

COLLEGE OF TRANSFIGURATION, NPC



APA REFERENCING STYLE

APA REFERENCING - SOME OF THE BASICS¹

The College uses APA referencing which is one of the style choices of referencing easily used in Word documents.

Why do we use the sources and knowledge claims of others?

- To illustrate the interpretations of others, and what is already known or contested about our topic/problem.
- To provide some of the data for our analysis.
- To support or refute arguments, evidence, etc. etc.
- But not needed for 'common knowledge'

Why acknowledge sources?

- You acknowledge your debt to the author(s) concerned.
- An academic courtesy -- Providing the reader with an 'address list' to locate the original.
- A convention and a central value within the academic community.

You acknowledge sources at least twice in your write-up:

- in the text of your write-up
- at the end of your write-up (in the Bibliography)

There are different referencing systems

- The American Psychological Association (APA) system is the one that is used at the College.

¹ Permission for this section of the handbook was given by Judy Cornwell and Robert Kraft

Here is how you choose the APA system in a Word Document²



SOME BASIC FORMATS

1.1. THE MOST BASIC FORMAT: REFERENCE TO A BOOK WITH ONE AUTHOR:

Bibliography:

Hartshorne, K. (1992). *Crisis and challenge: Black education 1910-1990*. Cape Town: Oxford University Press.

In-text citing: (Hartshorne, 1992)

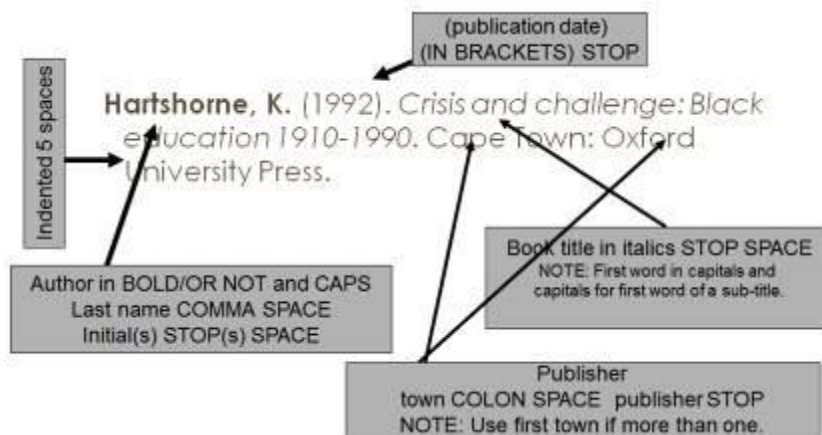
Or... (Hartshorne, 1992, p. 25)

...for a quote or citing a specific part of a source, indicate the page.

² The Microsoft Word package used in this document is Microsoft 7

Let's break this down:

Bibliography:



Here is how to do it in Word:



1.2. A BOOK WITH TWO AUTHORS

In-text citing: (Murray & Johansen, 1989)

Or... (Murray & Johansen, 1989, p. 25)

...for a quote or citing a specific part of a source, indicate the page.

Bibliography:

NOTE:

Murray, S. & Johansen, L. (1989). *Write to improve: A guide to correcting and evaluating written work*. Beravlei: Hodder and Stoughton Educational.

1.3. A BOOK WITH MORE THAN TWO AUTHORS

In-text citing: (Cohen, Manion & Morrison, 2000)

Bibliography

NOTE:

Cohen, L., Manion, L., & Morrison, K. (2000). *Research methods in education (5th ed.)*. London: Routledge/Falmer.

Note the format for the edition

1.4. A BOOK WITH MORE THAN SIX AUTHORS

In-text citing

(Bilton et al., 2002)

Bibliography

Bilton, T., Bonnett, K., Jones, P., Lawson, T., Skinner, D., Stanworth, M., et al. (2002). *Introductory sociology (4th ed.)*. London: Macmillan.

NOTE:

1.5. REFERENCE TO AN EDITED BOOK: A BOOK WITH ONLY ONE EDITOR

In-text citing: (Ethelbridge, 1991)

Bibliography:

NOTE:

Ethelbridge, P. (Ed.). (1991). *Multilingual education: Implications for second language teaching*. New York: Jaeger.

1.6. JOURNALS AND PERIODICALS – REFERENCE TO AN ARTICLE IN AN EDITED BOOK.

In-text citing: (Ellis, 1987)

NOTE: The in-text reference is to the author of the ARTICLE

Bibliography

NOTE:
formats

NOTE: the 'font' of the article title is REGULAR

Ellis, R. (1987). Using the English medium in African schools. In D. Young (Ed.), *Bridging the gap between theory and practice in English second language teaching* (pp. 82-99). Cape Town: *Maskew Miller Longman*.

