AREAS TO BE COVERED

- What is referencing?
- Why is referencing important?
- How do we do APA referencing?
  - In text referencing
  - Reference list

*APA - American Psychological Association*
WHAT IS REFERENCING?

... a standard method of acknowledging the sources of information and ideas that you have used in your assignment.
Relations between state, industry and finance underwent an important shift from the late 1970s onwards as the focus on capital accumulation changed.

Relations between state, industry and finance underwent an important shift from the late 1970s onwards as the focus on post-war capital accumulation changed (Bellamy Foster, 2008; Henwood, 1998; Hope, 2006).
Why is referencing needed?

-To recognise another person's work
-To help a reader locate sources
-To demonstrate depth of study
-To include experts' ideas as support
-To avoid 'plagiarism' (writing other people's ideas as if they were your own)
PLAGIARISM

If students

- “Cut and paste” information from internet
- Copy sentences / paragraph / theme
- Paraphrase too closely
- Use another person’s work e.g. writing or research material
- Copy another student’s assignment
- Submit other people’s work (allow others or ask someone to do work for them)
Referencing in assessments

- Evidence of thorough research
- Range and use of resources
- Critical understanding of ideas and concepts demonstrated
- % marks for accurate referencing
Sources you will need to reference include:

- books or chapters in books
- journal or newspaper articles
- conference papers
- video or television excerpts
- personal communications such as interviews, emails or letters
- electronic sources such as web pages, journal articles from online databases, or software.
You don’t need a reference when you use...

- **general knowledge** e.g. the 2014 Football World Cup was held in Brazil.

- **information** that is readily available to all e.g. that training is necessary before staff can use new software.

- **ideas** that are definitely your own.
APA referencing system

In-text references:
• in sentences in the body of the assignment
• show where you’ve used ideas or words of an expert
• include name of author and year (+ page no. for quotes)

Reference List:
• on a separate page at the end of the assignment
• list of materials you have referred to in-text
• in alphabetical order
APA (6th ed.) referencing style

- In-text (short form)
- Reference list (full details)
- Direct quotations
- Paraphrases
In-text references are needed for:

<table>
<thead>
<tr>
<th><strong>Quotations</strong></th>
<th><strong>Paraphrases</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ use the exact words of the author(s)</td>
<td>□ rewrite the idea in your own words</td>
</tr>
<tr>
<td></td>
<td>□ express the main points of someone else's opinion, theory or information</td>
</tr>
<tr>
<td></td>
<td>□ Keeps to the meaning of the original source</td>
</tr>
</tbody>
</table>
Quoting

- copying exactly the words of the author(s). When quoting, use quotation marks around the author's words, "academic success may be more a question of good strategy and of building upon experience rather than underlying intelligence"

- author's family name, year of publication, page number. For example (Cottrell, 2005, p. 134).
Cottrell (2005) makes the point that “academic success may be more a question of good strategy and of building upon experience rather than underlying intelligence” (p. 134). This suggests that students need to develop appropriate strategies....
As one writer on study skills has observed “academic success may be more a question of good strategy and of building upon experience rather than underlying intelligence” (Cottrell, 2005, p. 134). This means that students may be better to...
"Blindness in people with diabetes can occur suddenly with no warning" (Ministry of Health [MOH], 2007, para. 1). With this in mind, more needs to be done to address the issue of...

Later you can use initials:

A more recent report (MOH, 2008) shows that doctors are more cautious about making such claims.
Nurses realise they are accountable for their own standards of practice and professionalism

p. 18.

Paraphrasing

- putting someone else's ideas or information into your own words
- you may also summarise, or outline only the key ideas, but it is important not to change the meaning of the original text
- paraphrases also need to be referenced
“However, successive waves of new immigrants from the early 1990s reinvigorated many traditions. Chinese New Year and the mid-autumn festival, for example, have become popular celebrations drawing huge crowds of Chinese and other New Zealanders. Some events, like the lantern festival and the dragon boat race, are now widely popular among other New Zealanders, especially the young” (Ip, 2007, para. 2).

