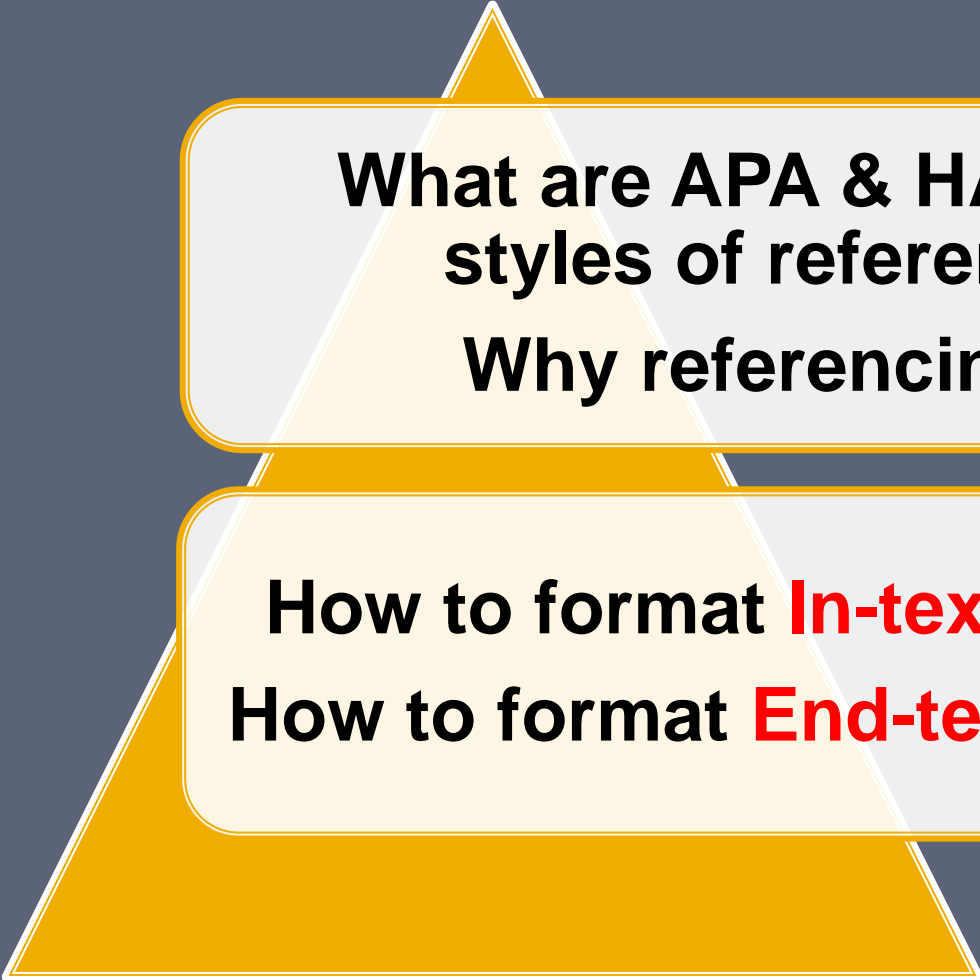




APA & HARVARD STYLES OF REFERENCING

Focus of Presentation



**What are APA & HARVARD
styles of referencing
Why referencing NB**

How to format **In-text Citations
How to format **End-text** Citations**

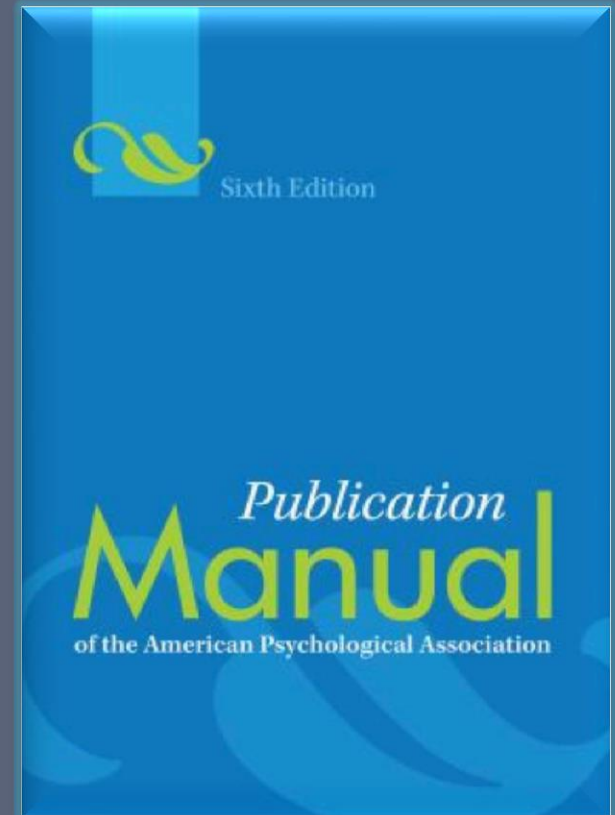
HARVARD & APA referencing styles

- Two of the most common referencing style used in the world



→
**APA = American
Psychological
Association**

**Harvard = UK
Variations**
←



Why do I need to reference?

- Give credit to the person who came up with the original idea;
- Prove you're basing your work on solid research
- Simplifies work of editors
- Establishes your credibility (avoids plagiarism)
- Influences marks – shows range and quality of your reading
- Direct readers to original source for more info

Do I need to reference everything?



<http://www.google.co.za/imgres?imgurl=http://image.shutterstock.com>

What I don't need to reference

General Knowledge

Scientific Truths

History dates

What I do need to reference

Opinions

Theories

Statements/Claims

Statistics

Graphs/Tables

Population figures

Books and journals

Online content

Posters/Audio visuals

Yearbooks, Conference Proceedings

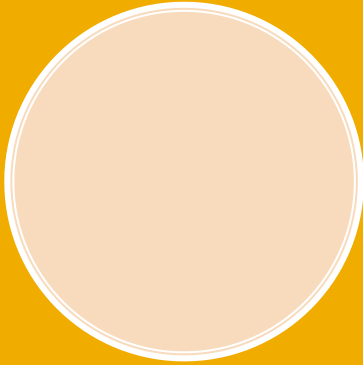
Manuscripts

Government Publications

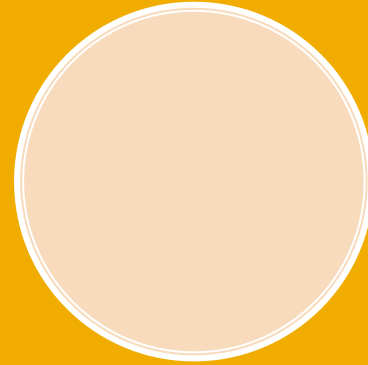
Theses and Dissertations

Magazines and Newspapers

A. Referencing in-text



Summarising



Quotations



One source by one author

