A Guide to Referencing - APA Style

Why Should I Acknowledge My Sources

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author's theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author's own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people's ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University's Student Academic Integrity Policy which is available in UC Student Guide to Policies at: http://www.canberra.edu.au/student-services

You need to acknowledge your sources:

- to show that you have read and understood the research in your area of study
- to lend authority to what you are writing
- to strengthen your argument
- to support your own ideas
- to provide details or background to what you are writing
- to provide interest

In-Text Citation

You need to provide an in-text reference if you:

- use a long direct quotation
- use a short direct quotation
- use an indirect quotation by either paraphrasing or summarising

In-text references typically contain the following information, in this order:

- the surname (family name) of the author/s
- the year of publication of the text
- the page number/s of the text (usually for direct quotations, particular ideas and concepts)

References

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.

Contents

GENERAL GUIDELINES

Format

Author, A. A. (Year of publication). *Title of work*. Location: Publisher.

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Author, A. A. (Year of publication). Title of article. *Title of Journal*, volume(issue), pages.

Guidelines

- Authors: Give authors in the format Author, A. A.

    Smith, J. P., & Tindale, F.

- Titles: Are written in italics. Capitalise the first word of the title and subtitle and any proper nouns.

    This is my life: Collection of photos by Andrew Snowden

- Titles: If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

    [Child playing with dog]

- Articles: Article titles are not italicised. All major words in journal titles are capitalised and the title is italicised.

    How we use mobile phones. *Social Science Quarterly*

- Publishers: Give the location as city and state for the United States and city and country for all other countries. The name of the publisher should be given as briefly as possible. Do not use words such as Publisher, Co., Inc. and use the surname only for publishers named after persons. Do not give the name of the city or state if it is part of the name of a university as the publisher.

    Merklein, H. A. (1972). *Macroeconomics*. Belmont, CA: Wadsworth.

    Gumby, T. F. (1972). *The brain specialist.* Cambridge, England: Python.

    Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). *Guide to writing in biomedical sciences*. Australia: University of Canberra.

IN-TEXT CITATIONS

General guidelines

Note: In-text citations for specific formats are listed below.

In text citations are entered in 2 ways:

- 'Information prominent' (the author's name is within the parentheses):

    The conclusion reached in a recent study (Cochrane, 2007) was that...

- 'Author prominent' (the author's name is outside the parentheses):

    Cochrane (2007) concluded that...

Format - no direct quote

(Author, Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane, 2007) was that...

Cochrane (2007) concluded that...

Format - direct quote, fewer than 40 words

"..." (Author, Year, p. Page)

Author (Year) "..." (p. Page)

Note

The quote is entered in double quotation marks.

Examples

An interesting view was expressed that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (Cochrane, 2007, p. 117).

An interesting view was expressed by Cochrane (2007) that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (p. 117).

Format - direct quote, more than 40 words

Text... Author (Year)

    Quote (p. Page)

Text

or

Text

    Quote (Author, Year, p. Page)

Note

Quotation marks are not used in this format. The entire quote must be indented and double spaced.

Example

Much has been written about acute care. Finkelman (2006), for example, points out that:

> There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours. (p. 184)

Recently, this trend has been seen in some Australian hospitals and research here...

ONE AUTHOR

Format

(Author, Year)

Author (Year)

Examples

The conclusion reached in a recent study (Cochrane, 2007) was that...

Cochrane (2007) concluded that...

TWO AUTHORS

Format

(Author & Author, Year)

Author and Author (Year)

Examples

Littlejohn and Foss (2005)

(Carr & Kemmis, 2005)

Note

Cite both names every time the reference occurs in text.

THREE TO FIVE AUTHORS

Format

First occurrence - (Author 1, Author 2, Author 3, Author 4, & Author 5, Year)

First occurrence - Author 1, Author 2, Author 3, Author 4, and Author 5 (Year)

Subsequent occurrences - (Author 1 et al., Year)

Subsequent occurrences - Author 1 et al. (Year)

Examples

(Duffy, Deakin, Wieniawa-Narkiewicz, & Wilson, 2001)

Subsequent occurrence. (Duffy et al., 2001)

Note

If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique.

Examples

Green PF, Andrews SD, Peterson GH & Edwards TW 2010

Green SL, Snowden PY, Robertson BL & Moss V 2010

In-text citations become:

(Green, Andrews et al. 2010)

(Green, Snowden et al. 2010)

SIX OR MORE AUTHORS

Format

(Author 1 et al., Year)

Author 1 et al. (Year)

Example

(Green et al., 2009)

Note

Use this format in first and subsequent occurrences.

If two different citations shorten to the same author and year, then add extra authors until they are unique.

SAME AUTHOR, SAME YEAR

General guidelines

If the same author or group of authors have multiple works published in the same year, identify each work by adding the suffixes a, b, c, d after the year.

Examples

(Fullan, 1996a)

(Fullan, 1996b)

NO AUTHOR / EDITOR

General guidelines

If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title.

Use double quotation marks around the title of an article, a chapter or a web page.

Italicise the title of a periodical, a book, a brochure or a report.

Format

(Title, Year)

Title (Year)

Examples

(*Macroeconomics, prices and quantities*, 1983)

"Internet pioneer to oversee network redesign" (2007)

("Tunguska event", 2012)

NO YEAR

General Guidelines

If no date of publication is available use an estimated date enclosed in square brackets or n.d. in place of the year.

