

ENG 170

COURSE PACK

**FOR THE DEPARTMENT OF
COMMUNICATION AND INTERNET STUDIES**

Using Your Sources according to the APA Style

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SPRING 2012



Contents

1. Using your Sources

- 1.1. Textual Citations (or References) – APA Style**
- 1.2. List of References – APA Style**

1. Using your Sources

This tutorial will cover the following:

- (1) Putting a quotation into your essay, and
- (2) Deciding how to quote

Putting a quotation into your essay

There are two kinds of quotation you can use:

- (a) a **direct quotation**, where you use the writer's actual words; and
- (b) an **indirect quotation**, where you summarise the writer's ideas and put them into your own words.

Whenever you are making use of another person's ideas, you must quote.

- There is nothing wrong with using other people's ideas: that is, after all, what you are expected to do in an academic essay. However, you must *always* tell the reader when you are doing so.
 - When you put any quote in your essay, you must indicate the source of your quote.
These are *strict* rules about how to do this properly:
- A** If you do not mention the author by name in your quote, you put the following in brackets () at the end of the quote:

1. the **author's surname only**, followed by a comma;
2. the **date (year) of publication** of the book; and

Only for DIRECT quotations, include:

3. the **page number** of the reference, preceded by "p."

e.g. "Infectious disease is no longer the major cause of human deaths in Australia" (Morgan, 1967, p. 261)

"It is futile to maintain that the sexes are interchangeable" (Moir & Jessel, 1991, p. 94).

OR

Moir and Jessel (1991) suggested that "it is futile to maintain that the sexes are interchangeable" (p. 94).

[YOU MUST NOT CHANGE THE ORDER OF THESE THREE ITEMS !!!]

- B** Sometimes you will actually want to mention the author of your quote in the text.
If you do this, then immediately after the author's name you must put in brackets ():

1. the date (year) of publication
2. the page number, using "p."

e.g Postgate (1975, p. 245) believes that flush toilets are actually quite unhygienic
or

As Postgate (1975, p. 245) says, 'Flush toilets are actually quite unhygienic devices'.

[You do *not* put the author's name in again !!!]

Perhaps the best way of learning how to use quotes properly is to look at how a professional writer uses *both* these types of quotations in a text.

You will be given a part of a well-written article from a journal of international standing, entitled as '**Do College Students use Facebook to Communicate about Alcohol? An Analysis of Student Profile**'. (<http://www.cyberpsychology.eu/view.php?cisloclanku=2011121702&article=2>). The writers' argument is supported by facts which he has gathered from other books and journals. These **source materials** are acknowledged in the text and fully documented at the end.

Read through the article and note where information from other books and journals has been mentioned.

REMEMBER:

Both direct and indirect quotations will be followed by a reference to the source in brackets.

The facts Fournier and Clarke refer to give authority to their argument. However, notice one important thing. They have used **very few DIRECT quotations: most of them are INDIRECT**. They have not merely taken the words of the originals but instead they have rewritten them so that, first, they fit in with their own style, and second, they **relate more precisely to the exact point they are making**.

Make sure you do the same in the essays you write. Keep your direct quotations to a *minimum*.

If you put more than *two* direct quotations on each page of any essay, beware! You may not be making use of them properly.

REMEMBER: The aim of a piece of writing is to show your lecturers that you have understood the topic and have done some reading. **Too many direct quotations** implies that you have not understood fully what you have read, and have merely copied the whole sentence blindly. **No reference to sources at all** implies that you have done no reading!

**QUOTATIONS (both direct and indirect)
MUST NOT BE USED
AS A SUBSTITUTE FOR YOUR OWN THOUGHTS**



Indirect quotations

TASK 1

Look carefully to find some **indirect** quotations in the text. Underline them.

Can you find any **direct** quotations in the article? Double underline them.

Now, write down the phrases that the authors use to introduce either direct or indirect quotations.

Introductory phrases

TASK 2

There are, of course, many phrases that can be used to introduce information and ideas from other sources into your essay. Here are a few.

Smith points out ...
According to Smith...
Smith observes...
Smith defines... as ...

Smith recognises...
Smith notes...
As Smith *has* indicated....

Smith reports...
To quote Smith: ...
Smith concludes...

Which of these introductory phrases should be followed by “that”?

There are two things to pay special attention to here:

1. Notice how the authors have put all their sources into their text: look at each sentence in which a quote occurs. Notice that each sentence reads as a *grammatically correct* one.
2. Notice once again that if the *original author's name* is included in the sentence, the name is not repeated in the source reference:
e.g. As Jones says (1980, p. 56) ‘Life is hard’.
But ‘Life is hard’ (Jones, 1980, p. 56).

Life is hard



↑ This is Michael Jones.

Direct quotations

The way a direct quotation is introduced into your text is important, because *it must not interrupt the flow of your essay*.

There are some special conventions which apply to direct quotations and you should follow them in your essays.

- 1) If for some reason you find it necessary to leave out part of a sentence because it is irrelevant and would make the quotation unnecessarily long, then three dots (...) are used to indicate this.

