Introduction to the APA Referencing System

Prepared by the Academic Skills Unit

Overview

The information presented here is based on the 2010 *Publication Manual of the American Psychological Association* (6th ed.); the bracketed section numbers [e.g., (6.11)] in the table on the subsequent pages refer to the chapter and the section of a particular rule within the manual.

Please note the examples provided are not actual publications. They have been created for the purposes of this resource.

Any requirements provided by your lecturer take precedence over the information contained in this guide.

APA is an author-date system, in which author-date citations are used within text:

- When you refer to an author's ideas (information prominent citation), place within brackets the surname(s) of the author(s) of the source, the year of publication, and a page number when appropriate, separated by commas: (Smith, 2015, p. 25).
- Place information prominent citations at the end of the phrase or sentence containing information from the source.
- When the author's name is used in the sentence (an author-prominent citation), provide only the publication year and page number (when appropriate): Smith (2015) discusses…
- To include multiple sources in a single citation, separate source information within the brackets with a semicolon: (Smith, 2015; Jones, 2016).
- Identify direct quotations with quotation marks around the text from the original source, and provide the page or paragraph number in addition to the author and date.
- Provide complete bibliographic information about the source in a reference list located at the end of the text.

Citing information

Multiple authors

Number of authors	In-text citation	Reference list
1-2 authors (6.11)	**Author prominent:** Baterman and Jones (2016) suggest… **Information prominent:** … is clearly for the benefit of humanity (Baterman & Jones, 2016).	List both author names, separated by an ampersand (&) symbol. Follow the format for the source type. **For example:** Baterman, C., & Jones, P. (2016). *The road to best ethical practice* (4th ed.). South Melbourne, Australia: Wordsworth Learning.
3-5 authors (6.12)	Provide all author names in the first citation, then the first author's name followed by et al. for all subsequent citations. **Author prominent (first citation):** Gilligan, Street, Burgand and Nolan (2016) report… **Author prominent (subsequent citations):** Gilligan et al. (2016) agree… **Information prominent (first citation):** …only found 3% difference between the groups (Gilligan, Street, Burgand, & Nolan, 2016). **Information prominent (subsequent citations):** …only found 3% difference between the groups (Gilligan et al., 2016).	Provide all author names in the reference list, separated by a comma and ampersand (&) before the last author. Follow the format for the source type. **For example:** Gilligan, J. A., Street, T., Burgand, V., & Nolan, D. S. (2016). *Introduction to humanity: Embracing research* (8th ed.). Philadelphia, PA: Prentice Hall.

Number of authors	In-text citation	Reference list
6-7 authors (6.12)	Provide the first author's name followed by et al. from the first citation. **Author prominent:** Peters et al. (2016) recommend… **Information prominent:** …if all other things are considered (Peters et al., 2016).	Reference list entries for sources with 6 or 7 authors follow the same source type format as for those with 3-5 authors. **For example:** Peters, G., Wilson, D., Chang, Z., Goodings, T., Mohammed, A., Elsley, L., & Koner, H. (2016). *Changing climate, changing behaviour*. London, UK: Ackermann House.
8 or more authors (6.12)	Provide the first author's name followed by et al. from the first citation. **Author prominent:** Anderson et al. (2016) surveyed… **Information prominent:** …all responses were positive (Anderson et al., 2016).	List only the first 6 author names, then an ellipsis (. . .) followed by the last author name. Follow the format for the source type. **For example:** Anderson, T., Connor, B. R., Michaels, D., Aad, G., Gudmundson, K., Elkington, E., . . . Plumridge, E. (2016). Patterns in globalisation. *Globalisation Today*, *15*(2), 83-99. doi:10.9856/654.wrp1528399.x

Secondary sources (6.17)

Secondary sources occur when the work of one author (the primary source) has been either summarised or directly quoted in another author's work (the secondary source). You must cite the source you have accessed. APA recommends that secondary sources should be used only when the primary source is not available (for example, the source is out of print or not available in English).

