

This factsheet provides a comprehensive beginner's guide to entries in the APA (7th ed.) referencing system. First time users should skim the factsheet to become familiar with the sections, which helps to locate the example item when needed. Further information on APA (7<sup>th</sup> ed.) referencing

[APA style](#) [APA style blog](#) [APA \(7<sup>th</sup> ed.\) Quick Reference Guide](#)

## In-text references:

- In-text entries have 2/3 parts: author surname/s, date, page/para number**
- APA requires page or paragraph numbers in the in-text references for direct quotations.
- Business and Linguistics units require page or paragraph numbers in the in-text references for direct quotations AND paraphrases (for other disciplines, check with your unit coordinator if you are unsure whether page or paragraph numbers are needed for paraphrases).
- All information required to format the majority of in-text references can be found in **Section 1** of the guide. Any variation in what is required for the less common type of sources is provided in the relevant section of the guide.

## Reference list entries:

- ALL reference list entries have 4 parts: author, date, title, source (including link where relevant).**
- Section 1 of this guide provides information on **author** and **date** elements of the reference.
- Section 2 of this guide provides information on how to format links if they are required.
- Sections 3, 4, 5, 6 and 7 of this guide provide information on how to format the **title** and **source** elements.

## Constructing the reference list:

- For all reference lists, type the title **References** on a new page in bold and centred.
- The list should be in 1.5 or double spacing throughout with no additional spaces between each reference. The list should have a hanging indent (instructions for this formatting can be found at <https://support.microsoft.com/en-us/office/create-a-hanging-indent-7bdfb86a-c714-41a8-ac7a-3782a91ccad5>)

## Additional information:

- Sentence case** is when only the first word and any proper nouns have a capital letter.
- Title case** is when all words of four or more letters have a capital. Check the case required when writing the reference.

## Section 1: Authors, dates, and in-text references

<b>1.1 Single author</b> <b>In-text:</b> Write the author's surname only. Do not use academic credentials and professional titles except for religious officials and nobility e.g., Pope Francis <b>References:</b> Use surname followed by initials	<b>In-text</b> . The idea of progress is much overrated (Addington, 1994). Addington (1994) states that the idea of progress is much overrated. <b>Business/Linguistics examples</b> (use p. or pp. or para.) The idea of progress is much overrated (Addington, 1994, pp. 32-33). Addington (1994, pp. 32-33) states that the idea of progress is much overrated.
	<b>References</b> Addington, H. (1994). ...
<b>1.2 Two authors</b> <b>In-text:</b> <ul style="list-style-type: none"> <li>Always cite both surnames</li> <li>Use 'and' between authors that are not in brackets</li> <li>Use ampersand (&amp;) between authors that are in brackets</li> </ul> <b>References:</b> Use '&' between authors	<b>In-text</b> Holper and Torok (2008) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008). <b>Business / Linguistics / direct quote use p. or pp. or para. as in 1.1 above</b>
	<b>References</b> Holper, P. N., & Torok, S. (2008). ...
<b>1.3 More than two authors</b> <b>In-text:</b> Name the first author in-text followed by 'et al.' (which means and others) after the first author's name <b>References:</b>	<b>In-text</b> MacKay et al. (2006) demonstrate that... Robots are now being used more frequently in industry (MacKay et al., 2006). <b>Business / Linguistics / direct quote use p. or pp. or para. as in 1.1 above</b>



<b>1.10 Citing several different sources at the same time</b> <b>In-text:</b> Listed alphabetically according to first author of each item, with each reference separated by a semicolon (;) <b>References:</b> All items are in the reference list	<b>In-text</b>	Policy makers argue that the connection between science and business should not be viewed critically (Branscomb, 1997; Noble, 1993; Stokes, 1997).
	<b>References</b>	Branscomb, I. (1997). ... Noble, B. (1993). ... Stokes, D. (1997). ...
<b>1.11 Personal communication</b> Information privately obtained e.g., a live lecture, personal conversation, interview, letter, email	<b>In-text</b>	Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2019). In email communication on 3 May 2019, Peter Darnell explained ... <b>Personal communications are not recorded in the reference list</b>