(REMEMBER: The sentence must still be grammatical)

Example:

Original

‘The most useful way of making a world survey is to identify families of languages, preferably using criteria such as those worked out by myself in 1933, showing relationships by origin and development’ (Brook, 1978, p. 98)

Quote

‘The most useful way of making a world survey is to identify families of languages... showing relationships by origin and development’ (Brook, 1978, p. 98)

- 2) If you add something to a quotation to explain an abbreviation or a reference in the text, or for some other reason to make the quotation more intelligible, this addition should be enclosed in square brackets [].

Example:

‘All the languages of the south-west coast [of New Britain] are Non-Austronesian, overlaid with a veneer of Austronesian’ (Jones, 1981, p. 71)

Read this ...↓

Quotations and Referencing

Direct quotations and references to authors’ writings are often included in essays, reports, dissertations and theses. They are included to show that you have read around the subject and are aware of what has been written about it. Their purpose is also to demonstrate support for your own ideas, ideas, points of view and findings, and perhaps to show examples or evidence.

Quotations should not be overused: your own writing is more important to your teacher or supervisor. However, when you do include quotations they should be acknowledged with the correct reference conventions and listed at the end of your writing. It is important to acknowledge the source of the quotations otherwise you may be accused of plagiarism.

Source: Jordan, R.R. (2005). *Academic Writing Course: Study Skills in English*. 3rd edition. Longman

TASK 3

The following sentences illustrate common mistakes in putting quotations into sentences. Rewrite each one correctly.

REMEMBER: Each one should read like a grammatically correct sentence.

1. According to Fournier and Clarke, they say that student alcohol use and abuse is one of the leading problems facing American colleges and universities.

.....

.....

.....

2. Fournier and Clarke have defined a post with alcohol-related content a post that included any of the following keywords: beer, drink, drunk, hangover, liquor, shot, shooter, wine.

.....

.....

.....

3. Fournier and Clarke report that our findings suggest a significant relationship exists between alcohol-related content posted online and reported alcohol use.

.....

.....

.....

4. As Fournier and Clarke state that "with the advent of web-based media, students may receive messages about drinking norms from many sources, including online sources such as social networking sites (SNSs)"

.....

.....

.....

5. Taking into account what Fournier and Clarke pointed out, is that, students who could not legally purchase or consume alcohol, had both comments indicating alcohol use, and photographs of themselves using alcohol on their profile

.....

.....

.....

6. According to Fournier and Clarke clearly stated that 'Facebook.com is a social networking site that is free to join and commonly used among college students.

.....

.....

.....

1.1. Textual Citations (or References) - APA style

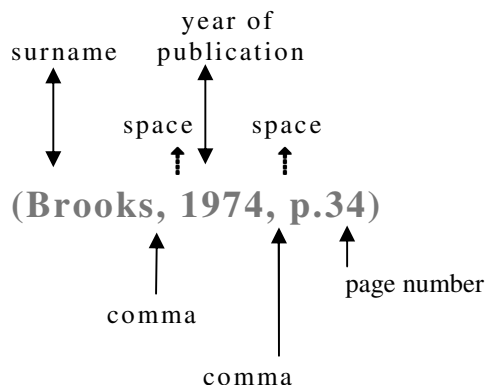
When writing an essay, it is sometimes necessary to make a reference *within* your text to a specific author and work. This is called a textual reference or citation: it is a specific way of showing at each point where your information or quotation has come from.

Here are some conventions under the APA style of citation for linking specific research material to a listed bibliographic entry.

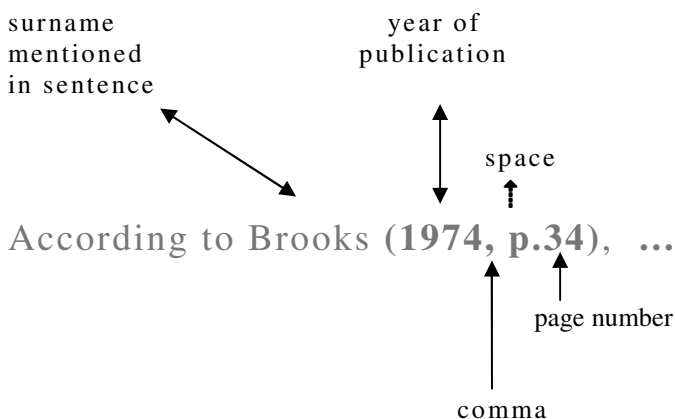
In-text references

A sample textual citation

for a book with one author:



- When the author's name is *not* mentioned in the sentence, 3 items should be enclosed in brackets:
 - 1 - author's surname (no initials !)
 - 2 - year of publication (if a book)
 - 3 - page number/s
- When the author's name has *already* been included in the sentence, there is no need to do that again! Therefore, you would just need to give the year of publication as well as the page number/s.
 - 1 - ~~author's surname~~
 - 2 - year of publication (if a book)
 - 3 - page number/s



ONE AUTHOR:.....

