

Quick Guide to APA Referencing: Part 1: General Guidelines

What is referencing?

Referencing is acknowledging the sources of any ideas, theories or other information that you have used in your assignment. These sources may include books, journal articles and websites. Ara uses the American Psychological Association (APA) referencing style.

The three APA referencing 'Quick Guides' ([A Quick Guide to APA Referencing Part 1: General Guidelines](#); [A Quick Guide to APA Referencing Part 2: Reference Examples](#); and [A Quick Guide to APA Referencing for Nursing: Reference Examples](#)) provide some of the basics you will need to reference your sources in the APA style. For more information and examples, see the fuller Guide: [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2022](#).

Why do I need to reference?

- It shows the information in your assignment comes from reliable sources (a good thing).
- It gives credit to the original author.
- It shows that you have read widely for your assignment.
- It allows your tutor to find and check your information sources.
- It shows you have not plagiarised. Plagiarism is copying or using someone else's words, ideas, theories or research, and presenting them as if they were your own, without acknowledging the author(s).
- You usually get marks for accurate referencing.

How do I reference APA style?

For each source of information that you have used in your academic writing, you provide:

1. an **in-text citation** (author and date of the source) and
2. a corresponding **reference list entry** (*author, date, title, and source* of the cited work). This information enables your reader to identify and retrieve your source of information.

1. In-text citation

In-text citation shows where you have **paraphrased** or **quoted** another person's ideas or words. Provide the name of the author(s) and date of publication; e.g. (Ngata & Jones, 2018).

Paraphrasing is *re-writing in your own words the ideas* from the original source, without changing the original meaning. When paraphrasing:

- provide the author surname(s) and date of publication in the in-text citation, e.g.

The Zika virus is mainly found in tropical parts of the world and is transmitted to humans by mosquitoes (Mayo Clinic, 2018).

or

According to Mayo Clinic (2018), the Zika virus is mainly found in tropical parts of the world and is transmitted to humans by mosquitoes.

Quoting is *copying the exact words* from the original source. When quoting:

- put quotation marks (“ ”) at the start and end of the quote, and
- provide the author surname(s), date of publication, and the page number(s) or paragraph number in your in-text citation. This can be done in two different citation styles:
 - the author, year, and page number at the end of the quotation, or
 - the author and year before the quote, and the page number at the end of the quote.

Effective teams can be difficult to describe, because “high performance along one domain does not translate to high performance along another” (Black & Zyla, 2018, p. 470).

or

Effective teams can be difficult to describe because, as Black and Zyla (2018) note, “high performance along one domain does not translate to high performance along another” (p. 470).

For further examples of and details about paraphrasing and quoting, see the fuller Ara guide, [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2022](#)

2. Reference list

The reference list, titled References, is on a **separate page** at the end of your assignment.

The reference list is arranged in alphabetical order by author name.

The reference list contains the full details of all the sources of information you have used in your assignment. For example, if you used 10 different sources in your assignment, your reference list will contain those 10 sources.

The reference list entry for the **book** cited above is:

Black, E., & Zyla, M. (2018). *Accounting for goodwill and other intangible assets*. Wiley.

The reference list entry for the **website** cited above is:

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

Where can I 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. 2022](#) online, or buy a print copy from the Ara library service desk.
- Go to the [StudySmart tab in MyAra](#), and click on the Referencing tab. This leads you to a range of other referencing resources and examples.
- Go to <https://subjectguides.ara.ac.nz/informationkills/evaluate> for video clips and tips on how to select authoritative, accurate, credible and reliable information.