



Kenvale
COLLEGE OF HOSPITALITY
COOKERY & EVENTS

Academic Style Guide

A guide to writing and research at Kenvale
College

Quick Guide to APA REFERENCING

(The American Psychological Association reference style)

This Quick Guide to APA is based on the "QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)" composed by The University of Waikato. http://www.waikato.ac.nz/data/assets/pdf_file/0017/51632/APA_Referencing_6th_ed.pdf

For updates on the APA style please visit the APA website at <http://www.apastyle.org/>

Use the following table to accurately reference your work:

When quoting directly or indirectly from a source, the source must be acknowledged in the text by author name and year of publication. If quoting directly, a location reference such as page number(s) or paragraph number is also required.

IN-TEXT

Direct quotation – use quotation marks around the quote and include page numbers

Samovar and Porter (1997) point out that "language involves attaching meaning to symbols" (p.188).

Alternatively, "Language involves attaching meaning to symbols" (Samovar & Porter, 1997, p.188).

Indirect quotation/paraphrasing – no quotation marks

Attaching meaning to symbols is considered to be the origin of written language (Samovar & Porter, 1997).

N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).

Citations from a secondary source

As Hall (1977) asserts, "culture also defines boundaries of different groups" (as cited in Samovar & Porter, 1997, p. 14).

N.B. If you refer to a source quoted in another source you cite both in the text

At the end of your assignment, you are required to provide the full bibliographic information for each source.

1. Head this section '**Reference List**'
2. Compile all the sources you read, quoted or paraphrased from, make sure you have included **everything** you have used.
3. References must be listed in alphabetical order by the author's last name
4. Where you have cited more than one work by the same author, those items are then arranged by date, starting with the earliest.



EXAMPLES OF REFERENCES BY TYPE	
In a reference list	In-text citation
<p>1. Book with one author King, M. (2000). <i>Wrestling with the angel: A life of Janet Frame</i>. Sydney, Australia: Viking.</p> <p><i>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</i></p>	(King, 2000) or King (2000) compares Frame ...
<p>2. Book with two authors Dancey, C. P., & Reidy, J. (2004). <i>Statistics without maths for psychology: Using SPSS for Windows</i> (3rd ed.). Harlow, England: Pearson/Prentice Hall.</p> <p><i>N.B. Before “&” between authors, do not forget to put a comma.</i></p>	(Dancey & Reidy, 2004) or Dancey and Reidy (2004) said... When paraphrasing in text, use and , not & .
<p>3. Book with three to five authors (see Library APA referencing webpage for six or more authors) Krause, K.L., Bochner, S., & Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). South Melbourne, Vic., Australia: Thomson.</p> <p><i>N.B. Use & between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.</i></p>	(Krause, Bochner, & Duchesne, 2006) then (Krause et al., 2006)
<p>4. Book or report by a corporate author e.g. organisation, association, government department Kenvale College. (2014). <i>Student Handbook</i>. Sydney, Australia: Author.</p> <p><i>N.B. When the author and the publisher are the same, use Author in the publisher field.</i></p>	(Kenvale College, 2014) Some group authors may be abbreviated in subsequent citations if they are readily recognisable.
<p>5. Book chapter in edited book Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), <i>Island tourism: Management principles and practice</i> (pp. 105-113). Chichester, England: John Wiley.</p> <p><i>N.B. Include the page numbers of the chapter after the book title.</i></p>	(Helber, 1995) or Helber (1995) compares luxury resorts ...
<p>6. Course handout/Lecture notes Salter, G. (2014). <i>Lecture 3: EVE12-14A</i> [PowerPoint slides]. Sydney, Australia: Kenvale College.</p> <p><i>N.B. Put format in square brackets - e.g. [PowerPoint slides] [Lecture notes]</i></p>	(Salter, 2014)
<p>7. Film Zhang, Y. (Producer/Director). (2000). <i>Not one less</i> [Motion picture]. China: Columbia Pictures.</p> <p><i>N.B. For films, DVDs or video recordings use [Motion picture] in square brackets. Give the country of origin and the name of the motion picture studio.</i></p>	(Zhang, 2000)
<p>8. Video Blog Post (YouTube Video) Leelefever. (2007, May 29). Wiki in plain English [Video file]. Retrieved from http://www.youtube.com/watch?v=dnL00TdmLY</p> <p><i>N.B. Use the uploader's name as author.</i></p>	(Leelefever, 2007)
<p>9. Journal article – academic/scholarly (electronic version) with DOI</p>	(Hohepa, Schofield, & Kolt, 2006)

<p>Hohepa, M., Schofield, G., & Kolt, G. S. (2006). Physical activity: What do high school students think? <i>Journal of Adolescent Health</i>, 39(3), 328-336. doi:10.1016/j.jadohealth.2005.12.024</p> <p><i>N.B. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised)</i></p>	<p>then subsequently, if 3-5 authors (Hohepa et al., 2006)</p>
<p>10. Journal article – academic/scholarly (electronic version) with no DOI</p> <p>Harrison, B., & Papa, R. (2005). The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. <i>Anthropology and Education Quarterly</i>, 36(1), 57-72. Retrieved from ProQuest Education Journals database.</p> <p><i>N.B. Undergraduates: Give the name of the database. Researchers: Give the URL of the journal homepage. e.g. Retrieved from http://ucpressjournals.com/journal.asp?j=aeq</i></p>	<p>(Harrison & Papa, 2005) or Harrison and Papa (2005) recommend ...</p>
<p>11. Journal article - academic/scholarly (print version)</p> <p>Gibbs, M. (2005). The right to development and indigenous peoples: Lessons from New Zealand. <i>World Development</i>, 33(8), 1365-1378.</p>	<p>(Gibbs, 2005) or Gibbs (2005) contradicts ...</p>
<p>12. Magazine article – popular/trade/general interest</p> <p>Goodwin, D. K. (2002, February 4). How I caused that story. <i>Time</i>, 159(5), 69.</p> <p><i>N.B. Full date is used for weekly magazines; month and year for monthly magazines</i></p>	<p>(Goodwin, 2002) or Goodwin (2002) defends ...</p>
<p>13. Newspaper article – (Print version)</p> <p>Hartevelt, J. (2007, December 20). Boy racers. <i>The Press</i>, p. 3.</p> <p><i>N.B. Include p. or pp. before the page number – for newspapers only, not magazines</i></p>	<p>(Hartevelt, 2007)</p>
<p>14. Newspaper article (Database like Newztext Plus)</p> <p>Cumming, G. (2003, April 5). Cough that shook the world. <i>The Australian</i>. Retrieved from Newztext Plus database.</p>	<p>(Cumming, 2003)</p>
<p>15. Newspaper article with no author</p> <p>Report casts shadow on biofuel crops. (2007, October 16). <i>The Australian</i>, p. 21.</p> <p><i>N.B. Article title comes first. In the text, abbreviate title and use double quotation marks.</i></p>	<p>("Report Casts Shadow," 2007)</p>
<p>16. Personal Communication (letters, telephone conversations, emails, interviews)</p> <p><i>N.B. No reference list entry as the information is not recoverable.</i></p>	<p>(A. Portillo, personal communication, March 19, 2004)</p>
<p>17. Webpages (When multiple webpages are referenced, reference the homepage)</p> <p>Australian Bureau of Statistics. (2007). <i>Australia in profile 2007</i>. Retrieved from http://www.abs.gov.au</p> <p><i>N.B. Author (could be organisation), date (either date of publication or latest update), document title, date retrieved if contents are likely to change, URL</i></p>	<p>(Australian Bureau of Statistics, 2007)</p>