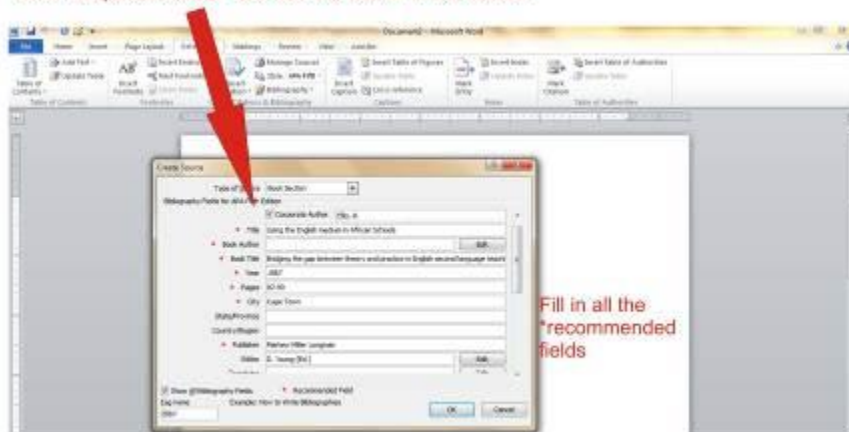
The reference is to the author of the **ARTICLE**.

.....BUT the 'font' of the book is in *ITALICS*

Here is how to do it in Word:



An extended list including fields for 'Editor' and 'Page Numbers' will appear. Click 'Corporate Author' and add the author of the article.



Fill in all the recommended fields

1.7. JOURNALS AND PERIODICALS – REFERENCE TO AN ARTICLE IN AN ACADEMIC JOURNAL

In-text citing: (Stoker & Robertson, 1989)

Bibliography:

Note the 'font' of the article title is REGULAR

Stoker, J., & Robertson, S-A. (1989). Computers as a medium for learning in the primary school: Perceptions of a group of black South African primary school teachers. *South African Journal of Education*, 9(2), 371-375.

NOTE: format

.....BUT the 'font' of the journal is in ITALICS

Here is how to do it in Word:



1.8. JOURNALS AND PERIODICALS – REFERENCE TO AN ARTICLE FROM AN ELECTRONIC JOURNAL

In-text citing: (Janetzko, 2000)

Bibliography:

Janetzko, D. (2000). Processing raw data both the qualitative and quantitative way. *Forum: Qualitative Social Research*, 2(1). Retrieved January 7, 2001, from <http://qualitative-research.net/fqs-texte/1-01/0-oijjanetzko-e.html>

date retrieved
+ web address

Here is how to do it in Word:

The image shows three sequential screenshots of the Microsoft Word 'Add Sources' dialog box, illustrating the steps to enter a journal article reference. The dialog box is titled 'Choose "Journal Article"' and has a 'Type of Source' dropdown set to 'Journal Article'. The 'Bibliography Fields for this type of source' section is expanded to show various input fields.

- First screenshot:** A red arrow points to the 'Show all Bibliography Fields' button at the bottom left of the dialog box. A red arrow also points to the 'Author' field, which contains 'Janetzko, D.'. The 'Title' field contains 'Processing raw data both the qualitative and quantitative way'. The 'Publisher' field contains 'Forum: Qualitative Social Research'.
- Second screenshot:** A red arrow points to the 'Volume' field, which contains '2'. Another red arrow points to the 'Issue' field, which contains '1'. A third red arrow points to the 'Year' field, which contains '2000'. The 'Date Retrieved' field is empty.
- Third screenshot:** A red arrow points to the 'Date Retrieved' field, which contains '7/1/2001'. Another red arrow points to the 'URL' field, which contains 'http://qualitative-research.net/fqs-texte/1-01/0-oijjanetzko-e.html'. The 'Date Retrieved' field is now populated with the date.

Text annotations in red:

- Click 'Show all Bibliography Fields'
- Scroll down and add in the Volume and Edition Numbers and publication year
- Scroll down and add in date retrieved and the URL

There are other choices of Sources offered in Word for instance: Conference Proceedings, Reports, Websites, etc. depending on which version you use.

FINDING THE REFERENCE INFORMATION

WHAT? AND WHERE?

- What reference information do you need?
- Where do you find it?

1.9. IN-TEXT REFERENCING EXAMPLE # 1: A SHORT PROSE QUOTE

EXAMPLE:

It has been suggested that this ought to be applied "...In all branches of education" (Khumalo, 1987, p. 27).

The sentence
FULL STOP is here.

EXAMPLE:

Prior to this, the curriculum had apparently attracted little attention, "its nature having been either taken for granted or treated as a matter for teachers' professional judgment" (Whitty, as cited in Lawn & Barton, 1981, p. 49).

Note: Always cite page numbers after quotations.

1.10. IN-TEXT REFERENCING EXAMPLE # 2: A LONGER PROSE QUOTE

A longer prose quote (three lines or more) should be set apart from your text by leaving blank lines before and after and by indenting it on your page. Do not enclose these longer quotations in quotation marks. Use single spacing.

EXAMPLE: 1

Harris suggested that:

...it is no accident that psychology was the first discipline to be widely taught in the universities. For psychology appeared to give at least a semblance of objective scientific credibility to the study of education...

