APA

The Library
https://library.ait.ie
Referencing Policy

1. All departments should select a single referencing style for use by all taught students.

2. Only Harvard, APA or Vancouver referencing styles are supported by the library through its website, library guides, online tutorials and information sessions/workshops.

3. Particular assignments might require students to apply the style of a specific journal: this should be clearly stated in the course manual and appropriate guidance should be provided by the lecturer.

4. All departments choosing Harvard referencing style must use the standardised AIT version.

5. No variants or training material other than the one produced by the library will be supported.

6. All course manuals must clearly state the referencing style to be used by the students and students should be directed to the material available on the library’s website.
Referencing guide

What is referencing?

“Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research...It provides the link between what you write and the evidence on which it is based.” (Pearse & Shield, 2016, p.1)

Why do we reference?

It gives credit to the source you are using thus avoiding plagiarism which is considered a serious academic offence (refer to AIT plagiarism policy). It allows your audience/readers to find the source of your research and it shows your ideas are based on credible research and analysis.

What needs to be referenced?

- Books, e-books, journal articles, magazines and newspapers
- Films, documentaries, TV programs, series, DVDs
- Advertisements, brochures
- Websites, CD-ROMs, any other computer based resources
- Illustrations, maps, diagrams, pictures, tables, figures, charts
- Unpublished documents, notes, thesis, personal papers
- Speeches and lectures
- Conference proceedings
- Personal correspondence, letters, emails

What does not need to be referenced?

- Personal observations, field trip notes, experiments results
- Personal experiences, thoughts or opinions
- Common knowledge or folklore, well known information, general facts, information you already know before researching
- Generally accepted facts or information in the field of research

You need to reference any source of information that is not common knowledge or is not from your own personal experience, knowledge or thoughts.
How to record references?

It is very important to record all your references as you go along to avoid wasting time at the end of your work or being unable to trace back material you accessed while researching.
You can record all details on a spreadsheet or opt to use a referencing software.

What is correct referencing?

You need to strictly follow the referencing style requested in your course manual or by your supervisor / lecturer. Three referencing styles are used in AIT, Harvard (standardised AIT version), APA and Vancouver. No other style can be used unless you are asked to apply the style of a specific journal. No variants of these three styles can be followed.

Where do I reference?

APA requires 2 types of acknowledgement:

- In-text referencing (also called in-text citation) where you acknowledge the author inside your own work.
- At the end of your document in the reference list (where you list all the material you quoted, paraphrased or summarised) or in the bibliography (where you list all the material you used while preparing your document but did not referred to in your own work)

What is Plagiarism?

Plagiarism is when one presents as new and original an idea or product derived from an existing source. It is defined as the unwarranted use of the ideas, words, arguments, concepts, or designs of another. To avoid the charge of plagiarism, you need to take care to credit and/or reference those from whom you borrow and quote.

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. It is your responsibility to familiarise yourselves with the institute’s policy on plagiarism and you are encouraged, if in doubt, to seek guidance from an academic staff member.
Paraphrasing and avoiding plagiarism

Paraphrasing is writing the thoughts and ideas of others in your own words. All paraphrased information included in your work must be cited. An in-text citation must be included beside the paraphrased piece of text. You must include a full reference in your reference list to the source of your paraphrased information. Some citation styles also require a page number for the paraphrased information to be included as part of the in-text citation.

The following ORIGINAL text has been taken from the book The Google Story.

“Not since Gutenberg invented the modern printing press more than 500 years ago, making books and scientific tomes affordable and widely available to the masses, has any new invention empowered individuals, and transformed access to information, as profoundly as Google.”

Unacceptable paraphrasing of above text - plagiarism

The most important invention that has affected access to information since Gutenberg invented the modern printing press and made books affordable and widely available, is Google, an invention that has empowered individuals and transformed access to information around the world.

This passage is considered plagiarism because
- The writer does not cite the author as the source of the ideas
- The passage is too close to the original text
- Only a few phrases or words have been changed

Acceptable paraphrasing of above text - not plagiarism

It has been stated that Google has revolutionised the information world by providing access to information through the internet. Vise notes that Google is the most radical information development since Gutenberg’s invention of the printing press. (Vise, 2005, p.1)

This is acceptable paraphrasing because
- The author of the text has been cited correctly
- The writer has used their own words
- The writer gives credit for the ideas in the passage
In APA, you must have a hanging indent of 5 to 7 spaces from the second line for each reference entry within the reference list / bibliography. The entries are in alphabetical order.

