Referencing & Citation Workshop

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Objectives

What is REFERENCING

HOW to reference

What is CITATION

HOW to cite

Overview

- Types of sources in research
- Plagiarism in academia
- Referencing style: APA (7th edition)
- Citing & Referencing in APA style with the different formats
- Doing a bibliography – list of references

Introduction

What is Referencing?

- Citation of sources of information
- All work referenced throughout your work
- Ideas gathered and knowledge gained throughout your research process

Information Categories

Primary Source

Secondary Source

Primary Source

Immediate, first-hand accounts of a topic, from people who had a direct connection with it

Examples:

Texts of laws and other original documents.

Newspaper reports, by reporters who witnessed an event or who quote people who did.

Speeches, diaries, letters and interviews - what the people involved said or wrote.

Original research.

Datasets, survey data, such as census or economic statistics.

Photographs, video, or audio that capture an event.

Secondary Source

Added a layer of interpretation and analysis

Examples:

Most books about a topic

Analysis or interpretation of data

Scholarly or other articles about a topic, especially by people not directly involved

Documentaries (often includes photos or video portions that can be considered primary sources)

Secondary Reading

- Identify and evaluate the line of reasoning in the text
- Search for hidden agendas and assumptions
- Identify and evaluate the evidence used in the text
- Identify the writer's conclusions
- Decide whether the evidence used is sufficient to support the conclusions made

Referencing

- When do you use a quote?
- What do you need to reference?
- Why is it important to reference?

What to reference

- Direct quotes
- Evidence
- Paraphrase

Direct Quote

- Quote verbatim
- A section from other work
- Common in Arts & Humanities

Evidence

- From datasets
- Statistics, case studies …
- Accountable and Verifiable

Paraphrase

- Alternative to direct quote
- As a way to provide evidence
- To express / encapsulate someone else's ideas in your own words

Paraphrasing

Why you might paraphrase?

- Translating technical material into simpler language
- Because lecturer / tutor has explicitly requested that you do so
- “Translating” a poem into simpler language

What is Plagiarism?

- Academic Integrity
- Using a source without acknowledging the author
- Presenting another person's ideas or written material as your own

Types of Plagiarism

Submitting someone else's work as your own

- A friend's essay
- An essay copied from the internet
- A purchased essay
- Asking someone else to write or rewrite your essay for submission

Types of Plagiarism

Creating a patchwork essay

- Bringing together paragraphs and ideas taken from different sources
- Although the research was required to find the paragraphs and ideas, your analysis or discussion of those ideas is missing
- Even if sources are cited, then what you have is research notes rather than your own essay

Avoiding plagiarism (I)

- Cite all the material you have used, including lecture notes
- Have a clear understanding of what is, and is not, common knowledge

Avoiding plagiarism (II)

- Keep track of your electronic resources
- File and label your sources
- Do not copy and paste material into your work
- Keep your notes and your essay draft separate
- Ensure you have cited paraphrased material explicitly
- If in doubt, delete or reference

Referencing style: APA 7th edition

How to format pages in APA style

How to quote source in APA style

How to paraphrase a source in APA style

How to cite sources in APA style

APA In-Text Citations

The 2 types

1. **Parenthetical** in-text citation

2. **Narrative** in-text citation

APA In-Text Citations

- **Parenthetical** in-text citation:

Traumatic experiences can produce toxic stress in children (Baldwin, 2022)

APA In-Text Citations

- **Narrative** in-text citation:

According to Baldwin (2022), traumatic experiences can produce toxic stress in children

APA In-Text Citations

- **Parenthetical** in-text citation:

Traumatic experiences can produce toxic stress in children (Baldwin, 2022)

- **Narrative** in-text citation:

According to Baldwin (2022), traumatic experiences can produce toxic stress in children

Baldwin, C. D. (2022). Child adversity and trauma-informed care teaching interventions: A systematic review. *Pediatrics*, *149*(3). https://doi.org/10.1035rev0000126

Using sources in APA

Only 2 options

Using sources in APA

QUOTE

Using sources in APA

PARAPHRASE

Using sources in APA

QUOTE

or

PARAPHRASE

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” **(p. 85)**.

How to cite a quotation

Introduce the quote

Source used as a quotation

Jonathan Butler(1984) found that:
"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (p. 85).

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"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (p. 85).

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (p. 85).

For a single page use:

p. #

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (pp. 85-87).

For multiple pages use:

pp. #-#

How to cite a quotation

Source used as a quotation

Jonathan Butler (1984) found that:

"the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (para. 21).

If no page number, use:
Paragraph number

In-Text Citation for a Paraphrase

- Rephrase original in your own wording
- To repeat certain words

Paraphrases

Parenthetical format:

Personality develops over the lifespan (Redford, 2019).

Narrative format:

As discussed by Redford (2019), personality develops over the lifespan.

In-Text Citation for a Paraphrase

Rephrase original in your own wording:

According to Graham (2021), although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer. Clearly, media can shape perceptions about a matter of life and death.

In-Text Citation for a Paraphrase

Rephrase original in your own wording:

According to Graham (2021), although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer. Clearly, media can shape perceptions about a matter of life and death.

In-Text Citation for a Paraphrase

Rephrase original in your own wording:

According to Graham (2021), although the public perception is that breast cancer is the number one killer of women, the reality is that more women die of lung cancer. Clearly, media can shape perceptions about a matter of life and death.