(1978, p. 70)

The Influence of psychology on education research is reflected in....

EXAMPLE: 2

Harris (1978, p. 70) suggested that:

An alternative place to put the reference

...It is no accident that psychology was the first discipline to be widely taught in the universities. For psychology appeared to give at least a semblance of objective scientific credibility to the study of education...

The influence of psychology on education research is reflected in....

1.11. IN-TEXT REFERENCING EXAMPLE # 3: NOT QUOTING DIRECTLY 1

If you are referencing an author's ideas without quoting directly from his writing, such as when paraphrasing, your text might look something like this:

EXAMPLE:

As Khumalo (1972, p. 50-55) claimed ...

Or

All the problems of secondary school placements were believed to be the result of the over-use of intelligence tests (Khumalo, 1972, p. 60).

Include the page number(s)

1.12. IN-TEXT REFERENCING EXAMPLE # 4: NOT QUOTING DIRECTLY 2

If you wish merely to draw attention to the author as an authority whose GENERAL ideas/themes you have drawn on or whose ideas support your argument write:

....Khumalo (1972)

Or

Several studies (Caffarella & Merriman, 1997; Hiemstra, 1996; Merriman, 1996) indicated that

Sources are listed in alphabetical order.

Then you leave out page numbers.

1.13. IN-TEXT REFERENCING WHICH TENSE SHOULD I USE?

In the examples above the past tense is used:

"It was suggested ..."

"Khumalo ... claimed ..." etc.

One reason for using the past tense in relation to an author's suggestions, claims, beliefs (in this case, Khumalo's) is that it is possible that in the time between the writing of the text to which

you have referred and your writing, the author may well have undergone a change of opinion on the subject. As a courtesy you should allow for this possibility.

1.14. IN-TEXT REFERENCING ..TWO SMITHS + THE PROLIFIC WRITER!

AUTHORS WITH THE SAME SURNAME:

If you have more than one author with the same surname it is necessary to include initials in your text citations and to arrange the authors in alphabetical order according to their initials:

e.g. (Smith, G., 1975) needs to be differentiated from (Smith, F., 1975).

MORE THAN ONE TEXT BY AN AUTHOR IN THE SAME YEAR:

If you have cited more than one text published by a particular author in a single year you need to annotate them in the way indicated below:

e.g. (Barrow, 1981a); (Barrow, 1981b); and, if you are dealing with an even more prolific writer: (Barrow, 1981c), and so on.

1.15. IN-TEXT REFERENCING MR X SAID THAT MS Y SAID SO AND SO...!

USING A CITATION IN ANOTHER AUTHOR'S WORK

If you are reading a book by, for example, Mwamwenda, and Mwamwenda either cites or quotes another author (for example, Omari), and you cannot find the original (Omari) text, you will need to reference your work as follows:

.....(Omari, as cited in Mwamwenda, 1989, p. 25).

or

.....(Omari, as quoted in Mwamwenda, 1989, p. 25).

N.B.: Only the book you have used (in this example, Mwamwenda) should be included in your list of references at the end of your work.

Am I plagiarising when I use the author's exact words without quotation marks, but I cite the original source in an in-text citation?

Yes, you plagiarise any time you use the author's exact words without using quotation marks, because you are communicating to your assessor that these words are an expression of your personal understanding and thought process resulting from your study. (Smith, 2008)

Am I plagiarising when I merely exchange the author's words with synonyms, as long as I cite a source at the end of the sentence?

Yes, you are plagiarising when you use the same sentence structure as the original source because once again the thought and expression of the thought is not original with you. You have not paraphrased the original thought and therefore cannot treat it as though you had done so. You are committing deception, for your marker assumes that all content in your paper without quotation marks is your mental digestion of the facts. (Smith, 2008)

Am I plagiarising when I take the content of the original source and then I put it in my own words, but do not cite the original source?

Yes, you have plagiarised, because the content of what you have written did not originate with you. You merely put it into your own words. You must cite the original source after the sentence or paragraph of information that you have paraphrased. (Smith, 2008)

What about using Internet sources that are not copyrighted? Is it plagiarism to use them without citing the source?

Yes it is, because, once again, it consists of passing on someone else's research as though it were your own.

What information in my research paper does not need to be cited?

You need not cite personal thoughts, opinions, or your evaluation of the thoughts of others. You also do not need to cite a source for information that is considered common knowledge, such as, Table Mountain is in Cape Town or Harare is the capital of Zimbabwe. If you discover that virtually all your sources assume certain information as common knowledge, it is not essential to cite a source for that information. For instance, if you are doing a paper on the Dead Sea Scrolls, you do not need to cite a source to support the fact that they were found in 1947 near the Dead Sea.

³ This section of the handbook is taken directly from Smith, G. (2008) *Academic Writing and Theological Research: A Guide for Students*, Johannesburg: South African Theological Seminary Press