Author surname (do not include suffixes such as *Jr. or initials*) and the **year of publication**

Examples:

Stach (2010) found that.....

The audiologist is the key expert in the assessment and audiologic diagnosis of auditory impairment (**Stach, 2010**).

One source by 2 authors

Name both authors in the sentence or in brackets
- depends on how being used - each time you cite the work.

Use the word "and" between the authors' names within the sentence and use the ampersand (&) in the brackets.

Example:

Research by Wegener and Petty (1994) support...

Research findings show that (Wegener & Petty, 1994).

Exercise

Name three reasons why this example is not correct:

J. Perry & D. Scott ,2010, explained that.....

Perry and Scott (2010) explained that



One source by 3 to 5 authors

List all the authors in the sentence or in brackets the first time you cite the source.

(Kernis, Cornell, Sun, Berry & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the sentence or in brackets.

(Kernis et al., 1993)



One source by 6 or more authors

Use the first author's name followed by et al. in the sentence or in brackets.

Example:

Harris et al. (2001) argued...

Many children experience hearing impairments (Harris et al., 2001)

Group or corporate authors

Use the name of the body in the citation.

Example:

Worldbank (2010).....

In light of the economic depression
(Worldbank, 2010)

Unknown author

Use the first few words of the title as the reference in the text (capitalize first letter of all words in the title).