Page number is optional

Block Quotation

Quotations longer than 40 words must use the block quote format

Block Quotation

which means a steady increase of prisoners housed in poor conditions. The current cost of America's prison system is $80 billion per year (Committee for a Responsible Federal Budget, 2019). When social costs to families and communities are added in, the price swells to $1.2 trillion (McLaughlin, Pettus-Davis, Brown, Veeh, & Renn, 2016). However, this figure does not include the emotional and psychological damage to families of the imprisoned. Clearly, mass incarceration in the U.S. has become a financial, social, and moral failure that demands corrective action:

Block Quotation

which means a steady increase of prisoners housed in poor conditions. The current cost of America's prison system is $80 billion per year (Committee for a Responsible F[illegible] social costs to families and communities are added in, the pric[illegible] Davis, Brown, Veeh, & Renn, 2016). However, this figu[illegible] psychological damage to families of the imprisoned. Clearly, mas[illegible] come a financial, social, and moral failure that demands corrective action:

Colon at end of sentence introducing the quote

Block Quotation

- Indent the entire quotation 0.5 in. from the left margin.
- Do not use quotation marks.
- For a parenthetical citation of a block quotation, include the author, year, and page number in parentheses after the final punctuation mark of the quotation.
- For a narrative citation of a block quotation, include the author in the narrative followed by the year in parentheses. Put the page number in parentheses after the final punctuation mark of the quotation.
- Do not add a full-stop or other end punctuation after the closing parenthesis.

Block Quotation

Parenthetical format

Most personality researchers today

> have adopted a view of personality in which traits are a, if not the, core feature. Although variously defined, traits are generally thought to be more-or-less consistent and enduring dispositions manifest in patterns of thoughts, feelings, and behaviors; operationally, they are what standard personality scales measure. (Costa et al., 2019, p. 424)

Block Quotation

Narrative format

Costa et al. (2019) stated that most personality researchers today

> have adopted a view of personality in which traits are a, if not the, core feature. Although variously defined, traits are generally thought to be more-or-less consistent and enduring dispositions manifest in patterns of thoughts, feelings, and behaviors; operationally, they are what standard personality scales measure. (p. 424)

Quotations

●●● If you need to leave out some words from the quote replace them with ●●● (three dots)

[Brackets] to insert your own words into the quote to ensure it makes grammatical sense in your work, write your words in [square brackets] to distinguish them from the author's

CAUTION: In both cases be careful not to alter the meaning of the quote by removing or adding too many words

APA Reference Citation Formats

Book

Periodical

Reports

Videos

Websites

ChatGPT

Journal Article (I)

Citing Journal articles – Print Journal

Author, A. A. (Date). Title of article: Subtitle. *Name of Journal, volume*(issue), page numbers. DOI

Chong, S., & Lu, T. (2019). Early childhood teachers' perception of the professional self and in relation to the early childhood communities. *Australian Journal of Teacher Education*,*44*(7), 53–67. https://ro.ecu.edu.au/cgi/viewcontent.cgi?article=4195&context=ajte

Parenthetical citation: (Chong & Lu, 2019)
Narrative citation: Chong and Lu (2019)

Example: Prisons do not reduce crime: High cost of ignoring science.
Sentence capitalisation – capitalise only first word and proper nouns. Full-stop at end.

Journal Article (II)

Citing Journal articles – e-Journal

Author, A. A. (Date). Title of article: Subtitle. *Name of Journal, volume*(issue), page numbers. DOI

Knapik, J.J., Cosio-Lima, L.M., & Reynolds, K.L. (2015). Efficacy of functional movement screening for predicting injuries in coast guard cities. *Journal of Strength and Conditioning Research*, *29*(5), 1157-1162. doi: 10.1249/01.mss.0000495803.09668.62

Book Reference (I)

Citing the entire book:

Author, A. A. (Date). *Title of book: Subtitle* (edition). Publisher.

Palaiologou, I. (2019). *Child observation: A guide for students of early childhood* (4th ed.). Learning Matters.

Parenthetical citation: (Palaiologou, 2019)
Narrative citation: Palaiologou(2019)

Book Reference (II)

Citing a book chapter:

Author, A. A. (Date). Title of chapter. In E. E. Editor & E. E. Editor (Eds.),
Title of book: Subtitle(edition, page numbers). Publisher.

Karagiannidou,E. (2017). Children's technological learning journeys. In L. Arnott(Ed.),*Digital technologies and learning in the early years*(pp.20-31). Sage.

Parenthetical citation: (Karagiannidou, 2017)
Narrative citation: Karagiannidou(2017)

Book Reference (III)

Citing Children's Book (I)

Author, A. A. (Date). *Title of book: Subtitle* (I. I. Illustrator, Illus.). Publisher.

Denise, A. A. (2019). *Bunny in the middle* (C. Denise, Illus.). Henry Holt and Company.

Parenthetical citation: (Denise, 2019)
Narrative citation: Denise (2019)

Book Reference (IV)

Citing Children's Book (II)

Author, A. A. (Date). *Title of book: Subtitle* (I. I. Illustrator, Illus.). Publisher.

Gay, M. (2014). *Any questions?* (M. Gay, Illus.). GroundwoodBooks.

Parenthetical citation: (Gay, 2014)
Narrative citation: Gay (2014)

Report & Code of Ethics

Citing Reports

Author, A. A. (Date). *Title*[Description]. URL

NAEYC. (2020). *Developmentally Appropriate Practice* [Position Statement]. https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/dap-statement_0.pdf

Parenthetical citation: (NAEYC, 2020)
Narrative citation: NAEYC (2020)

Online Videos

Citing online videos

Uploader, U. U. (Date). *Title*[Description]. URL

The University of Birmingham (2010, December 15). *The University of Birmingham experience* [Video file]. Retrieved from: https://www.youtube.com/watch?v=YLxV5L6IaFA

Parenthetical citation: (The University of Birmingham, 2020)
Narrative citation: The University of Birmingham (2020)

