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.

1. APA (6th ed.) requires page or paragraph numbers in in-text references for ALL direct quotations and encourages this for paraphrases.
2. Students in Business and Linguistic degrees must include page numbers for all paraphrases and direct quotes.
3. 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.
4. For all reference lists, type the title References on new page/centred/same size text/no italics/no bold.

### Variations in authors, dates and editions

<table>
<thead>
<tr>
<th>A. Single author</th>
<th>In-text: write the author’s surname only. Do not use academic credentials and professional titles except for religious officials and nobility e.g. Pope Francis</th>
<th>References: use surname followed by initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text</td>
<td>Business &amp; Linguistics use p. or pp. or para.</td>
<td>The idea of progress is much overrated (Addington, 1994). Addington (1994) states that the idea of progress is much overrated. Business &amp; Linguistics examples Addington (1994, pp. 32-33) states that the idea of progress is much overrated.</td>
</tr>
</tbody>
</table>

| B. Two authors | In-text: always cite both surnames use ‘and’ between authors that are not in brackets use ampersand (&) between authors that are in brackets. References: use & between authors |
|-----------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|
| In-text | Business & Linguistics use p. or pp. or para. | Holper and Torok (2008) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008). Business & Linguistics examples Holper and Torok (2008, p. 23) claim . . . Climate change will affect all lives on this planet (Holper & Torok, 2008, p. 23). |

| C. Three to Five authors | In-text: name all authors in your first in-text reference, but use ‘et al.’ after this use ‘and’ between the last two authors preceded by a comma (authors not in brackets) use an & between the last two authors preceded by a comma (authors in brackets). References: name all authors with an & preceded by a comma for last author |
|--------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|

| D. Six or more authors | In-text: cite only the first author’s surname, followed by ‘et al.’ |
|----------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|
| In-text | Business & Linguistics use p. or pp. or para. | 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 | In-text: use a, b, c to differentiate between works written in the same year by the same author use author and date in-text for whole of study summaries References: use in-text year format |
|-----------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|
| In-text | Summaries do not require p. or pp. or para. | In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim. |

<table>
<thead>
<tr>
<th>F. Authors with the same surname</th>
<th>(a) co-authors of one work (b) separate works</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text (b): for surnames repeated in different references, use initials in-text to tell the authors apart</td>
<td></td>
</tr>
<tr>
<td>References: use initials for alphabetical order</td>
<td></td>
</tr>
<tr>
<td>In-text</td>
<td>Business &amp; Linguistics use p. or pp. or para.</td>
</tr>
</tbody>
</table>
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http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets

Variations in web address styles in the References

K. The DOIs and URLs

DOI (Digital Object Identifier)
A DOI is a unique alphanumeric string 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. A DOI is first choice over a URL.

**URL (Uniform Resource Locator)**
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.

To paste in the URL, 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://).

**Individual pages from chapters or section links on a website**
When you quote or paraphrase information from individual pages on a website, create a unique reference for each one. This allows your reader to find your exact source. This may mean your reference list contains a number of references with similar, but distinct URLs. That's okay! (APA Style Blog)

**DOIs** - Either of these formats for the DOI in your References is currently acceptable:

doi:10.1177/1084822305284310 (doi only), OR
http://doi.org/10.1177/1084822305284310 (URL with a doi embedded)

- The letters doi are lower case, followed by a colon and no space.
- There is no full stop at the end of a DOI.
- A doi link does NOT start with Retrieved from.

**URL HYPERLINKS** - It is permissible to leave hyperlinks live in reference list entries. Depends on standards set by your unit coordinators. If you are required to remove the hyperlink (underlining) in a web address in the references, right click on the hyperlink and select ‘remove hyperlink’.

There is no full stop at the end of a URL.