Example:

“ (“Structuring Lawmaking”, 2000)

Author is listed as Anonymous

Use the word 'anonymous' as if were the author's name.

Example:

.....(Anonymous, 2010).

Citing Secondary Sources

For sources that you have not actually seen but which are referred to in another work, list the secondary source (the source you have read) in the Reference List.

In-text, name the original work and give a citation for the secondary source.

Example:

Bennett (as cited in Rudman, 1999) defined ...

Information from journals

- **In-text: exactly the same as if you are citing a book reference:**

Author surname and the year of publication

Electronic sources

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

Kenneth (2000) explained...

Blog Post

In-text

According to Grohol (2006)

OR

Some people hold different beliefs
(Grohol, 2006).

When paraphrasing

APA and Harvard styles do not require page numbers in the in-text citation.

However, authors are encouraged to include page numbers if it will help the reader locate the relevant information in longer texts.

B. DIRECT QUOTATION OF SOURCES

DEFINITION

Reproduce word for word material directly quoted from another author's work or from your previously published work.

Always include the author, year of publication, and the specific page number for the reference

p. means one page.....**pp.** more than one page

Harvard often uses a colon **:** and then one writes the page numbers

Two types of direct quotations



Short



Long

If the quotation comprises **< 40 words**

Use quotation marks

Immediately after quotation marks...

1. Author of source

2. Publication date

3. Page numbers **p.** or **pp.** for APA **OR**
: for Harvard

Examples of direct quotes in-text

APA example:

It has been recognised that “students often have difficulty using the APA styles, especially when it was their first time” (Jones, 2010, pp. 169-170).

Harvard example:

APA example:

It has been recognised that “students often have difficulty using the APA styles, especially when it was their first time” (Jones, 2010: 169 - 170).

Other notes about numbers

1. Spell out numbers from one to nine, but use numerals for 10 and over, for percentages and for all tables.
2. For **Harvard**, use the fewest numerals possible in dates and page numbers (e.g. 42-5).

> 40 words = long quotation

Do not use quotation marks

Indented 5 spaces from the left

Line spacing used in own text must also be used in your quotation.

The following information substantiates this point well:

.....
.....
.....
.....

.....(Perry, 2010, p. 74).

(Perry, 2010: 74) if using Harvard.

Exact quotations without page numbers

Use paragraph numbers, if available.

If paragraphs not numbered, but there are headings, use the heading names and count the number of paragraphs after the heading to the paragraph containing the quotation.

Smith, 2003, para. 1

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).

More than one source

Arrange alphabetically

Don't use year of publication to arrange

Use first author's last name for each source

Example

Recent research findings indicate

(**B**artlett, 1992; **B**rown & Miller, 1991; **J**ames, 2009)



Two or more works by the same author in the same year:

Use the lower-case letters with the year in the in-text citation.

Use lower-case letters (a, b, c) with the year to order the entries in the reference list.

Example:

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

Berndt (1981b) emphasises that...

Use of abbreviations

APA style permits the use of abbreviations that appear as word entries, for example, AIDS and HIV.

A term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses.

Example:

First citation: Reconstruction and Development Programme **(RDP)**.....

Second citation: **(RDP, 2000)**

Personal Communication

N.B. No information is required in the reference list as the data is not retrievable

Cite the communicator's name with initials, the fact that it was personal communication, and the date of the communication.

Harvard example:

This was later verbally confirmed (P. Jones 1995, pers. comm., 15 June).

APA example:

Professor Clarke (personal communication, March 19, 2004) commented that...

Lecture notes

Check with your lecturer before referencing lecture notes. Some lecturers may not regard it as suitable.

In-text

Considered 'personal communication' as they are unpublished and 'non-recoverable'.

Cited within the text; not included in the Reference List.

APA example for a lecture given by N. M. Blampied:

It is reported that (N. M. Blampied, personal communication, June 10, 2010)

Authors with the same last name

To prevent confusion, use first initials with the last names.