Format

(Author, [ca. Year])

(Author, n.d.)

Examples

Smythe [ca. 2007]

(Browne, n.d.)

TWO OR MORE WORKS CITED TOGETHER

General guidelines

Order the citations within the parentheses in alphabetical order as they would appear in the reference list, separated by a semicolon.

Example

(Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995)

CORPORATE AUTHOR / ORGANISATION

Format

(Corporate author, Year)

Corporate author (Year)

Note:

The full corporate author is written out in the first citation. If the abbreviation of the corporate author is familiar or readily understandable then it can be entered after the corporate author in the first occurrence and used in subsequent occurrences.

Example

(Australian Institute of Health and Welfare [AIHW], 2009)

Subsequent occurrences (AIHW, 2009)

CITING A SOURCE WITHIN A SOURCE

When citing a source you have not read yourself, but which is referred to in a source you have read.

Format

(Author 1 as cited in Author 2, Year, p. xxx)

Example

Lilly (as cited in Maxwell, 1999, p. 25) stated that "..."

Reference List

Maxwell, F. (1999). *Phonology*. San Francisco, CA: Brooks Cole.

SPECIAL CASES

Multivolume sets or collections produced over several years

Enter a range of years to cover the set or collection.

 (Allport, 1930-1967)

Music recordings

Include the side and track number, if available.

 (Kelly, 1997, track 10)

Reprinted Material

Include the original and reprint date in the citation.

 (Hade, 2002/2005)

Personal communication

Include the words personal communication and the full date of the communication. Never include email addresses in your citation.

(personal communication, July 11, 2007)

Legislation

Include the name and year of the Act.

(Anti-Discrimination Act 1991)

Case law

Give the name of the case and the year of the decision.

(Mace v. Murray 1955)

Patent

Include the Country, Patent Number and Year of Issue.

(Australia Patent No. 2006297131B2, 2011)

CITING A SOURCE WITHIN A SOURCE

When citing a source you have not read yourself, but which is referred to in a source you have read.

In-text reference

Lilly (as cited in Maxwell, 1999, p. 25) stated that "..."

Reference list

Maxwell, F. (1999). *Phonology*. San Francisco, CA: Brooks Cole.

NO AUTHOR/EDITOR

General Guidelines

If there is no author - substitute the title in the position of the author.

Format - no author

Title of work. (Year of publication). Location: Publisher.

Example

Macroeconomics, prices and quantities: Essays in memory of Arthur M. Okun. (1983). Oxford, England: Blackwell.

NO LOCATION / NO PUBLISHER / NO YEAR

General Guidelines

There are no guidelines for citing works without a Location or Publisher in the **Publication Manual of the American Psychological Association**. It is common practice in other citation styles to use n.p. in the Location and to leave out the Publisher. Please consult your lecturer before citing material without a Location or Publisher.

If the date is not known - substitute an approximate date in square brackets or n.d. in round brackets in place of the year.

Format - no date

Author, A. A. [ca. year]. *Title of work*. Location: Publisher.

Author, A. A. (n.d.). *Title of work*. Location: Publisher.

Examples

Smythe, V. [ca. 2007]. *Ant colonies: How they communicate*. Canberra, Australia: Emu.

Browne, J. D. (n.d.). *Forensic science as a career*. London, England: Tower.

ARTWORK

Format

Creator, A. A. (Year of creation). *Title of work* [Type of artwork]. Location: Repository.

Creator, A. A. (Year of creation). *Title of work* [Type of artwork]. Retrieved from http://xxxxx

Examples

Rodin, A. (1902). *The thinker* [Bronze and marble sculpture]. Paris, France: Musee Rodin.

Monet, C. (1890). *Haystacks, midday* [Painting]. Retrieved from http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View-LRG

BLOG / YOUTUBE

BLOG

General guidelines

Provide the exact date of the post in the form Year, Month Day.

Do not italicise the title of the post.

Format

Author, A. A. (Year, Month Day of post). Title of post [Web log post]. Retrieved from http://xxxxx

Author, A. A. (Year, Month Day of post). Title of post [Discussion list message]. Retrieved from http://xxxxx

Examples

Keirn, B. (2009, November 18). ID error leaves fish at edge of extinction [Web log post]. Retrieved from http://www.wired.com/wiredscience/2009/11/extinction-error/

Weidner, D. (2007, June 11). KM reducing in popularity [Discussion list message]. Retrieved from http://actkm.org/mailman/listinfo/actkm_actkm.org

Format - Comment on a Blog Post

Author. (Year, Month Day of comment). Re: Original Blog Post [Web log comment]. Retrieved from http://xxxxx

Example - Comment on a Blog Post

QuantumLo0p. (2009, November 19). Re: ID error leaves fish at edge of extinction [Web log comment]. Retrieved from http://www.wired.com/wiredscience/2009/11/extinction-error/

YOUTUBE

General guidelines

Provide the exact date of the video in the form Year, Month Day.

Do not italicise the title of the video.

Format

Author, A. A. (Year, Month Day of video). Title of video [Video file]. Retrieved from http://xxxxx

Example

Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from
http://www.youtube.com/watch?v=i8IdJ-0S5rs

BOOK – PRINT

ONE AUTHOR

Format

Author, A. A. (Year of publication). *Title of work*. Location: Publisher.

Examples

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell.

Finkelman, A. (2006). *Leadership and management in nursing*. Upper Saddle River, NJ: Pearson Prenctice
Hall.

