

This fact sheet provides a comprehensive beginner's guide to entries in the APA referencing system.
 General rules for authors, dates and editions apply to all sources of information including print, media and Internet sources.

For more information on the APA style please visit: <http://www.apastyle.org/index.asp>

For variations, follow the rules for authors, dates, editions and web addresses on Page 5

1. Book (a) print (b) online Use the DOI if available, otherwise use the URL of the electronic book. See Page 6 of this document for more information on the DOI.	(a) In-text	Barrett and Roberts (2002, p. 4) find that the concept ...
	(a) List of References	Barrett, M., & Roberts, L. (2002). <i>Working communication</i> . Milton, Australia: John Wiley & Sons.
	(b) In-text	Several levels of consciousness were found (Tart, 1997, p. 37). Sawyer (2010) found that the influence of peers was ...
	(b) List of References	Tart, C.T. (1997). <i>States of consciousness</i> . Retrieved from http://www.netlibrary.net/ Sawyer, A. (2010). <i>Language socialization in multilingual societies</i> [Kindle version]. doi:10.1037/1076293722
2. Website / web page No author, use sponsor or organisation if possible; otherwise start with the title of the article. No page, use paragraph number (if no paragraph number, use the section title if possible after the author and date). No date of publication, use: n.d. No retrieval dates, unless the source material may change over time (e.g. Wikis).	In-text	Heaps (2009, para. 3) states that bias is ... The latest study suggests that community based programmes have been successful <ul style="list-style-type: none"> • First citation (World Health Organisation [WHO], 2002, para. 11). • Later citations (WHO, 2002, para. 11) Prioritising tasks is a key strategy for managing time effectively (<i>Time managing</i> , 2009).
	List of References	Heaps, S. (2009). <i>Writing without bias</i> . Retrieved from http://www.writeexpress.com/bias.html World Health Organisation (WHO). (2010). <i>Evidence-Based Public Health Initiatives</i> . Retrieved from http://www.who.org/positions/evidence_based.html Time managing. (2009). In <i>Taming time</i> . Retrieved from http://www.tamingtime.org/articles/time-management/article-0097.html
	If you have any doubts, copy the web address into your browser and check that it reaches the source that you have referenced in your essay. If it does not, then you would have to find a way to include your source as an appendix.	
3. Journal articles (a) Article in a journal (print) (b) Article in an electronic journal (Internet) (c) Article with the DOI When citing parts of a source, use page numbers only for direct quotations and when the paraphrase is crucial to the reader. Use the DOI when citing electronic versions of journal articles. If no DOI is available, use the home page URL for the article publisher – DO NOT CITE THE DATABASE. See Page 5 of this document for more information on the DOI.	(a) In-text	Reid and Sand (1987) argue that ... An earlier study (Reid & Sand, 1987) suggests that ...
	(a) List of References	Reid, J., & Sand, R. (1987). The wood and the grove. <i>Journal of Mythology</i> , 9(1), 23–34.
	(b) In-text	Hopkins (1998) found that... A survey of large Trans-National Corporations (Hopkins, 1998) found that...
	(b) List of References	Hopkins, M. (1998). Corporate social responsibility around the world. <i>Online Journal of Ethics</i> , 2(2). Retrieved from http://www.stthom.edu/Public/index.asp?Page_ID=3220
	(c) In-text (quote) (c) List of References	Nutrition is an "integral part of effective healing" (Leninger, 2002, p. 4). Leninger, S.M. (2002). The role of nutrition in wound healing. <i>Critical Care Nursing Quarterly</i> , 24(1), 13–21. doi:10.1037/0278-6133.24.6.884
4. Chapter in an edited book Write an entry for the author of the chapter. Use the date of publication of the edited book where you found the information. For an electronic version, include either the DOI as with an online book, or a retrieval statement plus the URL as with a website.	In-text	Stories are an essential aspect of therapy (Phillips, 1999, p. 14). Phillips (1999, p. 14) argued that ...
	List of References	Phillips, J. (1999). The psychodynamic narrative. In G. Roberts & J. Holmes (Eds.), <i>Healing stories: Narrative in psychiatry and psychotherapy</i> (pp. 7–15). Oxford, England: Oxford University Press.

