APA Referencing Guide

The "APA style" is an author-date style for citing and referencing information in assignments and publications.

Using in-text references

- In an author-date style, in-text citations usually require the last name of the author(s) and the year of publication.
- Place in-text reference before the full stop eg. .... this week (Johns, 2017).
- A page number is included when using a direct quote. Place a comma after the year. Use p. for single page, pp. for multiple pages eg. (Harris, 2012, p. 164) or (Lewis, 2016, pp. 56-58).
- When you paraphrase a passage, or refer to an idea contained in another work, a page number is not required. However, it is "encouraged", especially when you are referring to a long work and the page numbers might be useful to the reader.
- If there is no date, the abbreviation **n.d.** may be used eg. (Harris, n.d.)

Works with same author(s) and same year

- Place an a, b, c etc after the year
- The letters are allocated in the reference list where references with the same first author last names are organised alphabetically by title. The first reference listed uses "a", second uses "b" etc.
- If "in press" is used, place dash between "press" and relevant letter eg. in press-c
- Use this format each time the references are used in-text. This includes for a single reference within a parentheses or multiple works in same parentheses.

(Jordan & Kendall, 2010a)

(Jordan & Kendall, 2010b)

(Jordan & Kendall, in press-c)

Multiple works within same reference

Two or more works by different authors within same reference

- List works alphabetically (as they appear in the reference list)
- Separate references with a semicolon ;

(Noble, Rogers, & Bennett, 2015; Walker, 2011)

Direct quotations

What is a direct quotation?

A direct quotation reproduces word-for-word material taken directly from another author's work, or from your own previously published work.

If the quotation is **fewer than 40 words**, incorporate it into your paragraph and enclose it in double quotation marks. Place before the full stop.

David Copperfield starts with "Whether I shall turn out to be the hero of my own life, or whether that station will be held by anybody else, these pages must show" (Dickens, 1869, p. 1).

If the quotation **comprises 40 or more words**, display it in an indented, freestanding block of text, without quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark.

Whether I shall turn out to be the hero of my own life, or whether that station will be held by anybody else, these pages must show. To begin my life with the beginning of my life, I record that I was born (as I have been informed and believe) on a Friday, at twelve o'clock at night. It was remarked that the clock began to strike, and I began to cry, simultaneously. (Dickens, 1896, p. 1)

Format of a direct quotation in-text reference

If you have directly quoted words from a source (in inverted commas, or in an indented paragraph), provide the author, year, and specific page number for that quotation. (For material without page numbers, give the paragraph number.)

The in-text reference will look like:-

(Smith, 2003, p. 105)

(Brown, 1999, pp. 49-50)

Placement of a direct quotation in-text reference

- If the direct quote is part of a sentence, place the in-text reference directly after the quote and continue with the sentence. For example:-

Mindfulness has a range of meanings as it "...has become a trend word conveying a diversity of understandings dependent on context" (Crane, 2017, p. 586) and can encompass....

- If the direct quote is at the end of a sentence, include the in-text reference directly after the quote and end with a full stop.

"Mindfulness has become a trend word conveying a diversity of understandings dependent on context" (Crane, 2017, p. 586).

Indirect citation or secondary source

What is an indirect citation or secondary source?

An indirect citation or secondary source is when the ideas of one author are published in another author's text but you have not read or accessed the original author's work.

- Include both the original author and the author of the work where quote/idea was found in the in-text reference.
- Add "as cited in" before the author in the in-text reference. For example - (as cited in Lewis, 2019).
- In the reference list, provide the details of the author of the work in which you found the quotation or idea.

Reference list

Creating a reference list

- A reference list is arranged alphabetically by author last name.
- If a reference has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
- Each reference appears on a new line.
- Each item in the reference list is required to have a hanging indent.

Morawska, A., & Sanders, M. R. (2006). Self-administered behavioral family intervention for parents of toddlers: Part I. Efficacy. *Journal of Consulting and Clinical Psychology, 74*(1), 10-19. doi:10.1037/0022-006X.74.1.10

- References should not be numbered.
- If there is no date, the abbreviation **n.d.** may be used
- Use the **full journal name**, not the abbreviated name.

