This fact sheet provides a comprehensive beginner’s guide to entries in the APA (7th edition) referencing system. The 7th edition is an upgrade with changes to previous editions.

Further information on APA (7th edition) referencing

APA style  APA style blog  APA (7th ed.) Quick Reference Guide

1. For APA referencing subjects, APA requires page or paragraph numbers for in-text references for ALL direct quotations in assignments. Check with your unit coordinator if you are unsure.
2. For Business & Linguistics units, use page numbers for ALL direct quotations AND paraphrases.
3. For all reference lists, type the title References on new page/plain text/centred /same size text as essay

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

1. Variations in authors, dates, editions

<table>
<thead>
<tr>
<th>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. References: use surname followed by initials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: 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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two authors</th>
<th>In-text: always cite both surnames use ‘and’ between authors that are not in brackets use ampersand (&amp;) between authors that are in brackets. References: use &amp; between authors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: Business &amp; Linguistics use p. or pp. or para.</td>
<td>Holper and Torok (2008) claim ... Climate change will affect all lives on this planet (Holper &amp; Torok, 2008). Business &amp; Linguistics examples</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>More than two authors</th>
<th>In-text: name the FIRST author in-text followed by ‘et al.’ (which means and others) after the first author’s name. References: name all authors up to and including 20th author with an ‘&amp;’ preceded by a comma for last author if MORE than 20 authors, name the first 19 followed by three dots … then the last author on the list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: Business &amp; Linguistics use p. or pp. or para.</td>
<td>MacKay et al. (2006) demonstrate that . . . OR (MacKay et al., 2006) Business &amp; Linguistics examples</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple works by the same author</th>
<th>In-text: use a, b, c to differentiate between works written in the same year by the same author; use alphabetical order according to the title of the work use author and date in-text for whole of study summaries References: for the year, use same format as the in-text reference.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: Summaries do not require p. or pp. or para.</td>
<td>In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authors with the same surname</th>
<th>In-text (b): for surnames repeated in different references, use initials in-text to tell the authors apart. Reproduce author names in the exact order given on the text References: use initials for alphabetical order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text: Business &amp; Linguistics use p. or pp. or para.</td>
<td>(a) Scollon, Scollon, and Jones (2011) argue that . . . (b) A recent report (R.W. Jones, 1991) indicated . . . but D.J. Jones (1993) has refuted the findings.</td>
</tr>
</tbody>
</table>

Research conducted by: http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets Last updated 29/6/20
2. Variations in writing web links

- The DOI or URL is a source locator, i.e. where to find the source online.
- Include a DOI for all works that have a DOI (regardless of whether you have the print or online version)
- If there is no DOI, the URL should link directly to the cited work.
- NEVER use a URL in-text except to refer to complete website in passing e.g. MathsQuiz (https://www.mathsisfun.com) has a games approach.

2.1 DOI (Digital Object Identifier)

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

**DOI** – For DOIs use this format only; e.g. if you see doi:10.1177/1084822305284310, it becomes https://doi.org/10.1177/1084822305284310 (URL with a doi embedded)

- IF a source has a DOI, use the DOI reference even if you are using the print version
- IF an online work has both a DOI and a URL, use only the DOI.
- It is permissible to leave hyperlinks live in reference list entries
- There is no full stop at the end of a doi reference

**DO NOT USE A URL FOR WORKS RETRIEVED FROM DATA BASE**

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

2.2 URL (Uniform Resource Locator)

- **URL** is next choice if there is no DOI.
- a source from an academic research database or a site requiring a login (e.g. the library website) which has NO DOI, do not include a URL or database information in the reference. Instead, write a reference that is the same as a print version of the work
- IF a URL no longer works, do not put the source in the reference list

2.3 CHANGING WEBSITES

If the webpage content is designed to change over time put **n.d.** for the year. **Add a retrieval date** BEFORE the URL.

---

1.6 Citing authors of several different sources

**In-text:** authors’ names are listed alphabetically and each reference is separated by a semicolon (;)

**References:** 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). |

| References |

1.7 Author unknown

(a) use name of the organisation
(b) use title of work

**In-text:** (b): if no organisation, use a ‘short title in double quotation marks for articles, a chapter, a web page, but use italics for stand-alone periodicals, books, brochures, reports, websites

**References:** if no organisation, use title in sentence style without quote marks

(a) The NSW Board of Studies (2006) advocates an . . .
(b) Vaccine efficiency is six times more efficient . . . (*New Child Vaccine*, 2001).