Example:

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

Important tip

Do it now!!!



google.co.za/imgres?imgurl=http://sp.life123.com/bm.pix/t

B. END-OF-TEXT REFERENCING

Reference List

- At the end of your paper.
- Headings **REFERENCES** in APA system
REFERENCE LIST in Harvard system

must appear on left-hand side of new page,
separate from the main text of your paper

- No quotation marks, underlining, etc.
- It should be spaced just like the rest of your report.

Alphabetical & Hanging indentation

- Alphabetized by the last name of the first author of each work
- All lines after the first line of each entry in your reference list should be indented 5 spaces from the left margin.

.....

.....

.....

Acceptable abbreviations in reference list

| Abbreviation | Book or publication part |
|--------------|--------------------------|
| ed. | Edition in APA |
| ed[s] | Editor[s] in Harvard |
| Rev. ed. | Revised edition (APA) |
| 2nd ed. | Second edition (APA) |
| Ed. (Eds.) | Editor (Editors) in APA |
| n.d. | No date |
| Vol. | Volume (as in Vol. 4) |
| No. | number |
| Pt. | Part |
| Suppl. | Supplement |

Entire Book by single author

Author's Surname, Initials. (Year of Publication). *Book title in italics*. Place of publication: Publisher.

Examples:

Shulman, L. (2006). *The Skills of Helping*.
Australia: Thomson Brooks/Cole.

If using an edition other than the first, need to include the edition number, e.g.:

Barlow, D. H., & Durand, V. M. (2005). *Abnormal psychology: An integrative approach* (4th ed.).
Belmont, CA: Wadsworth.

Exercise

| | |
|----|--|
| 1. | (2004). |
| 2. | Auckland, N.Z.: |
| 3. | King, M. |
| 4. | Penguin Books. |
| 5. | <i>The Penguin History of New Zealand</i> (Rev. ed.) |

| | |
|----|--|
| 3. | King, M. |
| 1. | (2004). |
| 5. | <i>The Penguin History of New Zealand</i> (Rev. ed.) |
| 2. | Auckland, N.Z.: |
| 4. | Penguin Books. |

One to five authors

Write out all the authors' names

APA

Smith, J., Hunter, B., Mc Aravey, P., Dhlamini, Z. &
Pillay, R. (2000). *Title of Book*. Location: Publisher.

HARVARD

Smith, J., Hunter, B., Mc Aravey, P., Dhlamini, Z. and
Pillay, R. (2000). *Title of Book*. Location: Publisher

Six or seven authors

Write only first author's name and then put et al.

Satir, V. et al. (1999). *Title of Book*. Location: Publisher

Eight or more authors

ONLY APPLICABLE TO APA

Include the first six authors' names, then insert three dots/elipses and add the last author's name.

Example of Publication in Journal:

**Yoon, P. W., Chen, B., Faucett, A., Clyne, M., Gwinn, M.,
Lubin, I. M., ... Muin, J. (2001). Public health impact of
genetic tests at the end of the 20th century. *Genetics
in Medicine*, 3, 405-410.**

Article or Chapter in an Edited Book for APA

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

O'Neil, J. M., & Egan, J. (2010). Men's and women's gender role journeys. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). London, England: Sage Springer.

Note: Editor names are not inverted (i.e., initials first and then surname) and they precede the title of the edited work.

Article or Chapter in an Edited Book for Harvard

Author, A. A.(Year of publication). 'Title of chapter' in A. Editor and B. Editor (eds), *Title of book* (pages of chapter). Location: Publisher

Rao, A. (1995) 'The Politics of Gender and Culture in International Human Rights Discourse', in J. Peters **and** A. Wolper (**eds**), *Women's Rights, Human Rights: International Feminist Perspectives*. New York: Routledge.

Note: Editor names are not inverted (i.e., initials first and then surname).

Electronic Book

Add either a retrieval statement with the URL of the web site or the doi, this takes the place of the publisher location and name e.g.

Example:

Author, A. A. (1999). *Title of book*. Retrieved from <http://www.XXXX>

OR

- Author, A. A. (1999). *Title of book*. doi: XXXX

Chapter in Electronic Book

Add either a retrieval statement with the URL of the web site or the doi. This takes the place of the publisher location and name.