Difference between reference list and bibliography

- A **reference list** only includes the books, articles, and web pages etc that are cited in the text of the document.
- A **bibliography** includes all sources consulted for background reading, even if they are not cited in the document

Titles

- **Article or chapter titles** use **sentence case** - the first word uses a capital letter with each subsequent word in lower case. The exceptions are for names eg. countries and after a colon: eg. Writing prose in Australia: Words of wisdom from the best
- **Books (including for book chapters) and reports titles** use **sentence case.** These should also be **italicised** eg. *Publication manual of the American Psychological Association.*
- **Journal, magazine and newspaper titles** should be provided in full and use capitals where appropriate (rather than sentence case) eg. *Psychological Review*. These should be **italicised**.
- **Website titles** should be italicised if the work can be considered to stand alone eg. government report. If the work is part of the page and can't be considered to stand alone, the title should not be italicised.

Publisher details

- For places of publication in the USA, include the city/town and the state, using the official USA Postal Service 2 letter abbreviations eg. Boston, MA
- For places of publication outside the USA, include the city/town and country eg. Brisbane, Australia
- For publisher names, words like "Co.", "Publishers" or "Inc." should not be included. For example, use Springer, not Springer Publishers.
- If there are more than two locations recorded for a place of publication, use the location that is listed first.

Multiple works with same author(s) and same year

- Arrange works with the same author(s) and same year alphabetically by title in the reference list.
- Add the relevant letter after the year (which is used for in-text references). The first reference listed uses "a", second uses "b" etc.
- If the date is either "in press" or n.d. (for no date), include a dash then the relevant letter at the end eg. (in press-a) or (n.d.-a)

Yang, Q., & Harris, J. G. (2010a). *Dynamic range control for audio signals using fourth-order level estimation.* Paper presented at the 129th Audio Engineering Society Convention, San Francisco, CA.

Yang, Q., & Harris, J. G. (2010b). *A higher-order spectro-temporal integration model for predicting signal audibility.* Paper presented at the International Conference on Acoustics, Speech, and Signal

Example reference list

Community. (2009). In J. Scott & G. Marshall (Eds.), *A dictionary of sociology* (3rd Rev. ed.). Retrieved from http://www.oxfordreference.com/view/10.1093/acref/9780199553008.001.0001/acref-9780199553008-e-337?rskey=wDCUCP&result=1&q=community

Carson-Chahhoud, K. V., Ameer, F., Sayehmiri, K., Hnin, K., van, A. J. E., Sayehmiri, F., . . . Smith, B. J. (2017). Mass media interventions for preventing smoking in young people. *Cochrane Database of Systematic Reviews,* (6). Retrieved from http://onlinelibrary.wiley.com/doi/10.1002/14651858.CD001006.pub3/abstract doi:10.1002/14651858.CD001006.pub3

Dutton, W. H. (2013). *Oxford handbook of Internet studies.* Oxford, England: Oxford University Press.

Elvrum, A. K. G. (2016). *Assessment of hand function in children with bilateral cerebral palsy.* (Doctor of Philosophy), Norwegian University of Science and Technology, Trondheim, Norway.

Gull, F., Ceccacci, S., Menghi, R., & Germani, M. (2016). *An adaptive smart system to foster disabled and elderly people in kitchen-related task.* Paper presented at the Proceedings of the 9th ACM International Conference on Pervasive Technologies Related to Assistive Environments, Corfu Island, Greece.

Morawska, A., & Sanders, M. R. (2006). Self-administered behavioral family intervention for parents of toddlers: Part I. Efficacy. *Journal of Consulting and Clinical Psychology, 74*(1), 10-19. doi:10.1037/0022-006X.74.1.10

Productivity Commission. (1999). *Australia's gambling industries: inquiry report.* (10). Australia: Author.

Scheinin, P. (2009). Using student assessment to improve teaching and educational policy. In M. O'Keefe, E. Webb, & K. Hoad (Eds.), *Assessment and student learning: Collecting, interpreting and using data to inform teaching* (pp. 12-14). Melbourne, Australia: Australian Council for Educational Research.

Seow, W. K., Clifford, H., Battistutta, D., Morawska, A., & Holcombe, T. (2009). Case-control study of early childhood caries in Australia. *Caries Research, 43*(1), 25-35. doi:10.1159/000189704

Siegel, R. D., & Yalom, V. (2016). *Integrating mindfulness into counseling and psychotherapy.* San Francisco, CA: Kanopy Streaming.