Fullan, M. (1996). *The new meaning of educational change*. London, England: Cassell.

Maxwell, F. (1999). *Phonology*. San Franscisco, CA: Brooks Cole.

2 AUTHORS

Format

Author, A. A., & Author, B. B. (Year of publication). *Title of work*. Location: Publisher.

Examples

Littlejohn, S. W., & Foss, K. A. (2005). *Theories of human communication* (8th ed.). Southbank, Australia:
Wadsworth.

Carr, W., & Kemmis, S. (1986). *Becoming critical: Education knowledge and action research*. London,
England: Falmer.

3-7 AUTHORS

List all authors

Format

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., & Author, G. G. (Year
of publication). *Title of work*. Location: Publisher.

Example

Duffy, A., Deakin, V., Wieniawa-Narkiewicz, E., & Wilson, K. (2001). *Guide to writing in biomedical
sciences*. Australia: University of Canberra.

8 OR MORE AUTHORS

List the first 6 authors, enter three full stops, and enter the last author.

Format

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... Author, H. H. (Year of publication). *Title of work*. Location: Publisher.

Example

Green, W. A., Hodges, B., Simons, H. J., Heverson, H. J., Mally, Q. G., De Vanders, W. M., ... Greve, M. J. (2009). *Matrix regression functions applicable to variable plasma fluxes* (2nd rev. ed.). Sydney, Australia: University of New South Wales.

CORPORATE AUTHORS / ORGANISATIONS

General guidelines

If the corporate author and publisher are the same, enter the word Author in place of the publisher.

Format - Corporate author, different publisher

Corporate Author. (Year of publication). *Title of work*. Location: Publisher.

Example

Australian National Audit Office. (1990). *Aboriginal and Torres Strait Islander Commission: Community Development Employment Project*. Canberra, Australia: AGPS.

Format - Corporate author same as publisher

Corporate Author. (Year of publication). *Title of work*. Location: Author.

Example

Australian Institute of Health and Welfare. (2009). *Indigenous housing needs 2009: A multi-measure needs model* (AIHW cat. no. JOU 214). Canberra, Australia: Author.

EDITED BOOK

Format

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Editor, A. A., & Editor, B. B. (Eds). (Year of publication). *Title of work*. Location: Publisher.

Examples

Zairi, M. (Ed.). (1999). *Best practice: Process innovation management*. Oxford, England: Butterworth-Heinemann.

Inge, M. T., Duke, M., & Bryer, J. R. (Eds). (1978). *Black American writers: Bibliographical essays* (Vols. 1-2). New York, NY: St. Martins.

Kemmis, S., & McTaggart, R. (Eds). (1988). *The action research planner* (3rd ed.). Melbourne, Australia: Deakin University.

LATER EDITIONS

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 1st American ed.
- New ed.
- Facsim. ed.

Format

Author, A. A. (Year of publication). *Title of work* (... ed.). Location: Publisher.

Examples

Littlejohn, S. W., & Foss, K. A. (2005). *Theories of human communication* (8th ed.). Southbank, Australia: Wadsworth.

Kemmis, S., & McTaggart, R. (Eds). (1988). *The action research planner* (3rd ed.). Melbourne, Australia: Deakin University.

Green, W. A., Hodges, B., Simons, H. J., Heverson, H. J., Mally, Q. G., De Vanders, W. M., ... Greve, M. J. (2009). *Matrix regression functions applicable to variable plasma fluxes* (2nd rev. ed.). Sydney, Australia: University of New South Wales.

TRANSLATED BOOK

Format

Author, A. A. (Year of publication). *Title of work* (A. Translator, Trans.). Location: Publisher.

Example

Gaarder, J. (1994). *Sophie's world: A novel about the history of philosophy* (P. Moller, Trans.). London, England: Phoenix House.

MULTI-VOLUME WORKS

Format

Author, A. A. (Year). *Title of work* (Vols. ...). Location: Publisher.

Author, A. A. (Year). *Title of entire work: Vol. ... . Title of volume*. Location: Publisher.

Examples

Inge, M. T., Duke, M., & Bryer, J. R. (Eds). (1978). *Black American writers: Bibliographical essays* (Vols. 1-2). New York, NY: St. Martins.

Clark, C. M. H. (1978). *A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888*. Australia: Melbourne University Press.

BOOK – ELECTRONIC

Format

Author, A. A. (Year of publication). *Title of work* [Version]. Retrieved from http://xxxxx

Author, A. A. (Year of publication). *Title of work.* [Version]. doi:xxxxx

Examples

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

Niemann, S., Greenstein, D., & David, D. (2004). *Helping children who are deaf: Family and community support for children who do not hear well*. Retrieved from http://www.hesperian.org/publications_download_deaf.php

Eddings, D. (2010). Pawn of prophecy [Kindle version]. Retrieved from http://www.amazon.com

Faggiano V. (2012) *Critical incident management: A complete response guide*. (2nd ed.). Retrieved from http://www.crcnetbase.com/ISBN/978-1-4398-7454-7

Note:

See **Book - Print** for all Book formats (e.g. multiple authors, corporate authors, later editions).

BOOK CHAPTER

Format

Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Location: Publisher.

Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). doi:xxxxx

Author, A. A. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Retrieved from http://xxxxx

Examples

Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia in a global world* (pp. 29-43). North Ryde, Australia: Century.

