This fact sheet provides a comprehensive beginner’s guide to entries in the APA referencing system. Use these links for more information: APA style, APA style blog and APA Style Help.

Variations in authors

APA (6th ed.) requires page or paragraph numbers in in-text references for direct quotations and encourages the same for paraphrases. However, most science disciplines do not require page or paragraph numbers except for direct quotations. If you are unsure, check with your unit coordinator.

A. Single author
Write the author’s surname only in-text. Type the title References on new page/centred /same size text/no italics/no bold

In-text: The idea of progress is much overrated (Addington, 1994).
Addington (1994) states that . . .


B. Two authors
Cite both surnames every time the reference occurs in text.
Use ‘and’ between authors, but use an & when in brackets and in References.

Climate change will affect all lives on this planet (Holper & Torok, 2008).


C. Three to Five authors
Name all authors in your first in-text reference, but use ‘et al.’ after this.
Use ‘and’ between the last two authors in your sentence preceded by a comma. However, if all of the in-text reference is in brackets, use an ‘& instead of ‘and’.
Name all authors in the references. Use an ‘&’ preceded by a comma.

OR (MacKay, Clarke, Fleming, Collins, & Sue, 2006)
Subsequent mentions: MacKay et al. (2006) also found that . . .


D. Six or more authors
Cite only the first author’s surname, followed by ‘et al.’ in-text.
For 6-7 authors, record all the authors’ names in the References. Use an ‘&’ preceded by a comma before the last name.
For 8 or more authors, record the first six authors followed by . . . and the last author.

In-text: Peters et al. (1995) base their study on an economic model.
This study is based on an economic model (Peters et al., 1995).


E. Multiple works by the same author
Use a, b, c . . . to differentiate between works written in the same year by the same author.
Page or paragraph numbers may not apply to the in-text reference for statements about the whole of a study.

In-text: In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.


F. Authors with the same surname
(a) co-authors of a work
(b) separate works
In text, where it is necessary to distinguish between authors with the same surname, use the authors’ initials. Place initials after the surname when in brackets, and before the surname in the sentence.

In-text: (a) Scollon, Scollon and Jones (2011) argue that . . .
(b) A recent report (Jones, R.W., 1991) indicated . . . but D.J. Jones (1993) has refuted the findings.


G. Author unknown
(a) use name of the organisation
(b) use title of work
If no organisation, use the title in double quotation marks (articles, a chapter, web page) OR italics (periodical, book, brochure, report).

In-text: (a) The NSW Board of Studies (2006) advocates an . . .
(b) Vaccine efficiency is six times more efficient . . . (“New Child Vaccine”, 2001).


H. Citing several sources at once
In text, authors’ names are presented alphabetically and each reference is separated by a semicolon (;).
All authors are represented in the reference list.

In-text: Policy makers argue that the connection between science and business should not be viewed critically (Branscomb, 1997; Noble, 1993; Stokes, 1997).

### Variations in dates, editions, DOIs and web addresses

**I. A work with no publication date**

- *n.d.* means ‘no date’. Avoid using works without a date as most authentic academic sources are always dated.

<table>
<thead>
<tr>
<th>In-text</th>
<th>Shaw (n.d.) finds that . . .</th>
</tr>
</thead>
</table>

**J. Edition**

If a source is 2nd or later edition, state the edition after the title inside brackets in this format (xx ed.).

<table>
<thead>
<tr>
<th>In-text</th>
<th>Writers need to consider . . . (Heffernan, Lincoln, &amp; Atwill, 2001).</th>
</tr>
</thead>
</table>

**K. The DOIs and URLs**

- A DOI is a unique set of numbers that provides a permanent link to the document’s location on the Internet. The DOI is located on the first page of the electronic article.
- If no DOI, use the home page URL for the electronic journal or book.
- For eBooks and journal articles from the UNE server (ezproxy), only the ‘root’ of the URL (host or domain name) is used in the URL.
- In this format, use the edition after the title inside brackets (xx ed.).
- The DOIs and hyperlinks (or underline) in a web page are permanent.
- Use the edition after the title inside brackets (xx ed.).
- The DOIs and hyperlinks (or underline) in a web page are permanent.
- Avoid long strings in the URL avoid using work
- Variations in dates, editions, DOIs and web addresses

<table>
<thead>
<tr>
<th>In-text</th>
<th>Either of these formats for the DOI in your References is currently acceptable: doi:10.1177/1084822305284310 (doi only) OR <a href="http://dx.doi.org/10.1177/1084822305284310">http://dx.doi.org/10.1177/1084822305284310</a> (direct link URL with a doi embedded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>Note that the letters doi are lower case, followed by a colon and no space.</td>
</tr>
</tbody>
</table>

Remove the hyperlink (or underline) in a web address in the references by right clicking on the hyperlink. There is no full stop at the end of the URL e.g. http://une.edu.au

### Examples of some common references in academic writing

**1. Book**

- (a) print
- (b) online (URL)
- (c) online (DOI)

Use the DOI if available, otherwise use the URL of the electronic book.

See item K (above) for more information on the DOI or URL.