## Section 2: Variations in writing web links

<b>2.1 DOI (Digital Object Identifier)</b> A DOI provides a permanent link to the document's location on the internet. The doi is located on the first page of the electronic article <b>2.2 URL (Uniform Resource Locator)</b> <ul style="list-style-type: none"> <li>For a source from an academic research database or a site requiring a login (e.g., the library website or Moodle) that has no doi, <b>write the reference that is the same as a print version of the work, i.e., no link</b></li> <li>Never use a URL in-text <b>except</b> to refer to complete website in passing e.g., Maths.Quiz (<a href="https://www.mathsisfun.html">https://www.mathsisfun.html</a>) has a games approach</li> </ul> <b>2.3 Changing websites</b> If the webpage content is designed to change over time put <b>n.d.</b> for the year and <b>Add a retrieval date</b> before the URL	<b>DOI – Use this format only:</b> <a href="https://doi.org/10.1177/1084822305284310">https://doi.org/10.1177/1084822305284310</a> (URL with a doi embedded) <ul style="list-style-type: none"> <li>If a source has a doi, use the doi reference even if you are using the print version</li> <li>If an online work has both a doi and a URL, use the doi only</li> <li>It is permissible to leave hyperlinks live in reference list entries</li> <li>There is no full stop at the end of a doi reference</li> </ul> Examples of academic research databases and platforms include APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCOhost, Google Scholar, JSTOR, ezproxy, MEDLINE, Nexis Uni, Ovid, ProQuest, PubMed Central, Science Direct, Scopus, Web of Science e.g., Source downloaded from library website with ezproxy link – No URL required at all; however, use a doi if there is one available. If no doi, use print version, i.e., Burton, L. J. (2018). <i>An interactive approach to writing essays and research reports in psychology</i> (4th ed.). Wiley. e.g., Information on the Center for Bioethics site is frequently updated, which means it changes over time; therefore, a retrieval date is needed. Center for Bioethics. (n.d.). <i>Ethics and pharmaceutical marketing</i> . Retrieved January 23, 2020 from <a href="http://www.ahc.umn.edu/bioethics/research/pharm/home.html">http://www.ahc.umn.edu/bioethics/research/pharm/home.html</a>
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## Section 3: Textual works

PERIODICALS	Textual material published on a continuous basis (print & online)
<b>3.1 Journal articles</b> <b>(a) Article in a journal (print)</b> <b>(b) Article in an electronic journal (internet)</b> <b>(c) Article with the DOI</b>	<b>(a)</b> Reid, J., & Sand, R. (1987). The wood and the grove. <i>Journal of Mythology</i> , 9(1), 23–34. <b>(b)</b> Collins, R. (2010). Geopolitical conditions of internationalism, human rights, and world law. <i>Journal of Globalization Studies</i> , 15(1), 29–45. <a href="https://www.socionauki.ru/journal/files/jogs/2010_1/geopolitical_conditions_of_internationalism">https://www.socionauki.ru/journal/files/jogs/2010_1/geopolitical_conditions_of_internationalism</a> . <b>(c)</b> Stefanski, L. S., & Smith, K. J. (2006). The role of nutrition intervention in wound healing. <i>Home Health Care Management Practice</i> , 18(4), 293–299. <a href="https://doi.org/10.1177/1084822305284310">https://doi.org/10.1177/1084822305284310</a> Note: <ul style="list-style-type: none"> <li>Italicise the volume number</li> <li>Place the issue number in brackets, without italics</li> <li>Use the DOI when citing electronic versions of journal articles (or URL if no DOI)</li> </ul>