Fullan, M. (1996). Leadership for change. In K. Leithwood, J. Chapman, D. Corson, P Hallinger & A. Hart (eds), *International handbook for educational leadership and administration* (pp. 701-727). New York, NY: Kluwer Academic.

Levin, C., Ury, C., Koggel, C. M., & Furlong, A. (2003). Welcoming big brother: The malaise of confidentiality in the therapeutic culture. In *Confidential relationships* (pp. 61-81). Retrieved from http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=076ddd14-9dfd-491e-b076-606471e17264%40sessionmgr15&vid=5&hid=15

Neglected global epidemics: Three growing threats. (2003). In *World Health Report 2003: Shaping the future* (pp. 83-101). Retrieved from http://www.who.int/whr/2003/en/whr03_en.pdf

BROCHURE / PAMPHLET

Format

Author, A. A. (Year of publication). *Title of work* [Brochure]. Location: Publisher.

Author, A. A. (Year of publication). *Title of work* [Brochure]. Retrieved from http://xxxxx

Corporate Author. (Year of publication). *Title of work* [Brochure]. Location: Publisher.

Note:

If corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

Examples

TransACT. (n.d.). *Guide to equipment and service* [Brochure]. Canberra, Australia: Author.

Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour* [Brochure].
Retrieved from Reserve Bank of Australia website:
http://www.rba.gov.au/publications/rdp/2009/2009-04.html

COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM

Format

Author, A. A. (Year of publication). Title of work (Version). [Computer software]. Location: Publisher.

Corporate Author. (Year of publication). Title of work (Version). [Computer software]. Retrieved from
http://xxxxx

Note: Title of work is not italicised.

Examples

Comprehensive Meta-Analysis (Version 2). (n.d). [Computer software]. Englewood, NJ: Biostat.

EndNote (Version X5 for Mac). (2011). [Computer software]. USA: Thomson.

CD-ROM

Format

Author, A. A. (Year of publication). *Title of work* [CD-ROM]. Location: Publisher.

Examples

Monaco, J. (2000). *How to read a film: Multimedia edition* [CD-ROM]. New York, NY: Harbor Electronic.

A house for the nation: 100 years of Australia's House of Representatives. (2001). [CD-ROM]. Canberra,
Australia: Dept. of the House of Representatives in association with the Swish Group.

CONFERENCE

CONFERENCE PROCEEDINGS

Format

Author, A. A. (Year of publication). *Title of proceedings*. Location: Publisher.

Author, A. A. (Year of publication). *Title of proceedings*. Retrieved from http://xxxxx

Examples

Bazirjian, R., & Speck, V. (Eds). (2002). *Charleston Conference proceedings*. Westport, CO: Libraries Unlimited.

Australian Psychological Society's Psychology of Relationships Interest Group Conference proceedings. (2008). Retrieved from http://ezproxy.canberra.edu.au/login?url=http://search.informit.com.au/browsePublication;res=I ELHSS;isbn=9780909881375

CONFERENCE PAPER - PUBLISHED

Format - Paper in Published Proceedings

Author, A. A. (Year of publication). Title of paper. In A. A. Editor (Ed.), *Title of proceedings* (pp. xx-xx). Location: Publisher.

Format - Paper in Regularly Published Proceedings

Author, A. A. (Year of publication). Title of paper. *Title of proceedings*, volume(issue), pages.

Author, A. A. (Year of publication). Title of paper. *Title of proceedings*, volume(issue), pages. Retrieved from http://xxxxx

Examples

Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds), *Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference*. Canberra, Australia: Geoscience Australia.

Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen & U. B. Kejser (Eds), *Proceedings of the Conference on Research Techniques in Photographic Conservation* (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.

Kahn, J. T. (2011). Electrical and mechanical design of multipurpose ducted-fan type VTOL UAV. *Canadian Conference on Electrical and Computer Engineering (CCECE)*, 24th, 15-20. Retrieved from http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6019108

CONFERENCE PAPER - UNPUBLISHED

Format - Unpublished Paper

Contributor, A. A. (Year, Month of presentation). Title of contribution. In B. B. Chairperson (Chair), *Title of conference*. Conference conducted at the meeting of Organization Name, Location.

Format - Paper Presentation or Poster Session

Presenter, A. A. (Year, Month of presentation). *Title of paper or poster session*. Paper presented at xxxxx, Location.

Example

Bernecky, R. (2003). *An SPMD/SIMD Parallel Tokenizer for APL*. Paper presented at APL 2003: Stretching the Mind, San Diego, CA.

DICTIONARY / ENCYCLOPEDIA

DICTIONARY / ENCYCLOPEDIA – WHOLE

Format - Printed Dictionary / Encyclopedia

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Format - Online Dictionary / Encyclopedia

Author, A. A. (Year of publication). *Title of work* [Version]. Retrieved from http://xxxxx

Author, A. A. (Year of publication). *Title of work* [Version]. doi:xxxxx

Example

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

DICTIONARY / ENCYCLOPEDIA ENTRY

Format - Printed Dictionary / Encyclopedia Entry

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Location: Publisher.

Format - Online Dictionary / Encyclopedia Entry

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). doi:xxxx

Author, A. A. (Year of publication). Title of entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Retrieved from http://xxxxx

Examples

Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), *The Gale encyclopedia of psychology*. Retrieved from http://www.oxfordreference.com

Salvation. (1984). In *The New encyclopaedia Britannica*. London, England: Encyclopaedia Britannica.

