CITING AND REFERENCING SOURCES

In-text referencing and generating a reference list using the APA Style
CITING THE WORK OF OTHERS

- Any work that is not your own (including text, music or images) if not cited, is by definition plagiarised.

- Always cite when you **quote** or refer to a source which is not your own.
- Always cite when you want to **paraphrase** the work of others.
- Always cite when you want to **summarize** the work of others.
LISTS OF REFERENCES VERSUS BIBLIOGRAPHY

- APA Style® calls for a list of references instead of a bibliography.

- The reference list (or List of references) appears at the end of an assignment. It lists detailed information about each source that has been cited in the assignment. That means, every source mentioned in an in-text citation should be listed in the reference list. The sources are listed alphabetically by first author's last name.

- Generally, a bibliography is a listing of ALL sources used to obtain background information to write the paper whether referenced in the paper or not. Bibliographies (for some areas of study) also include annotated descriptions of the items listed.

- In general, the list of references is double-spaced and listed alphabetically by first author's last name. For each reference, the first line is typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin (this is called a hanging indent).
REFERENCING AND CITING SOURCES

- Sources must referenced using the APA style.
- You may use a variety of tools to help generate the reference entry:
  - Microsoft Word
  - There are a number of web-based bibliography/reference generators e.g. Bibme, Cite This for Me
REFERENCING IN WORD

- Once a document is open select the References tab

- In the Citations & Bibliography section of the ribbon/tool bar select APA from the style drop down box

- Select Insert Citation then Add New Source and fill in the required data

- To add the reference to the document select Bibliography then Insert Bibliography

- Any reference created is saved and can be edited and used again later.
EXAMPLES OF REFERENCES

▪ Print book:

▪ eBook:

▪ Encyclopaedia online:

▪ YouTube video:
IN-TEXT CITATION EXAMPLES

- The kinetic theory of matter states .......(Lofts & Evergreen, 2011)

- McCafferty (2010) mentions that the corrosion of low-carbon steel pipes significantly increases when the temperature rises.

Remember:
- Every source mentioned in an in-text citation should be listed in the reference list