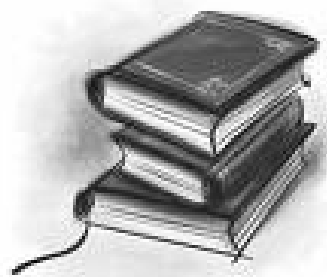
A recent study (Erskine, 1997, p. 23) has revealed that politicians regularly...
... in a “wild and negligent manner occasioning panic” (Hull, 1997, p. 2)
... as many as three thousand geese (Stride, 1997, p. 144) could be seen ...

Note: Remember that if you include the author’s name in the sentence, you should not enclose it into brackets. Look at the following, as an example:

Podgrove (1995, p.85) has argued this point ...

TWO AUTHORS:.....

Research by Wegener and Petty (1994, p.30) showed ...
... (Wegener & Petty, 1994, p.30)



THREE TO FIVE AUTHORS:.....

List all the authors in the signal phrase or in parentheses the first time you cite the source

... (Kernis, Cornell, Sun, Berry, and Harlow, 1993, p.45).

In subsequent citations, only use the first author’s last name followed by “et al.” in the signal phrase or in parentheses.

... (Kernis et al., 1993, p.33)

SIX OR MORE AUTHORS:.....

Use the first author’s name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

... (Harris et al., 2001)

NO AUTHOR:.....

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in parentheses. Titles of books and reports are italicised or underlined; titles of articles and chapters are in quotation marks.

A similar study was done of students learning to format research papers (“Using APA,” 2001)

ORGANISATION AS AN AUTHOR:

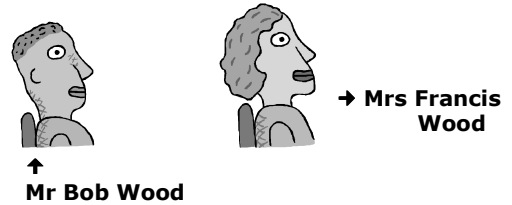
If the author is an organisation or a government agency, mention the organisation in the introductory phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000), ...

AUTHORS WITH THE SAME SURNAME:

... (B.Wood, 1989) - - - - - >
... (F.Wood, 1972) - - - - - >

... (E.Johnson, 2001; L.Johnson, 1998)

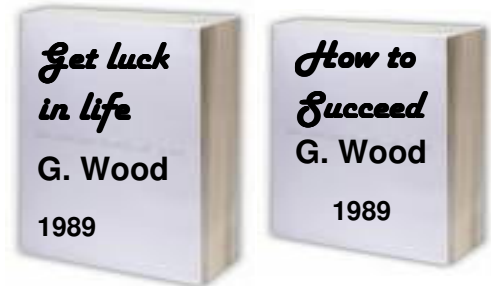


TWO DOCUMENTS PUBLISHED IN THE SAME YEAR BY THE SAME AUTHOR:

If you have two sources by the same author in the same year, use lower-case (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

... (Wood, 1989a, p.12)
... (Wood, 1989b, p. 56)



TWO OR MORE WORKS IN THE SAME PARENTHESES:

When you want to include two or more works in parentheses, order them the same way they appear in the reference list, separated by a semi-colon.

... (Berndt, 2002; Harlow, 1983)

PERSONAL COMMUNICATION:

For interviews, letters, e-mails, and other person-to-person communication, cite the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(E. Robbins, personal communication, January 4, 2001)

CITING INDIRECT SOURCES

If you use a source that was cited in another source, name the original source in your introductory phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that ... (as cited in Smith, 2003, p.102)

ELECTRONIC SOURCES:

Cite an electronic document the same as any other document by using the author-date style.

Kenneth (2000) explained...

- UNKNOWN AUTHOR AND UNKNOWN DATE:

If no author or date is given, use the title in your introductory phrase or the first word or two of the title in the parentheses and use the abbreviation “n.d.” (for “no date”).

Another study of students and research decisions discovered that students succeeded with tutoring (“Tutoring and APA, n.d.)

- SOURCES WITHOUT PAGE NUMBERS:

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. When an electronic document has numbered paragraphs, use the ¶ symbol, or the abbreviation “para.” followed by the paragraph number (Hall, 2001, ¶ 5) or (Hall, 2001, para. 5). If the paragraphs are not numbered and the document includes headings, provide the appropriate heading and specify the paragraph under the heading. Note that in some electronic sources, like Web pages, people can use the “Find” function in their browser to locate any passages you cite.

According to Smith (1997), ... (Mind over Matter section, para.6)

Note 1 : Never use the page numbers of Web pages you print out; different computers print Web pages with different pagination

Note 2 : To find this ¶ symbol, go to “Insert” menu, select “Symbol”. From the window that opens, choose “normal text” in the font box.

- The citations you provide will help your readers identify where your information comes from.
- All of the citations you give refer to the sources listed in your Reference list.
- Textual references reassure your reader that your ideas are supported.

points

to
remember

You have not made them up... *nor* have you stolen them !

1.2. List of References - APA style

What is APA style?