The Coca-Cola Company. (2017). *2016 sustainability report.* Retrieved from The Cocoa Cola Company website: http://www.coca-colacompany.com/content/dam/journey/us/en/private/fileassets/pdf/2017/2016-sustainability–update/2016-Sustainability-Report-The-Coca-ColaCompany.pdf

Author information

One work by one author - in-text reference

Format	(Author last name, Year)
Example	.....finding information (Berkman, 1994) OR Berkman (1994) claimed that …

One work with two authors - in-text reference

In-text reference:

Format	(Author last name & Author last name, Year)
Example	(Kendall & Watson, 2015) Kendall and Watson (2015)

One author - reference list

Format	**Author(**Author(s) – last name and initials.
Example	Berkman, R. I. (1994). Find it fast: How to uncover expert information. New York, NY: Harper Perrenial.

Two authors - reference list

Format	**List both author names - last name, initials. Use & between the author names.**
Example	Moir, A. & Jessel, D. (1991). *Brain sex: The real difference between men and women.* London, England: Mandarin.

Three to five authors - reference list

Format	**List all author names - last name, initials.** **Use & between last two author names.**
Example	O'Keefe, J. H., Bell, D. S. H., & Wyne, K.L. (2009). *Diabetes essentials.* Sudbury, MA: Jones and Bartlett.

Using headings

Tips on using headings

- There are five levels of headings
- All headings work from the top level down, regardless of how many subheadings in the section
- Each section begins with the top level heading, regardless of how many subheadings are used within the section
- **Do not** use numbers or letters as labels in headings
- **Do not** use Introduction as your first heading
- The title of the paper is not considered a heading. Place the title at the top of the first page and use regular font that is centered. Follow with the text.

Five levels of headings

Heading Level	Formatting
1	**Centered, Bold, Upper Case and Lower Case Heading (Title Case)**
2	**Left aligned, Bold, Upper Case and Lower Case Heading (Title Case)**
3	**Indented, bold, Sentence case (first word uses capital letter, rest uses lower case. Also called a lower case paragraph heading) ending with a full stop.**
4	***Indented, bold, italicized, Sentence case (first word uses capital letter, rest uses lower case. Also called a lower case paragraph heading) ending with a full stop.***
5	*Indented, italicized, Sentence case (first word uses capital letter, rest uses lower case. Also called a lower case paragraph heading) ending with a full stop.*

Book

One author

Elements of the reference	**Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised*. Place of publication: Publisher.**
Reference list	Berkman, R. I. (1994). *Find it fast: How to uncover expert information*. New York, NY: Harper Perrenial.

Two authors

Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised.* Place of publication: Publisher.

Moir, A., & Jessel, D. (1991). *Brain sex: The real difference between men and women.* London, England: Mandarin.

No author

Elements of the reference	***Title of book - italicised*. (Year of publication). Place of publication: Publisher.**

The CCH Macquarie dictionary of business. (1993). North Ryde, Australia: CCH Australia.

Multiple works by the same author

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised.* Place of publication: Publisher.
Reference list	**Order chronologically from earliest in the reference list** Willmott, W.F . (2004). *Rocks and landscapes of the national parks of Southern Queensland.* Brisbane, Australia: Geological Society of Australia, Queensland Division. Willmott, W.F. (2006). *Rocks and landscapes of the national parks of Central Queensland.* Brisbane, Australia: Geological Society of Australia, Queensland Division.

Book by an organisation or institution

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised.* Place of publication: Publisher.
Reference list	Queensland Health. (2002). *Best practice guidelines for the management of type 1 diabetes in children and adolescents.* Brisbane, Australia: Author.