5. Reading on eReserve (Dixon Library) <i>Treat the reference as you would any other reference of its type.</i>	In-text	Burton (2006, p. 46) argues that ...
	List of References	Burton, L.J. (2006). Critical thinking. In R. Edwards & J. D. Bradfield (Eds.), <i>An interactive approach to writing essays and research reports in psychology</i> (2nd ed., pp. 45-53). Milton, Australia: John Wiley & Sons.
6. Secondary reference <i>To acknowledge the work of one author that you have found in the work of another. Record only the work that you have actually seen in the Reference List.</i>	In-text	Gombrich argues that both art and nature are needs of the mind (Gombrich, 1983, as cited in Norrington, 1989, p. 22). [Name the author of the idea (and date if known), and give author, date and page number of the book where you read it.] <i>Use 'quoted' instead of 'cited' if the idea is directly quoted in your source.</i>
	List of References	Norrington, F.G. (1989). <i>New aesthetics: Life in art</i> . London: Faber & Faber.
7. Government publications (a) Government reports (b) Parliamentary publications (c) Australian Bureau of Statistics (ABS) <i>These may be cited by giving the name of the ministry or agency issuing the publication or report. This is known as the 'corporate author'.</i> <i>When the author and publisher are the same (e.g. with a corporate author), replace the publisher with the word 'author'.</i>	(a) In-text	The Department's report (Department of Defence, 2009) contained ...
	(a) List of References	Department of Defence. (2009). <i>The loss of HMAS Sydney II</i> , Canberra, Australia: Author.
	(b) In-text	A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends...
	(b) List of References	House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs. (2008). <i>Open for business: Developing indigenous enterprises in Australia</i> . Canberra, Australia: Parliament of Australia. Retrieved from http://www.aph.gov.au/house/committee/atsia/indigenouenterprises/report.htm
	(c) In-text	In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS, 2006).
(c) List of References	Australian Bureau of Statistics (ABS). (2006). <i>Alcohol consumption in Australia: A snapshot, 2004-05</i> (Cat. no. 4832.0.55.001). Retrieved from http://www.abs.gov.au/ausstats	
8. Report (a) Named author (b) Unnamed author <i>Use organisational name (corporate author) if there is no author.</i>	(a) In-text	The report (Balsum, 2000, p. 6) found that ...
	(a) List of references	Balsum, S. (2000). <i>Payment to Vietnam veterans: A summary</i> . Canberra, Australia: Department of Veterans' Affairs.
	(b) In-text	The Department's report (DEST, 2005) contained ...
	(b) List of references	Department of Education, Science and Training (DEST). (2005). <i>Skilling Australia: New direction for vocational education and training</i> . Canberra, Australia: Author.
9. Paper presented at a conference, seminar (a) unpublished (b) published	(a) In-text	Williams and Taji (1990, p. 14) believe ...
	(a) List of references	Williams, R.R., & Taji, A.M. (1990, June). <i>Factors affecting vitrification — cytokinin and shoot growth</i> . Paper presented at the International Congress on Plant Cell and Organ Culture, Amsterdam, the Netherlands.
	(b) In-text	A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan, 2005, p. 139). McGowan (2005, p. 139) argues that ...
	(b) List of references	McGowan, U. (2005, December). Educational integrity: A strategic approach to anti-plagiarism. In <i>Proceedings of the 2nd Educational Integrity Conference</i> . Newcastle, Australia: University of Newcastle. Retrieved from http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf
11. Encyclopedia / Dictionary	In-text	A primary verb is one of the three verb types ... (Chaulker & Weiner, 2009, para. 7) Australia was one of the early adopters of the pop chart ratings (Williams, 2009) The tone of the poem is affected by the use of intervening words ("Tmesis", n.d.) that cause
	List of References	Chaulker, S., & Weiner, E. (Eds.). (2009). <i>The Oxford dictionary of English grammar</i> . Retrieved from http://www.oxfordreference.com.ezproxy.une.edu.au/views/SEARCH_RESULTS.html?y=10&q=verbs&category=t28&x=11&ssid=176555436&scope=book&time=0.305971972615943 Williams, J. (Ed.). (2009). <i>Encyclopedia of Australian rock and pop</i> . Sydney, Australia: Methuen. Tmesis. (n.d.) In <i>Oxford English Dictionary Online</i> (12th ed.). Retrieved from http://www.oed.com
12. UNE teaching material Unit Information/Topic Notes/ Assessment/ Presentation Slides	In-text	According to Fisher (2011, p. 32), there are two types of ethical concerns facing multinational corporations.
	List of References	Fisher, J. (2011). <i>GSB 751: Business ethics, corporate social responsibility and sustainability</i> [Topic notes]. Armidale, Australia: University of New England, Graduate School of Business. Bradfield, J. D. (2010, April 17). <i>Kangaroo: An extraordinary marsupial</i> [Lecture]. Armidale, Australia: University of New England, School of Environmental and Rural Sciences.