Online Videos: YouTube

Citing YouTube videos

Creator. (Year). *Title video* [Video]. YouTube. URL

Asian Boss. (2020, June 5). *World's leading vaccine expert fact-checks COVID-19 vaccine conspiracy: Stay curious #22* [Video]. YouTube. https://www.youtube.com/watch?v=WQdLDMLrYIA

The University of Birmingham (2020). *The University of Birmingham experience*. [Video]. YouTube. https://www.youtube.com/watch?v=YLxV5L6IaFA

Parenthetical citation: (Asian Boss, 2020; The University of Birmingham, 2020)
Narrative citation: Asian Boss (2020) and The University of Birmingham (2020)

Podcasts

Citing Podcasts

Podcaster. (Host). Date. *Title*[Audio podcast]. URL

Meraji, S. M., & Demby, G. (Hosts). (2016–present). *Code switch* [Audio podcast]. National Public Radio. https://www.npr.org/podcasts/510312/codeswitch

Seales, A. (Host). (2018–present). *Small doses with Amanda Seales* [Audio podcast]. Starburns Audio.

Parenthetical citation: (Meraji & Demby, 2016–present; Seales, 2018–present)
Narrative citation: Meraji and Demby (2016–present) and Seales (2018–present)

Online Documents: web documents

Name of organisation. (Date). *Title of the individual online document.* URL

Department of Health. (2010). *Recognised, valued and supported: Next steps for the Carers*. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/213804/dh_122393.pdf

Parenthetical citation: (Department of Health, 2010)
Narrative citation: Department of Health (2010)

Websites

Name of organisation. (Date). *Title of the individual online document.* URL

Cochrane. (2020, December 11). Cochrane vs. COVID-19. Retrieved January 5, 2021, from https://cochrane.org/news/cochrane-vs-covid-19

Parenthetical citation: (Department of Health, 2010)
Narrative citation: Department of Health (2010)

Websites

- Webpage on a news website
- Comment on a webpage on a news website
- Webpage on a website with a government agency group author
- Webpage on a website with an organisational group author
- Webpage on a website with an individual author
- Webpage on a website with a retrieval date
- Newspaper article
- Comment on an online newspaper article

Websites

Webpage on a news website

Writer, A. A. (Date). *Title of news story*. News website. URL

Examples:

- Carey, Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_l_5d277587e4b02a5a5d57b59e
- Roberts, N. (2020, June 10). *Trayvon Martin's mother, Sybrina Fulton, qualifies to run for elected office*. BET News. https://www.bet.com/news/national/2020/06/10/trayvon-martin-mother-sybrina-fulton-qualifies-for-office-florid.html
- Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html

Parenthetical citation: (Bologna, 2019; Roberts, 2020; Toner, 2020)
Narrative citation: Bologna (2019), Roberts (2020), and Toner (2020)

Websites

Comment on a webpage on a news website

Author, A. A. (Date). *Comment title* [Comment on the webpage *Title of the webpage*]. News website. URL

Example:
Owens, L. (2020, October 7). *I propose a bicycle race between Biden and Trump* [Comment on the webpage *Here's what voters make of President Trump's COVID-19 diagnosis*]. HuffPost. https://www.spot.im/s/00QeiyApEIFa

Parenthetical citation: (Owens, 2020)
Narrative citation: Owens (2020)

Websites

Webpage on a website with a government agency group author

Author, A. A. (Date). *Comment title* [Comment on the webpage *Title of the webpage*]. Newspaper. URL

Example:
National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml

Parenthetical citation: (National Institute of Mental Health, 2018)
Narrative citation: National Institute of Mental Health (2018)

Websites

Webpage on a website with an organisational group author

Name of organisation. (Date). *Title of the webpage.* URL

Example:
World Health Organization. (2018, May 24). *The top 10 causes of death*.
https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death

Parenthetical citation: (World Health Organization, 2018)
Narrative citation: World Health Organization (2018)

Websites

Webpage on a website with an individual author

Author, A. A. (Date). *Title of the webpage.* URL

- Mantel, B. (2025, April 24). *How to be a caregiver for someone with multiple sclerosis*. AARP. https://www.aarp.org/caregiving/health/info-2025/multiple-sclerosis-care-plan/
- Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic*. Pew Research Center. https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/

Parenthetical citation: (Mantel, 2025; Schaeffer, 2021)
Narrative citation: Mantel (2025) and Schaeffer (2021)

Websites

Webpage on a website with a retrieval date

Author, A. A. (n.d.). Title of the webpage. Retrieval date, from web URL

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of Commerce. Retrieved January 9, 2020, from https://www.census.gov/popclock/

Parenthetical citation: (U.S. Census Bureau, n.d.)
Narrative citation: U.S. Census Bureau (n.d.)

Websites

Newspaper Article

Author, A. A. (Date). Title of article. *Newspaper*.

Examples:
Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. *Chicago Tribune*.

Parenthetical citation: (Carey, 2019; Harlan, 2013; Stobbe, 2020)
Narrative citation: Carey (2019), Harlan (2013), and Stobbe (2020)

Websites

Comment on an online Newspaper Article

Author, A. A. (Date). Comment. [Comment on the article "Title"]. *Newspaper*. weblink

Example:
Carey sidneyf. (2020, October 7). Oh, I don't know; perhaps the common-sense conclusion that packing people together — for hours — like sardines — may be an [Comment on the article "When will it be safe to travel again?"]. *The Washington Post*. https://wapo.st/3757UlS

Parenthetical citation: sidneyf (2020)
Narrative citation: sidneyf (2020)

Conference Papers (I)

Conference Papers (I)

Author, A. A. (Date). *Title of book: Subtitle* (edition). Publisher.

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Sociology for the New Millennium.* Papers presented at The Australian Sociological Association, Churchill, Victoria: Celts.