<table>
<thead>
<tr>
<th>In-text</th>
<th>(a) Barrett and Roberts (2002) find that the concept . . .</th>
</tr>
</thead>
</table>

**2. Website / web page**

- (a) author, cite the person who wrote the material. Note
- (b) no author, use the corporation or group.
- (c) no group as an author, If no organisation, use the title in double quotation marks (articles, a chapter, web page) OR italics (periodical, book, brochure, report).

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.

NOTE: in (a) and (c), provide the website name in the retrieval statement if you have the information

<table>
<thead>
<tr>
<th>In-text</th>
<th>(a) Ennis (2013) states that critical thinking is...</th>
</tr>
</thead>
</table>

**3. Journal articles**

- (a) article in a journal (print)
- (b) article in an electronic journal (Internet)
- (c) article with the DOI

Italicise the volume number after the title e.g. 7, (volume by itself in italics). If (and only if) the journal is one that restarts the page numbering at 1 for each issue, include the issue number in parentheses after the volume number e.g. 7(3), but do not italicise the issue number.

Use the DOI when citing electronic versions of journal articles (or URL if no DOI). See Variation K above.

<table>
<thead>
<tr>
<th>In-text</th>
<th>(a) Reid and Sand (1987) comment that . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>(b) Collins (2010) argues that opposition to . . . The development of the rule of law occurred first within bureaucratic states (Collins, 2010).</td>
</tr>
</tbody>
</table>

**HINT:** To paste in the URL or DOI, Do Not start on a new line. Paste it next to ‘Retrieved from’. Then, you can get part of the address to sit on the same line by using a ‘soft return’ (hold down ‘shift’ and tap ‘return’). Try to do this before most punctuation (except http://)

**References**


---

[http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets](http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets)
<table>
<thead>
<tr>
<th>4. Chapter in an edited book</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Reading on eReserve (Dixon Library)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treat the reference as you would any other reference of its type.</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Secondary reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 list of references</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Government publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) government reports</td>
</tr>
<tr>
<td>(b) parliamentary publications</td>
</tr>
<tr>
<td>(c) Australian Bureau of Statistics (ABS)</td>
</tr>
<tr>
<td>If no identified author, these are cited by giving the name of the ministry or agency issuing the publication or report. This is known as the ‘corporate or group author’. When the author and publisher are the same (e.g. with a corporate author), replace the publisher with the word ‘author’—see example (a). In accessed online, identify the publisher as part of the retrieval statement (b) unless the publisher is identified as author (c).</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Report (other than government)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) society, group, committee</td>
</tr>
<tr>
<td>(b) business</td>
</tr>
<tr>
<td>Reports from businesses, groups, committees and societies may provide concrete evidence in your writing. Use organisation name (corporate or group author) if there is no person as author.</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) unpublished</td>
</tr>
<tr>
<td>(b) published</td>
</tr>
<tr>
<td>If there is no author, in the in-text reference place the first few words of the title of an article or entry in the author position in double quotation marks. In the reference list, use the word “In” before the title. See Variation K above</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Dictionaries / Encyclopedias</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) dictionary (author or editor)</td>
</tr>
<tr>
<td>(b) encyclopedia (author)</td>
</tr>
<tr>
<td>(c) dictionary (no author)</td>
</tr>
<tr>
<td>Page or paragraph numbers may not apply to the in-text reference.</td>
</tr>
<tr>
<td>In-text</td>
</tr>
</tbody>
</table>
### 11. Pamphlet/brochure

**Treat a brochure or a pamphlet as you would a book. However, most pamphlets have no page numbers.**

**In-text:**

**References:**

### 12. Inserting data (Tables & Figures)

**Data can be shown in many ways in your text:**
- e.g. tables, graphic representations, images, maps, charts, drawings, photographs.
- Refer to the table or figure in your paragraph, then place your table or figure immediately below the text with the in-text reference written as a ‘Note.’ (in italics)

**Tables and figures have separate numbering systems.**

**Italicise Figure number but not Table number.**

**Your own personal data does not require an author reference.**

#### In-text:
As shown in Figure 6, daily extremes in temperature in Australia …(in your writing)

**The in-text citation is in the ‘Note.’ below the figure or table.**

**Figure 6. Maximum Temperatures in Australia 2013 (label)**


**NOTE:** Put a Table number (above) or a Figure number (below) + caption + in-text reference

**References:**

### 13. Newspaper article

**(a) specified author**

1. Print newspaper
2. Online newspaper

**In-text:**
(a) Target funding is not being met (Leech, 2002). Leech (2002) suggests that . . .

(b) Debt levels have fallen (“Computer Industry Blamed”, 1997) . . .

**References:**

**b) unspecified author**

**In-text:**
(b) Computer industry blamed. (1997, July 7). The *Sydney Morning Herald*, p. 3.

### 14. Audio-visual

**In-text:**

**References**
(b) Clarke, C. (Producer). (1986). *Australia’s geological history* [DVD], Sydney, Australia: Outback Films.

### 15. UNE teaching material

**In-text:**
(a) According to Fisher (2011), there are two types of ethical concerns facing multinational corporations.

**References**

### 16. Personal communication

**In-text:**
Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2014).

**In-text:**
In an email communication on 3 May 2014, Peter Darnell explained . . .

**References**
Personal communications are not recorded in your reference list.