FACEBOOK / TWITTER

General guidelines

To cite a Twitter feed or Facebook page as a whole or to discuss it in general, it is sufficient to give the site URL in text, inside round brackets. There is no need for a reference list entry.

To cite a specific post use the format below.

Cite the author as it appears in the post not as Author, A. A.

Format

Author. (Year, Month Day of post). *Title of Post* [Type of post]. Retrieved from http://xxxxx

Example

Kevin Rudd and Labor. (2009, October 24). *Australian civilian corps to help in crises* [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf

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FILM / DVD / VIDEORECORDING

Format

Producer, A. A. (Producer), & Director, B. B. (Director). (Year of release). *Title of work* [Format]. Country of Origin: Studio.

Examples

Pyke, S (Producer), & Jackson, P. (Director). (2003). *The Lord of the Rings: The return of the king* [Motion picture]. New Zealand: Imagine Films.

Lee, A. (Director). (1995). *Sense and sensibility* [DVD]. Australia: Columbia TriStar Home Video.

GOVERNMENT DOCUMENT

Format

Author, A. A. (Year of publication). *Title of work* (Report number). Location: Publisher.

Author, A. A. (Year of publication). *Title of work* (Report number). Retrieved from http://xxxxx

Corporate Author. (Year of publication). *Title of work* (Report number). Location: Publisher.

Note

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

Examples

Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels*. Canberra, Australia: Author.

Australian Bureau of Statistics. (2007). *Australian social trends* (Cat.no. 4102.0). Canberra, Australia: Author.

Department of the Prime Minister and Cabinet. (2008). *Families in Australia 2008*. Retrieved from http://www.dpmc.gov.au/publications/families/index.cfm

HANSARD

General guidelines

APA follows guidelines outlined in **The Bluebook: A Uniform System of Citation** for parliamentary debates. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult The Bluebook for other jurisdictions.

In-text citation must include the Date and Page number.

e.g. Thwaites outlined the Government's plan for safe injecting facilities in the Second Reading Speech ... (Parliament of Victoria, Legislative Assembly, June 1, 2000, p. 2145).

Format

Jurisdiction. Parlimentary Debates. Legislative Chamber. Day Month Year of debates. Vol. x. pages. http://xxxxx

Examples

ACT. Parliamentary Debates. Legislative Assembly. 2002. Vol. 14. 15.

Cth. Parliamentary Debates. House of Representatives. 2 March 2011. Vol. 43. http://www.aph.gov.au/Parliamentary_Business/Hansard/

IMAGE

General Guidelines

If there is no title on an item, eg. photo from the web, create a title and enter it in square brackets in place of the title.

[Child playing with dog]

Format

Creator, A. A. (Year of publication). Title of image [Description of material]. In A. Author (if different from the creator). *Title of work*. (pp. x). Location: Publisher.

Creator, A. A. (Year of creation). *Title of image* [Description of material]. Retrieved from http://xxxxx

Creator, A. A. (Year of creation). *Title of image* [Description of material].

Examples

Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In *Strategy maps: Converting intangible assets into tangible outcomes*. Boston, MA: Harvard Business School.

Monet, C. (1890). *Haystacks, midday* [Painting]. Retrieved from http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN=29073&View-LRG

Jordan, D. (2004). *Hawaii's 'gentle' volcano more dangerous than thought* [Photo]. Retrieved from http://news.nationalgeographic.com/news/bigphotos/11587353.html

Barnes, C. (2005). *[Library at Dawn]* [Unpublished Photo].

JOURNAL ARTICLE – PRINT

General guidelines

If each issue of a journal begins on page 1, give the issue number in parentheses after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

ONE AUTHOR

Format

Author, A. A. (Year of publication). Title of article. *Title of Journal*, *volume*(issue), pages.

Example

Jackson, A. (2007). New approaches to drug therapy. *Psychology Today and Tomorrow*, *27*(1), 54-59.

TWO AUTHORS

Format

Author, A. A., & Author, B. B. (Year of publication). Title of article. *Title of Journal*, *volume*(issue), pages.

Examples

Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. *American Journal of Art Therapy*, *40*, 218-222.

Wychick, J., & Thompson, L. (2005). Fallen for a scam lately? *Australia Today*, 54-60.

THREE TO SEVEN AUTHORS

Format

Author, A. A., Author, B. B., Author, C. C., Author, D. D. Author, E. E., Author, F. F., & Author, G. G. (Year of publication). Title of article. *Title of Journal*, *volume*(issue), pages.

Example

Elo, A., Ervasti, J., Kuosma, E., & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. *Journal of Occupational Health Psychology*, *13*(1), 10-23.

EIGHT OR MORE AUTHORS

General Guidelines

Enter the first 6 authors, type three full stops, then enter the last author.

Format

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., ... Author, J. J. (Year of publication). Title of article. *Title of Journal*, *volume*(issue), pages.

Example

Gluckman, E., Ruggeri, A., Rocha, V., Baudoux, E., Boo, M., Kurtzberg, J., ... van Walraven, S. M. (2011). Family-directed umbilical cord blood banking. *Haematologica*, *96*, 1700-1707.

BOOK REVIEW IN A JOURNAL

Format

Author, A. A. (Year of publication). Title of review. [Review of the book *Book Title*, by B. Author]. *Title of Journal, volume*(issue), pages.