Parenthetical citation: (Wilkinson, 1999)
Narrative citation: Jones (1999) explained…

Conference Papers (II)

Conference Papers (II)

Author, A. A. (Year, Month). Title of paper. In A. Author, *Title of Conference*, City.

Smith, P. (2006, March). How to make the most of the time you spend commuting. In M. Fox & P. Smith, *Work-life balance in today's world Conference,* London.

Parenthetical citation: (Smith, 2006)
Narrative citation: Smith (2006) proposed...

Sources with 2 Authors

Number of authors: 2

Reiss M.J., & White, J. (2013). *An aims-based curriculum: the significance of human flourishing for schools. London:* IOE Press.

Parenthetical citation: (Reiss & White, 2013)
Narrative citation: Reiss & White (2013)

Sources with 3 - 5 Authors

Number of authors: 3 - 5

Rogers, L., Hallam, S., Creech, A., & Preti, C. (2018). Learning about what constitutes effective training from a pilot programme to improve music education in primary schools. *Music Education Research*, *10*(4), 485-497.

Parenthetical citation: (Rogers et al., 2018) - subsequent references
Narrative citation: Rogers, Hallam, Creech & Preti (2018) - first time

Sources with 6+ Authors

Number of authors: 6+

Battersby, C., Armus, L., Bergin, E., Kataria, T., Meixner, M., Pope, A., Stevenson, K. B., Cooray, A., Leisawitz, D., Scott, D. Bauer, J., Bradford, C. M., Ennico, K., Fortney, J. J., Kaltenegger, L., Melnick, G. J., Milam, S. M., Narayanan, D., Padgett, D., & Wiedner M. C. (2018). The Origins Space Telescope. *Nature Astronomy, 2*, 596-599.

Parenthetical citation: (Battersby et al., 2018)
Narrative citation: Battersby et al. (2018)

Sources: A.I.

How to cite ChatGPT?

Author. (Date). *Title* (Version) [Large language model]. URL

OpenAI. (2025). *ChatGPT* (ChatGPT 5) [Large language model]. https://openai.com/chatgpt

Parenthetical citation: (OpenAI, 2025)
Narrative citation: OpenAI (2025)

Bibliography: List of References

Each essay should contain a list of references

Placed at end of paper / essay

In alphabetical order

Include all material used in writing and preparing for the essay

Bibliography: an example

References

Amrein-Beardsley, A., & Holloway, J. (2017). Value-added models for teacher evaluation and accountability: Commonsense assumptions. *Educational Policy*, *33*(3), 516–542. https://doi.org/10.1177/0895904817719519

Ballou, D., & Springer, M. G. (2015). Using student test scores to measure teacher performance. *Educational Researcher*, *44*(2), 77–86. https://doi.org/10.3102/0013189x15574904

Ballou, D., Sanders, W., & Wright, P. (2004). Controlling for student background in value-added assessment of teachers. *Journal of Educational and Behavioral Statistics*, *29*(1), 37–65. https://doi.org/10.3102/10769986029001037

Robbins, S., & Judge, T. (2019). *Organizational behavior*. Pearson Education Limited.

Whitehead, M. (n.d.). *Teachers look at supervision - ASCD*. http://www.ascd.org/ASCD/pdf/journals/ed_lead/el_195211_whitehead.pdf

How to sort references alphabetically?

1. In Word
2. Get your reference ready
3. Highlight all the references

References

Baldacchino, L. (2019). Intuition in entrepreneurial cognition. In A. Caputo & M. Pellegrini (Eds.), *The anatomy of entrepreneurial decisions* (pp. 29–56). Springer. https://doi.org/10.1007/978-3-030-19685-1_3

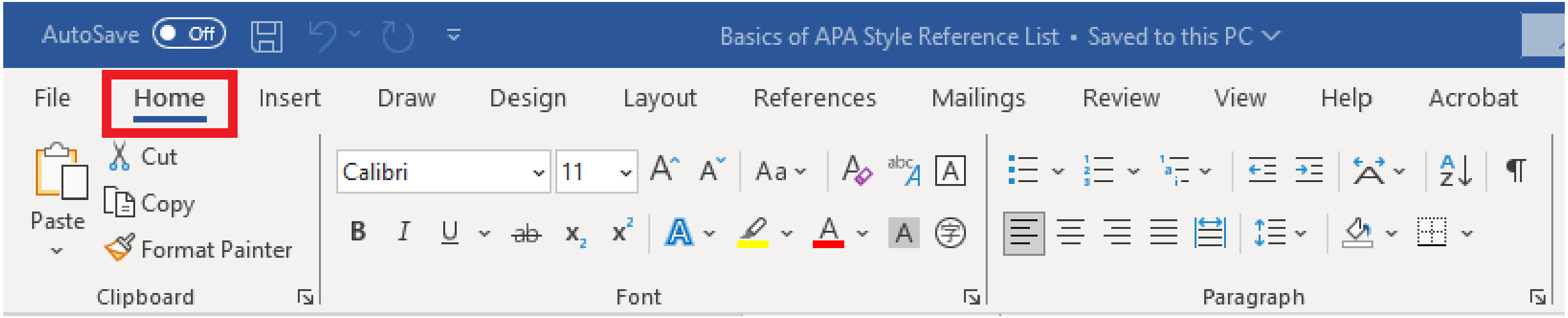
Hammer, D., Melhuish, E., & Howard, S. J. (2017a). Do aspects of social, emotional and behavioural development in the pre-school period concurrently predict later cognitive and academic attainment? *Australian Journal of Education*, *61*(3), 270–287. https://doi.org/10.1177/0004944117729514

Hammer, D., Melhuish, E., & Howard, S. (2017b). *Millennium cohort study* (ICPSR36952.v1; Version 1) [Data set]. ICPSR. https://doi.org/10.3886/ICPSR36952.v1