APA (American Psychological Association) style is a widely accepted style of documentation. APA style specifies the names and order of headings, formatting, and organisation of citations and references, and the arrangement of tables, figures, footnotes, and appendices, as well as other manuscript and documentation features. APA style uses Harvard referencing, also known as the author-date system of citations and parenthetical referencing, keyed to a subsequent list of "References." The *APA Publication Manual* provides basic guidelines for documenting both print and electronic resources.

What is a Reference list?

A reference list (bibliography) is an *alphabetical* list of all materials consulted in preparation of your assignment.

It is a list of the sources – books, magazines, newspapers, CD-ROMs, Internet, interviews etc. - that you have used to prepare a piece of work.

Start writing your reference list on a new, blank page. Insert each entry on a new line, after leaving some space; *never* number the sources. Put your bibliography page at the end of your work.

Here is how a *List of References* should look like:

References

- Gerrard, L. (1993). Computers and Composition: Rethinking our Values. Computers and Composition, 10 (2), 23-34.
- Scott, J.P. (1976). The Process of Primary Socialisation in Canine and Human Infants. Monographs of the Society for Research in Child Development, 28 (1, Serial No. 189).
- Thomas, P. (1997). The Dialectics of Schizophrenia. London: Free Association Books.
- Tollifson, J. (1997). Imperfection is a Beautiful Thing: On disability and Mediation. In K. Fries (Ed.), Staring back (pp. 105-112). New York: Plume.

Why must you include a reference list?

1. To acknowledge and give credit to sources of words, ideas, diagrams, illustrations, quotations borrowed, or any materials summarised or paraphrased.
2. To show that you are respectfully *borrowing* other people's ideas, *not stealing* them.
3. To offer additional information to your readers who may wish to further pursue your topic.
4. To give readers an opportunity to check out your sources for accuracy. An honest bibliography inspires reader confidence in your writing.
5. Your lecturers insist that you do a bibliography or marks will be deducted.

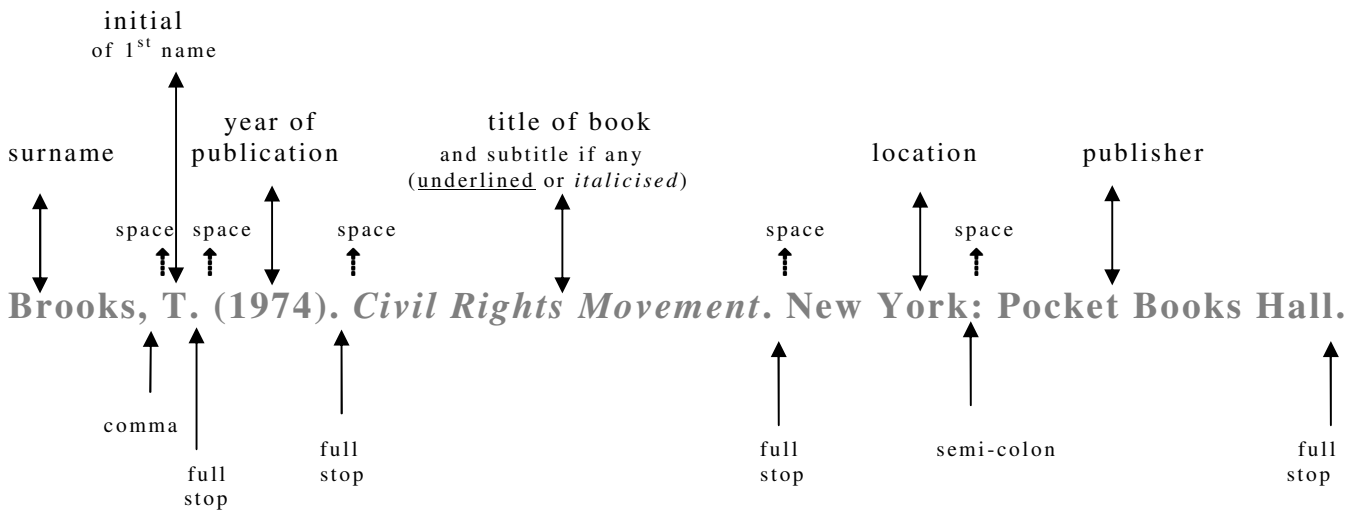
What if you don't include a Reference List?

- ❖ You may be accused of plagiarism (that is, stealing another person's idea/s or writing).
- ❖ If so, you may lose some or all of the marks for an assignment or a course.

Bibliographical References

A sample reference list entry

for a book with one author:



A reference entry should contain sufficient information for someone else or yourself to trace the item in a library.

Note:

Brooks, T. (1974). *Civil Rights Movement*. (3rd ed.). New York: Pocket Books Hall.



Have you noticed hanging indentation?



EDITION
if other than first

IMPORTANT:

← **1 ½ INCH**

ALL LINES AFTER THE FIRST LINE OF EACH ENTRY IN YOUR REFERENCE LIST SHOULD BE INTENDED ONE-HALF INCH FROM THE LEFT MARGIN. THIS IS CALLED HANGING INDENTATION.

Reference List entries / Bibliographical references

The following are the most common types of publication. Pay particular attention to the different types within each category. Also, see how commas, full stops and spaces are used.

