How to reference your assignment using APA

Webpages

What is referencing?

Referencing is a system used at colleges and universities to let anyone reading your assignments know exactly where you found your information.

To reference your assignment correctly you will need to do two things
    Give a citation in your assignment
    Create a reference list at the end of the assignment

Citations in your assignment

A citation is a piece of writing in your assignment that shows who wrote or is responsible for the idea, words or image you are using. Each citation 'cites', or points to, a **reference** in your reference list. Citations go in brackets and should be written **in your assignment** with the quotation. They need to include:

> ➢ the surnames of the authors/editors or the name of organisation responsible for the webpage
> ➢ the year the information was posted on the webpage

Some of these details may not be available on the webpage. Give as many as possible. Note that the URL (webpage address) is not included in the citation.

When you quote from another writer there are two types of quotation.

A **direct quotation** uses **the writer's exact words.**
An **indirect quotation** is when you rewrite or paraphrase the **writer's words in your own words.**
You need to give a citation and a reference **for both** types of quotation.

Examples of citations:

Direct quotation
Write the quotation in quotation marks

> … "as a five-year old I did not have any accurate understanding of what it was all about" (Joseph, 2003).

Indirect quotation

> Joseph (2003) wrote about her childhood recollections of war-time Portsmouth.

Direct quotation for webpage with no date:
If there is no date given on the webpage do not 'guess' the year, use the abbreviation n.d. (no date).

> "Time management is about making things happen, rather than having them happen to you. You need to get control!" (Greenhow, n.d.).

Indirect quotation for webpage with no author
If no author is given use the first few words of the title to identify your quote.

> A study for Alcohol Concern ("Call to stop", 2007) proposes various policies to reduce children's drinking …

Reference list at the end of the assignment

The reference you write in your reference list will give all the details of the source where you read the original quotation. It should be **one** alphabetical list and include references to all types of resource used. Begin each reference with the surname of the author/editor, the organisation name or the webpage title which you used to begin the citation.

Additional details you will need to write this list are:

> ➢ initials of authors/editors
> ➢ title of the webpage
> ➢ webpage address (URL)

The reference is written like this. Note the punctuation and that the title is in italics or if you are writing by hand then the title is underlined.

Author's Surname, Initials. (year). *Title*. Retrieved from URL of webpage

Examples:

> Joseph, A. (2003). *A Portsmouth child's life in WW2*. Retrieved from the BBC website: http://www.bbc.co.uk/ww2peopleswar/stories/77/91121077.shtml

No year:

> Greenhow, M. (n.d.). *Study skills online*. Retrieved from http://people.brunel.ac.uk/-mastmmg/ssguide/sshome.htm

No author:

> *Call to stop children's drinking*. (2007). Retrieved from the BBC News website: http://news.bbc.co.uk/1/hi/uk/6596515.stm

This example is from the BBC website which is a large website, so you should give the name of the parent organisation and the relevant department before the web address.

Note that the reference must include the words **"Retrieved from"** before the webpage address. APA 6th edition does not require the date the webpage was accessed.

Secondary referencing - What if I haven't read the original source?

Many webpages will include quotes from other writers or organisations. If you have not read the original source you do not need to give details of the original in your reference list. You should reference the source you have actually read.

You need to **cite both** sources, the original author and date and the source where you found it.

Citation for both sources

> "The story of the human race is the story of men and women selling themselves short" (Maslow, n.d., cited by Cherry, 2014).

Reference for the webpage you actually read

> Cherry, K. (2014). *Biography of Abraham Maslow (1908-1970)*. Retrieved from http://psychology.about.com/od/profilesmz/p/abraham-maslow.htm

Further help
Please ask in the College library for help with referencing. See additional handouts for how to reference books and journal articles and a sample reference list.

The University of Portsmouth Library website http://referencing.port.ac.uk has an excellent interactive tool to help you to reference books and other materials used in your research. Select APA 6th edition.