13. Personal communication <i>Information privately obtained e.g. personal conversation, interview, letter, lecture, email.</i> <i>A live lecture is treated as personal communication, but you must reference a podcast of a lecture.</i>	In-text	Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2009). In an email communication on 3 May 2008, Peter Darnell explained ...
	List of References	[Personal communications are not listed in the List of References.]
14. Pamphlet/brochure <i>Cite the name of the organisation. If none, then use the title of the work.</i>	In-text	The archives of the nation are available ... (National Archives of Australia, 2008, p. 2).
	List of References	National Archives of Australia. (2008). <i>Memories of a nation</i> [Brochure]. Canberra, Australia: Australian Government. Retrieved from http://www.naa.gov.au/images/memory-of-a-nation-flyer_tcm2-8401.pdf
15. Data sets/Graphic representations/Maps/Images <i>Give information about the type of source in the brackets, e.g. table, graph, image, data set.</i> <i>In undergraduate work you will rarely be asked to reproduce a table, figure or an image. If you do so, you must seek permission from the original author/source.</i> <i>More commonly you will just refer to such a source like you would any other reference.</i> <i>Make sure you include as much information as possible so that the original can be retrieved easily.</i> <i>Treat images/figures or tables as direct quotes and provide full citation in the caption and again the reference list.</i>	In-text	As shown in Figure 1, the geo-strategic importance of East Germany rainfall in ... The number of first time voters in Australia in 2010 (see Figure 4) ... The average rainfall in Armidale has been increasing (BOM, 2001, p. 249) [Give source of the table or image immediately above the table. Italicise the heading 'Figure' and the number] <i>Figure 1.</i> East Germany borders in 1951. Reprinted from The University of New South Wales Library Map Collection website: http://www.lib.unsw.edu.au/maps/cia08/east_germany_sm_2008.gif
	List of References	East Germany [Map]. (2008). Retrieved from http://www.lib.unsw.edu.au/maps/cia08/east_germany_sm_2008.gif Commonwealth Bureau of Meteorology (BOM). (2001). <i>The climate of Australia</i> [Data set]. Canberra, Australia: Australian Government, p. 249. Gallup. (2010, August 31). <i>Australian first-time voters</i> [Graph]. Retrieved from http://www.gallup.com/poll/111331/Australia-First-Time-Voters.aspx
16. Works or art (photos, paintings, sculptures, etc.) <i>Give information about the type of source in the brackets, e.g. painting, sculpture, installation, etc.</i> <i>Make sure you include as much information as possible so that the original can be retrieved easily.</i>	In-text	<i>The Thinker's</i> pose has been copied and parodied innumerable times (Rodin, 1902). The romantic aspects of the painting (Wyeth, 1948) are represented ...
	List of References	Rodin, A. (1902). <i>The thinker</i> [Bronze and marble sculpture]. Paris, France: Musée Rodin. Wyeth, A. (1948). <i>Christina's world</i> [Painting]. Retrieved from http://www.moma.org/explore/collection/index
17. Newspaper article (a) Specified author <i>Print newspaper</i> <i>Online newspaper</i> (b) Unspecified author <i>Give the URL of the home page to avoid non-working URLs</i>	(a) In-text	Target funding is not being met (Leech, 2002, p. 13). Leech (2002, p. 13) suggests that ...
	(a) List of References <i>(print & online examples)</i>	Leech, G. (2002, September 19). Call for research shake-up. <i>The Australian</i> , p. 13. Leech, G. (2002, September 19). Call for research shake-up. <i>The Australian</i> . Retrieved from: http://www.theaustralian.news.com.au
	(b) In-text	Debt levels have fallen (Computer industry, 1997, p. 3)...
	(b) List of References	Computer industry blamed. (1997, July 7). <i>The Sydney Morning Herald</i> , p. 3.
18. Audio-visual (a) Film (b) DVD (c) CD-ROM (d) Television programs (e) TV show episode <i>In text, refer to the title and date of production.</i>	(a) In-text	In <i>The third man</i> (Korda & Wells, 1949) ...
	(a) List of References	Korda, A. (Producer), & Wells, O. (Director). (1949). <i>The third man</i> [Motion picture]. Great Britain: RKO Films.
	(b) In-text	<i>Australia's geological history</i> (Clarke, 1986) explored ...
	(b) List of References	Clarke, C. (Producer). (1986). <i>Australia's geological history</i> [DVD]. Sydney, Australia: Outback Films.
	(c) In-text	Fine tuning the vocal folds creates different voice qualities ... (Reid, 2004).
	(c) List of References	Reid, N. (Producer). (2004). <i>Phonetics: An interactive introduction</i> [CD-ROM]. Armidale, Australia: University of New England.
	(d) In-text	In <i>The future of work</i> (2010) ...
	(d) List of References	Productivity Association (Producer). (2010, November 26). <i>The Future of Work</i> [Television broadcast]. Sydney, Australia: ABC Television.
	(e) In-text	The dialogue demonstrates the tension in the city's projects (Simon & Johnson, 2002)....
	(e) List of References	Simon, D. (Writer), & Johnson, C. (Director). (2002). The detail [Television series episode]. In D. Simon & E. Burns (Executive producers), <i>The wire</i> . New York, NY: HBO Time Warner.