McCrae, R. R. (2015). A more nuanced view of reliability: Specificity in the trait hierarchy. *Personality and Social Psychology Review*, 19(2), 97–112. https://doi.org/10.1177/1088868314541857

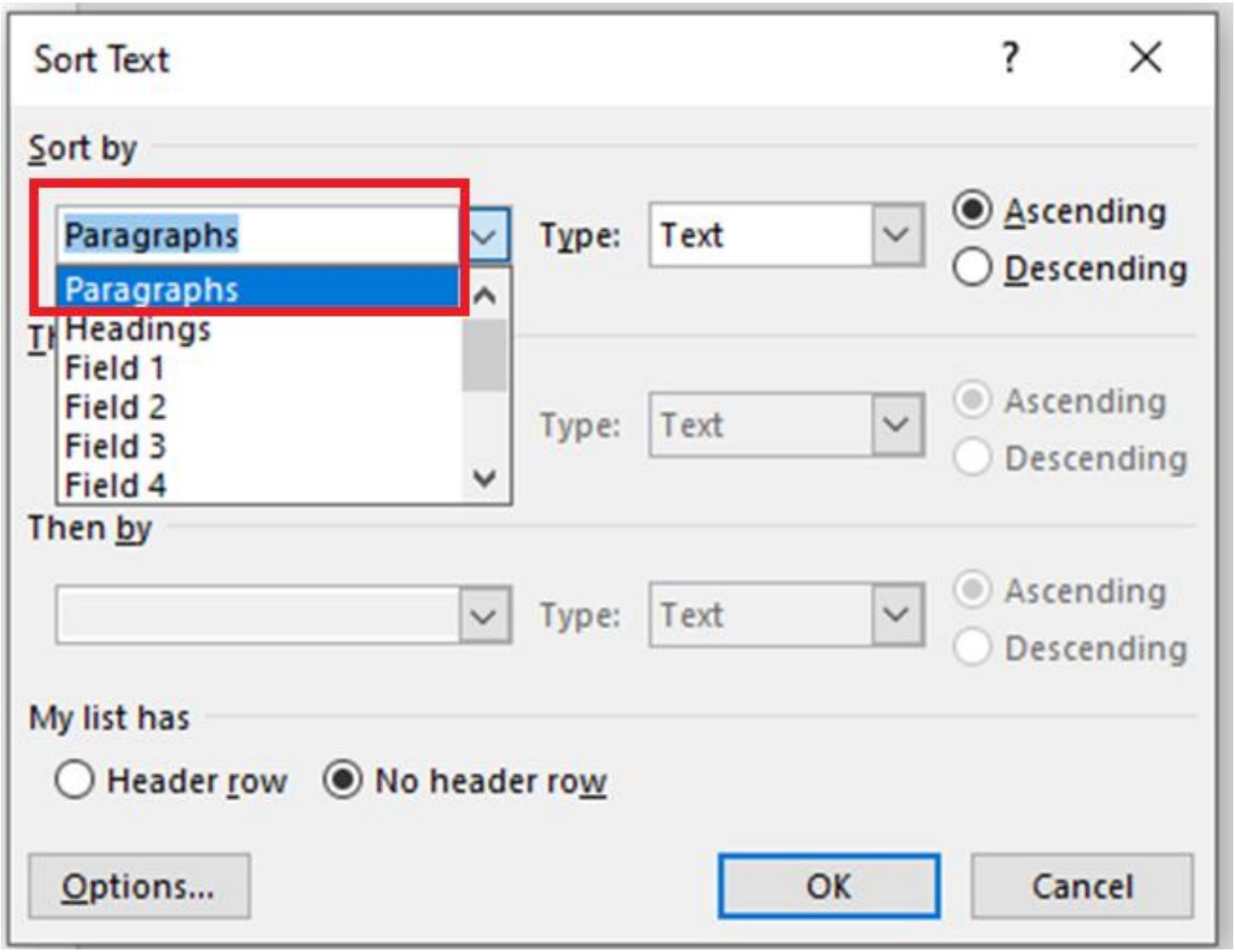
How to sort references alphabetically?

4. Go to Home --> Sort



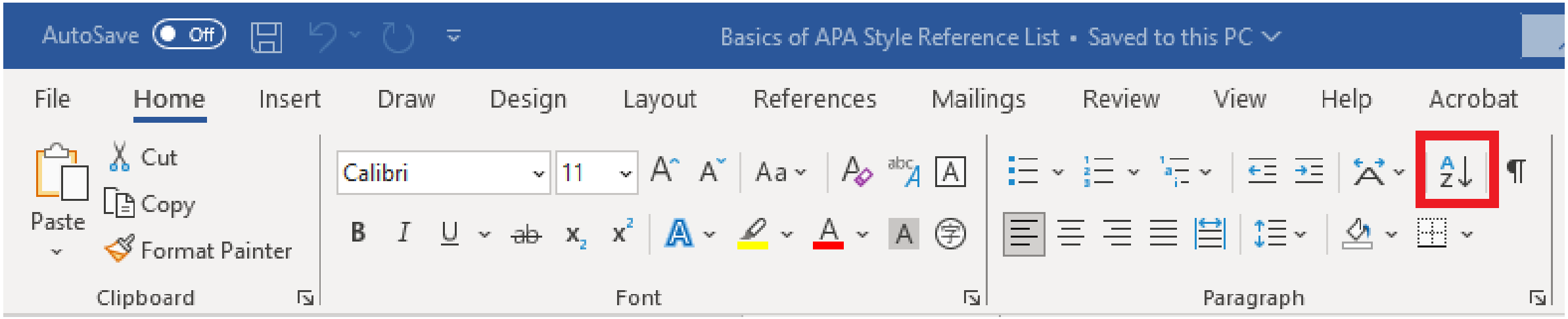
How to sort references alphabetically?

