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.

APA (6th ed.) requires page or paragraph numbers in in-text references for direct quotations and encourages the same for paraphrases. Students in Business or Linguistics units are required to include page numbers for paraphrases and direct quotes. Summaries of longer stretches of text generally do not require page numbers. Students in Science and most other disciplines DO NOT require page or paragraph numbers except for direct quotations. If you are unsure, check with your unit coordinator.

Variations in authors

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

For students in Business or Linguistics units, in-text note the use of page numbers.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

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.

For students in Business or Linguistics units, in-text note the use of page numbers.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate change will affect all lives on this planet (Holper &amp; Torok, 2008).</td>
<td>Holper, P. N., &amp; Torok, S. (2008). Climate change: What you can do about it at work, at home, at school. Sydney, Australia: Pan Macmillan Australia.</td>
</tr>
</tbody>
</table>

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.

For students in Business or Linguistics units, in-text note the use of page numbers.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

F. Authors with the same surname
(a) co-authors of a work
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 when in the sentence.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

(b) recent report (Jones, R.W., 1991) indicated . . . but D.J. Jones (1993) has refuted the findings.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>
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).

For students in Business or Linguistics units, in-text note the use of page or paragraph numbers.

References

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.

References
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.

For students in Business or Linguistics units, in-text note the use of page numbers.

References
Shaw (n.d.) finds that . . .
One study (Shaw, n.d.) suggests . . .

Business/Linguistics:
Shaw (n.d., p. 187) finds that . . .
One study (Shaw, n.d., p. 187) suggests . . .

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

References
Writers need to consider . . . (Heffernan, Lincoln, & Atwill, 2001).

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.

References
Either of these formats for the DOI in your References is currently acceptable:
doi:10.1177/1084822305284310 (doi only) OR http://dx.doi.org/10.1177/1084822305284310 (direct link URL with a doi embedded)
Note that the letters doi are lower case, followed by a colon and no space.
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.

For students in Business or Linguistics units, in-text note the use of page or paragraph numbers.

References
(a) Barrett and Roberts (2002) find that the concept . . .
(b) Several levels of consciousness were found (Tart, 1997).
(c) Sawyer (2010) finds that the influence of peers was . . .

Business/Linguistics:
(a) Barrett and Roberts (2002, p. 4) find that the concept . . .
(b) Several levels of consciousness were found (Tart, 1997, para. 4).
(c) Sawyer (2010, p. 91) finds that the influence of peers was . . .

University of New England – Fact Sheets Page | 2
http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
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.
For students in Business or Linguistics units, in-text note the use of page or paragraph numbers.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Ennis (2013) states that critical thinking is...</td>
<td></td>
</tr>
<tr>
<td>(b) The latest study suggests that community based programmes have been successful (World Health Organization [WHO], 2002).</td>
<td></td>
</tr>
<tr>
<td>NOTE: First citation as above; Later citations (WHO, 2002)</td>
<td></td>
</tr>
<tr>
<td>(c) Vaccine efficiency is six times more efficient . . . (“New Child Vaccine”, 2001).</td>
<td></td>
</tr>
</tbody>
</table>

3. Journal articles
(a) article in a journal (print)
(b) article in an electronic journal (Internet)
(c) article with the DOI
Italics 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.
For students in Business or Linguistics units, in-text note the use of page numbers for direct quotes or paraphrases, but not for summaries of longer texts (example (b)).

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Reid and Sand (1987) comment that . . . An earlier study (Reid &amp; Sand, 1987) suggests that . . .</td>
<td></td>
</tr>
<tr>
<td>(b) Collins (2010) argues that opposition to . . . The development of the rule of law occurred first within bureaucratic states (Collins, 2010).</td>
<td></td>
</tr>
<tr>
<td>(c) Nutrition is an “integral part of effective healing” (Stefanski &amp; Smith, 2006, p. 4).</td>
<td></td>
</tr>
</tbody>
</table>

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.
For students in Business or Linguistics units, in-text note the use of page numbers.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>

5. Reading on eReserve (Dixson Library)
Treat the reference as you would any other reference of its type.

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Keesing (1991) argues that culture “implies a substantial degree of...” (p. 44).</td>
<td></td>
</tr>
</tbody>
</table>
### 6. Secondary reference
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

**For students in Business or Linguistics units, in-text note the use of page numbers.**

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>
| Gombrich argues that both art and nature are needs of the mind (as cited in Norrington, 1989).

**Business/Linguistics:**
Gombrich argues that both art and nature are needs of the mind (as cited in Norrington, 1989, p. 22).  
**NOTE:** Name the author of the idea, and give author, date and page number of the book where you read it. |
**NOTE:** Record only the work that you have actually seen in the References. |

### 7. Government publications
(a) government reports  
(b) parliamentary publications  
(c) Australian Bureau of Statistics (ABS)

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). If accessed online, identify the publisher as part of the retrieval statement (b) unless the publisher is identified as author (c).