2.1 DOI (Digital Object Identifier)

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

**DOI** – For DOIs use this format only; e.g. if you see doi:10.1177/1084822305284310, it becomes https://doi.org/10.1177/1084822305284310 (URL with a doi embedded)

- IF a source has a DOI, use the DOI reference even if you are using the print version
- IF an online work has both a DOI and a URL, use only the DOI.
- It is permissible to leave hyperlinks live in reference list entries
- There is no full stop at the end of a doi reference

2.2 URL (Uniform Resource Locator)

- **URL** is next choice if there is no DOI.
- a source from an academic research database or a site requiring a login (e.g. the library website) which has NO DOI, do not include a URL or database information in the reference. Instead, write a reference that is the same as a print version of the work
- IF a URL no longer works, do not put the source in the reference list

2.3 CHANGING WEBSITES

If the webpage content is designed to change over time put **n.d.** for the year. **Add a retrieval date** BEFORE the URL.
## PERIODICALS

### 3.1 Journal articles
- **In-text** use author (see variations in authors)

#### References:
- 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)

#### In-text

- Business & Linguistics use p. or pp. or para.

#### Format: See APA (7th ed.) Quick Reference Guide

#### DOIs/URLs: see Variations in writing web links (Item 2.1, 2.2 on page 2)

### 3.2 Newspaper / Magazine article
- **In-text** use the author name, if no name move the short title in quote marks into the author position.
- always use a locator (e.g. p.23, para. 5) for direct quotes

#### References:
- use italics for the title of the newspaper.
- print newspaper: Write page number after the title of newspaper.
- for an editorial, put [Editorial] in square brackets after the title (unless the word “Editorial” is included in the title).

### 3.3 News website

#### Use this format for articles published in online news sources such as ABC News, The Conversation, Reuters, CNN, HuffPost

#### References:
- include the month and day after the year
- title is in italics
- name of news website after title, no italics

### Textual material published on a continuous basis (print & online)
e.g. journals, newspapers, blogs, editorials

| (a) Reid and Sand (1987) comment that . . . |
| (a) An earlier study (Reid & Sand, 1987) suggests that . . . |
| (b) Collins (2010) 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). |

#### Business & Linguistics examples

| (a) Reid and Sand (1987, p. 26) comment that . . . |
| (a) An earlier study (Reid & Sand, 1987, p. 26) 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, para. 9). |
| (c) Nutrition is an “integral part of effective healing” (Stefanski & Smith, 2006, p. 4). |

#### References

- i. ii. Target funding is not being met (Leech, 2002).
- (b) Debt levels have fallen (“Computer Industry Blamed”, 2007) . . .
- (c) Lehmann (2020) claims that the Australian prime minister was “balancing the health of the public against the health of the economy” (p. 2).

#### Business & Linguistics examples

- i. ii. Target funding is not being met (Leech, 2002, p. 13).
- i. ii. Leech (2002, para. 2) suggests that . . .
- (b) Debt levels have fallen (“Computer Industry Blamed”, 2007, para. 16) . . .
- (c) Lehmann (2020) claims that the Australian prime minister was “balancing the health of the public against the health of the economy” (p. 2).

#### NOTE: editorials are opinion pieces and may appear in journals, magazines, newspapers, and other publications. Follow the format of the publication type.


#### References


#### Academic Skills Office (ASO) – Fact Sheets Page | 3

http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets

Last updated 29/6/20
### BOOKS & REFERENCE WORKS

<table>
<thead>
<tr>
<th>3.4 Book (including textbook)</th>
<th>Available in hard copy and online. Both follow the same referencing rules. e.g. books, textbooks, ebooks, audiobooks, online dictionaries, theses, conference presentations</th>
</tr>
</thead>
</table>
| (a) print                     | (a) Barrett and Roberts (2002) suggest that the concept . . .  
(b) online (URL)              | (b) Several levels of consciousness were found (Tart, 1997).  
(c) online (DOI)              | (c) Sawyer (2010) suggests that the influence of peers was . . . |
| In-text                      | Business & Linguistics use p. or pp. or para.                                                                                                                                           |
| References:                  | **References:**  
- use the DOI if available, otherwise use the URL of the electronic book unless it is from an academic database  
- include the publisher; if there is more than one publisher, list them all in the exact order separated by a semicolon  
- see Variations in writing web links Item 2 on page 2 for more information on the DOI or URL |

