APA Referencing for Education and Social Work

A quick guide to APA Referencing Style (6th edition)

- The American Psychological Association reference style is an Author-Date system. When quoting from or paraphrasing a source, this must be acknowledged in the text via in-text citation. Each work is identified by author followed by year of publication.

- You must also have a reference list, which appears at the end of your essay/assignment and which includes full details of each information source used in the text. References should appear in alphabetical order by author.

- For further referencing help use Quick@ite: Library website > Study > Go to Quick@ite

- For more in-depth information refer to the referencing tab in any of the Education and Social Work subject guides: Library website > Study > Subject guides > Education and Social Work.

**IN-TEXT CITATION**

There are two main ways to include in-text citations – by citing directly using quotations or indirectly by paraphrasing.

You can make the citation part of a sentence or put it in brackets at the end of the sequence.

**Direct quotation** – use quotation marks around the quote and include page numbers
- According to James and Brooks (1996) students “learn best if they are active learners, not passive learners” (p. 7).

**Indirect quotation (paraphrasing)**
- Active learners do things while they are learning. They ask questions, make notes, put things into their own words, draw mind-maps and talk about what they have learned (James & Brooks, 1996).
- James and Brooks (1996) explain that active learners do things while they are learning to enhance their learning.

If you wish to cite from a secondary source (e.g., when you wish to cite something found in another source), you need to acknowledge all the authors in-text. If you read an article by Bradley which cited Wilkinson:
- Wilkinson (2011) states that ... (cited in Bradley, 2012)
- Bradley (2012) cites Wilkinson's (2011) belief that ...

In the reference list you would only list the article by Bradley that you had read.

**EXAMPLES OF REFERENCES**

<table>
<thead>
<tr>
<th>In a reference list</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web page</td>
<td>(Ministry of Education, 2003)</td>
</tr>
<tr>
<td>Type of Source</td>
<td>Example Citation</td>
</tr>
<tr>
<td>---------------</td>
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<tr>
<td><strong>Book with three to five authors</strong></td>
<td>Brundrett, M., Burton, N., &amp; Smith, R. (2003). <em>Leadership in education</em>. London, England: Paul Chapman. <strong>NOTE</strong>: When a work has three, four or five authors cite all authors the first time and in subsequent citations include the first author only, followed by et al. (Brundrett, Burton, &amp; Smith, 2003) or Brundrett, Burton and Smith (2003) argue ... then in subsequent occurrences (Brundrett et al., 2003)</td>
</tr>
</tbody>
</table>
Always check that you have:

**Capitalised only the first letter of the title and the first letter of the subtitle?**
Only the first letter of the title and the first letter of the subtitle should be capitalised, unless the words are proper nouns or unless the title is a journal name.

**Used italics for titles of books and journals?**
Whole publications are italicised e.g., book, journal or website title. Chapters, articles and section titles are not.

**Provided the city and the country name in full? Or, if it is a US book, provided the city and the US state abbreviation?**
e.g.,
Wellington, New Zealand:
London, England:
Sydney, Australia:
Boston, MA: (Boston is a US City so you use the abbreviation for its state, which is Massachusetts)
New York, NY: (New York is a US City so you use the abbreviation for its state, which is New York State)

[List of US state abbreviations](#) Google them!

**Reversed the order of the author’s name so that family name is first?**
For authors, (includes chapter and article authors), family name first, then initial.

**Included the article doi?**
If an article has a doi, include it. The doi could be displayed on the article itself, and/or on the article record in a database.

**Bracketed thesis information and included name of university for theses?**
e.g., (Unpublished master’s thesis)


**Double-checked the details for a chapter in an edited book, ensuring you have:**
- included the author/s of the chapter and the chapter title
- italicised the book title but not italicised the chapter title
- reversed the author names, but not reversed the order of the editor’s name
- included page numbers after the book title

eg,