**BREAK UP A URL by using a ‘soft return’**

**Becomes**

**USING INDIVIDUAL PAGES FROM ONE WEBSITE**
Examples: same website different pages

~~~~~~~~~
## Examples of some common references in academic writing

| 1. Book   | (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 examples**  
| In-text | (a) Barrett and Roberts (2002, p. 4) find that the concept . . .  
| References | (b) Several levels of consciousness were found (Tart, 1997, para. 4).  
| (c) Sawyer (2010, p. 91) finds that the influence of peers was . . .  
|   | **References**  
|   | (c) Sawyer, A. (2010). *Language socialization in multilingual societies* [Kindle DX version], doi:10.1037/1076293722  
| 2. Website / web page | (a) Ennis (2013) states that critical thinking is . . .  
| In-text | (b) The latest study suggests that community based programmes have been successful (World Health Organization [WHO], 2002).  
| References | **NOTE: First citation as above; later citations (WHO, 2002)**  
| (b) Australian Nursing & Midwifery Federation (ANMF) (2017) claims that . . .  
| (c) Vaccine efficiency is six times more efficient ("New Child Vaccine", 2001).  
|   | **Business & Linguistics examples**  
| (b) Collins (2010) argues that opposition to the development of the rule of law occurred first within bureaucratic states  
| (c) Nutrition is an “integral part of effective healing” (Stefanski & Smith, 2006, p. 4).  
| In-text | **Business & Linguistics examples**  
| References | (a) Reid and Sand (1987, p. 26) comment that . . .  
| (a) An earlier study (Reid & Sand, 1987) suggests that . . .  
| (b) Collins (2010, para. 9) argues that opposition to the development of the rule of law occurred first within bureaucratic states).  
| (b) Opposition to the development of the rule of law occurred first within bureaucratic states (Collins, 2010).  
| (c) Nutrition is an “integral part of effective healing” (Stefanski & Smith, 2006, p. 4).  
|   | **References**  

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http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
4. Chapter in an edited book
Each chapter is mostly written by different authors and compiled by an editor or editors.

**In-text:** write the author of the chapter you are using the date of publication of the edited book where you found the information

**References:**
- provide a separate reference for each author that you used in the edited book
- acknowledge the editor/s in the reference Ed (single) Eds (multiple)
- place initials of given name/s of editor/s before the surname
- 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)

| References | Stories are an essential aspect of therapy (Phillips, 1999).
| In-text | Business & Linguistics use p. or pp. or para. |

5. Secondary reference
Acknowledge the work of one author that you have found in the work of another.

**In-text:** name the author of the idea (without date), then write (as cited in author, date)

**References:** Record only the work that you have actually seen in the list of references

| References | Gombich argues that both art and nature are needs of the mind (as cited in Norrington, 1989). |
| In-text | Business & Linguistics use p. or pp. or para. |

6. Government publications
(a) government reports
(b) parliamentary publications
(c) Australian Bureau of Statistics (ABS) (see Help: How to cite ABS sources, but must apply APA format)

**In-text:** if there is no identified author, cite government publications by giving the name of the ministry or agency issuing the publication or report. This is known as the 'corporate or group author'.

**References:**
- (a) The author and publisher are the same e.g. corporate author, replace the publisher with the word 'author'
- (b) Identify the publisher in retrieval statement unless the publisher has been identified as the author: Retrieved from Agency Name website: http://www.xxxx
- (c) Write full name of the government department (without the acronym)

| References | The Department’s report (Department of Defence, 2009) contains . . . |
| In-text | Business & Linguistics use p. or pp. or para. |

7. Reading on Reading List (eReserve) (Dixson Library)
Some of your unit readings are available with your Moodle unit materials. They provide online, copyright-compliant access to resource links, streamed videos, book chapters, electronic articles, books in the library, and eBooks. Treat the reference as you would any other reference of its type.

| References | Keesing (1991) argues that culture “implies a substantial degree of . . .” (p. 44). |
| In-text | Business & Linguistics use p. or pp. or para. |

**A citation disclaimer on each unit Reading List states that students must refer to their own referencing guide to follow the citation's correct formatting. So, you will need to use the information on the reading list items to transfer to the format required for APA style.**
| | (b) business | In-text: Business & Linguistics use p. or pp. or para. | (b) GM Holden (2010) proposes that the future will lie . . . | References: Black, S. (2000). In *Dictionaries / Encyclopedias* (dictionary (author or editor)). Oxford University Press. |
13. Newspaper article
(a) specified author
  i. Print newspaper.
  ii. Online newspaper
(b) unspecified author

In-text: use the author name, if no name move the short title in quote marks into the author position.

References:
- use italics for the title of the newspaper.
- print newspaper: Write page number after the title of newspaper.

References:
- (a) i. ii. Target funding is not being met (Leech, 2002).
- (b) Debt levels have fallen (“Computer Industry Blamed”, 1997) . . .

Business & Linguistics examples
(a) i. ii. Target funding is not being met (Leech, 2002, p. 13).
  ii. Leech (2002, para. 2) suggests that . . .
- (b) Debt levels have fallen (“Computer Industry Blamed”, 1997, para. 16) . . .

14. Inserting data (Tables & Figures)

Data can be shown in many ways in your text: e.g. tables, graphic representations, images, maps, charts, drawings, photographs.

In-text: refer to the table or figure in your paragraph, then place your table or figure immediately below the paragraph with the in-text reference
- tables and figures have separate numbering systems
- italicise Figure number but not Table number
- your own/personal data does not require an author reference

References: include type of source

References:
- (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).
- (d) In The Future of Work (2010) . . .
- (e) The dialogue demonstrates the tension in the city’s projects (Simon & Johnson, 2002).

References:

15. 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.

References:
- round brackets for role of person after author position
- description of form/medium of recording in References in square brackets (not italics) after the title position
  e.g. [Motion picture], [DVD], [CD ROM], [Audio podcast], [Television series episode].

References:
- (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).
- (d) In The Future of Work (2010) . . .
- (e) The dialogue demonstrates the tension in the city’s projects (Simon & Johnson, 2002).

References:

16. Other electronic sources
e.g. Wikis (Wikipedia), YouTube, Online Discussions, Apps, Computer software

Requires citations in-text and in the reference list

See ASO factsheet for referencing electronic sources

APA: Referencing emerging electronic media

17 UNE teaching material
(a) topic notes
e.g. unit information, topic notes, assessment, presentation / powerpoint slides, podcast of lecture

In-text: does not require p. or pp. or para.

References:
- (a) According to Fisher (2011), there are two types of ethical concerns facing multinational corporations.
- (b) A. Brown (2010) argues that nationalism is . . .


18. Personal communication
Information privately obtained e.g. a live lecture, personal conversation, interview, letter, email.

In-text: does not require p. or pp. or para.

References:
- (a) For Bush & Brown (2010), there are two types of ethical concerns facing multinational corporations.
- (b) A. Brown (2010) argues that nationalism is . . .