Works by Multiple Authors

Note: When using multiple authors' names as part of your narrative, rather than in brackets, always spell out the word and. For multiple authors' names intext within brackets, use &.

One author: (Glass, 2007)  Two authors: (White & Sutton, 2019)

Three to five authors:
First citation: (McDonald, Delaney, Lu, & McMahon, 2018)
Subsequent citations: (McDonald et al., 2010)
Six or more authors: (Byrne et al., 2006)

Book One author
Template  Author Surname, Initials. (Year of publication). Title of the book. (ed.). Place of publication: Publisher.

Reference list / Bibliography

In-text citation
“Safety in numbers is another aspect of the evolution of extended life span in wild species.” (McDonald, 2014, p.21)

or

According to McDonald (2014) safety in numbers has an impact on... (p.21)

Book Two authors
Template  Author Surname, Initials. & Author Surname, Initials. (Year of publication). Title of the book. (ed.) Place of publication: Publisher.

Reference list / Bibliography

In-text citation
“Today people have much more opportunity to shape their own lives than in the past.” (Giddens & Stutton, 2017, p.145)

or

According to Giddens and Stutton (2017) people can nowadays shape... (p.145)
**Book Three or more authors**

Template

Author Surname, Initials., Author Surname, Initials., Author surname, Initials. & Author Surname, Initials. (Year of publication). *Title of the book.* (ed.). Place of publication: Publisher.

**Reference list / Bibliography**


**In-text citation**

“Another factor that produces similar effects is the size of the group that is exerting influence.” (Baron, Branscombe & Byrne, 2009, p.278)

or

According to Baron, Branscombe and Byrne (2009) the size of a group... (p.278)

**Book Editor**

Template

Editor Surname, Initials. (Ed). (Year of publication). *Title of the book.* (ed.). Place of publication: Publisher.

**Chapter of an edited book**

Template

Author Surname, Initials. (Year of publication). Title of chapter. In Initials. Editor Surname (Ed). *Title of the book.* (ed). (pp. page numbers of chapter). Place of publication: Publisher.

**Reference list / Bibliography**


**In-text citation**

“Genetic particularism does not entail that any specific method of moral thinking is preferable.” (Audi, 2006, p.292)

or

According to Audi (2006) no specific method... (p.292)

**E-book One author for two, three or more, follow book template**

Template

Author Surname, Initials. (Year of publication). *Title of the book.* (ed.). doi or Retrieved from URL
Reference list / Bibliography

In-text citation
"Many marketing experts say that all marketing in the future will depend on your ability to segment." (Tracy, 2014, p.35)
or
According to Tracy (2014) your ability to segment... (p.35)

Journal article (print) One author or more
Template	Author Surname, Initials. (Year of publication). Title of the article. *Title of Journal, volume number* (issue number), page range.

Reference list / Bibliography

In-text citation
"Assuring compassion in practice requires compassionate political, professional and organisational leadership." (McMahon & White, 2017, p.6)
or
According to McMahon and White (2017) compassionate political... (p.6)

Journal article (online) One author or more
Template	Author Surname, Initials. (Year of publication). Title of the article. *Title of Journal, volume number* (issue number), page range. doi: or Retrieved from URL

Reference list / Bibliography
In-text citation
“Social media offer ample opportunities to share text-based and multi-media expressions of one’s political views.” (Boulianne, 2019, p.50)
or
According to Boulianne (2019) ample opportunities to... (p.50)

Government publication / report / circular
Template Name of government department or committee. (Year of publication). Title. Circular number if applicable.
Place of publication: Publisher.

If access online add: Retrieved from URL

Reference list / Bibliography

In-text citation
“The mental health system should be based on the principles of early intervention.” (Department of Health and Children, 2006, p.15)
or
According to Department of Health and Children (2006) the principles of... (p.15)

Act / Bill
Template Title of Act. Source and section number if applicable.
(Year of enactment). Place of publication: Publisher.