Electronic version of print book

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication). *Title of book - italicised.* [Provider of electronc version]. Retrieved from http: www.xxxxxx
Reference list	**Add the name of the provider of the electronic version in square brackets.** De Lara, M., & Doyen, L. (2008). *Sustainable management of natural resources: Mathematical models and methods.* [SpringerLink version]. Retrieved from http://www.springerlink.com/openurl.asp? genre=book&isbn=978-3-540-79073-0

Electronic-only book

Elements of the reference	Author(s) of book – family name and initials, use & for multiple authors. (Year of publication).*Title of book - italicised.* Retrieved from http: www.xxxxxx
Reference list	Stevens, K. (n.d.) *The dreamer and the beast.* Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=332

Book chapter

Referencing multiple chapters from same book

- If there are different authors for each chapter, you need to reference **EACH** chapter you use.
- If you use multiple chapters from a book with different authors for each chapter, you still need to reference **EACH** chapter you use. (This is because you need to acknowledge who wrote the work you are using, not the person who edited/compiled the book).
- If the book does not have chapters written by different authors, you only need to reference the book. (Use the Book reference type)

Chapter in an edited book - print version

Elements of the reference	**Author(s) of chapter – family name and initials, use & for multiple authors. (Year of publication). Title of chapter. In Editor(s) – initial(s) and family name - of book (Ed. OR Eds.),** *Title of book – italicised* **(pp. Page numbers). Place of publication: Publisher.**
Reference list	Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.

Webpage

Referencing webpages

- Do not italicise the title of the webpage when it is part of a website.
- Only italicise the title when it can be considered a stand alone document.

Webpage - with author

Elements of the reference	**Author(s) of page – person or organisation, use & for multiple authors. (Year page created or revised). Title of page. Retrieved from http://www.xxxxxx** **Do not include retrieval date unless the material may change over time (e.g. Wikis).**
Reference list	Atherton, J. (2005). Behaviour modification. Retrieved from http://www.learningandteaching.info/learning/behaviour_mod.htm

Webpage - no author

Elements of the reference	**Title of page. (Year page created or revised). Retrieved from http://www.xxxxxx** **Do not include retrieval date unless the material may change over time (e.g. Wikis).**
Reference list	Behaviour modification. (2007). Retrieved from http://www.educational-psychologist.org.uk/behaviour.html

Image on a webpage

Elements of the reference	**Title of image [Image] (Year). Retrieved from Web Address**
Reference list	Scarlet fever rash picture [Image] (n.d.). Retrieved from http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html

YouTube video - real name of person posting known

Elements of the reference	**Author - last name, initial(s) [Screen name]. (Year, Month Day). Title of video [Video file]. Retrieved from Web Address.**
Reference list	**O'Brien, B. [Brenna O]. (2017, May 5). NVivo 11 training - full video (5/4/17) - updated [Video file]. Retrieved from https://www.youtube.com/watch?v=eNo-Qxsp-mk**

YouTube video - screen name only

Elements of the reference	**Screen name - exactly as posted. (year, month day). Title of video [Video file]. Retrieved from Web Address**
Reference list	ssiconamed. (2013, July 5). Tutorial NVivo [Video file]. Retrieved from https://www.youtube.com/watch?v=7AtFisYXo9k

Dictionary or encyclopaedia

Dictionary or encyclopaedia – print version

Elements of the reference	**Author(s) or editor(s) of work – family name and initials, use & for multiple authors or editors. (Ed. or Eds. - if editor used) (Year of publication). *Title - italicised* (Edition - if other than first). Place of publication: Publisher.**
Reference list	Wolman, B.B. (Ed.). (1989). *Dictionary of behavioral science* (2nd ed.). San Diego, CA: Academic Press.

Dictionary or encyclopedia - electronic

Elements of the reference	**Author(s) - family name and initials, use & for multiple authors. (Year of publication). Title of entry. In - Editor(s) - initial. last name (Ed. OR Eds.),** *Title of dictionary or encyclopaedia - italicised* **(Edition - if other than first). doi:xx.xxxxxxxxxx**
	Author(s) - family name and initials, use & for multiple authors. (Year of publication). Title of entry. In - Editor(s) - initial. last name (Ed. OR Eds.), *Title of dictionary or encyclopaedia - italicised* **(Edition - if other than first). Retrieved from http:** www.xxxxxx
Reference list	Onwuegbuzie, A. J. & Mayoh, J. (2016). Mixed methods. In H. L. Miller Jr (Ed.), *The SAGE encyclopedia of theory in psychology.* doi: 10.4135/9781483346274.n192

Newspaper or magazine article

Newspaper article with author

Elements of the reference	**Author(s) of article – family name and initials, use & for multiple authors. (Year of publication, month day). Title of article.** *Newspaper title – italicised***, p. page number(s).**
Reference list	**Precede page numbers with p. or pp.** Cook, D. (2002, January 28). All in the mind. *The Age*, p. 8.