Example

Marson, S. M. (2009). How big should we be? A Herculean task accomplished. [Review of the book *Human Body Size and the Laws of Scaling: Physiological, Performance, Growth, Longevity and Ecological Ramification*, by T. Samaras]. *Public Health Nutrition, 12*, 1299-1300.

JOURNAL ARTICLE – ELECTRONIC

General guidelines

Include the DOI in the reference if it is available.

If each issue of a journal begins on page 1, give the issue number in parentheses after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

Format

Author, A. A. (Year of publication). Title of article. *Title of journal, volume*(issue), pages. doi:xxxxx

Author, A. A. (Year of publication). Title of article. *Title of journal, volume*(issue), pages. Retrieved from http://xxxxx

Examples

Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. *Journal of Experimental Psychology: Learning, Memory and Cognition*, *35*, 1162-1174. doi:10.1037/a0016372

Noor, A. (2008). Ethics, religion and good governance. *JOAAG: Journal of Administration & Governance, 3*(2), 62-77. Retrieved from http://www.joaag.com/Home_Page.php

Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. *Crop Breeding and Applied Biotechnology, 9*(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab

Restouin, A., Aresta, S., Prebet, T., Borg, J., Badache, A., & Collette, Y. (2009). A Simplified, 96-well-adapted, ATP luminescence-based motility assay. *BioTechniques, 47*, 871-875. Retrieved from http://www.biotechniques.com/BiotechniquesJournal/

Note: See **Journal Article - Print** for all forms of journal articles.

LECTURE / READING BRICK / E-RESERVE

LECTURE / TUTORIAL NOTES

Note

If you are citing lecture notes from a university other than the University of Canberra, enter the university name before the unit number and name.

Format

Author, A. A. (Year of lecture). *Unit number and name, lecture number, week number: Title of lecture* [Description]. Retrieved from http://xxxxx

Example

Andrews, P. (2009). *Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?* [Lecture PowerPoint slides] Retrieved from http://learnonline.canberra.edu.au

READING BRICK

Format

Author, A. A. (Year of production of reading brick). Title of work. In *Title of brick*. Location: Publisher. (Reprinted from: xxxxx)

Note

Include the original date and the reprint date in your in-text citation e.g. (Hade, 2002/2005)

Example

Hade, D. (2005). Storyselling: Are publishers changing the way children read? In *Unit 007689 Writing for young people PG: selected readings*. Australia: University of Canberra. (Reprinted from: *The Horn Book Magazine*, *78*(5), 509-517, 2002).

E-RESERVE

Format

Author, A. A. (Year of publication). Title of article. *Title of Journal, volume*(issue), pages. Retrieved from University of Canberra E-Reserve.

Author, A. A. (Year of publication). Title of chapter or entry. In A. Editor & B. Editor (Eds), *Title of book* (pp. xx-xx). Retrieved from University of Canberra E-Reserve.

Examples

Rose, A. (1996). Freedom of information under review. *Canberra Bulletin of Public Administration*, *80*(September), 4-8. Retrieved from University of Canberra E-Reserve.

Wilson, A., Johns, R., Miller, K., & Pentecost, R. (2010). Presenting and using the research results. In *Marketing research: an integrated approach* (pp. 243-259). Retrieved from University of Canberra E-Reserve.

LEGISLATION / CASE LAW

GENERAL GUIDELINES

APA follows guidelines outlined in **The Bluebook: A Uniform System of Citation** for all legal materials. Examples outlined below are for Australian legislation and case law. Please consult The Bluebook for other jurisdictions.

LEGISLATION

Format

Name of Act Year of Act (Jurisdiction) s section number. Retrieved from http://xxxxx

Examples

Trade Practices Act 1974 (Cth) Retrieved from http://www.comlaw.gov.au/

Anti-Discrimination Act 1991 (Qld) s 15.

CASE LAW

Format - Reported Cases

Name v Name (Year) Volume Reporter abbreviation First page.

Format - Unreported Cases

Name v Name [Year] Court abbreviation Decision number (Unreported, Day Month Year of judgement).

Examples

Mace v Murray (1955) 92 CLR 370.

Glass v Commonwealth of Australia [2003] ACTCA 8 (Unreported, 31 March 2003)

MAP

Format

Creator, A. A. (Cartographer). (Year of publication). *Title of map* [Type of map]. Location: Publisher.

Creator, A. A. (Cartographer). (Year of publication). *Title of map* [Type of map]. Retrieved from
      http://xxxxx

Examples

Geoscience Australia [NATMAP] (Cartographer). (2004). *ACT region, New South Wales and Australian
      Capital Territory* [Map]. Canberra, Australia: Geoscience Australia.

Hawaii [Topographic map]. (n.d.). Retrieved from http://3.bp.blogspot.com/-6Ckq2CCag0Q/Tr4plGlC-
      HI/AAAAAAAACLo/CjKZCLjyAvk/s1600/islands-of-hawaii-map.gif

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MUSIC

MUSIC – PRINT

Format

Author, A. A. (Year of publication). *Title of work* [Format]. Location: Publisher.

Examples

Brown, B. (2009). *Big bad bushranger* [Songbook]. Malvern, Australia: Omnibus.

Davis, B. & Akst, H. (1978). *Baby face* [Sheet music]. [n.p.]: B&G Akst and Benny Davis Music.

RECORDED MUSIC

General guidelines

In-text citations: When citing a track from an album, include the track number in the in-text citation.

(Kelly, 1997, track 10)

Format

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Location: Publisher.