Books

Format:

Last Name, Initial of Author, & followed by last names and initials of other authors if any. (Year of Publication). *Title* (Edition if other than 1st).. Place of Publication: Publisher.
↳ OR Title



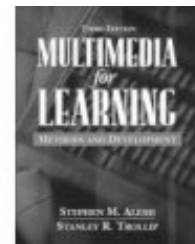
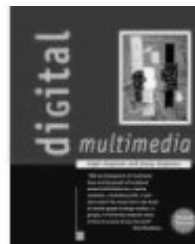
A BOOK BY ONE AUTHOR:

Rudduck, J. (1991). *Innovation and Change, Developing and Understanding*. Milton Keynes: Open University Press.

Robinson, A. (1993). *What Smart Students Know*. New York: Crown Paperbacks.

Adams-Smith, P. (1978). *The ANZACS*. Melbourne: Nelson.

Lightman, A. (1991). *Ancient Light: Our Changing View of the Universe*. Cambridge, MA: Harvard University Press.



A BOOK BY 2 AUTHORS:

Abelson, R., & Friquegnon, M. (1982). *Ethics for Modern Life*. New York: St. Martin's Press.

Bull, S. and Solity, J. (1989). *Classroom Management, Principles to Practice*. New York: Routledge.

Chomsky, N., & Halle, M. (1968). *The Sound Patterns of English*. New York: Harper & Row.

Sorensen, S. and LeBreck, B. (1994). *The Research Paper*. New York: Amsco Publications.

A BOOK BY THREE TO FIVE AUTHORS:

Kernis, M.H., Cornell, D.P., Sun, C.R., Berry, A., & Harlow, T. (1993). *There's More to Business Than This*. New York: St. Martin's Press.

Murrell, J.N., Kettle, S.F.A & Tedder, J.M. (1965). *Valence Theory*. London: Wiley.

A BOOK BY MORE THAN SIX AUTHORS:

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). *Writing Labs*. London: Wiley.

Note: For works having more than six authors, give the name of the first six-listed authors followed by **et al.**, which in Latin means ‘and others’.

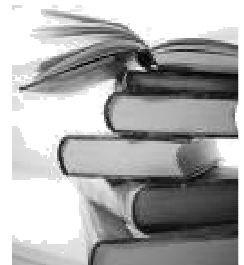


A BOOK WITH NO AUTHOR:

The Business of Roses. (1974). Los Angeles: Little and Long.

The World of Learning. (1995). London: Europa Publications.

Note: Where no author is known, first enter the title, then the year and last the publisher.



AN EDITION OF AN AUTHOR'S WORK:

Format:

Last Name, Initial of Editor, & followed by last names and initials of other editors if any (Ed. or Eds.). (Year of Publication). *Title*. Place of Publication: Publisher.

Clynes, M. (Ed.). (1982). *Music, Mind and Brain: The Neurobiology of Music*. New York: Plenum.

Wellington, J.J. (Ed). (1986). *Controversial Issues in the Curriculum*. Oxford: Basil Blackwell.

Spudich, J.L. & Satir, B.H. (Eds). (1991). *Sensory Receptors and Signal Transduction*. New York: Wiley-Liss.



CHAPTER/ ARTICLE/ SECTION IN AN EDITED BOOK:

Format:

Last Name, Initials of Author(s) of Chapter or Article, & followed by last names and initials of other authors if any. (Year of Publication). Title of chapter or article. In Initials and Last Name of First Editor & Initials and Last Name of Second Editor (Eds.), Title of book (pages in book where article or chapter is located). Place of publication: Publisher.

Tollifson, J. (1997). Imperfection is a Beautiful Thing: On disability and Mediation. In K. Fries (Ed.), *Staring Back* (pp. 105-112). New York: Plume.

Block, J.H. & Burns, R.B. (1976). Mastery Learning. In L.S. Shulman (Ed.), *Review of Research in Education* (p.87). Illinois, F.E: Peacock.

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric Care of Ethnic Elders. In A. C. Gaw (Ed.), *Culture, Ethnicity, and Mental Illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

O'Neil, J.M.& Egan, J. (1992). Men's and Women's Gender Role Journeys: Metaphor for Healing, Transition, and Transformation. In B.R. Wainrib (Ed). *Gender Issues Across the Life Cycle* (pp.107-123). New York: Springer

Chomsky, N. (1967a). Current Issues in Linguistic Theory. In J.A. Fodor & J.J. Kartz (Eds). *The Structure of Language* (pp.50-118). Englewood Cliffs, NJ: Prentice Hall.

Chomsky, N. (1967b). Degrees of Grammaticalness. In J.A. Fodor & J.J. Kartz (Eds). *The Structure of Language* (pp.384-389). Englewood Cliffs, NJ: Prentice Hall.



