

What is referencing?

When you use the ideas that are not your own (from books, journal articles, websites, images, etc) in your assignments, be sure to reference (cite) them in your work (in the **text** of your document and in a **reference list** at the end).

Otago Polytechnic and College of Education use the **APA** (American Psychological Association) referencing style for this.

Referencing in the text of a document:

When **paraphrasing** (summarising information in your own words), use these two methods of referencing:

Example 1: An hypothesis needs be clear and testable (Coon, 1994).

Author & date of publication

Example 2: Coon (1994) states that any hypothesis needs to be clear and testable.

Quoting from a resource; enter the quote exactly, surround it in quotation marks and include the page reference.

“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).

The reference list:

Books - The APA format for referencing looks like this:

Author Year of pub Book title in *italics* and lower case Place of publication
↓ ↓ ↓ ↓
Ferguson, G. (2004). *You'll be a man if you play rugby: Sport and the construction of gender*. Palmerston North, NZ:
Dunmore Press. ← Publisher

E-books (online books)

Author Year of pub Book title in *italics* and lower case
↓ ↓ ↓
Boldt, G. (2006). *Love's return: Psychoanalytic essays on childhood, teaching, and learning*. Retrieved from
<http://reader.eplib.com.au> ← The database or website the book was accessed from

Variations on the book reference:

- *Multiple authors: use a comma or & to separate the names*

E.g. Dockett, S., & Fler, M. (2003)... OR ... Brown, R., Cale, G., & Smith, A. (1998)...

- *An editor instead of an author: use (Ed.) for one editor and (Eds.) for multiple editors*

Parry, J. (Ed.). (1991). *Building a home: A matter of lifestyle and comfort*. Sydney, Australia: Picnic Press.

- *The edition of a book (4th ed.) is entered after the title*

Parry, J. (Ed). (1991). *Building a home: A matter of lifestyle and comfort* (2nd ed.). Sydney, Australia: Picnic Press

- *If there is no author, the reference looks like this:*

Merrian-Webster's collegiate dictionary (11th ed.). (2004). Springfield, MA: Merrian-Webster.

Book title