**For students in Business or Linguistics units, in-text note the use of page or paragraph numbers.**

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The Department’s report (Department of Defence, 2009) contains . . .</td>
<td></td>
</tr>
<tr>
<td>(b) A report by the House of Representatives Standing Committee on Aboriginal &amp; Torres Strait Islander Affairs (2008) recommends . . .</td>
<td></td>
</tr>
</tbody>
</table>
| (c) In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS, 2006).  
**Business/Linguistics:**  
(a) The Department’s report (Department of Defence, 2009, p. 3) contains . . .  
(b) A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008, para. 25) recommends . . .  
(c) In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS, 2006, para. 3). |

### 8. Report (other than government)
(a) society, group, committee  
(b) business

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.

**For students in Business or Linguistics units, in-text note the use of page numbers.**

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>
| (a) In this financial report, Diabetes Australia (2010) clarifies the purpose . . .  
(b) GM Holden (2010) proposes that the future will lie . . .  
**Business/Linguistics:**  
(a) In this financial report, Diabetes Australia (2010, p. 5) clarifies the purpose . . .  
(b) GM Holden (2010, p. 9) proposes that the future will lie . . . |

(a) unpublished  
(b) published

**For students in Business or Linguistics units, in-text use page or paragraph numbers except for summaries of longer texts.**

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>
| (a) Williams and Taji (1990) believe . . .  
(b) A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan, 2005).  
**References**  

### 10. Dictionaries / Encyclopedias
(a) dictionary (author or editor)  
(b) encyclopedia (author)  
(c) dictionary (no author)

Page or paragraph numbers may not apply to the in-text reference.

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.**

<table>
<thead>
<tr>
<th>In-text</th>
<th>References</th>
</tr>
</thead>
</table>
| (a) A primary verb is one of the three verb types (Chauker & Weiner, 1998).  
(b) AC/DC, formed in 1973, became one of Australia’s best known rock groups (McFarlane, 1999).  
(c) Tmesis involves separating syllables of a word with other intervening words, for example, fan-damn-tastic ("Tmesis", 2013).  
**References**  
| 11. Pamphlet/brochure  
Treat a brochure or a pamphlet as you would a book. However, most pamphlets have no page numbers  
For students in Business or Linguistics units, in-text note the use of page or paragraph numbers. | According to the High Country Urban Biodiversity Project (2012) a large diversity of native wildflowers grows on the New England Tableland.  
**Business/Linguistics:**  
According to the High Country Urban Biodiversity Project (2012, para. 5) a large diversity of native wildflowers grows on the New England Tableland. |
| --- | --- |

| 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. | 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.  
**In-text**  
Figure 6. Maximum Temperatures in Australia 2013 (label)  
NOTE: Put a Table number (above) or a Figure number (below) + caption + in-text reference |
NOTE: If you reprint or adapt outside sources, provide full citation in the reference list, giving information about the type of source in square brackets next to the title e.g. [Table], [Graph], [Image], [Data set], [Map]. |

| 13. Newspaper article  
(a) specified author  
1. Print newspaper  
ii. Online newspaper  
(b) unspecified author  
For students in Business or Linguistics units, in-text note the use of page or paragraph numbers. | (a) Target funding is not being met (Leech, 2002).  
Leech (2002) suggests that . . .  
(b) Debt levels have fallen (“Computer Industry Blamed”, 1997) . . .  
**Business/Linguistics:**  
(a) Target funding is not being met (Leech, 2002, p. 13).  
Leech (2002, para. 2) suggests that . . .  
(b) Debt levels have fallen (“Computer Industry Blamed”, 1997, para. 16) . . .  
**In-text**  

| 14. Audio-visual  
(a) film  
(b) DVD  
(c) CD-ROM  
(d) television programs  
(e) TV show episode  
In text, refer to the title and date of production.  
Description of form/medium of recording in References are placed in square brackets (not italics) and could include:  
[Motion picture]  
[DVD]  
[CD ROM]  
[Audio podcast]  
[Television series episode] | (a) In *The Third Man* (Korda & Wells, 1949) . . .  
(b) *Australia’s Geological History* (Clarke, 1986) explores . . .  
(c) Fine tuning the vocal folds creates different voice qualities . . . (Reid, 2004).  
(e) The dialogue demonstrates the tension in the city’s projects (Simon & Johnson, 2002).  
**In-text**  

| 15. UNE teaching material  
(a) topic notes  
(b) podcast  
(e.g. unit information, topic notes, assessment, presentation / powerpoint slides, podcast of lecture)  
Replace ‘audio podcast’ with ‘video webcast’ for appropriate format.  
Make sure you indicate the type of material in square brackets. | (a) According to Fisher (2011), there are two types of ethical concerns facing multinational corporations.  
(b) A. Brown (2010) argues that nationalism is . . .  
**In-text**  
| 16. Personal communication | In-text | Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2014).
A live lecture is treated as personal communication, but you must reference a podcast of a lecture. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>References</td>
<td>Personal communications are not recorded in your reference list.</td>
</tr>
</tbody>
</table>