In-Text Citation

Paraphrases

When paraphrasing or summarising an idea from a source, you must supply the surname of the author and the year of publication in brackets at the end of the sentence. Including the page number(s) is encouraged as it is good academic practice and helps your reader locate the source of your information. For example, Understanding the speech process is important (Jones, 2001, pp. 51-53).

Direct quotations

When quoting directly from a source, the surname of the author, the year of publication and page number(s) should be provided after the quotation. For example, “...” (Anderson, 1992, p. 64).

Quotes/ideas cited in another source

When using an idea or quote cited in another source, acknowledge both sources. For example, ...(Ward, 1968, as cited in Bowling, 1991, p. 38).

Please note that only the source actually used is included in the Reference list.

Frequently asked questions

Q1. Should I reference lecture notes?

Information from lecture notes, memos, e-mails, interviews etc. are grouped under personal communication. It should be acknowledged in the essay by citing the name and the date, for example, (J. Brown, personal communication, May 14, 2003). However, personal communication is not included in the reference list.

Q2. How can I reference the Study Guide?

Study guides are listed like books. If there is no author, the department that provides the study guide should be the author and the faculty will be the publisher. For example:

School of Management, Faculty of Commerce & Administration. (2002). Study guide title. Wellington: Faculty of Commerce & Administration, Victoria University of Wellington.

Q3. When I use internet sources in the essay, do I provide the web address in in-text citation?

Do NOT use the URL in in-text references – use the author's name or title of site instead.

APA Resources

For further information on APA, check the following sources:

APA publication

The APA website
http://www.apastyle.org/

Victoria University Library
http://libguides.victoria.ac.nz/referencing-and-citing

Waikato University Library
http://www.waikato.ac.nz/library/learning/g_apaguide.shtml

Others
The Reference List

Similar to other referencing styles, APA requires detailed publication information, such as author, date of publication, journal or book title, publishing place and publisher and other relevant information. However, the format and order of how such information should be listed may be different. Please pay attention to the use of punctuations, font style (e.g. italics) and indenting.

   
   **Single author**

   **2+ authors**

   **Corporate author**
   Name of organisation. (year of publication). Book title. Publishing place: Publisher.

   **Edited books**

   **Article or chapter in edited books**

   Notes: 1) The pages of the article or chapter should be provided and listed with ‘pp.’; 2) ‘s’ is added to ‘Ed.’ if there are more than one editor; 3) the subtitle of a book is listed after the book title and the colon ‘:’ (e.g. Main title: Subtitle); 4) the first letter of the first word in the title and subtitle should be capitalised (The same rule applies to article titles.). You also need to add the country for any non US cities.

2. Periodicals/journals

   Notes: 1) The issue number is not required if it is not available; 2) ‘pp.’ is not used with the page numbers of journal articles.

3. Other types of articles
   
   **Magazine article**

   **Newspaper article**

   Notes: 1) If there is no individual author, use the corporate author, which often is the organisation that publishes the material; 2) If there is no author, start with the article title, followed by the date and the rest.

4. Internet sources
   
   **Online periodical**

   **Online document**

   Notes: 1) The words ‘Retrieved’ and ‘from’ cannot be omitted; 2) ‘Year of publication’ refers to the date the article was last modified. It there is no date, type ‘n.d.’.

5. Other sources
   
   **Electronic database on CD-Rom**

   **Electronic database online**

   **Film**
   Surname, Initials. (Producer), & Surname, Initials. (Director). (year of publication). Movie title [Film]. Place of production: Producing company.

   **Published conference proceedings/ papers**

   **Unpublished conference proceedings/ papers**

   **Television broadcast**

Making the Reference List

- All sources should be listed together and not separated into different categories.
- The reference list should be arranged alphabetically according to authors’ surnames.
- For each reference, the first line is typed from the beginning of the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin.
- If two or more sources from the same author are cited, they are listed chronologically in the reference list. If two sources from the same author were published in the same year, use ‘a’ and ‘b’ to distinguish them, e.g. 1999a and 1999b.