| 3.5 Chapter in an edited book | Stories are an essential aspect of therapy (Phillips, 1999).  
(a) Barrett and Roberts (2002, p. 4) suggest that the concept . . .  
(b) Several levels of consciousness were found (Tart, 1997, para. 4).  
(c) Sawyer (2010, p. 91) suggests that the influence of peers was . . . |
| Each chapter is written by different authors and compiled by an editor. | **Business & Linguistics examples**  
References | **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) and place initials of given name/s before the surname  
- place edition in plain text in brackets after the title if it is not first edition. Put page numbers in same bracket  
- 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)  
- include publisher before doi for works with a doi. Include publisher and no URL for works with no doi accessed from a database or library website |

| 3.6 Dictionaries, Thesauruses & Encyclopedias | Stories are an essential aspect of therapy (Phillips, 1999, p. 114).  
(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 (Oxford dictionary of English, n.d.). |
| (a) dictionary (author or editor) | **Book version**  
**Electronic version variations**  
**References**  
- place edition in plain text in brackets after the title if it is not first edition. Put page numbers in same bracket  
- 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)  
- include publisher before doi for works with a doi. Include publisher and no URL for works with no doi accessed from a database or library website |
| (b) encyclopedia (author)     | **References**  
- use author's name or company name  
- page or paragraph numbers may not apply to the in-text reference  
- no author; place the title of the publication in author position  
- to quote a dictionary definition from a source with no page numbers, provide a section name, e.g., Definition 1.  
References: use “In” before the title if an online reference work is updated over time and not archived, include a retrieval date in the reference |
| (c) dictionary (no author)    | **References**  
- place edition in plain text in brackets after the title if it is not first edition. Put page numbers in same bracket  
- 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)  
- include publisher before doi for works with a doi. Include publisher and no URL for works with no doi accessed from a database or library website |

**NOTE:** When an online reference work is continuously updated, use ‘n.d.’ as the year of publication and include a retrieval date.

---

**Format:** See APA (7th ed.) Quick Reference Guide

**Note:** use the copyright date (not year of publication)
### 3.7 Dissertations or theses

**Distinguish between published and unpublished theses**

**References:**
- (a) published – available on a database, so put the university in square brackets after the title
- (b) unpublished – not available online and must be retrieved from the institution so give the university name as the source

**In-text**

Business & Linguistics use p. or pp. or para.

(a) A study by Da Silva (2011) demonstrates that . . .

(b) Coal mining in the Hunter region had its beginnings . . . (Ryan, 2018).

**References**


### 3.8 Paper presented at a conference, seminar, workshop

**In-text**

Business & Linguistics use p. or pp. or para.

(a) A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan, 2005).

(a) Williams and Taji (1990) believe . . .

**References**


**NOTE:** Symposia have a different format: Contributor(s). (year, month, day), Title of contribution [type]. In Chairperson name (Chair), Title of symposium [Symposium], Conference name, Location.

### 3.9 Government publications

**In-text**

Business & Linguistics use p. or pp. or para.

(a) The Department’s report (Department of Defence, 2009) contains . . .

(b) A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends . . .

(c) In Australia, statistics show can both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006).

**Business & Linguistics examples**

(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 both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006, para. 3).

**References**


### 3.10 Report (other than government)

**In-text**

Business & Linguistics use p. or pp. or para.

(a) In this financial report, Diabetes Australia (2010) clarifies the purpose . . .

(b) GM Holden (2010) proposes that the future will lie . . .

**Business & Linguistics examples**

(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 . . .

**References**


---

**REPORTS**

There are lots of different report types by government agencies and other organisations. Some are peer reviewed while others are called grey literature.

---

**3.9 Government publications**

**In-text**

Business & Linguistics use p. or pp. or para.

(a) The Department’s report (Department of Defence, 2009) contains . . .

(b) A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends . . .

(c) In Australia, statistics show can both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006).

**Business & Linguistics examples**

(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 both short- and long-term risks from the consumption of alcohol (Australian Bureau of Statistics [ABS], 2006, para. 3).

**References**


3.11 Unpublished sources (grey literature)
These publications are generally not peer reviewed. The term grey literature refers to research that is either unpublished or has been published in non-commercial form. Use usual reference format with a description in square brackets after the title.