<p><b>3.2 Book (including textbook)</b></p> <p>(a) Print (b) Online (URL) (c) Online (DOI) (d) Translated book (e) Book is 2<sup>nd</sup> or later edition</p> <p>Use this model for all books where the whole book is written by the same author/s, even if you only read one chapter.</p>	<p>(a) Barrett, M., &amp; Roberts, L. (2002). <i>Working communication</i>. John Wiley &amp; Sons.</p> <p>(b) Tart, C.T. (1997). <i>States of consciousness</i>. Schaffer Library. <a href="http://www.druglibrary.net/special/tart/soccont.htm">http://www.druglibrary.net/special/tart/soccont.htm</a></p> <p>(c) Sawyer, A. (2010). <i>Language socialization in multilingual societies</i>. Routledge. <a href="https://doi.org/10.1037/1076293722">https://doi.org/10.1037/1076293722</a></p> <p>(d) Coelho, P. (1993). <i>The alchemist</i> (A. R. Clarke, Trans.). HarperOne. (Original work published 1988)</p> <p>(e) Heffernan, J. A. W., Lincoln, E. J., &amp; Atwill, J. (2001). <i>Writing: A college handbook</i> (5th ed.). W.W. Norton.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Use the copyright date (not year of publication)</li> <li>• For multiple publishers, list the publishers in the exact order separated by a semicolon</li> <li>• For an ebook, use the DOI if available, otherwise use the URL. Do not provide a link if it is from an academic database. See Item 2 in Section 2 for more information on how to write the DOI or URL</li> <li>• For a translated book, for the in-text reference cite the author of the book and both years, e.g., (Coelho, 1988/1993)</li> <li>• If a source is 2nd or later edition, state the edition after the title inside brackets as shown</li> </ul>
<p><b>3.3 Chapter in an edited book</b></p> <p>Each chapter is written by different authors and the book is compiled by an editor. The cover/title page usually has the words 'Edited by' or 'Editors'</p> <p><b>NB: If all chapters in a book are written by the same authors, then it is <u>not</u> an edited book and you need to follow Item 3.4</b></p>	<p><b>Book version</b></p> <p>Phillips, J. (1999). The psychodynamic narrative. In G. Roberts &amp; J. Holmes (Eds.), <i>Healing stories: Narrative in psychiatry and psychotherapy</i> (2nd ed., pp. 7–15). Oxford University Press.</p> <p><b>Electronic version</b></p> <p>Gillen, J., &amp; Hall, N. (2013). The emergence of early childhood literacy. In J. Larson &amp; J. Marsh (Eds.), <i>The SAGE handbook of early childhood literacy</i> (pp. 3–17). SAGE Publications. <a href="https://doi.org/10.4135/9781446247518.n1">https://doi.org/10.4135/9781446247518.n1</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Provide a separate reference for each chapter that you used in the edited book</li> <li>• Acknowledge the editor/s in the reference using Ed. (single) or Eds. (multiple)</li> <li>• Place edition in plain text in brackets after the title if it is not first edition. Put page numbers in same bracket</li> </ul> <p>Include DOI or the URL in the retrieval statement for electronic versions. If there are no page numbers in the electronic book, omit (pp. X-Y)</p>
<p><b>3.4 Newspaper/magazine article</b></p> <p>(a) Specified author</p> <p>i. Print newspaper ii. Online newspaper</p> <p>(b) Unspecified author (c) Editorial</p>	<p>(a) i. Clark, A. (2009, August 9). Apartment glut good for students, bad for owners. <i>The Gainesville Sun</i>, pp. 1A, 9A.</p> <p>(a) ii. Leech, G. (2002, September 19). Call for research shake-up. <i>The Australian</i>. <a href="http://www.theaustralian.news.com.au">http://www.theaustralian.news.com.au</a></p> <p>(b) Computer industry blamed. (2007, July 7). <i>The Sydney Morning Herald</i>, p. 3.</p> <p>(c) Lehmann, J. (2020). The sheer scale of it [Editorial]. <i>The Saturday Paper</i>. <a href="https://www.thesaturdaypaper.com.au/opinion/editorial">https://www.thesaturdaypaper.com.au/opinion/editorial</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Use italics for the title of the newspaper</li> <li>• For a print newspaper, write page/section number after the newspaper title</li> <li>• For unspecified author, refer to Section 1.7 and use the title of work. The example (b) is for print newspaper.</li> <li>• For an editorial, put [Editorial] in square brackets after the title (unless the word "Editorial" is included in the title)</li> </ul>
<p><b>3.5 Dictionaries, Thesauruses, &amp; Encyclopedias</b></p> <p>(a) Dictionary (print) (b) Dictionary (online) (c) Encyclopedia</p>	<p>(a) Merriam-Webster. (2003). Litmus test. In <i>Merriam-Webster's collegiate dictionary</i> (11th ed., p. 727).</p> <p>(b) Oxford. (n.d.). Tmesis. In <i>Oxford learner's dictionary</i>. Retrieved April 22, 2021 from <a href="https://www.oxfordlearnersdictionaries.com/definition/english/tmesis?q=Tmesis">https://www.oxfordlearnersdictionaries.com/definition/english/tmesis?q=Tmesis</a></p> <p>(c) McFarlane, I. (1999). AC/DC. In <i>Encyclopedia of Australian rock and pop</i>. Allen &amp; Unwin.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Use "In" before the title</li> <li>• When an online reference work is continuously updated, use 'n.d.' as the year of publication and include a retrieval date in the reference</li> </ul>



