**Referencing at La Trobe University.**

[**http://www.lib.latrobe.edu.au/arm/**](http://www.lib.latrobe.edu.au/arm/)

In this tutorial, you will learn:

* What is referencing?
* Why reference?
* When to reference
* How to reference in your style

**What is referencing?**

Showing what sources you have used and giving credit to the original authors in your assessment is called referencing or citing.

Every source of information or idea that is not your own must be credited twice:

* In the body of the work
* In a reference list at the end of the document

**Why reference?**

All academic work is part of a greater body of knowledge. Showing where your work fits into this is an important part of academic practice at university.

Reasons to reference

* Allows the reader to locate the books, chapters or articles you have referred to.
* Provides evidence to support your argument.
* Protects you against charges of plagiarism.
* Shows that you have read widely.
* Distinguishes your own ideas from others.

**When to reference**

Is it a quote? YES Reference it with “double quotation marks” around the text

 NO Move to next question

Are you paraphrasing? YES Reference it

 NO Move to next question

Is it another person’s idea? YES Reference it

 NO There is no need to reference if it is common knowledge or your own thoughts.

Activity

From the following list choose which items you would need to reference:

1. Someone else’s ideas
2. YouTube video
3. Personal opinion
4. Common knowledge
5. A figure from a journal article
6. A personal photo or drawing
7. A direct quote

Answer:

I need to reference: 1, 2, 5, 7

I don’t need to reference: 3, 4, 6

**How to reference in APA American Psychological Association style**

As a general rule capitalise the first letter of author’s surnames and initials, the first letter of titles, including subtitles, proper nouns, publishers and place of publication.

**In-text referencing**

The purpose of in-text referencing is to provide your reader with brief information which points to a full entry in the reference list. There are two ways of referencing in-text: Direct quotes and Paraphrasing.

**Direct quotes**

A direct quote is where you copy word for word from another work. In your essay place a direct quote of less than 40 words in double quotation marks. Page numbers are essential when using a direct quote.

TIP: Be aware that there are unique rules for quoting depending on the referencing style and length of quote.

Format for direct quote: Double quotation marks quote double quotation marks space open bracket author surname comma space year comma space p fullstop space page number close bracket fullstop

Example for direct quote from page five of 2014 book by Donnelly:

Double quotation marks start direct quote Many students see drawbacks end direct quote double quotation marks space open bracket Donnelly comma space 2014 comma space p fullstop space 5 close bracket fullstop

**Paraphrasing**

Paraphrasing is when you interpret other people’s ideas into your own words to demonstrate you understand the content.

Example:

If the information source is:

Students frequently overuse direct quotation while taking notes. Consequently, they overuse quotations in their research paper.

In your essay it’s not paraphrasing if you write:

Students frequently overuse direct quotation while taking notes. Ultimately, they overuse quotations in their research paper.

It is paraphrasing if you write:

In research papers, students often quote excessively. As a result, they fail to keep quoted material down to the desired level.

**Reference list**

**APA**

Different types of information sources such as books, book chapters, journals and web pages require different types of reference formatting.

**The reference format for a book in APA style:**

Author surname comma space first initial fullstop space

Open bracket year close bracket fullstop space

Title in italics fullstop space

Place of publication colon space

Publisher’s name fullstop

Example:

McGann comma space P fullstop space open bracket 2009 close bracket fullstop space start italics *A book about academic writing* end italics fullstop space University Town colon space Academic Press fullstop

**The reference format for a book chapter in APA style:**

Chapter author surname comma space first initial fullstop space

Open bracket year close bracket fullstop space

Chapter title fullstop space

In Editor first initial fullstop space editor surname open bracket Ed fullstop close bracket comma space

Book title in italics space

Open bracket pp fullstop space page range close bracket space

Place of publication colon space

Publisher’s name fullstop

Example:

Williams comma space J fullstop space open bracket 2011 close bracket fullstop space How do scientists work question mark space capital I In space R fullstop space Toplis space open bracket ed fullstop close bracket space start italics *How science works* end italics space open bracket pp fullstop 31 hyphen 34 close bracket space Oxon comma space England colon space Routledge fullstop

**The reference format for a journal article in APA style:**

Author surname comma space first initial fullstop space

Open bracket year close bracket fullstop space

Article title fullstop space

Journal title in italics comma space

Volume in italics comma space

Page range fullstop space

Retrieved from colon space URL or DOI

Example:

Hughes comma space F fullstop space open bracket 2008 close bracket fullstop space Leadership in mental health nursing comma space start italics *Journal of Psychosocial Nursing and Mental Health Services* comma space *46* comma end italics space 8 hyphen 9 fullstop space Retrieved from colon space <http://www.healio.com/psychiatry/journals/jpn>

**The reference format for a journal article with issue number in APA style:**

Author surname comma space first initial fullstop space

Open bracket year close bracket fullstop space

Article title fullstop space

Journal title in italics comma space

Volume in italics open bracket issue number close bracket space

Page range fullstop space

Retrieved from colon space URL or DOI

Example:

Tennant comma space D fullstop space open bracket 1999 close bracket fullstop space Science fiction and media fandom comma space start italics *American Journal of Science Fiction* comma space *5* end italics open bracket 3 close bracket space 8 hyphen 9 fullstop space doi colon space 22.123456789

**The reference format for a webpage in APA style:**

Author surname comma first initial fullstop space

Open bracket year close bracket fullstop space

Webpage title fullstop space

Retrieved from URL

Example:

Australian Institute of Health and Welfare fullstop space open bracket 2014 close bracket fullstop space What’s new fullstop space Retrieved from colon space http://www.aihw.gov.au

Match the resource type to the correct reference format which follows the APA style of referencing.

Resource Type:

A: Journal article

B: Website

C: Book

D: Book chapter

Reference Format:

1. de Guerrero, M. C. M., & Villamil, O. S. (2002). Metaphorical conceptualizations of ESL teaching and learning. *Language Teaching Research*, *6*, 95-120. doi: 10.1191-1362168802lr101oa

2. Lawrence, M., & Worsley, T. (Eds.). (2007). *Public health nutrition: From principles to practice*. Crows Nest, NSW: Allen and Unwin.

3. Simon, A., & Owen, C. (2006). Who are today’s care workers? In J. Boddy, C. Cameron, & P. Moss (Eds.), *Care work: Present and future* (pp. 18-33). New York, NY: Routledge.

4. National Measurement Institute. (2014). Science and technology. Retrieved from http://www.measurement.gov.au/ScienceTechnology/Pages/default.aspx

Answers: 1=A, 2=C, 3=D, 4=B

Congratulations, you have finished!

For detailed examples on how to reference the full range of resource types in your style refer to the Referencing Tool: <http://www.lib.latrobe.edu.au/referencing-tool/>

Achieve@Uni guides include examples that demonstrate how to [quote](http://latrobe.libguides.com/using-information/quoting) and [paraphrase](http://latrobe.libguides.com/using-information/paraphrasing)