If accessed online do not include Place of publication: Publisher and add: Retrieved from URL

Reference list / Bibliography
In-text citation

“The Authority shall not make an adoption order without the consent of every person, being the child’s mother or guardian or other person having charge of or control over the child, unless the Authority dispenses with the consent…” (Adoption Act, 2010, p.27) or

According to the Adoption Act (2010) the consent of every… (p.27)

Standards

Template

Standards Organisation Name. (Year of publication)  
Standard title (Standard number). Place of publication: Publisher (abbreviated to BSI, ISO or others)

If access online add: Retrieved from URL

Reference list / Bibliography


In-text citation

“The organization shall establish a process(es) for the implementation and control of planned temporary and permanent changes that impact OH&S performance.” (International Organization for Standardization, 2018) or

According to International Organization for Standardization (ISO 45001:2018)

Thesis

Template

Author Surname, Initials. (Year of submission). Title.  

If accessed on line add: Retrieved from URL.
Reference list / Bibliography

In-text citation
"From the concluding data it appeared that Residential Care is not effective due to the lack of support and training, however the participants agreed that education is an extremely important factor in the lives of children in care." (Finnerty, 2016, p.1)
or
According to Finnerty (2016) in the lives of children... (p.1)

Conference paper
Template Author Surname, Initials. (Year of publication). Title of paper. Title of Conference. (pp. page numbers). Location of conference. doi: or Retrieved from URL

Reference list / Bibliography

In-text citation
“The more intensively and extensively users are involved in the design process, the greater the benefit of user participation. “(Schmidt, Praeg and Gunther, 2018, p.2)
or
According to Schmidt, Praeg and Gunther (2010) user’s involvement... (p.2)

Personal communication private letter, memo, email, interview, telephone conversation
Template Initials. Author Surname, personal communication, Month DD, YYYY.
Personal communications are not included in a reference list or bibliography as they do not provide recoverable data.

In-text citation
In an email dated 11 October 2018, the Taoiseach pointed out that…. The decision was confirmed during a phone interview (L. Varadkar, personal communication, September 13, 2018)

Newspaper
Template Author Surname, Initials. (YYYY, Month DD). Title of article. Title of Newspaper. p$page number of article.
If accessed online remove page number and add: Retrieved from URL

Reference list / Bibliography

In-text citation
“The EU has privately told the government that reforms to how judges are appointed fall short of international standards.” (O’Connell, 2019)
or
According to O’Connell (2019)

Blog
Template Author Surname, Initials. Or Blog Name (if no author identifiable). (YYYY, Month DD) Title of post. [Blog post]. Retrieved from URL

Reference list / Bibliography
“Some argue that there is a political battle in progress, which those favouring new universities will shortly win.” (Hedley, 2012)

or

According to Hedley (2012)

“A student from Athlone Institute of Technology will climb Mount Everest this summer to raise money for the Meningitis Research Foundation, an international charity dedicated to eradicating meningitis and septicaemia globally.” (Athlone Institute of Technology, 2019)

or

According to Athlone Institute of Technology (2019)

According to table 1.1 (Creswell and Creswell, 2018, p.6)
Others

Lecture notes and VLE
Template   Author Surname, Initials. (Year of notes). Course code. 
           Title of lecture notes/slides. [File format]. Faculty, 
           Institution 

If accessed online add: Retrieved from URL of VLE (Moodle, 
Blackboard...)

Social media
Template   Author Surname, Initials. Or name of Facebook 
           page/Twitter account (YYYY, Month DD of post). 
           Title of post [tweet] or [Facebook update]. 
           Retrieved from URL

Podcast
Template   Presenter Surname, Initials. (YYYY, Month DD of 
           podcast). Title of podcast. [type of podcast Audio or 
           Video]. Retrieved from URL

Online video
Template   Author Surname, Initials. Or Company posting the 
           video (YYYY, Month DD of post). Title of video. 
           [Video file]. Retrieved from URL

Video, DVD
Template   Producer Surname, Initials. (Producer) & Director 
           Surname, Initials. (Director). (YYYY). Title of Film. 

TV/Radio program
Template   Producer Surname, Initials. (Producer). (YYYY, Month 
           DD). Title of broadcast. [Television or Radio broad 
Sample bibliography, entries are in alphabetical order


For more information

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