In-text
Business & Linguistics use p. or pp. or para.

References
The Australian Institute of Health and Welfare (AIHW, 2020) claim that . . .

3.12 Referencing data (Tables & Figures) in essays and reports
Data can be shown 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 immediately below the paragraph with the in-text reference
- tables and figures have separate numbering systems.
- Above the data, write Table / Figure number in plain text with the Title in italics below
- Below the data, put copyright information as a Note: (italics)
- Your own/personal data does not require an author reference
References: include type of source in square brackets

In-text
Does not require p. or pp. or para.

DIAGRAM OR TABLE
The in-text citation is in the ‘Note.’

NOTE: See ASO factsheet Tables & Figures.

References
NOTE: Provide full citation in the reference list, with type of source in square brackets next to the title e.g. [Table], [Graph], [Image], [Map], [Drawing], [Chart], [Photograph]

3.13 Legal references
(a) legislation / acts
(b) cases
Since APA only covers US legislation and legal sources, the AGLC has been adapted in this guide as a model for citing Australian legislation and case law

In-text: use italics for legislation name and date and for case names

References: follow basic instructions opposite and refer to the AGLC for more complex legal references

In-text
All students use section pinpoints: ‘s’ or ‘S’ at start of a sentence

(a) As stated in tenancy legislation, a landlord has the right to evict tenants for a just cause (Residential Tenancies Act 2010 (NSW), s 87)
S 87 of the Residential Tenancies Act 2010 (NSW) requires that a landlord has the right to . . .
(b) According to the case of King v Philcox (2015), damages for . . .

References
Act + year in italics - jurisdiction in round brackets - URL of electronic source
Case Name in italics - (year) - volume - report series - starting page. URL of electronic source

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

In-text: name the author of the idea (with date if known), then write (as cited in author, date)

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

In-text
Business & Linguistics use p. or pp. or para

References
Gombrich (1960) argues that both art and nature are needs of the mind (as cited in Norrington, 1989).
Thus, there is a strong notion that art and literature are needs of the mind (Gombrich, 1960, as cited in Norrington, 1989)
Business & Linguistics examples
Gombrich (1960) argues that both art and nature are needs of the mind (as cited in Norrington, 1989, p. 22).

References

Academic Skills Office (ASO) – Fact Sheets Page 6
http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
Last updated 29/6/20
3.15 Pamphlet/brochure/factsheet
Treat as you would a book.

**In-text**: mostly, use author or title with no page numbers required unless multi-paged

**References**: place document type in square brackets next to title e.g. [Brochure] or [Pamphlet]

In-text: Does not require p. or pp. or para. unless multi-page work.


---

**Business & Linguistics examples**

According to the High Country Urban Biodiversity Project (2012, para. 5) a large diversity of native wildflowers grows on the New England Tableland.

---

3.16 Reading on Reading List (Dixon 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.

---

3.17 UNE teaching material

(a) lecture notes
(b) podcast of a lecture e.g. unit information, topic notes, assessment, presentation / powerpoint slides, podcast of lecture

Use ‘audio podcast’ or ‘video webcast’. Indicate the type of material in square brackets e.g. [Video webcast]

**In-text**: May require slide number or time stamp

(a) According to Adams (2020), there are two types of ethical concerns . . .
(b) T. Battin (2019) argues that nationalism is . . .

**References**


3.18 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.

Doubts were cast on the statistical methods used (P. Darnell, personal communication, May 3, 2019).

In an email communication on 3 May 2019, Peter Darnell explained . . .

**References**

NOTE: Personal communications are not recorded in your reference list.

---

4. Audiovisual media

### AUDIOVISUAL WORK

<table>
<thead>
<tr>
<th>Type</th>
<th>Visual and audio components e.g. film, video, television, TED Talks, YouTube/streaming video, webinars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Film or video (stand alone)</strong></td>
<td><strong>In-text</strong>: Business &amp; Linguistics use time stamp</td>
</tr>
<tr>
<td>(a) English language</td>
<td>(a) In <em>The Third Man</em> (Korda &amp; Wells, 1949), the protagonist . . .</td>
</tr>
<tr>
<td>(b) another language</td>
<td>(b) <em>Le Grand Jeu</em> (Pariser, 2015) is an example of poetic realism in French cinema . . .</td>
</tr>
</tbody>
</table>

**References**

(b) Pariser, N. (Director) (2015). *Le grand jeu* [The great game] [Film]. Bizibi, Arte France CinemaFilms.