Artist, A. A. (Year of publication). Title of track. On *Title of work* [Type of recording]. Location: Publisher.

Artist, A. A. (Year of publication). *Title of work* [Type of recording]. Retrieved from http://xxxxx

Examples

Fanning, Bernard. (2005). *Wish you well* [MP3]. Retrieved from http://itunes.apple.com/au/genre/music/

Kelly, P. (1997). From little things big things grow. On *Songs from the south: Paul Kelly's greatest hits* [CD].
      Melbourne, Australia: Mushroom Records.

Split Enz. (1982). Dirty Creature. On *Time and Tide* [Record]. Melbourne, Australia: Mushroom Records.

NEWSLETTER

Format

Author, A. A. (Year, Month of publication). Title of article. *Title of newsletter*. pp. xx. Retrieved from
http://xxxxx

Example

Australians on the Western Front. (2009, November). *Ozculture newsletter*. Retrieved from
http://museumsaustralia.org.au/news/ausculturearchive.htm

NEWSPAPER ARTICLE

Format

Author, A. A. (Year, Month Day of publication). Title of article. *Title of Newspaper*, pp. xx. Retrieved from
http://xxxxx

Examples

Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. *Sydney Morning Herald*. Retrieved from
http://www.smh.com.au

Waterford, J. (2007, May 30). Bill of Rights gets it wrong. *The Canberra Times*, p. 11.

Clark, E. (2003, 13 July). Enforcement, not shortage of laws, at the heart of spam's virulent growth. *The
Canberra Times*. Retrieved from http://www.canberratimes.com.au

Internet pioneer to oversee network redesign. (2007, May 28). *The Canberra Times*, p. 15.

PATENT

Format

Inventor, A. A. (Year of issue). Country Patent No. xxxxx. Location: Office of Issue.

Inventor, A. A. (Year of application). Country Patent Application No. xxxxx. Location: Office of Issue.

Examples

Rajaram, G. (2011). Australia Patent No. 2006297131 B2. Canberra, Australia: IPAustralia.

Dahl, C. (2011). Australia Patent Application No. 2011905080. Canberra, Australia: IPAustralia.

PERSONAL COMMUNICATION

General guidelines

Personal communication is usually cited in-text only with no entry in the Reference List. Include the name of the sender and the date of the communication. e.g. (C. Barnes, personal communication, May 13, 2004)

To include personal communication in the Reference List use the following format.

Format – Individual communication

Author, A. A. (Year, Month Day of communication). [Description of communication]. Location of copy.

Format – Collection

Author, A. A. (Year of communication). Description of material. Name of Collection (Box/file number). Name of Repository, Location.

Examples

Coleman, M. (2007, July 11). [Email to Author]

Allport, G. W. (1930-1967). Correspondence. Gordon W. Allport Papers (HUG 4118.10). Harvard University Archives, Cambridge, MA.

PODCAST

Format

Creator, A. A. (Year, Month Day of creation). *Title of work* [Audio podcast]. Retrieved from http://xxxxx

Producer, A. A. (Producer). (Year, Month Day of creation). *Title of work* [Audio podcast]. Retrieved from http://xxxxx

Example

Nolan, T. (2007, April 28). *AM: News & current affairs*. [Audio podcast] Retrieved from http://www.abc.net.au/am/

REPORT

See also Government Document

Format

Author, A. A. (Year of publication). *Title of work* (Report No. xxx). Location: Publisher.

Author, A. A. (Year of publication). *Title of work* (Report No. xxx). Retrieved from http://xxxxx

Note:

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

Examples

Local Government Association of South Australia. (2009). *Local government's current and potential role in water management and conservation: Final report*. Adelaide, Australia: South Australian Centre for Economic Studies.

Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour*. Retrieved from Reserve Bank of Australia website: http://www.rba.gov.au/publications/rdp/2009/2009-04.html

Physical habitat theme Pilot Audit technical report (MDBC publication 10/04). (2004). Canberra, Australia: Murray-Darling Basin Commission.

SPEECH

General Guidelines

The preferred method for citing a speech is to find a transcript or recording of the speech and cite this in your document using the rules for citing books, articles or recordings. If you cannot find a transcript or recording, use the format below.

Format

Speaker, A. A. (Year, Month Day of speech). Title of speech [Speech]. Description of speech and location.

Note: The title of the speech is not italicised.

Examples

Hodson, A. (2000, November 11). Peace in today's world [Speech]. Remembrance Day Speech presented at the Australian Veterans Memorial Service, Lightning Ridge, NSW.

Clark, H. (2007, April 25). Prime Minister's 2007 Anzac Day message [Speech]. Speech presented on ANZAC Day 2007, New Zealand.

STANDARD

Format

Author, A. A. (Year of publication). *Standard number: Standard name*. Location: Publisher.

Corporate Author. (Year of publication). *Standard number: Standard name*. Retrieved from http://xxxxx

Note

If the corporate author and publisher are the same, enter the word Author instead of the name of the publisher.

Examples

Standards Australia. (1996). *Australian Standard AS4390: Records Management*. Sydney, Australia: Author.

Standards Australia and Standards New Zealand. *AS/NZS 4422: Playground Surfacing: Specifications, Requirements and Test Method.* (1996). Retrieved from http://www.saiglobal.com

THESIS

Format – Unpublished Thesis

Author, A. A. (Year of creation). *Title of work* (Type of thesis). Name of Institution, Location.

