



## CAMBRIDGE HIGH SCHOOL

### REFERENCING SOURCES

Referencing is a standardised method of acknowledging sources of ideas and information used in a piece of academic work. You need to reference by using in-text citations and also providing a reference list at the end of your work.

The following guidelines describe the most widely used form of referencing, the APA 6<sup>th</sup> (American Psychological Association) style.

#### **Purposes of referencing**

You need to reference written work to:

- show that your ideas are valid, and are supported by research
- give credit to the people who first thought of and expressed ideas that you use
- avoid plagiarism

#### **IN-TEXT CITATIONS**

In some subjects you may be asked to make in-text citations and/or use footnotes. Such citations are made within the text of an essay or report to document and briefly identify research sources (books, journals, newspapers, the Internet, etc.) that are quoted or referred to. They give the surname of the author, the year of publication of a source, and the page number, enabling the reader to locate further information about it in the alphabetical reference list at the end of the assignment.

You need to cite a reference whenever you:

- Quote or refer to another person's idea, opinion, or theory
- Present any fact, statistics, or other information that is not common knowledge

The format is Author(s), year of publication. However you can use it in slightly different ways as explained below.

If you paraphrase a quote you do not use quote marks but you should still cite the page.

If you use a direct quote put quote marks around the words you have copied directly.

e.g. Evaluation became recognized as a profession after the 1960s when it was used to assess the effects of government programs in the 1960s (Mertens, 2015, p. 53).

OR

Evaluation became recognized as a profession after “the 1960s when the United States government contracted evaluators to measure the effectiveness of government programs” (Mertens, 2015, p. 53).

OR

Mertens (2015) suggests that evaluation became recognized as a profession after “the 1960s when the United States government contracted evaluators to measure the effectiveness of government programs” (p. 53).

#### Useful verbs for citing authors

Verbs followed by “that”:

Agree, asserts, believes, claims, comments, concedes, considers, concludes, explains, holds, insists, is clear, maintains, mentions, notes, observes, points out, provides evidence, observes, recalls, reports, reveals, says, shows, states, suggests, tells us

Verbs that refer to someone or something:

Challenges, defines, describes, goes further (than, identifies, points to, poses (a question), reminds (us) summarises, supports, touches on, verifies

Sometimes a quote does not flow well, so you need to add or subtract words to make improve its readability. If you add words (or letters, as per the example below) you put these in square brackets []. If you take out words, you use three dots ... If you take out words at the end of a sentence there will be four dots- one for the full-stop.

**Original Quote:** The bowler told the reporter, "It's quite simple. They played a better game right from the first ball. They got more out faster and got more runs, and that's why we lost."

**Omitted Material / added capital to make grammatically correct:** The bowler told the reporter, "It's quite simple. They played a better game right from the first ball. .... [T]hat's why we lost."

#### **COMPILING A REFERENCE LIST**

**References** are the sources that you have used in your research and quoted from or paraphrased in your assignment.

- The list of references goes at the end of your assignment and must start on a new page with the title **References** centred in the middle of the page.
- The reference list is organised in alphabetical order by the author’s surname. Different types of information sources – for example, books, journal articles and web pages – require a different

referencing format but are all listed together. Some are provided here and a link provided for other, less common, formats at the bottom of the page.

- When formatting your reference list, set your indentation to “hanging” (Paragraph / special / hanging).

## Reference list formats

### Book

Author's surname, initial. (Year of publication). *Title of book*. City of publication, Country of publication: Publisher

*OR if published in the USA-*

Author's surname, initial. (Year of publication). *Title of book*. City of publication, State (in 2 letter state abbreviation format): Publisher

e.g. Weiten, W. (2004). *Psychology: Themes and variation* (6<sup>th</sup> ed.) Wellington, New Zealand: Thomson Learning

*OR for USA:*

Weiten, W. (2004). *Psychology: Themes and variation* (6<sup>th</sup> ed.) Blemont, CA: Thomson Learning

### Chapter in an edited book

Author of the chapter surname, initial. (Year of publication). Article title. In editors' names (Eds.), *Title of book* (page numbers in pp. format). City of publication: Publisher.

e.g. Sherif, M. (2013). Group conflict and co-operation. In P.B Smith (Ed.), *Group processes* (pp. 393-415). London, United Kingdom: Penguin Books

### Journal article

Author of the article, initial. (Year of publication). Article title. *Title of magazine, volume, (number) page number(s), providing numbers only.*

e.g. May, S. (2004). America's first impressionist. *Journal of Arts Education, 103(4), 158-169*

### Internet

Authors, initial. (Year). *Title of page*. Retrieved from web address.

e.g. Sherona, K. (2016). *History of English Literature*. Retrieved from [www.historyenglishlit.com](http://www.historyenglishlit.com)

### Newspaper article

Author of article, initial. (Year, month and date newspaper was published). Article title. *Title of newspaper*, page number(s) using pp. format.

e.g. Cropp, A (2002, March 3). Education and church. *Sunday Star Times*, pp. 158-159

Example of a Reference List:

#### References.

Booth, W., Clomb, G., & Williams, J. (2003). *The craft of research* (2<sup>nd</sup> ed.). Chicago, IL: University of Chicago Press

Jane, P. (2004). *Introduction to the Treaty*. Retrieved from <http://www.waitangi-tribuanl.govt.nz/about/treatyofwaitangi/>

Sherif, M. (1913). Group conflict and co-operation. In P.B Smith (Ed.), *Group processes* (pp. 393-415). London, United Kingdom: Penguin Books

For other sources or more detailed help, Massey University has an interactive APA site you can use:

<http://owl.massey.ac.nz/referencing/apa-interactive.php>