In-text citation	Reference list
Author prominent: Huy (as cited in Henderson, 2016) argues… **Information prominent:** …could never function in a capitalist economy (Huy, as cited in Henderson, 2016).	Include the information for the source you read in your reference list, following the format for the source type. **For example:** Henderson, G. (2016). *Global humanity in the 21st century*. Washington, DC: Humanity Press.

Paraphrases and quotations

Whenever you refer to someone else's work in your writing, you must give credit to the original source by providing an in-text citation and a corresponding entry in the reference list. This is true whether you use a paraphrase or a direct quotation.

Paraphrases (6.04)	Quotations (6.03)
• Paraphrases are the preferred method of incorporating information into a piece of academic writing. • Provide an in-text citation with the paraphrased information. • Include a page number if it will help the reader locate the information in a long or complex text.	• Direct quotations should be used sparingly, for emphasis. • For **short quotations of fewer than 40 words**, incorporate the quote within the text, and place the quotation inside double quotation marks. Provide page numbers in addition to the author and date, and insert them immediately following the quotation. • For **long quotations of more than 40 words**, display the text in a block and indent it five to seven spaces from the left margin. Do not use quotation marks, and double-space the entire quotation. Provide page numbers in addition to the author and date, and insert them immediately following the quotation after the closing punctuation mark (e.g., full stop).

Formatting the reference list

What to include (6.22-6.32)	• All sources cited in text must appear in the reference list, and the reference list must only contain sources cited in the text. • Sources that are not accessible by your readers (for example, personal communication) should not be included in the reference list (6.20).
Basic format (6.22-6.32)	Author. (date). *Title.* Publication information.
Order of the entries (6.22-6.32)	• List entries in alphabetical order.
Formatting of the list (6.22-6.32)	• Insert the reference list at the end of the text. • Start the reference list on a new page and title it References. • Use a hanging indent. • Double space the reference list.

Types of resources

Books (7.02)

Type of publication	In-text citation	Reference list
Book	**Author prominent:** Henderson (2016) recommends… **Information prominent:** … should always take precedence (Henderson, 2016).	Author, A. A., & Author, B. B. (2000). *Title of book: Subtitle*. Location: Publisher. **For example:** Henderson, G. (2016). *Global humanity in the 21st century*. Washington, DC: Humanity Press.
Edition other than the first	**Author prominent:** However, Gilligan, Street, Burgand, and Nolan (2016) claim… **Information prominent:**	Author, A. A., Author, B. B., & Author, C. C. (2000). Title of book (Xth ed.). Location: Publisher.

Type of publication	In-text citation	Reference list
	…must be due to common values (Gilligan, Street, Burgand, & Nolan, 2016).	**For example:** Gilligan, J. A., Street, T., Burgand, V., & Nolan, D. S. (2016). *Introduction to humanity: Embracing research* (8th ed.). Philadelphia, PA: Prentice Hall.
Chapter in an edited book	**Author prominent:** Wicks (2016) is a proponent of… **Information prominent:** … also part of the greater community of Samaritans (Wicks, 2016)	Author, A. A., & Author, B. B. (2000). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher. **For example:** Wicks, T. S. (2016). Ethical contexts. In J. Abrak & D. S. Jones (Eds.), *Society, science and spirit* (pp. 112-145). Frenchs Forest, Australia: Dunder Mifflin.
Electronic book	**Author prominent:** Alternatively, Winston (2016) suggests… **Information prominent:** … as a counterpoint to standard theories (Winston, 2016).	Author, A. A. (2000). *Title of work*. Retrieved from http://www.example.com **For example:** Winston, J. P. (2016). *Dignity of the human person: An introduction.* Retrieved from http://www.ebrary.com

Notes:

- Book titles are italicised.
- Use minimal capitalisation: capitalise only the first word of the title and of the subtitle, if one exists, and any proper nouns.
- Details about edition, volume number or chapter page range are placed in brackets directly after the title, followed by a full stop; for example, (2nd ed.). or (Rev. ed.). or (Vol. xvi). Place all details in the same set of brackets, separated by commas; for example, (2nd ed., Vol. 3).
- Place of publication – when the place of publication is in the USA, list the city followed by the two letter state postal code, e.g., Philadelphia, PA; however, when the place of publication is **not** in the USA, list the city followed by the country; for example, Frenchs Forest, Australia.