<b>3.6 Dissertations or theses</b> <b>(a) Published</b> <i>If available on a database, university name goes in square brackets</i> <b>(b) Unpublished</b> <i>If not available through a database it is generally retrieved from the institution, so the university name is the source</i>	<b>(a)</b> Da Silva, A. B. (2011). <i>FRETILIN popular education 1973-1978 and its relevance to Timor-Leste today</i> [PhD thesis, University of New England]. Research UNE. <a href="https://rune.une.edu.au/web/handle/1959.11/11405">https://rune.une.edu.au/web/handle/1959.11/11405</a> <b>(b)</b> Ryan, M. (2018). <i>Coal, colonials and capitalism: A history of coal mining in the Hunter region of New South Wales, 1797-1862</i> [Unpublished master's thesis]. University of Cambridge.
<b>3.7 Conference sessions and presentations</b> <b>(a) Conference session</b> <b>(b) Paper/Poster presentation</b> <b>(c) Symposium contribution</b>	<b>(a)</b> McGowan, U. (2005, December 2-6). <i>Educational integrity: A strategic approach to anti-plagiarism</i> [Keynote address]. 2 <sup>nd</sup> Educational Integrity Conference, Newcastle, NSW, Australia. <a href="http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf">http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf</a> <b>(b)</b> Williams, R. R., & Taji, A. M. (2015, June 16). <i>Factors affecting vitrification — cytokinin and shoot growth</i> [Paper presentation]. International Congress on Plant Cell and Organ Culture, Amsterdam, The Netherlands. <b>(c)</b> De Boer, D., & LaFavor, T. (20018, April 26–29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A. M. Schmidt & A. Kryvanos (Chairs), <i>Perspectives on resilience: Conceptualisation, measurement, and enhancement</i> [Symposium]. Western Psychological Association 98 <sup>th</sup> Annual Convention, Portland, OR, United States. Note: <ul style="list-style-type: none"> <li>• Use types of contribution in square brackets after title e.g. [Conference session], [Paper presentation], [Poster presentation], [Keynote address], [Symposium].</li> <li>• Published conference proceedings are similar to an edited book and papers by presenters are treated much like chapters of edited books</li> </ul>
<b>3.8 Pamphlet/brochure/factsheet</b> <i>Treat as you would a book.</i> <i>Mostly, use group author or title with no page numbers required unless multi-paged</i>	High Country Urban Biodiversity Project. (2012). <i>Native plants of southern New England, New South Wales</i> [Brochure]. NSW Government Environmental Trust. Note: <ul style="list-style-type: none"> <li>• Place document type in square brackets next to title e.g., [Brochure] or [Pamphlet]</li> </ul>
<b>3.9 UNE teaching material</b> <b>(a) Lecture notes</b> <i>See 5.4 and 5.7 for Webinar and Podcast</i>	<b>(a)</b> Adams, J. (2020, February 22). <i>AFM101 Introduction to Financial Accounting</i> [Lecture notes]. School of Business, University of New England.
<b>REPORTS</b>	<b>Reports can be written by government agencies and other organisations. Some are peer reviewed while others are called grey literature.</b>
<b>3.10 Government publications</b> <b>(a) Government reports</b> <i>i. Individual author</i> <i>ii. Group author</i> <b>(b) Parliamentary publications</b> <b>(c) Australian Bureau of Statistics</b>	<b>(a) i.</b> Brown D., & Polyakova, A. (2018). <i>Democratic defence against disinformation</i> (Report No. 123). Department of Defence. <a href="https://www.defence.gov.au/canberraai/report123">https://www.defence.gov.au/canberraai/report123</a> <b>(a) ii.</b> Department of Defence. (2009). <i>The loss of HMAS Sydney II</i> . <a href="https://www.defence.gov.au/sydneyii/finalreport/">https://www.defence.gov.au/sydneyii/finalreport/</a> <b>(b)</b> Close the Gap Campaign Steering Committee. (2018). <i>A ten-year review: The Closing the Gap strategy and recommendations for reset</i> . Australian Human Rights Commission. <a href="https://humanrights.gov.au/sites/default/files/document/publication/CTG%202018_FINAL-WEB.pdf">https://humanrights.gov.au/sites/default/files/document/publication/CTG%202018_FINAL-WEB.pdf</a> <b>(c)</b> Australian Bureau of Statistics. (2006). <i>Alcohol consumption in Australia: A snapshot, 2004-05</i> (No. 4832.0.55.001). <a href="http://www.abs.gov.au">http://www.abs.gov.au</a> Note: <ul style="list-style-type: none"> <li>• When the author and publisher are the same, omit the publisher (see (a)ii)</li> <li>• Include the website name if the website name is different to the author (see (b))</li> <li>• Write full name of the government department without its abbreviation (see (c)). In-text, the first mention would have both the full name and the abbreviation and all subsequent mentions can use just the abbreviation, e.g., (Australian Bureau of Statistics [ABS], 2006) or according to the Australian Bureau of Statistics (ABS, 2006)</li> </ul>
<b>3.11 Report (other than government)</b> <b>(a) Business</b> <b>(b) Society, group, committee</b>	<b>(a)</b> Diabetes Australia. (2010). <i>Financial report for the year ended 30 June 2012</i> . <a href="http://www.diabetesaustralia.com.au/">http://www.diabetesaustralia.com.au/</a> <b>(b)</b> GM Holden. (2010). <i>Holden business report: Writing our own future</i> . <a href="http://www.holden.com.au/resources/documents/2010_Holden_Business_Report.pdf">http://www.holden.com.au/resources/documents/2010_Holden_Business_Report.pdf</a>