**NOTE:**

Examples of alternative brackets styles: (author), [description]

**Author credit:** (Director) (Guest expert) (Host) (Executive producer)

**Description:** [film] [film; educational DVD] use semicolon to specify version

| **4.2 Television** | **In-text**: Business & Linguistics use time stamp |
| (a) series | (a) The Australian crime drama series, *Underbelly* (Monaghan & Silk, 2008-2013) was a landmark approach to . . . |
| (b) episode/webisode in a series | (b) Squizzy declares, "The police are there for . . ." (Packard, 2013, 6:30) |

**References**


**NOTE:** TIME STAMP for citing an audio quote
## 4.3 TED talk

**In-text:** use author (date) format with time stamp for direct quotes

If speaker is not listed as the author, their name can go into the narrative: e.g. Brown discussed shame as a human experience (TED, year)

**In-text & References:**
- if you are on TED website, use the name of the speaker as the author.
- if your talk is recorded on YouTube, list the owner of the YouTube account.

**References:**
- if recorded, retrievable webinars.
- cite unrecorded webinars as personal communications.

**Format:**
- (a) Audio
- (b) Visual
- (c) Podcast
- (d) Webinar
- (e) TED talk

<table>
<thead>
<tr>
<th>Audio</th>
<th>Visual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>Visual</td>
</tr>
</tbody>
</table>

**Mainly audio component e.g. music, speech recordings, podcasts**

**Examples:**
- Common Craft (2007) considers that blogs provide participatory social benefits for communities.
- The identification of the media type is an essential step in referencing correctly in the APA style . . . (Breitenbach, 2011).

**References:**
- UNE Centre for Rural Criminology. (2019, September 8). Are many Australian farmers affected by crime? [Video]. https://www.youtube.com/watch?v=zCRLtTg5mI

## 4.4 Webinar (recorded)

**In-text:** use author (date) format with timestamp for direct quotes

**References:**
- this format should be used only for recorded, retrievable webinars.
- cite unrecorded webinars as personal communications.

**Examples:**
- Gallant (2018, 4:30) maintains that “Contract cheating is the most egregious form of cheating that can happen within educational institutions”.

**References:**

## 4.5 YouTube (other streaming video)

**In-text:** author is (a) person or (b) group who uploaded the video

- use the person's real name then [username] exactly as on the credits.
- No name, use username.
- date: (year) posted

**References:**
- Title & Identifier: for stand-alone videos, use the Title [Description] format with the title in italics and sentence case.
- Source: use the URL of the video

**Examples:**
- Common Craft (2007) considers that blogs provide participatory social benefits for communities.
- The identification of the media type is an essential step in referencing correctly in the APA style . . . (Breitenbach, 2011).

**References:**
- UNE Centre for Rural Criminology. (2019, September 8). Are many Australian farmers affected by crime? [Video]. https://www.youtube.com/watch?v=zCRLtTg5mI

## 4.6 Music album

(a) classical album/song/Composer
(b) modern album/song/recording artist

**In-text:** for (a) composer [recorder] as author (b) recording artist or group. Time stamp for direct quotes

**References:** Not necessary to specify how the album was heard (e.g. Spotify).

**Examples:**
- Bach, J. S. (2010). The Brandenburg concertos; Concertos BWV 1043 & 1060 [Album recorded by Academy of St Martin in the Fields]. Decca. (Original work published 1721)

## 4.7 Podcasts (episode)

**In-text:** list host/s as author. Time stamp for direct quotes

**References:**
- episode number/round brackets
- type of podcast [audio] or [video]
- URL if available

**Examples:**

## 4.8 (a) Powerpoint slides

(b) Lecture notes

Lecture notes from courses of study may be published for general student use. For direct quotes from PowerPoint, use slide number.

- provide the name of the author and description of the title in square brackets
- include the URL of the classroom site

**Examples:**
- Moreover, Akhatar (2019) points out that positive psychology coaching can make a “significant difference to patients who suffer from depression” (slide 9).
- In his lecture notes, Lazki (2019-2020) lists a number of pathogens that cause disease . . .