Format – Thesis from a Database

Author, A. A. (Year of creation). *Title of work* (Type of thesis). Available from Database. (Accession or order no.)

Format – Thesis from the Web

Author, A. A. (Year of creation). *Title of work* (Type of thesis, Name of Institution). Retrieved from http://xxxxx

Format – Thesis from a University Outside of the United States

Author, A. A. (Year of creation). *Title of work* (Type of thesis, Name of Institution, Location). Retrieved from http://xxxxx

Examples

Brown, G. (2001). *Towards an in situ technique for investigating the role nutrients play in epilithon growth in an Australian upland stream* (Unpublished doctoral thesis). University of Canberra, Australia.

Socha, A. (2010). *Students' assessments of instruction: A validity study* (Masters thesis). Available from Proquest Dissertations and Thesis database. (AAT 1462244)

McCaffrey, J. (2008). *The extent to which clubs are perceived as learning organisations* (Doctoral thesis, University of Canberra, Australia). Retrieved from http://erl.canberra.edu.au/public/adt-AUC20081205.095000/

TV / RADIO

TV / RADIO – PROGRAM

Format

Presenter, A. A. (Presenter). (Year, Month Day of program). *Title of program* [Television/Radio broadcast]. Location: Studio.

Examples

Kimball, C. (Presenter). (2009, September 4). *Stateline*. [Television broadcast]. Canberra, Australia: ABC TV.

Koval, R. (Presenter). (2009, November 19). *The Book Show*. [Radio broadcast]. Melbourne, Australia: ABC Radio National.

TV / RADIO – PROGRAM SEGMENT

Format

Presenter, A. A. (Presenter). (Year, Month Day of program). Title of segment [Television/Radio broadcast]. In *Title of program*. Location: Studio.

Examples

Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd [Radio broadcast]. In *Mornings with Neil Mitchell*. Melbourne, Australia: Radio 3AW.

Denton, A. (Presenter). (2006, September 25). Interview with Raelene Boyle [Television broadcast]. In *Enough Rope with Andrew Denton*. Sydney, Australia: ABC.

TV / RADIO – EPISODE FROM A SERIES

Format

Director, A. A. (Director). (Year of production). Title of episode [Television/Radio series episode]. In B. Producer (Executive/Associate Producer), *Title of series*. Location: Studio.

Example

Manners, K. (Director). (1988). Holograms [Television series episode]. In R. Nelson (Associate Producer), *Mission Impossible*. USA: Paramount Pictures.

TV / RADIO – TRANSCRIPT

Format

Presenter, A. A. (Presenter). (Year, Month Day of program). Title of segment [Television/Radio broadcast transcript] In *Title of program*. Retrieved from http://xxxxx

Examples

McLaughlin, M. (Presenter). (2004, November 7). Cyclone Tracy [Television broadcast transcript]. In *Rewind*. Retrieved from http://www.abc.net.au/tv/rewind/txt/s1233697.htm.

Mascall, S. (Presenter). (2005, February 14). Are we hardwired for creativity? [Radio broadcast transcript]. In *Innovations*. Retrieved from http://www.abc.net.au/ra/innovations/stories/s1302318.htm.

TV / RADIO – ADVERTISEMENT

Format

Producer, A. A. (Producer). (Year, Month Day of production). *Title of work* [Television/Radio advertisement]. Location: Studio.

Example

Beyondblue (Producer). (2009). *Beyondblue: Anxiety* [Television advertisement]. Canberra, Australia: WIN TV.

WEB SITE / WEB DOCUMENT

WEB SITE

When citing an entire web site it is sufficient to cite the address in the text.

e.g. Beyondblue (http://www.beyondblue.org.au/) is a website supporting …

WEB DOCUMENT

Format

Author, A. A. (Year of creation). *Title of work* [Version]. Retrieved from Name of Web site: http://xxxxx

Examples

University of Canberra. (2009). *Copyright guide* [Version 13]*.* Retrieved from University of Canberra website: http://www.canberra.edu.au/copyright/guide

MacIsaac, D. (1995). *An introduction to action research*. Retrieved from http://physicsed.buffalostate.edu/danowner/actionrsch.html

Dick, B. (2012). *A Beginner's Guide to Action Research*. Retrieved from Action Research & Action Learning for Community & Organisational Change website: http://www.aral.com.au/resources/guide.html

Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour*. Retrieved from Reserve Bank of Australia website: http://www.rba.gov.au/publications/rdp/2009/2009-04.html

Commonwealth Scientific and Industrial Research Organisation. (n.d.). *Reducing Australia's greenhouse emissions factsheet.* Retrieved from CSIRO website: http://www.csiro.au/resources/ps282.html

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WIKI

Format

Author, A. A. (Year of creation). Title of work. In *Title of Wiki* [Wiki]. Retrieved Month Day, Year, from http://xxxxx

Examples

Preater, A. (2012). Adding a persistent link to the Encore record display. In *CSDirect wiki: Encore* [Wiki]. Retrieved July 26, 2012, from http://csdirect.iii.com/lswiki/Encore/PermaLink

Great debates in media literacy: Theory and practice of media literacy. (n.d.) In *Wikiversity* [Wiki]. Retrieved October 27, 2009, from http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy

Tunguska event. (2012) In *Wikipedia, the free encyclopedia* [Wiki]. Retrieved July 26, 2012, from http://en.wikipedia.org/wiki/Tunguska_event