Journal articles (7.01)

Type of publication	In-text citation	Reference list
With DOI	**Author prominent:** Jones (2016) determined that… **Information prominent:** …could not be substantiated without further research (Jones, 2016).	Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Journal*, *volume number*(issue number), first page–last page. doi:xxx.xxxxxxxxxxxxx **For example:** Jones, S. (2016). Surrogacy in a changing climate. *British Journal of Human and Robotic Development*, *124*(2), 210-297. doi:10.92968/bjorn.2054.124.2.210
Without DOI	**Author prominent:** It is important to note that Macalister's (2016) findings… **Information prominent:** …have been the most influential to children's learning styles (Macalister, 2016).	Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Journal, volume number*(issue number), first page–last page. Retrieved from http://www.journalhomepage.com **For example:** Macalister, J. (2016). Teaching ethics: Research into practice. *Ethical Teaching*, *147*(3), 387–397. Retrieved from http://journals.cambridge.org/ET

Notes

- In APA it is acceptable to present the DOI in either of the following two ways (6.31-6.32):
  doi:10.xxxx/xxxxxx
  http://dx.doi.org/10.xxxx/xxxxxx
- If there is no DOI, include the URL of the home page of the journal, or the home page of the publisher. You may have to search for this information on the Internet, e.g., using Google.

Reference works (7.02)

Type of publication	In-text citation	Reference list
No credited author, online or print	**Information prominent:** …regardless of citizenship to any nation or state ("Humanity," 2016).	**Online** Title of entry. (2000). *Title of reference*. Retrieved from http://www.example.com **Print** Title of entry. (2000). In A. Editor (Ed.), *Title of reference*. Location: Publisher. **For example:** **Online:** Humanity. (2016). *Online social science dictionary*. Retrieved from http://www.ossd.gov.au **Print:** Humanity. (2016). In J. Withers (Ed.), *Social science dictionary* (Vol. 3, p. 145). North Ryde, Australia.
Edited, with credited author	**Author prominent:** Fang (2016) coins the term "robomanity"… **Information prominent:** …prevented from harvesting humans by a global safety program (Fang, 2016).	Author, A. A. (2000). Title of entry. In A. Editor (Ed.), *Title of reference*. Location: Publisher. **For example:** Fang, G. L. (2016). Robomanity. In E. Matrato (Ed.), *Dictionary of ethics*. Melbourne, Australia: Riddell.

Internet sources

Type of publication	In-text citation	Reference list
Online document (7.03)	**Author prominent:** The Australia New Zealand Association of Social Workers (ANZASW, 2016) has published… **Information prominent:** …should always be a priority to social workers (The Australia New Zealand Association of Social Workers [ANZASW], 2016).	Author. (2000). *Title of document* [Optional document type]. Retrieved from http://www.example.com **For example:** Australia New Zealand Association of Social Workers. (2016). *Codes of ethics*. Retrieved from http://www.anzasw.asn.au
Image (7.07)	**Author prominent:** Schwarz (2016) surveyed… **Information prominent:** …no longer using pigeons (Schwarz, 2016).	Author, A. (2000). *Title of the image* [Type of image]. Retrieved from http://www.example.com **For example:** Schwarz, A. (2016). *Future communication methods* [Graph]. Retrieved from http://futcom.com
YouTube video (7.11)	**Author prominent:** Squishface (2016) asserts that… **Information prominent:** … would definitely benefit everyone involved (Squishface, 2016).	Author, A. A. (2000, Month Day). *Title of clip* [Video file]. Retrieved from https://youtu.be/xxxxxx **For example:** Squishface. (2016, May 5). *Giving is the greatest gift of all* [Video file]. Retrieved from https://youtu.be/koKlSGaA-89o If the author of the YouTube video is not available, provide the screen name of the uploader.

Personal communication (6.20)

In-text citation	Reference list
Author prominent: J. Russell (personal communication, May 14, 2016) stated that… **Information prominent:** …could never replace human aid workers (J. Russell, personal communication, May 14, 2016).	Personal communications are not published, recoverable sources, so they are not included in the reference list.