5. Set Sort by to Paragraphs



How to sort references alphabetically?

6. Choose Ascending (A to Z)
7. Select OK



How to do indentation?

1. In Word
2. Get your reference ready
3. Highlight all the references

References

Baldacchino, L. (2019). Intuition in entrepreneurial cognition. In A. Caputo & M. Pellegrini (Eds.), *The anatomy of entrepreneurial decisions* (pp. 29–56). Springer. https://doi.org/10.1007/978-3-030-19685-1_3

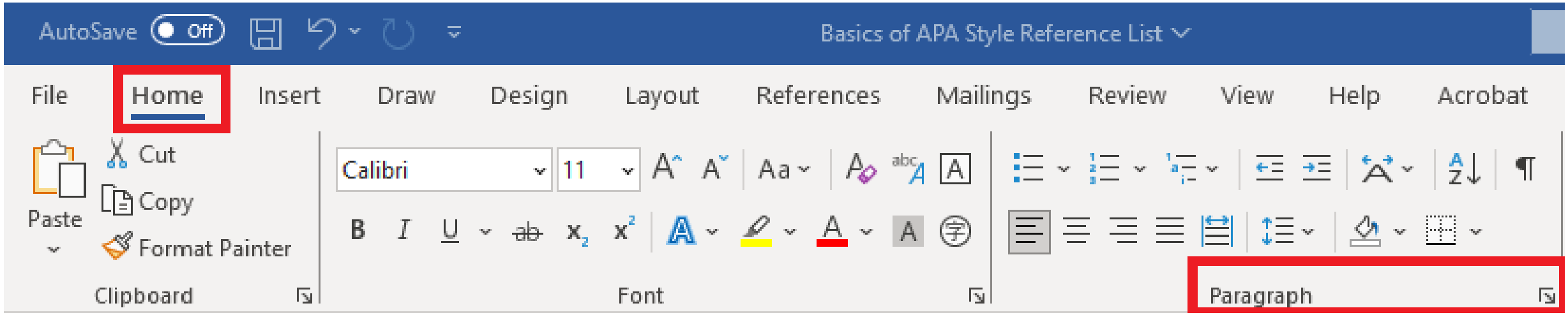
Hammer, D., Melhuish, E., & Howard, S. J. (2017a). Do aspects of social, emotional and behavioural development in the pre-school period concurrently predict later cognitive and academic attainment? *Australian Journal of Education*, *61*(3), 270–287. https://doi.org/10.1177/0004944117729514

Hammer, D., Melhuish, E., & Howard, S. (2017b). *Millennium cohort study* (ICPSR36952.v1; Version 1) [Data set]. ICPSR. https://doi.org/10.3886/ICPSR36952.v1

McCrae, R. R. (2015). A more nuanced view of reliability: Specificity in the trait hierarchy. *Personality and Social Psychology Review*, 19(2), 97–112. https://doi.org/10.1177/1088868314541857

How to do indentation?