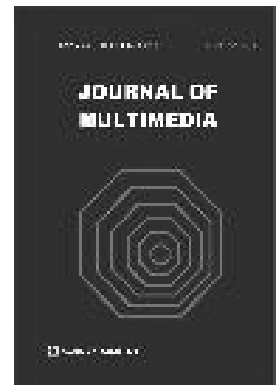
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Journal Articles

Format:

Last Name, Initial of Author, & followed by last names and initials of other authors if any. (Year of Publication). Title of article. *Title of Journal, Volume (Number)*, Page Numbers.



AN ARTICLE IN A JOURNAL:

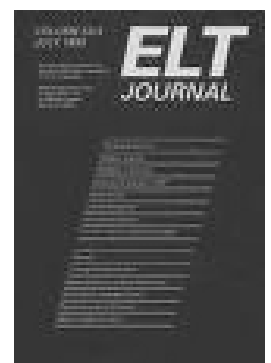
Martin, J. (1997). Inventing Sincerity, Refashioning Prudence: The Discovery of the Individual in Renaissance Europe. *American Historical Review*, 102, 1309-1342.

Mellers, B. A. (2000). Choice and the Relative Pleasure of Consequences. *Psychological Bulletin*, 50(2), 49-52.

Boydell, D. (1975). Pupil Behaviour in Junior Classrooms. *British Journal of Educational Psychology*, 45, 122-9

Podgrove, C.F. (1995). Excusing Violence: Crimes of Passion. *Psychology Today*, 14 (3), 27-30

Harlow, H.F. (1983). Fundamentals of Preparing Psychology Journal Articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896



Magazine Articles

Format:

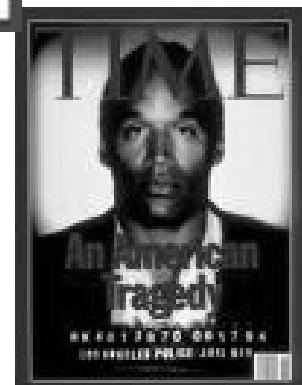
Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year of Publication, Month and Day of Publication). Title of article. *Title of Magazine, Issue/Volume Number (if any), page numbers.*

AN ARTICLE IN A MAGAZINE:

Begley, S. (1982, October 4). A Healthy Dose of Laughter. *Newsweek*, 74-75

Henry, W.A. (1990, April 9). Making the Grade in Today's Schools. *Time*, 135, 28-31

Lankford, K. (1998, April). The Trouble With Rules of Thumb. *Kiplinger's Personal Finance Magazine*, 52, 102-104.



Newspapers



Format:

Last Name, Initials of Author, & followed by last names and initials of other authors if any. (Year, Month and Day of Publication). Title of article. *Title of Newspaper*, page numbers, continued page numbers [if article is on non-consecutive pages].



AN ARTICLE IN A NEWSPAPER:

Brody, J. E. (1995, February 21). Health Factor in Vegetables Still Elusive. *New York Times*, p. C1.

Schultz, S. (2005, December 28). Calls Made to Strengthen State Energy Policies. *The Country Today*, pp.74-75

Bishop, J. (1976, January 2). Mental Maps. *Times Educational Supplement*, p.14

Brody, J.E. (1976, October 10). Multiple Cancers Termed on Increase. *New York Times*, p.37

Hull, C. (1997, November 11). Magistrate Speeds Through School Zone. *The Canberra Times*, pp.12-13

Cook, D. (2002, January 28). All in the Mind. *The Age*, p. 8.

AN ARTICLE IN A NEWSPAPER WITHOUT AUTHOR:

Meeting the Needs of Counsellors. (2001, May 5). *The Courier Mail*, p. 22.



Electronic Sources

MULTIMEDIA MATERIAL:

Get the facts (and Get Them Organised). (1990). [Videotape]. Williamstown, Vic: Appleseed Productions.

CDATA 91 with Supermap: Data for Australia 1995, release 2.1 rev. [Computer program]. Hawthorn East, Vic.: Space-Time Research.