## Section 4: Online media

WEBSITES & WEBPAGES	A website is a collection of interlinked webpages that share a single domain name e.g., Medicare, Ancestry
<b>4.1 Individual pages from chapters or section links on a website</b> <i>When you quote or paraphrase information from individual pages on a website, create a unique reference list item for each one</i>	<p>American Psychological Association. (n.d.-a). <i>Divisions</i>.  <a href="http://www.apa.org/about/division/">http://www.apa.org/about/division/</a></p> <p>American Psychological Association. (n.d.-b). <i>Exercise and sport psychology</i>.  <a href="http://www.apa.org/about/division/div47.aspx">http://www.apa.org/about/division/div47.aspx</a></p> <p>American Psychological Association. (n.d.-c). <i>For division leaders</i>.  <a href="http://www.apa.org/about/division/officers/index.asp">http://www.apa.org/about/division/officers/index.asp</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• <i>The in-text citations for the webpage cited above would be</i>  (American Psychological Association, n.d.-a)  (American Psychological Association, n.d.-b)  (American Psychological Association, n.d.-c)</li> </ul>
<b>4.2 Website/webpage</b> <b>(a) Individual author</b> <b>(b) Group author</b> <b>(c) Website URL in text: ONLY if mentioned in general, and do not put in the reference list</b>	<p><b>(a)</b> McGourty, G. T. (2008, September). <i>Managing pests organically</i>. Wines Vines Analytics. <a href="https://winesvinesanalytics.com/features/article/58066/Managing-Pests-Organically">https://winesvinesanalytics.com/features/article/58066/Managing-Pests-Organically</a></p> <p><b>(b)</b> World Health Organization. (2019, September 19). <i>Dementia</i>.  <a href="https://www.who.int/news-room/fact-sheets/detail/dementia">https://www.who.int/news-room/fact-sheets/detail/dementia</a></p> <p><b>(c)</b> A survey was created using Survey Monkey (<a href="https://www.surveymonkey.com">https://www.surveymonkey.com</a>) ...</p> <p>Note:</p> <p><b>(a)</b> Put website name before the URL in title case</p> <p><b>(b)</b> If website name is the author, do not include website name before the URL</p>
<b>4.3 News website</b> <i>Use this format for articles published in online news sources such as ABC News, The Conversation, Reuters, CNN, HuffPost</i>	<p>Hutchens, G. (2020, June 28). <i>Facial recognition technology prevents crime, but at what cost to human rights and privacy?</i> ABC News.  <a href="https://www.abc.net.au/news/2020-06-28/facial-recognition-technology-prevents-crime-but-at-what-cost/12400628">https://www.abc.net.au/news/2020-06-28/facial-recognition-technology-prevents-crime-but-at-what-cost/12400628</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Include the month and day after the year</li> <li>• Title is in italics but name of news website after title has no italics</li> </ul>
<b>4.4 Entry in Wikipedia (webpage)</b> <i>If it is acceptable to use Wikipedia, then follow these rules</i>	<p>Essay. (n.d.). In <i>Wikipedia</i>. Retrieved May 22, 2020 from  <a href="http://en.wikipedia.org/wiki/Essay">http://en.wikipedia.org/wiki/Essay</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Author: If no author is provided, use the title both in the reference list and in-text (i.e., "Essay")</li> <li>• Date: Use (n.d.) if no publication date can be determined</li> <li>• Title: Write 'In' (plain text) <i>Wikipedia</i> (italics)</li> <li>• Address: Include retrieval dates because this source is likely to change over time</li> </ul>
SOCIAL MEDIA	Social media sites enable users to participate in social networking e.g., Twitter, Facebook, Reddit, Instagram
<b>4.5 Social media</b> <b>(a) Twitter (Tweet)</b> <b>(b) Facebook</b> <b>(c) Instagram photo or video</b> <b>(d) Online-forum/blog post or comment</b>	<p><b>(a)</b> Universities Aust [@uniaux]. (2020, April 12). <i>For each dollar that business invests in a collaboration with universities, there's an average return #clevercollabs #highereducation</i> [Tweet]. Twitter.  <a href="https://twitter.com/uniaux/status/1248128648764424">https://twitter.com/uniaux/status/1248128648764424</a></p> <p><b>(b)</b> Mental Health Australia [AUMentalHealth]. (2020, March 25). <i>Calling or messaging people regularly can assist</i> [Video]. Facebook.  <a href="https://www.facebook.com/AUMentalHealth/">https://www.facebook.com/AUMentalHealth/</a></p> <p><b>(c)</b> sakukorosuo [@mountainclimbers]. (2020, January 21). <i>Who dares</i> [Photographs]. Instagram. <a href="https://www.instagram.com/p/B-CeJiQD50D/">https://www.instagram.com/p/B-CeJiQD50D/</a></p> <p><b>(d)</b> Little, J. [j450n_l]. (2018, December 12). <i>I'm the first person in the world with a neural-enabled prosthetic hand. Using a specialized prosthetic and a device implanted</i> [Online forum post]. Reddit.  <a href="https://www.reddit.com/r/AMA/comments/a5jxbe/im_the_first_person_in_the_world_with_a/">https://www.reddit.com/r/AMA/comments/a5jxbe/im_the_first_person_in_the_world_with_a/</a></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Author (a) (b) (c): Name [username]</li> <li>• Author (d): Use last name followed by initials. If a screen name (nickname or alias) is adopted write the screen name exactly as it is written in square brackets</li> </ul>



	<ul style="list-style-type: none"> <li>• Date posted: (year, month day) or (n.d.)</li> <li>• Title (a) (b) (c): Use the page, picture or video titles in sentence case + [Description]</li> <li>• Title (d): Use the subject line of the message and up to the first 20 words in italics+ [Online forum post] or [Online forum comment]</li> <li>• Source (a) (b) (c): Name of site in normal font (e.g., Instagram, Facebook). For any content that can change add – Retrieved month day, year from URL.</li> </ul>
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## Section 5: Audiovisual media

