Te Puna Ako Learning Centre

In-text Referencing using the American Psychological Association (APA) System

This handout covers some basics of using the APA system of referencing. Using this information you should be able to correctly reference quotations and paraphrases in the body of your assignments.

For further information

- [www.apastyle.org](http://www.apastyle.org)
- Unitec Library website. From the homepage click on APA, under the heading Referencing and Citing.

What is in-text referencing?

When you use the words or ideas of another writer, you have to name that author within your own writing. This is in-text referencing, also known as citation.

Two ways to do in-text referencing

There are two basic ways of incorporating material you read into your own writing:

**Paraphrasing** (also called indirect quotation) is putting the information into your own words. When paraphrasing you may also summarise (putting the main ideas into your own words as briefly as possible) but it is important not to change the meaning of the original text.

**Quoting** is copying exactly the words of the author(s).

Avoid using too many quotations

Generally, the lecturer wants to assess your own work to be sure that you have an understanding of the topic. They can’t give you credit for words and ideas copied out of books, no matter how relevant and well-written these are. As a guideline, no more than 10% of your written assignment should be direct quotations. However, it is a good idea to check with your lecturer to see what he or she will accept.

*All* quotations and paraphrases need to be introduced and referred to in your text in some way. You need to show how each quotation is relevant and discuss and comment on it. In other words, ‘weave it in’, as lecturers often say.
Managing quotations in your text

A short quotation (less than 40 words) is included within your own text. You have to copy the words of the author exactly. A short quotation is put inside quotation marks. The source is indicated by brackets that include author’s family name, year of publication, page number. For example (Jawal, 1999, p. 456).

Indent longer quotations

Longer (or block) quotations (40 words or more) should stand out from the body of the text. Indent longer quotations by 1.27cm and do not use quotation marks. Note the location of the fullstop.

The best way to ensure the future prosperity of New Zealand is to ensure that everyone has access to quality education. The introduction of direct fees and increased diversion of funds towards private providers is unlikely to achieve that end. (Martin, 1998, p. 26)

When leaving words out replace with … (ellipsis points)

“Only in the most recent of the past 30 months … have stocks moved higher” (Trott, 2003, p. 26).

When adding words enclose them in square brackets […]

“There are two or three others that have spoken to us about the possibilities – particularly given the undertakings that we have made to the Commerce Commission and the ACCC – as to whether they could take advantage of those [proposed] commitments” (Ansley, 2003, p. A3).

How to do in-text references

Examples of paraphrases

As Jones and Grant (1991) state, essay writers are sometimes aware that they are doing something wrong once they see their grade, but not sure of how to find the right way to proceed.

It has been suggested that there may or may not be any right answers (Jones & Grant, 1991).

Others argue that much of the work that managers do involves leadership of one form or another (Fiedler & Chermers, 1974; Robbins, Bergman, & Stagg, 1997; Vecchio, Hearn, & Southey, 1994).
Examples of short quotations from different sources

…and it could be argued that “the glamour associated with new buildings such as the Auckland casino serves to mask the tragedy associated with gambling” (Falconer, 1999, p. 221). Another factor …

Wells and Dixon (1993) state that “the purpose of an information system is to convert raw unprocessed data into meaningful information” (p. 22). From this we can conclude that…

A learning tool can be described as “a practical device that teachers can use to devise learning activities that develop knowledge and skills of their students” (Cubitt, Irvine, & Dow, 2000, p. 1). A portfolio is one useful example (Cubitt et al., 2000).

According to Ramstad et al. (2007), “all islands currently inhabited by tuatara are protected reserves” (p. 462), which…

“Learning vocabulary through listening is one type of learning through meaning-focused input” (Nation, 2002, p. 114).

Change in business practice is essential because, as Singer (1993) states “the pressure to re-examine the ethical basis of our lives is upon us in a way that it never has been before” (as cited in Dalton, 1996, p. 180).

“Politicians have rejected a proposed new law which would have…” (Tunnah, 2003, p. B1).
“Investors were put off by a resurgence in bond yields that could choke the US economic recovery” (“Bonds bounce back,” 2003, p. C4).

Communication is defined as “the imparting or exchange of information, ideas or feelings” (Collins Shorter English Dictionary, 1994, p. 226).

“Blindness in people with diabetes can occur suddenly with no warning” (Ministry of Health [MOH], 2003, p. 1). With this in mind, more needs to be done to address the issue of...

“These are people who know and see more than one way of doing things. Because of this, they have much to offer, both in the classroom and beyond” (Pacific Island Students’ Academic Achievement Collective, n.d., p. 8).

“The staff at this organization could benefit from more one-on-one communication” (J. Knight, personal communication, May 3, 2013).

Thottam (2003) has stated that “more and more of the jobs that are moving abroad today are highly skilled and highly paid — the type that U.S. workers assumed would always remain at home” (p. 1).

“Effective today, WHO is lifting its recommendation that people postpone all but essential travel” (World Health Organisation [WHO], 2003, para. 1).

N.B. While these examples are all direct quotations, the referencing details also apply to paraphrases. The difference is that you are usually not required to include page numbers for paraphrased material.