Internet



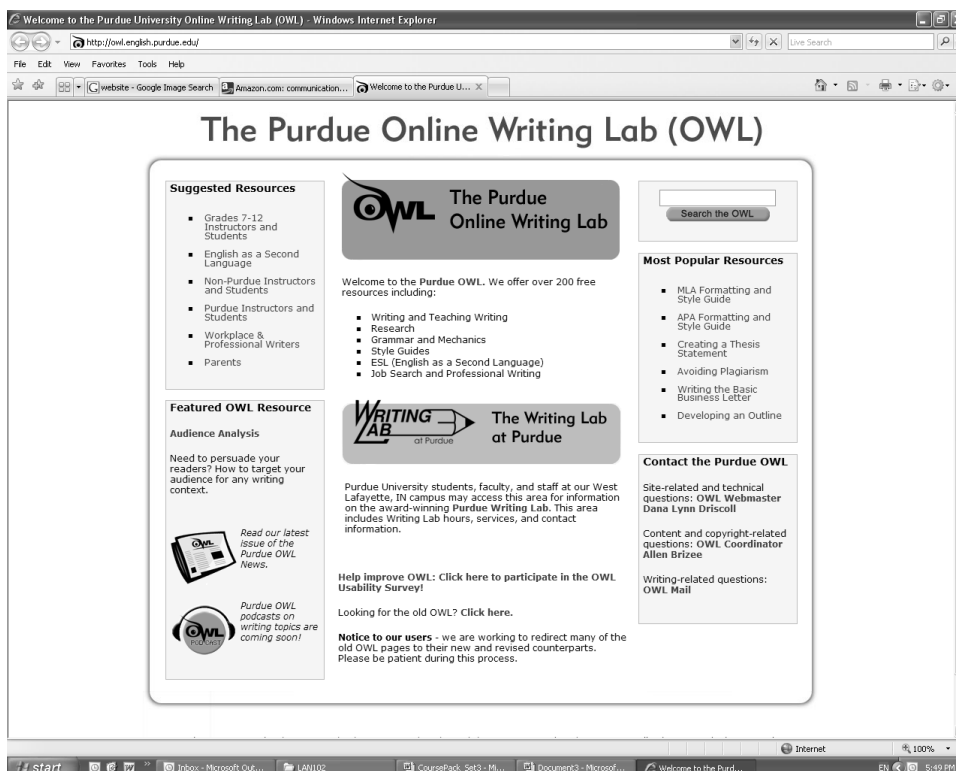
Note: Internet sources should provide a title for the Web Page, a date (either of publication, update or retrieval), and its URL address. Page authors should be identified if possible. If the URL is incorrect or incomplete, the reference list will not be considered accurate. This is the most crucial element of the citation.

Format:

Last Name, Initials of Author, followed by last names and initials of other authors if any. (Date of Publication or Latest Update, if there is no date use "n.d."). Title of article if any. Retrieved Month and Day, Year, from URL.

WEB SITES AND PAGES:

Karper, E. (2002). Using American Psychological Association Format, Updated to 5th Edition. Retrieved September 12, 2002, from http://owl.english.purdue.edu/handouts/research/r_apa.html



WEB PAGE AUTHORED BY AN ORGANISATION (PUBLICATION DATE NOT AVAILABLE):

United States Sentencing Commission (n.d.). 1997 Sourcebook of Federal Sentencing Statistics. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Notes:

1. A long URL can be broken after a slash.
(the complete URL above is <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>)
2. (n.d.) means no date.

WEB PAGE WITHOUT AN AUTHOR:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/users_surveys/survey-1997-10/

AN ARTICLE IN AN INTERNET-ONLY JOURNAL:

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A History of Facilitated Communication: Science, Pseudoscience, and Antiscience: Science Working Group on Facilitated Communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from <http://www.apa.org/journals/jacobson.html>

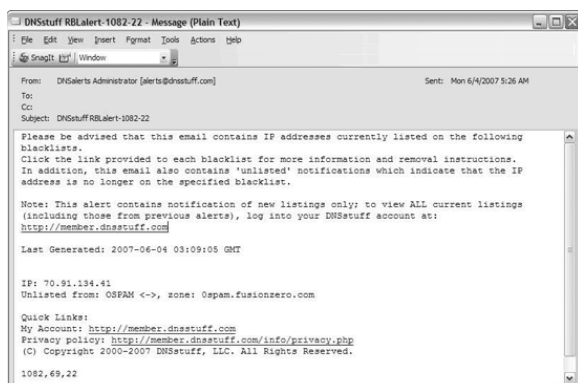
Fredrickson, B.L. (2000, March 7). Cultivating Positive Emotions to Optimise Health and Well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

AN ARTICLE (ELECTRONIC VERSION) WHERE PRINT COPY ALSO EXISTS:

Griffith, T. L. (1993). Monitoring and Performance: a Comparison of Computer & Supervisor Monitoring [Electronic version]. *Journal of Applied Social Psychology*, 23, 549-572.

E-MAIL:

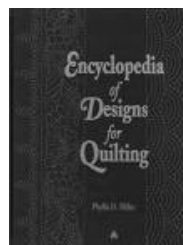
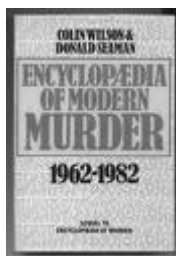
E-mails are not included in the list of references, though you parenthetically cite them in your main text: (E.Robbins, personal communication, January 4, 2001)



Other Types of Publication

AN ENTRY IN AN ENCYCLOPAEDIA:

Bergmann, P.G. (1993). Relativity. In *The New Encyclopaedia Britannica* (Vol.26, pp.501-508). Chicago: Encyclopaedia Britannica *Book Encyclopaedia*. (1995). 14th ed. Field Enterprises Corp. Vol 3, pp. 189-192



A GOVERNMENT PUBLICATION/ DOCUMENT:

National Institute of Mental Health. (1990). *Clinical Training in Serious Mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office

United States Department of Transportation, Federal Aviation Administration (1989, 21 September). Air Traffic Control. In *FAA Handbook* (pp.123-98). Washington, D.C.: U.S Government Printing Office

REPORT FROM A PRIVATE ORGANISATION:

American Psychiatric Association. (2000). *Practice Guidelines for the Treatment of Patients with Eating Disorders*. (2nd ed). Washington, D.C.: Author

PAPER PUBLISHED IN CONFERENCE PROCEEDINGS:

Schnase, J.L. & Cybbuysm E.L. (Eds). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, N.J.: Erlbaum.

