1. Referencing a Book
Author surname(s), followed by initial(s). (Year of publication). Title of book. 
Place of publication: publisher.

2. Referencing a Journal Article
Author surname(s), followed by initial(s). (Year of publication). Article title. 
Journal title, volume(issue), page nos.

3. Referencing an Online Journal Article
Similar to No. 2 above. Include: DOI (digital object identifier). The DOI is typically located on the first page of the electronic journal article.
Note: A digital object identifier (DOI) is a unique alphanumeric string that provides a persistent link to content online. The DOI is typically located on the first page of the electronic journal article. If no DOI has been assigned to the article, include Retrieved from database URL or database name.

4. Referencing a page from a Website
Author. (Date of publication). Title of page. Retrieved from URL
Note: When citing an entire website (and not a specific document on that site), no reference list entry is required if the address for the site is cited in the text.
Note: If no date is available, use (n.d.).
Why do I need to reference?
It is standard practice at third-level to include references in all of your assignments. Referencing acknowledges the sources you have used. It shows that you have read around your subject area and protects you from any charges of copying or plagiarism.

Show me an example of good referencing?
This is an excerpt from an essay that is properly referenced:

It is widely acknowledged that work-life balance is important. According to one source, “the first step to balancing home and office is to sit down and think about how you would like it to be” (Farwagi, 1998, p. 151). The area of career advancement is seen as a related factor, particularly in relation to workers at management level (Lyness & Judiesch, 2008). The Work Life Balance website (http://www.worklifebalance.ie) outlines the main policies in relation to the area in Ireland.

This is an excerpt from the reference list at the end of the essay:

That looks great, but where do I start?
The APA Style Referencing follows a formula as outlined in the next few pages. One good guideline for referencing is to ask yourself ‘is this point common knowledge or not?’ A statement like *it is widely acknowledged that work-life balance is important* is common knowledge, so there is no need to reference this. Everything you take from other sources - books, journals, websites (including YouTube) - that is not common knowledge does need to be referenced.

How do I reference using the APA style?
You need to prepare:

A. Citations

These are references within the text of your essay. Citations provide outline information about the full reference, as listed in the reference list at the end of your essay (See B below). There are **two main types of citations:**

1. Direct Quote

*Put the quote in quotation marks. List the surname of the author, year and page number directly after the quote.*

Example: According to one source, “the first step to balancing home and office is to sit down and think about how you would like it to be” (Farwagi, 1998, p. 151).

2. Paraphrase or summary

*It is not a direct quote, so there is no need for quotation marks. List the name(s) of the authors and the date of publication directly after the paraphrase.*

Example: The area of career advancement is seen as a related factor, particularly in relation to workers at management level (Lyness & Judiesch, 2008).

Note: When a work has **three, four or five authors**, cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by et al. (‘and others’). Example: (Dunne et al., 2007).

When a work has **six or more authors**, cite only the surname of the first author followed by et al. and the year for the first and subsequent citations.

B. Reference list

This is an alphabetical listing by author, containing the full details of all of the sources you have cited (quoted or paraphrased as above).

References


Note: All lines after the first line of each entry in the reference list should be indented from the left margin. This is called hanging indentation.