Examples:

Author, A. A. (2000). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book*, (pp.XXX-XXX). Retrieved from <http://www.xxxx>



Author, A. A. (2000). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. XXX-XXX).

[doi:XXXXX](#)



Periodicals

Items published on a regular basis

- Journals
- Magazines
- Newspapers
- Newsletters

Article in Journal Paginated by Volume

Italics must be used for the name of the journal and the volume number (APA). Volume number in Harvard is not put in italics.

The title of the article in the journal must not be put in italics.

Capitalize the first letter of each word in the journal name.

APA

Smith, R. (2010). Foster Care in South Africa. *The Social Work Practitioner-Researcher*, 21, 5-17.

HARVARD

Silvawe, G.W. (1995) 'The Need for a New Social Work Perspective in an African Setting: The Case of Social Casework in Zambia', *British Journal of Social Work* 25: 71–84.

Article in Journal Paginated by Volume and Issue

Journals paginated by issue **don't** begin with page one every issue; therefore, the **issue** number gets indicated in brackets after the volume.

The brackets and issue number are not italicized or underlined.

APA

Dhlamini, R. (2009). The scope of occupational social work in South Africa. *The Social Work Practitioner-Researcher*, 21(3), 236 -270.

HARVARD

Dhlamini, R. (2009). The scope of occupational social work in South Africa. *The Social Work Practitioner-Researcher*, 21(3): 236 -270

Journal source online

Author, A. A., & Author, B. B. (Date of publication).
Title of article. *Title of Online Periodical*,
volume number (issue number if available).
DOI or URL if no DOI.

Electronic APA example:

Borman, W.C., Hanson, M.A., & White, L.A. (2000).
Role of early supervisory experience in
supervisor performance. *Journal of Applied
Psychology*, 78, 443-449. doi:10.1037/0021-9010.



Journal source online cont....

APA

Beaudoin, K. M., & Benner, G.J. (2008). Social validation of services to youth. *International Journal of Special Education*, 23 (1), 1-7.

▪ Retrieved from

<http://www.internationaljournalofeducation.com/>

HARVARD

International Federation of Social Workers, International Association of Schools of Social Work (2000) 'Global Definition of Social Work'. Available online at: www.ifsw.org

Note: No retrieval date is necessary for content that is **not** likely to be changed or updated.

Same first author, different second and/or third author

- Arrange alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Meetings and Symposia

For contributions to symposia or for paper or poster presentations **that have not been formally published**, use the following formats.

Symposium

Contributor, A. A., Contributor, B. B. & Contributor, C.C.
(Year, Month). Title of contribution. In E.E.
Chairperson (Chair), *Title of symposium.*
Symposium conducted at the meeting of
Organisation Name, Location.

Paper presentation or poster session:

Presenter, A. (Year, Month). *Title of paper or poster.* Paper or
poster session presented at the meeting of Organisation
Name, Location.

Doctoral Dissertations and Master's Theses

- **Available from a database service:**

Author, A. A. (2008). *Title of doctoral dissertation or masters thesis*. (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Unpublished Dissertations and Master's Theses

Author, A. A. (2008). *Title of doctoral dissertation or masters thesis.*
(Unpublished doctoral dissertation or master's thesis). Name of Institution,
Location.

Retrieved from the web

Author, A. A. (2008). *Title of doctoral dissertation or masters thesis.* Retrieved
from <http://www-xxxx>

More than one work by same author/s, published in same year

Organise alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.

Berndt, T. J. (2000a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (2000b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

Blog Post

Grohol, J. M. (2006, August 3). While you sleep, your brain keeps working [Web log message]. Retrieved from <http://psychcentral.com/blog/>

Title is not in italics

APA style changes - 6th edition

- Use the DOI for online journals. If no DOI use the home page URL for the journal.
- Retrieval dates are no longer necessary for websites unless the information is likely to change over time.
- Changes to Reference List entry for works with **8 or more authors**.
- Use of page numbers is encouraged when paraphrasing or referring to an idea in another work.



<http://www.google.co.za/imgres?imgurl=http://images.clipartof.com/sma>