Newspaper article, no author

Elements of the reference	**Title of article. (Year of publication, month day).** *Newspaper title – italicised***, p. page number(s).**
Reference list	Meeting the needs of counsellors. (2001, May 5). *The Courier Mail*, p. 22.

Newspaper article - online

Elements of the reference	**Author(s) - last name, initial(s), use & for multiple authors. (Year, month date). Article title.** *Newspaper title - italicised***. Retrieved from http://www.xxxxxxxx** **Title of article. (Year of publication, month day).** *Newspaper title – italicised***. Retrieved from http://www.xxxxxxxx**
Reference list	Sinnerton, J. (2017, September 19). Nutritionists warn conflicting eating advice from social media creates dangerously unhealthy diets. *The Courier Mail.* Retrieved from http://www.couriermail.com.au/news/queensland/nutritionists-warn–conflicting-eating-advice-from-social-media-creates-dangerously-unhealthy-diets/newsstory/c84145728a2963d1e91b0f9b8f1e9fc4

Government report - online

Elements of the reference	**Author(s) of report – person or government department, use & for multiple authors. (Year of Publication).** *Title of report - italicised* **(Report Number - if available). Retrieved from http://www.xxxxxx**
Reference list	Australian Communications and Media Authority. (2011). *Enduring concepts: communications and media in Australia.* Retrieved from http://www.acma.gov.au/-/media/Networks/Information/pdf/Enduring-Concepts-Communications-and-media-in-Australia.pdf

Interview with participant(s), as part of your own research

Elements of the reference	**Not included in reference list**

Brochure

Brochure - print

Elements of the reference	**Author. (Year).** *Title of brochure* **[Brochure]. Place: Use "Author" as publisher.**
Reference list	University of Queensland, Student Services, Personal Counselling Program. (2000). *Eating disorders* [Brochure]. Brisbane, Australia: Author.

Video or DVD

DVD or video - physical version

Elements of the reference	**Producer, A.A. (Producer), & Director, B.B. (Director). (Year).** *Title of video or DVD – italicised* **[Format - Motion picture, DVD, etc]. Place of origin: Studio.**
In-text reference	(Smith, 2009) Smith (2009) showed that....
Reference list	Smith, S. (Producer). (2009). *Excellence in teaching: Lesson planning* [DVD]. Plainview, NY: Sunburst Media.
Elements of the reference	Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of video or DVD – Italicised* [Format – Motion picture, DVD, etc]. Place of origin: Studio.
EndNote reference type	Audiovisual media Add "DVD;" to the Type field

Episode from television series

Elements of the reference	**Episode writer's name - last name, initial(s) (Writer), & Director name - last name, initial(s). (Director). (Year). Title of television series episode [Television series episode]. In Executive producer - inital(s), last name (Executive producer), *Television series name - itialicised*. Place of Production: Producer.**
In-text reference	(Writer's last name & Director's last name, Year)
	(Rappaport & Dubin, 1983)
	Rappaport and Dubin (1983) found that ....
Reference list	Rappaport, J. (Writer) & Dubin, C. S. (Director). (1983). Say no more [Television series episode]. In B. Metcalfe (Executive producer), *M*A*S*H.* Los Angeles, California: 20th Century Fox Television.
EndNote reference type	Book section
	Include Writer's name and Director's name in Author field

Images

Images - from a website

Elements of the reference	**Title of image [Image] (Year). Retrieved from Web Address**
Reference list	Scarlet fever rash picture [Image] (n.d.). Retrieved from http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html

Figures

Referencing figures

- Each figure needs to be numbered in the order in which they appear in the document.
- If a figure is being reproduced for inclusion in a work which is being published, **you must seek permission from the copyright holder**. This permission must also be included in the caption.
- Provide each figure with a brief but explanatory title. This should appear next to the figure number.
- A caption should be included the bottom of the figure to acknowledge that the figure has been reproduced from another source.
- Include the full reference in the reference list.
- An example can be found here.
- Government legislation
- About referencing legislation
- The Publication Manual of the American Psychological Association refers to The Bluebook: A Uniform System of Citation for referencing legislation. However, this does not cover Australian materials.
- For Australian legislation, the Australian Guide to Legal Citation (3rd ed.) has been used. The examples for this guide are based on this format.