4. Go to Home – Paragraph

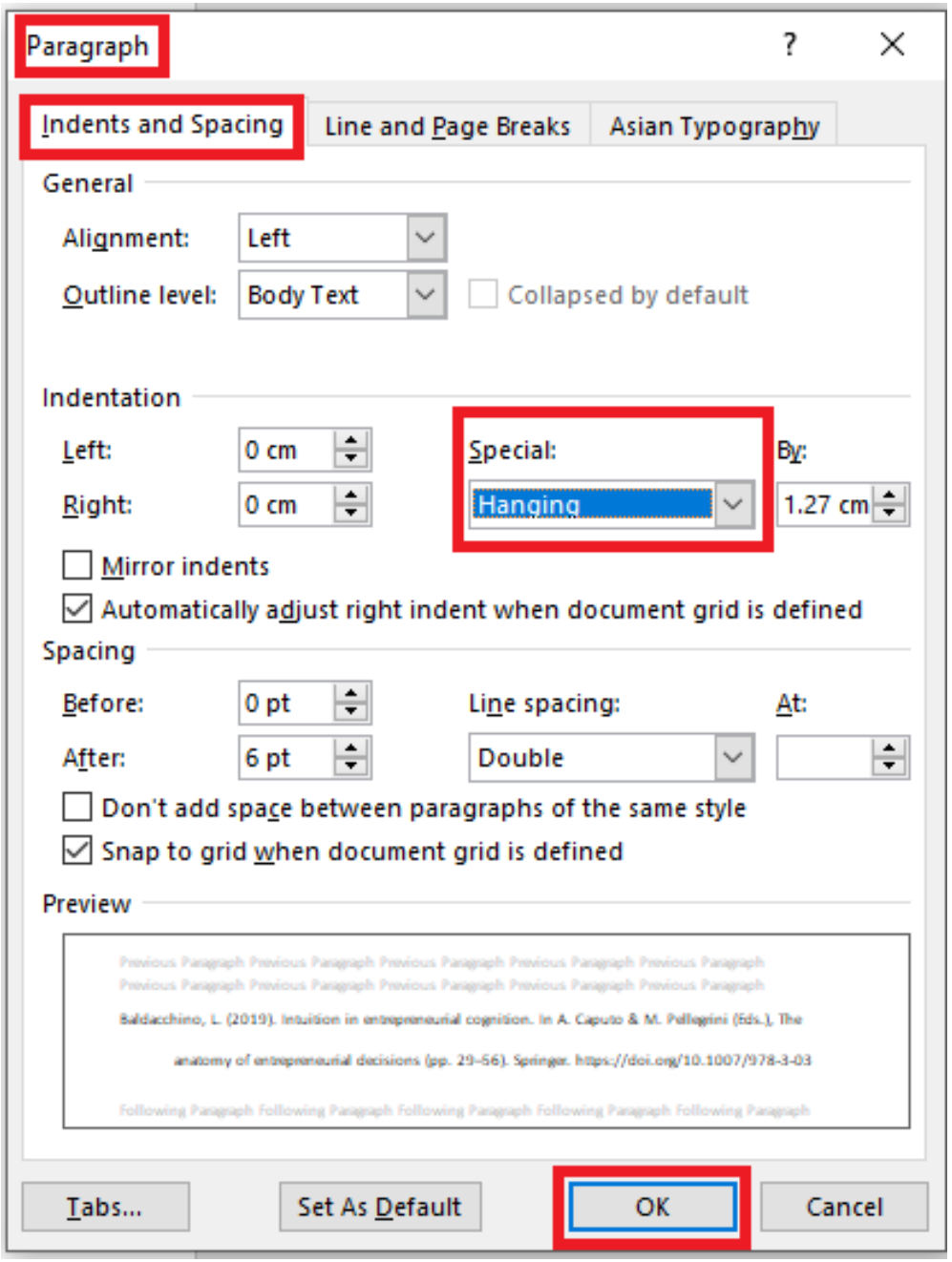


How to do indentation?

5. Paragraph – Indents and Spacing

Under Special, select Hanging

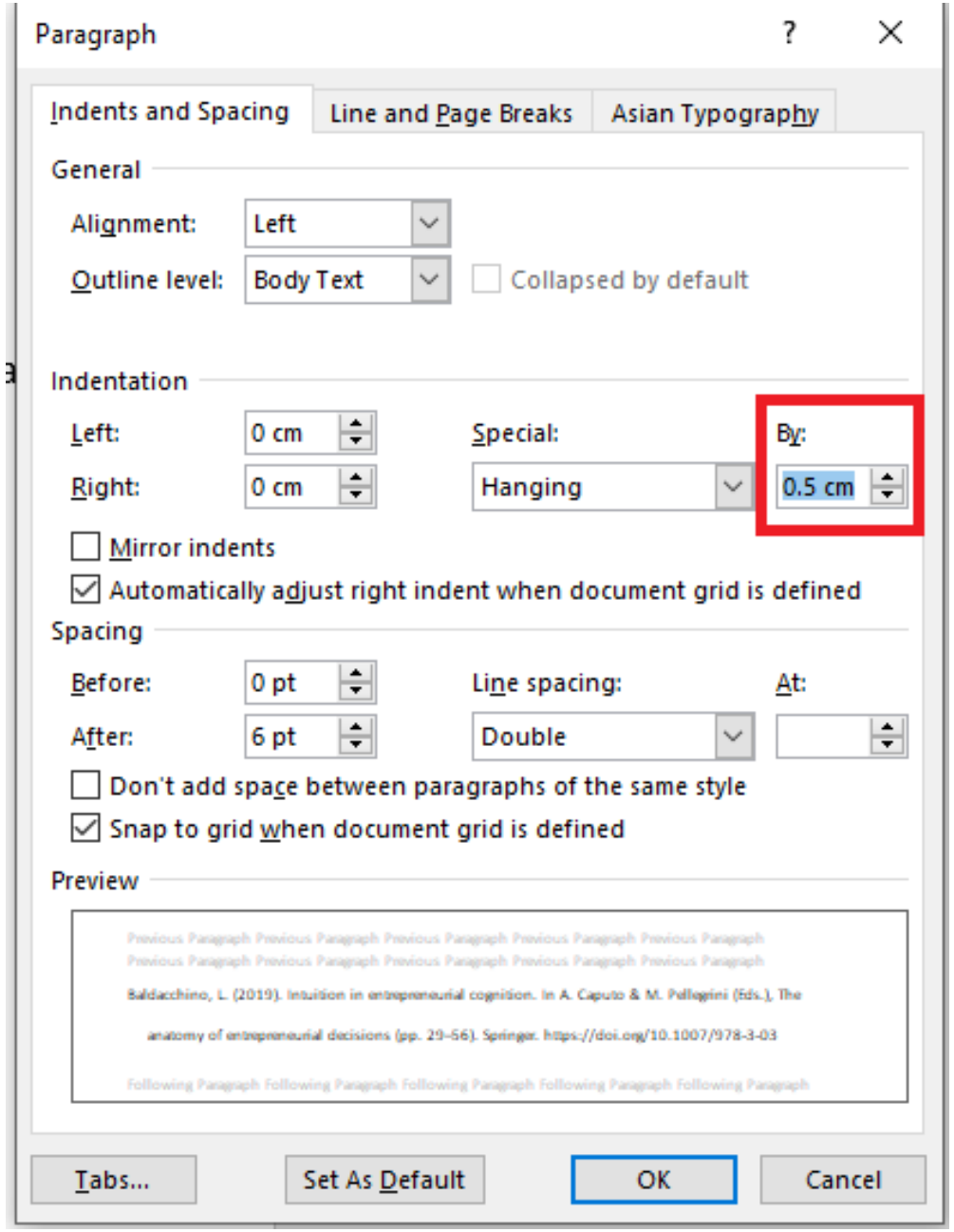
Select OK



How to do indentation?

Hanging indent by:

0.5 cm



How to do indentation?

Hanging indent by:

0.5 cm

Reference

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APA	Bruce, T. (2012). *Early childhood education*. Hachette UK.
Chicago	Bruce, Tina. *Early childhood education*. Hachette UK, 2012.
Harvard	Bruce, T., 2012. *Early childhood education*. Hachette UK.
Vancouver	Bruce T. Early childhood education. Hachette UK; 2012 Mar 16.

