Referencing – APA style
In today’s session on APA

• What is referencing?

• Why reference?

• Practical exercises

• Where to find help?
What is referencing?

When writing an assignment or dissertation your own thoughts and ideas build on those of other writers and researchers. It is essential that you acknowledge those sources of information by:

• Acknowledging the source within the text.

• Giving full details of each item in a bibliography.
Why is referencing important?

• To enable the reader to follow up the references and find the books, journal articles etc. in a library or on the web.

• To enable your lecturer, an examiner or supervisor to check the accuracy of the information.

• To demonstrate that you have read widely a range of opinions.

• To avoid plagiarism (using someone else’s ideas as your own).
What should I reference?

• Anything you refer to in your work, whether in quotation marks or not. If you have used an idea from someone else, you need to acknowledge it.

• Not background reading

• Try to avoid secondary quoting but use the original
The Golden Rules

• Be consistent.
• Be complete.
• Be correct.
• Keep a record of your references as you use them.
Referencing styles

• Harvard (author-date)
• Numeric
• Footnotes

There are many variations of these three basic styles. APA 6\textsuperscript{th} is a variation of the Harvard style.
An extract referenced in the APA style

Some writers have contended that Gothic is in many ways “a grappling with the forces of time and history” (Killeen, 2009, p.27).

Others have asserted that Gothic fiction is a post-medieval and post-Renaissance phenomenon (Hogle, 2002).
Reference list : APA style


References are arranged in alphabetical order by author's surname.
Citing different types of material in the list of references: examples

A book with one author:

Examples continued...

A book with two or three authors:

Examples continued...

A chapter in an edited book:

Examples continued...

**Article in a journal:**

Examples continued...

Online journal article - Set out as a journal article reference and add the DOI (digital object identifier) if available:

Examples continued...

Websites:


Library Guide Referencing page

Getting Help with Referencing

This page is here to help you with the basics of Referencing. There is a full library guide on Endnote you can also look at. Please don't hesitate to contact us with any questions about referencing.

- https://lib.swansea.ac.uk

Reference Management & Plagiarism

There are a wide variety of tools which are freely available to help you with citing and creating reference lists. However, none of them are perfect. So it is important you know your referencing style and what is expected. With that caveat you can try these tools:

- iFind, the library catalogue cite tool
- Referencing tool in Word (Manage sources)
- Refine
- Endnote Online

You can always come and see your librarian for help.

Plagiarism

It is important you read the Swansea University Academic Misconduct Procedure. Failure to acknowledge another person's work (i.e., reproducing it in a paper) will result in...

How to... Reference APA Style

- APA referencing guide (Short)
- APA referencing guide (Full)
- APA Referencing Teaching Slides
  These slides were used in sessions mainly for first year students of English literature in October 2016.
- APA Referencing Exercises
  This is a short online course to help you practice and improve your APA referencing.
- APA Blog
  Great for getting help on more tricky questions!

How to Reference MHRA Style

Using Endnote

EndNote is software which helps you to store your references and format them in Word. The online version is available from anywhere as long as you are a Swansea University student. You can also work through our EndNote online workbook (see attached file) to help you get started. If you are a research postgrad it would be worth considering the software version of EndNote. You have to buy this for off campus use but it offers more options. There is information in the EndNote section below. You should also check out the Endnote Library Guide for further help and support.

- Endnote
  By Susan Glen  Last Updated Nov 2, 2016  843 views this year
- EndNote online workbook
  An introduction to the online version of EndNote.
Now to practice!

• Don’t forget to ask for help!


Spot the errors – Question 1


• Surname should come first
• Year should come in brackets after author’s name
• Title of book should be in italics
Spot the errors – Question 2


• Publisher and place of publication should be added.
Spot the errors – Question 3


- Place of publication and publisher should not be given for a journal article.

- The year should be given.
Key points:

- Be consistent.
- Be complete.
- Be correct.
- Keep a record of your references as you use them.
- Only include items to which you have referred. Don’t include background reading.
- Alphabetical order, punctuation & formatting.
Need more help?

Email us – artslib@swansea.ac.uk

Check the library guide - http://libguides.swansea.ac.uk/politics/home

APA Style Blog http://blog.apastyle.org/