

Scots College



Student Referencing Guide

(APA)

IN-TEXT FOOTNOTES

Each footnote number should be formatted as a superscript, and should be situated after all punctuation marks excluding a long dash (—).

When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication. If quoting directly, a location reference such as **page number(s)** or **paragraph number** is also required.

Direct quotation – use quotation marks around the quote and include page numbers

Samovar and Porter (1997) point out that "language involves attaching meaning to symbols" (p. 188). Alternatively, "Language involves attaching meaning to symbols" (Samovar & Porter, 1997, p. 188).

Indirect quotation/paraphrasing – no quotation marks

Attaching meaning to symbols is considered to be the origin of written language (Samovar & Porter, 1997).

N.B. Page numbers are optional when paraphrasing, although it is useful to include them

Citations from a secondary source

As Hall (1977) asserts, "culture also defines boundaries of different groups" (as cited in Samovar & Porter, 1997, p. 14).

BIBLIOGRAPHY or REFERENCE LIST

At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

Book

Author's last name and initial	Date of publication in brackets	Title in <i>italics</i>	Place published: Publishing company
↓	↓	↓	↓
Osman, J	(2011)	<i>100 ideas that changed the world</i>	London, England :Random House.

Newspaper article

Author's last name and initial	Full date of publication	Title of article	Name of newspaper in <i>italics</i>	Page and section numbers
↓	↓	↓	↓	↓
Cardy, T	2013, June 13	Killing time	<i>Dominion Post</i>	pA10

Magazine Article

Author's last name and initial	Full date of publication	Title of article	Name of magazine in <i>italics</i>	Volume, issue and page
↓	↓	↓	↓	↓
Brooks, D	2013, May	Frogs from the dinosaur era	<i>Forest and Bird</i>	348 (2), p.19-21

Encyclopaedia

Title of encyclopaedia	Date of publication in brackets	Volume and page
↓	↓	↓
The World Book Encyclopaedia	(2004)	Vol.4, p.263

Website

Author	Date of Webpage	Title of Webpage	Retrieved	from
			The date you accessed it	web address(url)
Wellington City Libraries	(n.d.) (no date)	Wellington City Libraries	June 13, 2013	www.wcl.govt.nz

People

Smith, W. (personal communication, June 13, 2013)

Useful websites :

<http://www.apastyle.org/>

http://www.victoria.ac.nz/st_services/slss/studyhub/handouts/apa.pdf

http://www.waikato.ac.nz/library/study/guides/apa_ex.shtml

<http://owll.massey.ac.nz/main/academic-writing.php>

Putting it all together

- Arrange the references in ALPHABETICAL order
- Leave a line between each reference
- If a reference is longer than one line, INDENT the second and any subsequent lines
- Mix all the different types of sources – e.g. books and websites – into the SAME ALPHABETICAL list

Sample Bibliography / reference list

Air New Zealand Fashion Week 2005. (2005). Retrieved August 28, 2005, from <http://www.fashionz.co.nz/>

Cahill, T. (1993). *Pecked to death by ducks*. London, UK: Random House.

Campbell, G. (2005, August 20). Across the great divide. *New Zealand Listener*, 205, p.20-21.

Carey, P. (2001). *30 days in Sydney*. London, UK: Bloomsbury

Sell, B. (2005, August 27). Dream home reality: NO chance. *The New Zealand Herald*, p. B3

Telecom. (n.d.) *Getting the best value*. Retrieved August 28, 2005, from <http://www.telecom.co.nz/content/0,,200482-1001,00.html>