

## USEFUL WEBSITES

STYLE GUIDE—UNIVERSITY OF MALAYA - Good for Malay names  
<http://www.umlib.um.edu.my/publications/APA-Guide.pdf>

EXAMPLE OF AN APA LIST OF REFERENCES  
<http://flash1r.apa.org/apastyle/basics/data/resources/sample-references2.pdf>

STYLE GUIDE—UNIVERSITY OF WAIKATO - Examples of intext referencing as well as List of references.  
[http://www.waikato.ac.nz/data/assets/pdf\\_file/0017/51632/APA\\_Referencing\\_6th\\_ed.pdf](http://www.waikato.ac.nz/data/assets/pdf_file/0017/51632/APA_Referencing_6th_ed.pdf)

STYLE GUIDE—UNIVERSITY OF CANBERRA - Examples of intext referencing as well as List of References. NOTE: Pages 1-19 are APA style.  
*(Ignore pages 20-34 as they are Harvard style)*  
<http://www.canberra.edu.au/library/attachments/pdf/referencing-guide.pdf>

GENERAL REFERENCING INFORMATION - MURDOCH UNIVERSITY  
 (Click on their other links too)  
<http://libguides.murdoch.edu.au/content.php?pid=63242&sid=1120981>

GENERAL REFERENCING INFORMATION - OWL  
<http://owl.english.purdue.edu/owl/resource/560/02/>

GENERAL REFERENCING INFORMATION - TIME4ENGLISH  
<http://www.time4english.com/aamain/writing/wacmainp.asp>

... and of course, you can use google to find other resources.

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# APA REFERENCING



## English STUDY GUIDE

## WHY USE REFERENCING?

### Referencing shows ...

- that you have done some research
  - that you can integrate other people's ideas into your writing
  - that you have taken words and/or ideas from another source
  - that you know how to write in an academic context
  - the reader where to find more information if they want to learn more
- ... and importantly, referencing helps you to avoid plagiarism.

## QUOTE or PARAPHRASE?

**QUOTE** - In a quote you copy the words exactly and put quotation marks around them to show that they are not your words. Then you put brackets at the end and show the author, date and page number.

"An extra 2000 students entered tertiary education in 2006" (Dawkins, 2008, p34).

**PARAPHRASE** - In a paraphrase you use your own words, but you use another author's ideas. You don't use quotation marks. You use brackets at the end with the author and year.

University student numbers swelled by over 2000 in 2006 (Dawkins, 2006).

## MISSING INFORMATION

**What do you do if you can't find the author's name?**  
Use the title of the article.

**What if you can't find the date?**  
Write *nd* where you would normally write the date (Green, *nd*).

**What if it is a Malay or Arabic name?**  
With western names you need to use the family name. With Malay and Arabic names, you need to include most of the name. See the University of Malaya guide on the back of this flier for examples.

**What if there is an editor and lots of different authors?**  
Consult one of the style guides listed on the back of this flier.

If you don't know the answer, always consult a style guide or google the problem.

## QUICK QUIZ - Which intext reference is correct?

- A. (White, 2010, p 7)      B. (White, D.A., 2010, p 7)      C. (Daniel White, 2010)
- A. (anonymous, 2012)      B. (Trees of the Desert, 2010)      C. (nd, 2010)
- A. (Williams)      B. (Williams, nd)      C. (Williams, P.A., 2005)

It's not all black and white. Sometimes you need to consult a style guide to see how to correctly cite an author. At other times you need to make a judgment call.

## Is it common knowledge?

One important question you must answer is 'is it common knowledge?' If you read that the capital city of Brunei is Bandar

Seri Begawan, you don't need to use a citation because it is common knowledge. If you read that the population of Brunei is 400,000, you don't need to cite because it is common knowledge.

However, if you read that the population of Brunei is 431, 456, then you need to cite your source because that isn't common knowledge.

## USEFUL VOCABULARY

Make sure there is variety in your writing. You don't want to introduce every quote with

'Jones (2004) said.'

Depending on the context, you could try some of these options instead. Jones ...

- adds
- announces
- argues
- believes
- comments
- complains
- criticizes
- estimates
- notes
- observes
- points out
- predicts
- proposes
- remarks
- reports
- responds
- states
- suggests
- thinks
- warns

Based on :<http://www.time4english.com/aamain/writing/wacmaini.asp>

## INTRODUCING A QUOTE

Davies (2011) points out that "... "

Smith (2009) argues that "... " " ... " (Brown, 2006, p.9)

In her 1999 paper, Montague predicts "... "

As noted by Cummings (2006) "... "

Minister for Health, Edwin Notar, suggests that "... " (2011)

In 2008 Allen conducted a study which revealed "... " (p. 135)

According to Eliot (2003), "... " (p. 98)

Jones (1998) stated that "... "

QUIZ ANSWERS

1A, 2B, 3B

## BASIC APA REFERENCING

"Validity is at the centre of assessment practices" (Kunnan, 1998, p76). We need to define it and analyse our assessments accordingly in order to maximise useful outcomes. However, changes in educational philosophy, educational practices and in technology and society generally cause notions of validity to be constantly defined, redefined and found wanting.

Prior to the 20<sup>th</sup> century validity was determined by the degree to which an assessment reflected the content taught (Braden, 2006). By 1949 Cronbach was considering validity to be the degree to which a test successfully measured what it intended to measure (Weir, 1988). The stakeholders in early assessment theory ...

### List of References

- Braden, J. (2006). *Historical Versus Contemporary Definitions of Validity* Retrieved 24 September, 2011, from <http://www.education.com/print/validity>
- Kunnan, A. J. (1998). *Validation in Language Assessment*. (NY) Lawrence Erlbaum Associates, Inc.
- Weir, C. J. (1988). *Communicative Language Testing: (Europe Campus, Hertfordshire.)* Prentice Hall

INTEXT REFERENCES

LIST OF REFERENCES

When you cite (quote) something the information goes in two places. Firstly you need an **intext reference** and secondly you need to note the source in the **List of References** at the end of your essay. If you do the intext references correctly, it will be easy to find the information in the list of references at the end of you paper.

## INTEXT REFERENCES

In the text you need to include the **author's name** (family name for western names or the full name for Arabic and Malay names - check the University of Malaya (UM) website on the back of this flier), include the **date** the text was published and, if it is available, you need to include the **page number**.

## LIST OF REFERENCES

In the list of references you need to include the **author's name** (family name and initials for western names or the full name for Malay/Arabic names—check the UM guide), also include the **date** of publication, the **title of text** and other information depending on your source. Use an APA guide to help you. See the website suggestions on the back of this flier.

Remember that the List of References must be in alphabetical order.