19. Podcasts/Vodcasts <i>Replace 'audio podcast' with 'video webcast' for appropriate format.</i>	In-text	<p>Culture has always been perceived as a form of political ideology (Brown, 2010).</p> <p>Traumatic events are more common than we think (Jenkins, 2009).</p>
	List of References	<p>Brown, A. (Producer). (2010, August 15). Nationalism: Lecture 1. [Audio podcast]. In <i>PAIS 998: Introduction to political ideology</i>. Armidale, Australia: University of New England. Retrieved from: http://www.une.edu.au</p> <p>Jenkins, R. (Producer). (2009, December 12). <i>Overcoming trauma</i> [Audio podcast]. Retrieved from http://www.abc.net.au/radionational</p>
20. Music <i>Indicate the medium.</i> <i>In text citations include side and band or track numbers.</i>	In-text	<p>The bassoon solo in <i>Rite of spring</i> (Stravinsky, 1975) ...</p> <p>Plant's vocals on 'Going to California' (Led Zeppelin, 1971)</p>
	List of References	<p>Stravinsky, I. (1975). <i>Rite of spring</i> [Music score]. London, England: Hansen House.</p> <p>Stravinsky, I. (1975). <i>Rite of spring</i> [Record]. [Recorded by The Sydney Symphony Orchestra]. Sydney, Australia: ABC Records.</p> <p>Led Zeppelin. (1971). Going to California. On <i>Led Zeppelin IV</i> [CD]. New York, NY: Atlantic Records.</p>
21. Blogs, Discussion groups & Wikis <i>Provide a description of the message in the brackets, e.g. web log post, web log comment, discussion board, mailing list.</i> <i>For blogs and listservs use the author's full name if available, if only screen name available use the screen name.</i> <i>A wiki is a collaborative reference work with no identified author or editor. You may be asked to contribute to a wiki in your unit or to access some other wikis in your discipline. Wikis are treated as unpublished materials and because their content is reviewed constantly you must include the retrieval date.</i> <i>Please note that Wikipedia is not an appropriate academic source, except when you are writing about Wikipedia itself!</i>	In text:	<p>Some participants in the debate have expressed their concerns about such an approach (Shippey, 2008; KidA, 2008).</p>
	List of References:	<p>Blog: Shippey, T. (2008, January 31). The consequences of plagiarism [Web log post]. Retrieved from http://www.academicthings.com/shippey/2008/01/the_conseq.php</p> <p>Blog comment: KidA. (2008, February 5). Re: The consequences of plagiarism [Web log comment]. Retrieved from http://www.academicthings.com/shippey/2008/01/the_conseq.php</p> <p>Discussion board: Anderson, J. (2010, December 17). Re: Academic culture [Online forum comment]. Retrieved from http://www.olt.une.edu/xybyicy8876/discussions#345</p> <p>Video blog post (e.g. YouTube): Colebrook, C. (2008, April 8). How to organise your desktop [Video file]. Retrieved from http://www.youtube.com/watch?v=Hja987KLXs</p> <p>Wikis: Group 1. (n.d.). First week group project. In <i>EDUX 887: Critical theory and practice in education</i>. Retrieved October 17, 2010 from http://olt.une.edu.au/weblog/wiki.php</p> <p>Epistemology. (n.d.). Retrieved November 27, 2009 from http://en.stswiki.org/index.php/Epistemology</p>
22. Software, Video Games <i>Do not reference standard software and programming languages, e.g. Microsoft Office or Java. Provide reference for specialised software and programs with limited distribution.</i>	In text:	<p>The sample data was analysed using SoftConnect (Version 3.1) and the results are.....</p> <p><i>In text, give the proper name of the software and version number.</i></p>
	List of References:	<p>SoftConnect (Version 3.1) [Computer Software]. San Jose, CA: Dubbing Systems.</p>