AUDIOVISUAL WORK	Visual and audio components e.g., film, video, television, TED Talks, YouTube/streaming video, webinars
<b>5.1 Film or video (stand-alone)</b> <b>(a) English language</b> <b>(b) Another language</b> <i>In-text: Use author (date) format, time stamp for direct quotes</i>	<b>(a)</b> Wells, O. (Director). (1949). <i>The third man</i> [Film]. RKO Films. <b>(b)</b> Pariser, N. (Director). (2015). <i>Le grand jeu</i> [The great game] [Film]. Bizibi; Arte France; CinemaFilms. <i>Note:</i> <ul style="list-style-type: none"> <li>• Author: Credit the director or similar role</li> <li>• Title: In italics, sentence case, followed by [Format]. For (b) the translated title is provided in square brackets</li> <li>• Source: Production company</li> </ul>
<b>5.2 Television</b> <b>(a) Series</b> <b>(b) Episode/webisode in a series</b> <i>In-text: Use author (date) format, time stamp for direct quotes</i>	<b>(a)</b> Monaghan, D., & Silk, Z. R. (Executive Producers). (2008–2013). <i>Underbelly</i> [TV series]. Art Company; Screentime. <b>(b)</b> Packard, F. (Writer), & Caesar, D. (Director). (2013, May 28). Squizzy puts one over (Season 6, Episode 2) [TV series episode]. In D. Monaghan & Z. R. Silk (Executive Producers), <i>Underbelly</i> . Art Company; Screentime.
<b>5.3 TED talk</b> <ul style="list-style-type: none"> <li>• Use author (date) format with time stamp for direct quotes</li> <li>• If speaker is not listed as the author, their name can go in the narrative, e.g., Brown discussed shame as a human experience</li> </ul> <i>If the talk is recorded on YouTube, list the owner of the YouTube account</i>	Berkley, S. (2020, March 20). <i>The quest for the coronavirus vaccine</i> [Video]. <a href="https://www.ted.com/talks/seth_berkley_the_quest_for_the_coronavirus_vaccine">https://www.ted.com/talks/seth_berkley_the_quest_for_the_coronavirus_vaccine</a> Brown, B. (2011, Jan 3). <i>The power of vulnerability</i> [Video]. TED Conferences. <a href="https://www.ted.com/">https://www.ted.com/</a> Wong, A. (2011, Jan 3). <i>The power of vulnerability</i> [Video]. Youtube. <a href="https://www.youtube.com/watch?v=iCvmsMzIF7">https://www.youtube.com/watch?v=iCvmsMzIF7</a>
<b>5.4 Webinar (recorded)</b> <i>In-text: Use author (date) format with timestamp for direct quotes</i>	Gallant, T. (2018). <i>What is contract cheating &amp; what we can do about it?</i> [Webinar]. International Center for Academic Integrity. <a href="https://www.academicintegrity.org/webinar/what-is-contract-cheating-what-can-we-do-about-it/">https://www.academicintegrity.org/webinar/what-is-contract-cheating-what-can-we-do-about-it/</a> <i>Note:</i> <ul style="list-style-type: none"> <li>• This format should be used only for recorded, retrievable webinars</li> <li>• Cite unrecorded webinars as personal communications</li> </ul>
<b>5.5 YouTube (or other streaming video)</b> <i>In-text: Author is (a) person or (b) group who uploaded the video</i> <ul style="list-style-type: none"> <li>• Use the person's real name then [username] exactly as on the credits.</li> </ul> <i>No name, use username</i> <i>Date: (year) posted</i>	<b>(a)</b> Common Craft. (2007, November 29). <i>Blogs in plain English</i> [Video]. Youtube. <a href="http://www.youtube.com/watch?v=NN2I1pWXjXI">http://www.youtube.com/watch?v=NN2I1pWXjXI</a> <b>(b)</b> UNE Centre for Rural Criminology. (2019, September 8). <i>Are many Australian farmers affected by crime?</i> [Video]. Youtube. <a href="https://www.youtube.com/watch?v=zCRltITg5ml">https://www.youtube.com/watch?v=zCRltITg5ml</a> <i>Note:</i> <ul style="list-style-type: none"> <li>• Title &amp; Identifier: For stand-alone videos, use the Title [Description] format with the title in italics and sentence case</li> <li>• Source: Name of the site in normal font + URL of the video</li> </ul>
AUDIO WORKS	Mainly audio component e.g., music, speech recordings, podcasts
<b>5.6 Music album</b> <b>(a) Classical album/song/composer</b> <b>(b) Modern album/song/recording</b> <b>(c) Single song or track artist</b> <i>In-text: (Bach 1721/2010)</i> <i>(Beatles, 1970)</i>	<b>(a)</b> Bach, J. S. (2010). <i>The Brandenburg concertos: Concertos BWV 1043 &amp; 1060</i> [Album recorded by Academy of St Martin in the Fields]. Decca. (Original work published 1721) <b>(b)</b> Beatles. (1970). <i>Let it be</i> [Album]. Apple. <b>(c)</b> Lamar, K. (2017). <i>Humble</i> [Song]. On <i>Damn</i> . Aftermath Entertainment; Interscope Records; Top Dawg Entertainment. <i>Note:</i> <i>Not necessary to specify how the album was heard (e.g., Spotify)</i>

