

An Introduction to APA 7th Edition Referencing

Referencing serves to acknowledge the information sources used in your assignment. These sources may include books, websites and articles from journals and magazines. Ara uses the American Psychological Association (APA) referencing style.

APA has rules about order and formatting. See [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2021](#) for more information.

Why do you need to reference properly?

- It shows the information in your assignment comes from other sources (a good thing) and is not your own.
- You avoid **plagiarism**. Plagiarism is copying or using someone else's words or ideas and presenting them as if they were your own without clearly acknowledging the author(s). This is academic misconduct that has serious consequences.
- It shows that you have read widely for your assignment.
- It allows your tutor to find and check your information sources.
- You almost always get marks for accurate referencing.

What do you need to reference?

Reference all the sources of information used in your assignment.

How do you reference?

There are **two parts to referencing**: In-text citation and reference list.

1. In-text citation

In-text citation tells the reader where you found the ideas or information used in your assignment. Two common ways to show this information are:

- By paraphrasing: re-writing ideas from the original source in your own words but without changing the meaning (see **Paraphrasing** handout). Most of your assignment should be paraphrased because it shows that you have fully understood the original information.
- By quoting: copying exactly from the original source. Put quotation marks (“.....”) at the start and end of the quote.

Paraphrasing

When you paraphrase, state who produced the information and when it was created. You give the author(s)' surname(s), and the date of publication e.g.

A company can gain a deeper understanding of its business and customers by examining its market research reports (Brunt et al., 2017).

("Et al." is Latin for "and others". Therefore, the information paraphrased above is from Brunt and other co-authors).

Quoting

When you quote, give the author, the publication date, and the page or paragraph number(s) e.g.

The Zika virus is "a mosquito-borne viral infection that primarily occurs in tropical and subtropical areas of the world" (Mayo Clinic, 2018, para. 1).

2. Reference list

The reference list, titled References, should be on a **separate page** at the end of your assignment. This list contains the details of all the sources used in your assignment. If you used 10 different sources, your reference list should also have the 10 sources listed in alphabetical order.

The **reference list entry for the book** cited above would be:

Brunt, P., Horner, S., & Semley, N. (2017). *Research methods in tourism, hospitality and events management*. Sage.

The **reference list entry for the website** cited above would be:

Mayo Clinic. (2018, December 21). *Zika virus*. <https://www.mayoclinic.org/diseases-conditions/zika-virus/symptoms-causes/syc-20353639>

(Copy and paste the webpage URL, for accuracy and convenience. Do NOT add a full stop to the URL).

Where can you get more help?

- Ask a librarian at one of our campus libraries.
- Chat online with a librarian or learning advisor via [Ask Live](#).
- Access [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2021](#) (Print copies of this referencing guide can be purchased from the Madras Campus library).
- Access [My Ara](#) and click on the Referencing tab that leads to the guided pathways and other referencing resources.