APA: The reference list

An **alphabetical list** of references is placed at the end of your assignment. This list gives the full publication details of each source you cited in your assignment so that your reader can consult the same sources that you have used. Use this information as a guide:

1. Reference list or bibliography?
2. Reference list categories
3. Capitalisation styles in reference entries
4. Formatting the reference list
5. Example reference list

ALL reference list entries have 4 parts: AUTHOR, DATE, TITLE, SOURCE.

1. Reference list or bibliography

A **reference list** is a list of all the sources that you have used as in-text references in your assignment. A **bibliography** is a wider list of readings that includes both in-text references and other sources you have consulted. but may not have been placed as an in-text reference in your assignment. An **annotated bibliography** is a bibliography with descriptive notes.

2. Reference list categories

Detailed formatting information can be found in the [APA referencing](#) factsheet

Common referencing information	Textual works – print & online	Audio-visual & internet
GENERAL VARIATIONS IN AUTHORS, DATES & EDITIONS Single author Two authors More than two authors Multiple works/same author Author with same name Author unknown Corporate author with an acronym. No publication date Edition numbers **VARIATIONS IN WRITING WEB LINKS** DOIs URLs **CHANGING WEBSITES** Web sources that change over time (versions)	**TEXTUAL WORKS - PRINT/ONLINE** **Periodicals** Journal articles/print/online Newspapers & magazines News website **Books & Reference works** Books & textbooks Chapter in edited books Dictionaries/thesauruses/encyclopedias Dissertations & theses Conference papers **Reports** (government & other) Grey literature (unpublished sources) **Tables & figures** **Legal materials** **Secondary references** **Other** Pamphlets, brochures, factsheets Readings list from Dixon Library Personal communications	**AUDIOVISUAL MEDIA** Films or videos Television TED talks Webinars YouTube & other streaming video Music albums PowerPoint slides Lecture notes Photographs Art work Clipart Infographics **ONLINE MEDIA** Websites Webpages Chapters in websites Social media Online forums **SOFTWARE** Computer software /mobile apps

3. Capitalisation styles in reference list entries

APA style uses two types of capitalisation in the reference list items:

1.   Sentence case

Capitalise ONLY the first word of the title and the first word after a colon, em dash (—), question mark, or fullstop, and any proper nouns that normally require capitalisation (e.g. names of people, cultural groups, places). Sentence case is used for the titles of all reference list information sources except for journal titles, newspaper titles, and website names (see point 2).

2.   Title case

All major words are capitalised. Use lower case for words of less than 3 letters EXCEPT after a colon. Use title case for journal titles, newspaper titles, and names of websites.

e.g. Journal articles

article title: plain text + sentence case (including capital after colon)

Suzuki, T., & Dillon, P. (2001). Working patterns in Australia: A new approach. *Australian Journal of Applied Economics*, *23(*5), 34-40.

journal title: title case + italics

e.g. Books, reports, webpages

book title: sentence case (including capital after colon) + italics

Wong, D. S. (2007). *New horizons in critical thinking: Engaging the modern Australian student.* Hodges & Stone.

4. Formatting the reference list

i.   The reference list goes **on a new page** at the end of your assignment.
ii.   Head your page with **References (bold & centred).** (DO NOT use all capitals, underline or italics).
iii.   Use the same spacing as your essay for the reference list (1.5 or double spaced).
iv.   Start each reference on a new line without a space between each reference item.
v.   Use **hanging indent format** for all items in the reference list.

There are two ways to create a hanging indent:

1.   Highlight the reference/s → Home → Paragraph block → arrow in lower right corner → Indentation → Special → select **Hanging** → By: 1.27 cm.

2.   Use the ruler tool (tick 'ruler' under the View menu if not showing). Highlight the reference/s, then hold down the shift key, click on the lower triangle on the left margin, and drag it to the 1.25 cm position.

Special:	By:
(none) ▼	▲▼
(none)	
First line	
Hanging	

5. Example reference list
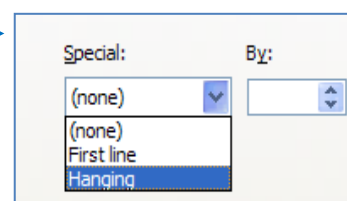
Put the heading 'References' in bold at the top of a separate page and move to the centre. Double space (or 1.5 space) the entire reference list.

<div align="center">

References

</div>

BOOK

Lincoln, C. (2013). *Cyberbullying: The ultimate guide for how to protect you and your child from a cyber bully.* Createspace Independent Publishing Platform.

AUDIO-VISUAL

TED TALK

Thanzami, V. (2019, March). *Psychological perspectives on cyberbullying perpetration* [Video]. TEDx Conferences. https://www.ted.com/talks/

JOURNAL

Waasdorp, T. E. & Jones, L. M. (2015).The overlap between cyberbullying and traditional bullying. *Journal of Adolescent Health*, *56*(5), 483-488. https://doi.org/10.1016/j.jadohealth.2014.12.002

- Alphabetical order
- Hanging indent
- Leave hyperlink
- No space between items