<b>5.7 Podcast</b> <b>(a) Podcast</b> <b>(b) Podcast episode</b>  <i>In-text: List host/s as author. Time stamp for direct quotes</i>	<b>(a)</b> Vedantam, S. (Host). (2015–present). <i>Hidden brain</i> [Audio podcast]. NPR. <a href="http://www.npr.org/series/423302056/hidden-brain">http://www.npr.org/series/423302056/hidden-brain</a> <b>(b)</b> Newman, G., & Simms, B. (Hosts). (2015, March 23). Blank check (No. 2) [Audio podcast episode]. In <i>Audioboom originals network</i> . Esquire. <a href="https://www.esquire.com/entertainment/g26535406/best-podcasts-2019/">https://www.esquire.com/entertainment/g26535406/best-podcasts-2019/</a>  <i>Note:</i> <ul style="list-style-type: none"> <li>• Episode number/round brackets</li> <li>• Type of podcast ([Audio podcast episode] or [Video podcast episode]). A video podcast is a podcast with video content. Web television series are often distributed as video podcasts. URL if available</li> </ul>
<b>VISUAL WORKS</b>	<b>Mainly visual component e.g., PowerPoint, art, photographs, maps, more</b>
<b>5.8 Photograph</b> <b>(a) Published photo</b> <b>(b) Personal photograph</b> <i>In-text: Treat as a Figure. See Item 6.1, p. 8 (must be referenced in-text &amp; in the reference list)</i>	<b>(a)</b> Moore, D. (1966). <i>Migrants arriving in Sydney</i> [Photograph]. Art Gallery of NSW. <a href="https://www.artgallery.nsw.gov.au/collection/works/429.1997/">https://www.artgallery.nsw.gov.au/collection/works/429.1997/</a> <b>(b)</b> <i>Personal photographs are not recorded in your reference list</i>
<b>5.9 Art work, clip art</b> (stock image), <b>infographics</b> (visual representation of information), <b>map</b> <i>In-text: Treat as a Figure. See Item 6.1, p. 8 (must be referenced in-text &amp; in the reference list)</i>	<ul style="list-style-type: none"> <li>• <b>All museum art work:</b> Artist. (date). <i>Title</i> [e.g., Sculpture]. Museum, Location.</li> <li>• <b>Clip art:</b> Artist. (date). <i>Title</i> [Clip art]. Website name. URL</li> <li>• <b>Infographics:</b> Artist. (date). <i>Title</i> [Infographic]. Place displayed. URL</li> <li>• <b>Map:</b> Cartographer. (date). <i>Title</i> [Map]. Company. URL</li> </ul>

## Section 6: Tables, Figures and Legal Materials

<b>TABLES AND FIGURES</b>	<b>Tables and Figures are datasets placed in the text of an essay</b>	
<b>6.1 Referencing data (Tables &amp; Figures) in essays and reports</b> <i>Data can be shown in your text, e.g., tables, graphic representations, images, maps, charts, drawings, photographs.</i> <i>In-text: Refer to the table or figure in your paragraph, then place it immediately below that paragraph</i> <ul style="list-style-type: none"> <li>• Tables and figures have separate numbering systems</li> <li>• The caption goes above the table/figure. The number is in bold plain text on one line and the caption is in italics on the next line with title case capitalisation</li> <li>• Put copyright information below the table/figure as a Note</li> <li>• Your own/personal data does not require an author reference</li> </ul> <b>Disciplines differ in the format of referencing data. Please check with your unit coordinator.</b>	<b>In-text</b>	<p>Daily extremes in temperature in Australia are presented in Figure 6 (in the text)          BELOW the paragraph, left aligned (and ABOVE the table/figure)</p> <p><b>Table 1</b>   <i>Maximum Temperatures in Australia 2013</i></p> <div data-bbox="699 1357 968 1449" style="border: 1px solid black; padding: 5px; text-align: center;">             DIAGRAM OR TABLE         </div> <p><i>The in-text citation is in the 'Note.'</i> </p> <p><i>Note. From Daily Maximum Temperature Extremes Graph of Australia, by Australian Government Bureau of Meteorology, 2013 (<a href="http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi">http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi</a>). In the public domain</i></p> <p><b>Figure 3</b>  <i>Rotation Amount: Mean Regression Slopes in Experiment 1</i></p> <div data-bbox="699 1688 968 1769" style="border: 1px solid black; padding: 5px; text-align: center;">             DIAGRAM OR TABLE         </div> <p><i>Note. From "Large Continuous Perspective Change With Noncoplanar Points Enables Accurate Slant Perception," by X. M. Wang, M. Lind, and G. P. Bingham, 2018, <i>Journal of Experimental Psychology: Human Perception and Performance</i>, 44(10), p. 1513 (<a href="http://doi.org.10.1037/xhp0000553">http://doi.org.10.1037/xhp0000553</a>). Copyright 2018 by the American Psychological Association.</i></p>