BOOK BY AN INSTITUTIONAL OR ORGANISATIONAL AUTHOR:

Council of Biology Editors. (1994). *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (6th ed.). Chicago: Cambridge University Press

A TRANSLATION:

Heisenberg, W. (1930). *The Physical Principles of the Quantum Theory* (C.Eckart& F.C. Hoyt, Trans.). Chicago: University of Chicago Press

TECHNICAL REPORT:

Heohan, C.F., Liepins, M.C., Meuse, C.A. & Wolfosn, M.M. (1992). *Summary of Triple Doppler Data, Orlando, 1991* (Project Report ATC-186). Lexington, M.A.: Massachusetts Institute of Technology Lincoln Laboratory

Presenting the List of References

Some general rules for the APA Reference page:

- Begin the reference list on a new page. The page begins with the word References (Reference if there is only one), centered in the top, middle of the page, using both upper and lower case. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.
- Use one space after all punctuation.
- The first line of the reference is flush left. Lines thereafter are indented as a group, a few spaces, to create a hanging indentation.
- Double space between citations. Single space in the citations.
- Underline or use italics for titles of books, newspapers, magazines, and journals.
- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.
- Arrange entries in alphabetical order

NOTE:

Include only entries that match in-text references. Acknowledge personal communications such as conversations, interviews, telephone calls, and class lectures in the text and in parenthetical citations, but do not include them in the reference list.



For all APA guidelines, check the APA Formatting and Style Guide at:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Sample Reference List

The following are examples of entries in a *list of references* or bibliography.

REFERENCES

- Australian Government Publishing Service. (1994). *Style Manual for Authors, Editors and Writers* (5th ed.). Canberra: Author.
- Berkman, R. I. (1994). *Find it Fast: How to Uncover Expert Information*. New York: Harper Perennial.
- Bernstein, D. (1995). Transportation Planning. In W. F. Chen (Ed.), *The Civil Engineering Handbook* (pp.159-196). Boca Raton: CRC Press.
- Bohrer, S., Zielke, T., & Freiburg, V. (1995). Integrated Obstacle Detection Framework for Intelligent Cruise Control on Motorways. Paper presented at *IEEE Intelligent Vehicles Symposium*. Detroit, MI: Piscataway.
- CDATA 91 with Supermap : Data for Australia 1995, release 2.1 rev. [Computer program]. Hawthorn East, Vic.: Space-Time Research.
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- Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A History of Facilitated Communication: Science, Pseudoscience, and Antiscience: Science Working Group on Facilitated Communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from <http://www.apa.org/journals/jacobson.html>
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- Mellers, B. A. (2000). Choice and the Relative Pleasure of Consequences. *Psychological Bulletin*, 50 (2), 49-52.
- Moir, A., & Jessel, D. (1991). *Brain Sex: The Real Difference Between Men and Women*. London: Mandarin.
- Robinson, W. F., & Huxtable, C. R. R. (Eds.). (1988). *Clinicopathologic Principles for Veterinary Medicine*. Cambridge: Cambridge University Press.



ACTIVITIES SECTION

TASK 1

It is important that references are arranged in strict alphabetical order. It is usually necessary to include the first names or initial letters of authors in addition to their surnames. Surnames beginning with Mc are treated as if their spelling was Mac, e.g. McKenzie, like Mackenzie, will come before Madison.

The following surnames (and initials) are those of authors of books. Number the names in each list in alphabetical order from 1 to 12.

LIST A

Dawson, E. _____
Davidson, D. _____
Davey, A.C. _____
Davies, C.T. _____
Day, D.A. _____
Davey, A.M. _____
Dawkins, R. _____
Davis, A. _____
Davidson, G.D. _____
Daview, C.W. _____
Davy, A. _____
Dawes, C.G. _____

LIST B

Johns, T.F. _____
James, K. _____
Johnson, R. _____
Jones, J.F. _____
Johnston, S.A. _____
Jackson, J. _____
Johnson, K. _____
James, C.V. _____
Johns, A.M. _____
Jones, C. _____
Johns, C. _____
James, D.V. _____

Source: Jordan, R.R. *Academic Writing Course: Study Skills in English*. (3rd ed.). Essex: Longman

Read this ...↓

If the quotation is lengthy, use a block quotation:

Mahon (1988, p.385) adds insight to our understanding of the War of 1812:

Financing the war was very difficult at the time. Baring Brothers, a banking firm of the enemy country, handled routine accounts for the United States overseas, but the firm would take on no loans. The loans were in the end absorbed by wealthy Americans at great hazard – also, at great profit to them.

For MORE EXAMPLES of the American Psychological Association (APA) style, go to:
<http://www.lib.monash.edu.au/tutorials/citing/apa.html>

Here you'll also find information about online newspaper articles, online magazine articles, e-books, webpages, podcasts, blog entries and others!