APA referencing essentials - Construction

Useful links:
[Open Polytechnic APA referencing guidelines](#)
[What is Referencing? – an introductory video](#) [1.59 mins] from the Robert Gordon University.
[Quoting versus paraphrasing video](#) [3.07 mins] - a good introduction on how to paraphrase correctly from APlusEssays.

Guides:

[Open Polytechnic APA Referencing Guide](#) – link via the library catalogue

[Open Polytechnic APA Guide to figures and tables](#) – link via the library catalogue

[Massey University – Interactive APA Referencing guide](#) – online guide - allows for customised interactive examples.

Key information:

You must let your reader know whenever you have used information from somewhere else in your writing, **whether you are paraphrasing or directly quoting**. Failure to do this results in plagiarism and may affect your academic integrity.

Cite all sources of information you have referred to in your assignments by referencing these in the correct format. You are not expected to memorise the variations in APA format for different source types. Make sure you refer to an APA Guide. See the **useful links** above.

There are two parts to acknowledging an information source you use for your assignment:

1. **in-text citation**
   this appears within the text of the assignment alongside the information referred to. This is a short citation, usually just the author's surname and date (and page number if directly quoting). This links to a corresponding full reference.

2. **full reference**
   this appears in a list at the end of the assignment, along with all other sources referred to, and includes further elements.

For every reference there should be a matching citation. ***Both quotes and paraphrases need to be acknowledged.*** If you refer to a source more than once, you will need to include an in-text citation each time you refer to it but will list the source only once on the references list.

Quoting versus paraphrasing

There are two ways* to take information from somewhere else to use within your writing

direct quotation	paraphrase
= use the exact words from the original source	= re-phrase the information into your own words, while retaining the essential ideas of the original source

*Generally, it is preferable to paraphrase whenever possible to demonstrate your understanding of the ideas of the author.

Use direct quotations more sparingly, e.g. for exact definitions, highly technical phrases, or when you want to show an author's exact position. Short quotations are generally best. When using quotations, it's always a good idea to follow up with further discussion, or an example, to show you have understood the information.

Quotations must include page number/s, where possible. These are not required when paraphrasing.

Example of quote versus paraphrase

Original words from the book:

> *"If sufficiently moistened with a tool like a felt trowel, exposed earth block masonry with uneven surfaces or joints can be easily smoothened. Plastering is not advisable, since it interferes with the capacity of loam walls to balance internal air humidity."*

Direct quote example:

"Plastering is not advisable, since it interferes with the capacity of loam walls to balance internal air humidity" (Minke, 2009, p. 66).

OR

According to Minke (2009) "Plastering is not advisable, since it interferes with the capacity of loam walls to balance internal air humidity" (p. 66).

> *Note: A page number is necessary with a **direct quote** (if there is one).*

Paraphrase example:

Earth block masonry should smooth easily with moisture and the right tools, but should not be plastered (Minke, 2009).

OR

According to Minke (2009), earth block masonry should smooth easily with moisture and the right tools, but should not be plastered.

Ways to introduce information

"According to" is just one way to introduce information. There are many others, e.g.

Minke (2009) **states that/claims/points out/mentions/argues** etc _____
_____ **as referred to** by Minke (2009).

Reference list entry:

Minke, G. (2009). *Building with earth: Design and technology of a sustainable architecture* (2nd ed. Rev). Birkhauser.

> *Note the additional elements of author's initials, book title, edition, publisher.*
> *Note the punctuation, i.e. where there are commas, full stops, italics, capital letters, brackets etc. These are all part of APA format.*
> *Note that the above example is for a book. Other source types, e.g. articles, reports, websites, have some variations in their full reference format. Always consult a guide for the correct format.*

Legislation: Acts, Regulations, Codes, Standards

See the other document *Citing legislation: Acts, regulations, codes, standards*, also attached to this post.