Ip (2007) comments that the celebration of Chinese festivals has become popular with many New Zealanders, whether of Chinese background or not.
Introducing paraphrases: examples:

- Smith and Ngawai (2005) point out that …
- Jones (2005) believes that …
- Mason (2010) defines ‘culture shock’ as …
- Reid (2006) concludes that..
- According to Lealofi (2011) …. 
- A study by Jones (2010) shows that …
- Sanders (1999) states that …
Choose a signal phrase that is appropriate in the context. Possible verbs are:

- admits
- agrees
- argues
- asserts
- believes
- claims
- emphasizes
- compares
- confirms
- declares
- denies
- insists
- notes
- observes
- points out
- reasons
- refutes
- rejects
- reports
- responds
- suggests
- thinks
- writes
How to deal with ...

Secondary sources

- You can only reference information that you have actually seen. If that book or journal article quotes another piece of work which you also want to include in your writing, you need to cite the information as a secondary citation.
Secondary sources

To quote something quoted or paraphrased from another work:

Paltridge (2004) makes the point that thinking about the needs of the eventual reader(s) of a text is an important step in academic writing (as cited in Gregory, 2008).
Newspaper articles

Put author, year of publication and page number / paragraph number:

"Politicians have rejected a proposed new law which would have... " (Tunnah, 2003, p. B1).

- **Newspaper article online - unknown author: cite the title of article, year and paragraph number:**

"Investors were put off by a resurgence in bond yields that could choke the US economic recovery" ("Bonds bounce back", 2003, para. 5).
Personal communications (unpublished)

- Personal communication = letter, memo, email, fax, an interview, an informal conversation, telephone call or a lecture presentation.

- They are included as an in-text reference but **not** put in the reference list.
When referencing a personal communication:

- obtain permission of person in order to quote them
- give the communicator's initials and surname
- include ‘personal communication’ in the in-text reference
- give the exact date of the communication - day, month and year.
According to Unitec’s head software designer, the best method for learning programming is … (G. Thomas, personal communication, March 5, 2012).
Paraphrasing:
- ideas of experts in your own words
- show your own understanding of the writer's ideas

Quotation
- exact copied chunks of text from experts
- NEED REFERENCES

(Fan & Buxton, 2008, p. 239).
- NEED REFERENCES

□ (Fan & Buxton, 2008).
- Use most
- Use least <10% approx.

In-text referencing:
First, decide what kind of source material you’re looking at:

- Webpage?
- Web article?
- Pdf of journal article?
- Book?
- Chapter in an edited book? etc.
Pay attention to:

- Information required for different types of references
- Punctuation – use of full-stops, commas, capital letters
- Use of italics
- Format – hanging indent
Referencing Electronic Sources

- electronic books
- electronic journal articles
- CD-ROMs
- Web site or page/s
- document on World Wide Web
- electronic databases, either on CD-ROM or accessed through the internet
- software
- email
- bulletin boards, discussion groups, listserves
- theses
A reference of an Internet source should provide:

- the author(s) of a document (surnames or organisation name)
- a date of publication or most recent update
- a document title

Retrieved from:

- the web address (http://www.................)
Some examples


The components of a URL are as follows:

- Protocol
- Host name
- Path to document
- File name of specific document

Track back through the URL to find the organisation / author.
Web page with no date


In-text citation (Lee, n.d.)
Electronic version from the internet


Print version:

Chapter reference

Useful resources for referencing:

http://www.cite.auckland.ac.nz/index.php

(Especially, the ‘QUICK CITE’ pages )

FAQs on APA style: website http://www.apastyle.org

http://www.unitec.ac.nz/library2/help/citations.htm

Unitec library guides – APA

http://libguides.unitec.ac.nz/apareferencing
Key points to **improve your referencing skills** (and therefore your assignment grades!):

- make effective notes from sources
- reference notes and drafts as you go
- resist the temptation to ‘copy & paste’ from the internet
- work on paraphrasing and summarising skills
- refer to guide sheets and guidebooks on referencing skills
- develop your referencing skills through repeated practice
Evaluating Sources

How would you rate these sources of information in terms of reliability?

Very reliable    Reliable    Not Reliable

Article in *The New Zealand Herald*

*Netguide* (monthly magazine) article

Statistics New Zealand website

*Encarta* CDROM Encyclopaedia

Article taken from the Internet, 1999, no author

IT textbook, published 2004

PC shop website, no date

Article published in *Journal of Information Systems*, 2005

Article in the *PC World* magazine, 2006