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Quiz 1

Which would you need to cite?

A. Tutors typically assist students in learning a specific subject
B. Students learn faster with a tutor than by themselves

Correct answer: B

A. Tutors typically assist students in learning a specific subject

Would not need to be cited – a fact that, if not already known, can be easily found.

B. Students learn faster with a tutor than by themselves

Would need to be cited; it is data that comes from another source, which your reader may want to track down and read more of.

Quiz 2

What is the correct reference format for a book?

- M. Ebbeck, & M. Waniganayake. (2016). *Play in early childhood education: Learning in diverse contexts* (2nd ed.). South Melbourne, Oxford University Press.
- Ebbeck, M and Waniganayake, M. 2016. Play in early childhood education: Learning in diverse contexts. Oxford University Press, South Melbourne
- Ebbeck, M., & Waniganayake, M. (2016). *Play in early childhood education: Learning in diverse contexts* (2nd ed.).
- ✓ Ebbeck, M., & Waniganayake, M. (2016). *Play in early childhood education: Learning in diverse contexts* (2nd ed.). Oxford University Press.

Quiz 3

What is the correct author and year format for a journal article in a reference list?

- Brill, JB, (2011).
- John Brill, 2011.
- Brill, J. B. (2011).
- Brill, J. B. 2011.

Quiz 4

What is the correct reference format for a webpage on a website?

- Johnson, A. (2018, May 24). *"It doesn't need to be this way": The promise of specialised early intervention in psychosis services*. IEPA. Viewed 30th July 2023, https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/
- ✓ Johnson, A. (2018). *"It doesn't need to be this way": The promise of specialised early intervention in psychosis services*. https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/
- Johnson, A. (2018, May 24). *"It doesn't need to be this way": The promise of specialised early intervention in psychosis services*. IEPA. https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/
- Johnson A. 2018. "It doesn't need to be this way": The promise of specialised early intervention in psychosis services. *IEPA*. https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/

Quiz 5

If you were citing a website with an author without a publication date, what would be the proper citation format?

- ○ Kraizer, S. (2011). Safety on the Internet. http://safechild.org/categoryparents/safety-on-the-internet/
- ○ Krazier, Stephanie. (2011). Safety on the Internet. http://safechild.org/categoryparents/safety-on-the-internet/
- ✓ Krazier, S. (n. d.). Safety on the Internet. http://safechild.org/categoryparents/safety-on-the-internet/

Quiz 6

What is the correct in-text reference format for a direct quote (narrative style)?

- Veit and Gould, page 158, emphasise the importance of ‘using your own words and your own style’ when paraphrasing.
- ✓ Veit and Gould (2010) emphasise the importance of “using your own words and your own style" (p. 158) when paraphrasing.
- Veit & Gould (2010, p158) emphasise the importance of ‘using your own words and your own style’ when paraphrasing.
- Veit and Gould (2010) emphasise the importance of ‘using your own words and your own style’ when paraphrasing.

Quiz 7

If you were citing an e-book, what would be the proper citation format?

- ○ Kraizer, S. (2011). Safety on the Internet. http://safechild.org/categoryparents/safety-on-the-internet/
- ✓ Post, E. (1923). *Etiquette in society, in business, in politics, and at home*. Funk & Wagnalls. http://www.bartleby.com/95/
- ○ Johnston, J. (Director). (2004). *Hidalgo*. [Motion Picture]. Touchstone/Disney.
- ○ Rogers, E. M. (2003). *Diffusion of innovation* (5th ed.). Free Press.

Quiz 8

Select the correct usage of in-text citation in APA style.

- ○ Experienced listeners are better able to comprehend accented speech, regardless of the type of accent (Susan Gass and Evangeline Varonis).
- ○ Experienced listeners are better able to comprehend accented speech, regardless of the type of accent (Gass & Varonis).
- ✓ Experienced listeners are better able to comprehend accented speech, regardless of the type of accent (Gass & Varonis, 1984).
- ○ Experienced listeners are better able to comprehend accented speech, regardless of the type of accent (Gass and Varonis 1984).

Quiz 9

Select the correct usage of in-text citation in APA style.

- ✓ Barks and Watts (2001) provide an excellent outline of interactive classroom activities for addressing plagiarism in a cross-cultural setting.
- Debbie Barks and Patricia Watts (2001) provide an excellent outline of interactive classroom activities for addressing plagiarism in a cross-cultural setting.
- Debbie Barks and Patricia Watts in their study "Textual borrowing strategies for graduate-level ESL writers" (2001) provide an excellent outline of interactive classroom activities for addressing plagiarism in a cross-cultural setting.
- Barks & Watts provide an excellent outline of interactive classroom activities for addressing plagiarism in a cross-cultural setting.

Quiz 10

Select the reference sample that has the correct format for APA style.

- ○ Gu, Qing and Brooks, Jane. (2008). Beyond the accusation of plagiarism. *System: An International Journal of Educational Technology and Applied Linguistics*, *36*(3), 337–352.
- ✓ Gu, Q., & Brooks, J. (2008). Beyond the accusation of plagiarism. *System: An International Journal of Educational Technology and Applied Linguistics*, *36*(3), 337–352.
- ○ Gu, Q., Brooks, J. (2008). Beyond the accusation of plagiarism. *System: An International Journal of Educational Technology and Applied Linguistics*, *36*(3), 337–352.

Quiz 11

In APA style the list of references should be in order by:

- ☐ Chronological order by date of publication
- ☑ Alphabetical by first author's last name
- ☐ Alphabetical by title
- ☐ No particular order

Quiz 12

The reference list is arranged in the order of resources cited in your assignment.

TRUE

✓ FALSE

Thank you

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