**References:**

## References

- TED, (2011, Jan 3). The power of vulnerability [Video]. https://www.youtube .com/watch?v=iCvmsMzL70
### 5. Online media

#### WEBSITES & WEBPAGES

A website is a collection interlinked webpages that share a single domain name e.g. Medicare, Ancestry

A webpage is a single entity with its own title, date and URL.

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<td><strong>5.2 Website / webpage</strong>&lt;br&gt;In-text: (a) Author, cite the person who wrote the material. (b) Group author, if no individual author(s), use organisation, group or webpage name&lt;br&gt;no date of publication, use n.d. no page, use paragraph number (para.) Off the section title after the date website URL in text: ONLY if mentioned in general, but do NOT put in the reference list e.g. A survey was created using Survey Monkey. (<a href="https://www.surveymonkey.com">https://www.surveymonkey.com</a>) References: (a) put website name before the URL (b) if website name is author, do not include website name before the URL (b) document type: for out-of-the-ordinary formats, put format description in square brackets after the title no abbreviation - write full name of the website without the abbreviation in the reference list</td>
<td>(a) McGourty (2008) states that effective strategies are available…&lt;br&gt;(b) Dementia is expected to affect 82 million people worldwide by 2030 (World Health Organization [WHO], 2019).&lt;br&gt;(b) Australian Nursing &amp; Midwifery Federation (ANMF, 2020) claims that . . . First citation as above; later citations (WHO, 2019) or ANMF (2020) Business &amp; Linguistics examples (a) McGourty (2008, para. 1) states that effective strategies are available…&lt;br&gt;(b) Dementia is expected to affect 82 million people worldwide by 2030 (World Health Organization [WHO], 2019, para. 11).&lt;br&gt;(b) Australian Nursing &amp; Midwifery Federation (ANMF, 2017, para. 5) claims that . . . First citation as above; later citations (WHO, 2019, para. 11) or ANMF (2020, para. 5)</td>
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<td><strong>5.3 Entry in Wikipedia (webpage)</strong>&lt;br&gt;Academic writing usually requires the use of scholarly works that have been examined and approved by experts in the field. If it is acceptable to use Wikipedia, then follow these rules: Author: if no author is provided, use the title in the text and in the reference list. Date: use (n.d.) if no publication date can be determined Title: Write ‘1n’ (plain text) Wikipedia (italics). Address: Include retrieval dates because this source is likely to change over time.</td>
<td>Essay. (n.d.). In Wikipedia. Retrieved May 22, 2020, from <a href="http://en.wikipedia.org/wiki/Essay">http://en.wikipedia.org/wiki/Essay</a> Avoid quoting or paraphrasing from Wikipedia in your assignment. However, the reference section in Wikipedia is useful for locating authentic sources of information that could assist you to generate ideas on a topic and direct you to acceptable sources.</td>
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5.4 Social media
(a) Twitter (Tweet)
(b) Facebook
(c) Instagram photo or video
(d) Blog post
(e) Blog comment

**In-text** 
Does not require p. or pp. or para

**References**

**Author** (a) (b) (c): name [user name]

**Author** (d) (e): Use last name followed by initials. If a screen name (nickname or alias) is adopted instead of using a ‘real name’, then use the screen name exactly as it is written (e.g. LibraryNerd)

**Date posted**: (year, month day) or (n.d.)

**Title**: (a) (b) (c): use the page, picture or video titles + [Description]

**Title**: (d) (e): use the subject line of the message. Do not italicise and follow with an identifier e.g. [Blog post], [Blog comment], [Online forum comment]

**Source**: Retrieved month day, year from URL – provide a retrieval date because the contents can change over time.

6. Social media

6.1 Software/ Mobile apps

Only use citations for paraphrased or quoted information from software/apps

(a) Reference to common software e.g. Word, Excel, PowerPoint

(b) Mobile app

(c) Software

(d) Entry from a reference work

**Author**: the ‘rightsholder’ (If no author, use the title)

**Date**: publication year of version used

**Version**: downloaded software requires version and year

**Publisher**: include the publisher

**Title**: use Title (Version) [Description] format

**Identifier**: e.g. [Mobile app], [Computer software]

**In-text**

(a) NVivo (Version 12.4.0) was used to analyse….

(b) Solace Apps (2020) suggests that this device is most suitable for . . .

(c) A mixed method approach is … (QSR International, 2019).

(d) The “Shakespeare Dictionary” (2011) describes an “augur” as a soothsayer

**References**

(a) No reference required


**NOTE**: 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.