting you will also need to include the page the quote came from. See below for examples.

Direct Quote of less than 40 words: Use quotation marks and add the page number in the citation. Gilbert and Coyne (2018) explain that "the determinants of health are described in a variety of ways, including economic, social, political and environmental" (p. 8).

More than 40 words (not recommended):

Indent the entire quote, no quotation marks and the full stop ends the quoted text. Use double line spacing.

Direct Quote:

"The first settlers set out from a place called Hawaiki, a homeland that recurs in stories throughout Polynesia" (Smith, 2005, p. 7).

Paraphrase:

Smith (2005) states that the original settlers of New Zealand came from a place called Hawaiki, which is a homeland mentioned in traditional stories from many Polynesian islands.

Formatting Reference List

You must also include a properly formatted **references list** at the end of your work. This section should be titled *References* and always starts on a new page. In the references list you should include all the important information about each of your research sources, such as the name of the author, the name of the book or article, the year of publication and details of the publisher.

See the APA Referencing Quick for a list of examples of reference list entries and in-text citations for commonly used research sources.