Variations in authors, dates, editions and web addresses

<p>A. Single authors Write the author's surname only in-text. Initials are recorded in the list of references.</p>	<p>In-text</p>	<p>The idea of progress is much overrated (Addington, 1994, pp. 32–33). Addington (1994, pp. 32–33) states that ...</p>
<p>B. Two authors Use 'and' between authors in your sentence preceded by a comma, but an & (ampersand) preceded by a comma when in brackets. Use an '&' preceded by a comma in the List of References.</p>	<p>In-text</p>	<p>Hunt and Lee (1992, p. 23) claim ... Climate change remains controversial (Hunt & Lee, 1992, p. 23).</p>
<p>C. Three to Five authors Name all authors in your first reference, but use 'et al.' for all subsequent references. Use 'and' between authors in your sentence preceded by a comma, but an & (ampersand) when in brackets preceded by a comma. Use an '&' preceded by a comma in the List of References.</p>	<p>In-text</p>	<p>First Mention: MacKay, Clarke, Fleming, Collins, and Sue (2006) demonstrated... Subsequent Mentions: MacKay et al. (2006) found...</p>
<p>D. Six or more authors Cite only the first author's surname, followed by 'et al'. Record all the authors' names in the List of References. Use an '&' preceded by a comma before the last name.</p>	<p>In-text</p>	<p>Peters et al. (1995) base their study on the economic model. This study is based on an economic model (Peters et al., 1995).</p>
<p>E. Citing several sources at once In text, authors' names are presented alphabetically and each reference is separated by a semicolon (;).</p>	<p>In-text</p>	<p>Policy makers argue that the connection between science and business should not be viewed critically (Branscomb, 1997; Noble, 1993; Stokes, 1997).</p>
<p>F. Multiple works by the same author Use a, b, c ... to differentiate between works written in the same year.</p>	<p>In-text</p>	<p>In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.</p>
<p>G. Authors with the same surname (a) Co-authors of a work (b) Separate works In text, where it is necessary to distinguish one author from the other, use the authors' initials. Place after the surname when in brackets, and before the surname when in the sentence.</p>	<p>(a) In-text (a) List of References (b) In-text (b) List of References</p>	<p>Scollon and Scollon (2001) argue that ... Scollon, R., & Scollon, S.W. (2001). <i>Intercultural communication</i> (2nd ed.). Oxford, England: Blackwell. Retrieved from http://books.google.com.au/books?id=Sy81Z14n214C&pg=PP1&dq=scollon+%26+scollon#v=onepage&q=&f=false A recent report (Jones, R.W., 1991) indicated ... but D.J. Jones (1993) has refuted the findings. Jones, D.J. (1993). <i>Review of social needs in the North West region</i>. Lismore, Australia: FACS. Jones, R.W. (1991). <i>Report to the CARE centre</i>. Armidale, Australia: DOCS.</p>
<p>H. Author unknown Cite the name of the organisation that produced the work (corporate author). If none, then use the title of the work. DO NOT use the terms 'Anon.' or 'Anonymous'.</p>	<p>In-text</p>	<p>The NSW Board of Studies (2006, p. 35) advocates an inclusive approach in syllabus design. Reducing friction is essential ("Pressure care", 2000, p. 3).</p>
<p>I. A work with no publication date 'n.d.' means 'no date'.</p>	<p>In-text</p>	<p>Shaw (n.d.) found that ... One study (Shaw, n.d.) suggests ...</p>
<p>J. Edition If a source is 2nd or later edition, state the edition after the title inside brackets (xx ed.).</p>	<p>In-text</p>	<p>Writers need to consider ... (Heffernan, Lincoln, & Atwill, 2001, p. 218)</p>
<p>K. The DOI System A DOI is a unique set of numbers assigned to identify content and provide a permanent link to its location on the Internet. The DOI is typically located on the first page of the electronic article.</p>	<p>List of references</p>	<p>Heffernan, J.A.W., Lincoln, E. J., & Atwill, J. (2001). <i>Writing, a college handbook</i> (5th ed.). New York, NY: W. W. Norton.</p>
		<p>Use this format for the DOI in references: doi:xxxxxx For more information on how to find a DOI, please visit the APA Style Guide blog entry on finding DOIs: http://blog.apastyle.org/apastyle/2009/12/how-to-find-a-doi.html If no DOI, use the home page URL for the electronic journal or book publisher.</p>