	References	<p>Australian Government Bureau of Meteorology. (2013). <i>Daily maximum temperature extremes graph of Australia</i> [Graph].  <a href="http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cg">http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cg</a></p> <p>Wang, X. M., Lind, M., &amp; Bingham, G. P. (2018). Large continuous perspective change with noncoplanar points enables accurate slant perception. <i>Journal of Experimental Psychology: Human Perception and Performance</i>, 44(10), 1508–1522.  <a href="http://doi.org.10.1037/xhp0000553">http://doi.org.10.1037/xhp0000553</a></p>
<b>LEGAL REFERENCES</b>	<b>References to legal materials in Australia follow Australian referencing guidelines e.g., legislation and cases</b>	
<p><b>6.2 Legal materials</b></p> <p><b>(a) Legislation/acts</b></p> <p><b>(b) Cases</b></p> <p>Since APA only covers US legislation and legal sources, the <u>AGLC</u> has been adapted in this guide as a model for citing Australian legislation and case law</p> <p><b>In-text:</b> Use italics for legislation name and date and for case names</p> <p><b>References:</b> Follow basic instructions opposite and refer to the <u>AGLC</u> for more complex legal references</p>	<p><b>In-text</b></p> <p>Use 's' for section pinpoints ('S' at start of a sentence)</p>	<p><b>(a)</b> As stated in tenancy legislation, a landlord has the right to evict tenants for a just cause (<i>Residential Tenancies Act 2010</i> (NSW), s 87) S 87 of the <i>Residential Tenancies Act 2010</i> (NSW) requires that a landlord has the right to ...</p> <p><b>(b)</b> According to the case of <i>King v Philcox</i> (2015), damages for ...</p>
	References	<p><a href="https://www.legislation.nsw.gov.au/#/view/act/2010/42/part5/div2/sec87">https://www.legislation.nsw.gov.au/#/view/act/2010/42/part5/div2/sec87</a></p> <p><b>(a)</b> <i>Residential Tenancies Act 2010</i> (NSW) s 87  Act + year in italics; jurisdiction in round brackets; URL of electronic source</p> <p><b>(b)</b> <i>King v Philcox</i> (2015) 255 CLR 30.  <a href="http://eresources.hcourt.gov.au/downloadPdf/2015/HCA/19">http://eresources.hcourt.gov.au/downloadPdf/2015/HCA/19</a>  Case name in italics (year) volume + report series + starting page. URL of electronic source</p>

## Section 7. Software

<b>COMPUTER SOFTWARE &amp; MOBILE APPS</b>	<b>Provide the proper name and version number in-text only. Only put in reference list if you quote or paraphrase from the software or app</b>	
<p><b>7.1 Software/mobile app</b></p> <p><b>(a) Reference to common software e.g., Word, Excel, SPSS</b></p> <p><b>(b) Mobile app</b></p> <p><b>(c) Software</b></p> <p><b>(d) Entry in mobile app reference work</b></p> <p><b>Author:</b> The 'rightsholder' (If no author, use the title)</p> <p><b>Date:</b> Publication year of version used</p> <p><b>Title:</b> Use Title (Version) [Description] format</p> <p><b>Version:</b> Downloaded software requires version and year</p> <p><b>Identifier:</b> e.g., [Mobile app], [Computer software]</p> <p><b>Publisher:</b> Include the publisher</p>	<p><b>In-text</b></p>	<p><b>(a)</b> NVivo (Version 12.4.0) was used to analyse...</p> <p><b>(b)</b> Solace Apps (2020) suggests that this device is most suitable for ...</p> <p><b>(c)</b> A mixed method approach is ... (QSR International, 2019).</p> <p><b>(d)</b> The "Shakespeare Dictionary" (2011) describes an "augur" as a soothsayer</p>
	References	<p><b>(a)</b> No reference required</p> <p><b>(b)</b> Solace Apps (2020, January 27). <i>General science</i> (Version 1.5). [Mobile app]. Google Play Store.  <a href="https://play.google.com/store/apps/details?id=com.solacelabs.general-science">https://play.google.com/store/apps/details?id=com.solacelabs.general-science</a></p> <p><b>(c)</b> QSR International. (2019). <i>NVivo</i> (Version 12.4.0) [Computer software]. QSR International. <a href="https://www.qsrinternational.com/nvivo-qualitative-data-analysis-software/home">https://www.qsrinternational.com/nvivo-qualitative-data-analysis-software/home</a></p> <p><b>(d)</b> Augur. (2011). In <i>The Shakespeare dictionary</i> (Version 1) [Mobile app]. <a href="http://itunes.apple.com">http://itunes.apple.com</a></p> <p><b>Note:</b>  In most cases, it is sufficient to mention the name of the program or app and the version used (if known) in the text without providing an in-text citation or reference list entry.</p>