



APA 7th referencing guide

This document is a guide designed to help you reference quickly and simply.

This document can also be scrolled through like a regular PDF and can be printed off.

1.01 One author

Author, A. (Year). *Title* (Edition Number). Publisher.

In-text:

(O'Sullivan, 2019)

O'Sullivan (2019)

Example:

According to O'Sullivan (2019), trading cities develop when the means of transport and trade mature enough to allow comparative advantage to emerge.

Reference List:

O'Sullivan, A. (2019). *Urban economics* (9th ed.). McGraw-Hill Education.

Tips:

- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, you can also include this at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.02 Two authors

Author, A., & Author, B. (Year). *Title* (Edition Number). Publisher.

In-text:

Oshima and Hogue (2004)

(Oshima & Hogue, 2004)

(Oshima & Hogue, 2004, p. 24)

Example:

... this point is further examined in Oshima and Hogue (2004).

Reference List:

Oshima, A., & Hogue, A. (2004). *Writing academic English* (4th ed.). Pearson Longman.

Tips:

- For a work with two authors you need to write both of their names.
- When you write the author names outside of the brackets, connect the last and second last authors' names with "and", but when using them inside the brackets use "&".
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (";").
- If the book has a DOI, this can be included at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.03 Three or more authors

Author, A., Author, B., & Author, C. (Year). *Title* (Edition Number).
Publisher.

In-text:

Alysen et al. (2003)
(Alysen et al., 2003)
(Alysen et al., 2003, p. 32)

Example:

Alysen et al. (2003, p. 32) make the point that ...

Reference List:

Alysen, B., Patching, R., Oakham, K. M., & Sedorkin, G. (2003). *Reporting in a multimedia world*. Allen & Unwin.

Tips:

- For works with three or more authors include the name of the first author only, plus “et al.” in all in-text citations (including the first one).
- When there are 21 or more authors, include the names of the first 19 authors in your reference list, followed by “...” and then the name of the final author.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.04 Organisation as author

Organisation. (Year). *Title* (Edition Number). Publisher.

In-text:

American Psychological Association (APA, 2019).

(American Psychological Association [APA], 2019)

APA (2019)

(APA, 2019)

Example:

The American Psychological Association (APA, 2019, p. 101), states that ...

Reference List:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.).

Tips:

- If the organisation name is very long, you can abbreviate it. To do this, write the name out once in full followed by the abbreviation in brackets (see examples). After that you can use the abbreviated name in your writing.
- You must always write out the organisation name in full in the reference list.
- If there are two organizational authors do not place a comma between their names.
- You don't need to include the publisher in this example, as the author and the publisher are the same.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.05 No author

Title (Edition Number). (Year). Publisher.

In-text:

Maximum Linux Security (1999)

(*Maximum Linux Security*, 1999)

(*Maximum Linux Security*, 1999, p. 3)

Maximum Linux Security (2001)

(*Maximum Linux Security*, 2001)

Example:

Maximum Linux Security (1999) looks at protecting your server and workstation ...

Reference List:

Maximum Linux security: A hacker's guide to protecting your Linux server and workstation. (1999). Sams.

Maximum Linux security: A hacker's guide to protecting your Linux server and workstation (2nd ed.). (2001). Sams.

Tips:

- The title is moved to the author position. For books this will be in italics (as the book title should be recorded in italics); in any other case it should be contained within double quotation marks.
- Capitalise all major words in your in-text citations, as in the example. The title in your reference list should be capitalised normally, as in the example.
- If the author of the work is credited as “Anonymous”, you can use this as the author name. In this case you would cite it as a .
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.06 No date

Author, A. (n.d.). *Title* (Edition Number). Publisher.

In-text:

White (n.d.)

(White, n.d.)

Example:

In colonial New South Wales ... (White, n.d.).

Reference List:

White, J. (n.d.). *Recollections of colonial New South Wales*. Debrett.

Tips:

- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If the book is a first edition, you should not include the edition number.

1.07 Different volumes

Author, A. (Year). *Title* (Edition Number, Volume Number). Publisher.

In-text:

Fiske et al. (2010)

(Fiske et al., 2010)

Example:

(Fiske et al., 2010, p. 11) states that ...

Reference List:

Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. <https://doi.org/10.1002/9780470561119>

Tips:

- If the book is a first edition, you should not include the edition number.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference (as seen in the example).

1.08 Edited book

Editor, A. (Ed.). (Year). *Title* (Edition Number). Publisher.

In-text:

Hamilton (2005)
(Hamilton, 2005)

Example:

Hamilton (2005, p. 83) further explores this idea ...

Reference List:

Hamilton, P. (Ed.). (2005). *Visual research methods* (4th ed.). Sage.

Tips:

- If the book is a first edition, you should not include the edition number.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.

1.09 Edited book with more than one editor

Editor, A., & Editor, B. (Eds.). (Year). *Title* (Edition Number). Publisher.

In-text:

Burley and Harris (2008)
(Burley & Harris, 2008)

Example:

Burley and Harris (2008) make the argument that ...

Reference List:

Burley, J., & Harris, J. (Eds.). (2008). *A companion to genetics* (2nd ed.). John Wiley & Sons.

Tips:

- If the book is a first edition, you should not include the edition number.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.

1.10 Chapter in an edited book

Author, A. (Year). Chapter Title. In A. Editor (Ed.), *Title* (Edition Number, Volume Number, Page Range). Publisher.

In-text:

Coleman (2003)
(Coleman, 2003)

Example:

Coleman (2003) discusses the importance of ...

Reference List:

Coleman, S. (2003). Democracy in an e-connected world. In R. Davidson (Ed.), *The e-connected world: Risks and opportunities* (2nd ed., pp. 125–132). McGill Queens University Press.

Slee, R. (2014). Inclusive schooling as an apprenticeship in democracy? In L. Florian (Ed.), *The SAGE handbook of special education* (2nd ed., Vol. 1, pp. 217–229). SAGE Publications.

Tips:

- If the book is a first edition, you should not include the edition number.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book doesn’t have a volume number, leave this part of the reference out.
- If the book has a DOI, this can be included at the end of the reference.

1.11 Online book

Author, A. (Year). *Title* (Edition Number). Publisher. DOI/URL

In-text:

Pridham et al. (2018)
(Pridham et al., 2018)

Example:

In order to grow a dynamic community, Pridham et al. (2018, p. 105) state that you must ...

Reference List:

Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). *Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents, children, and adolescents*. Springer Publishing Company. <http://a.co/0IAiVgt>

Tips:

- If the book has a DOI, this can be included at the end of the reference.
- If the book has no DOI, but has a free link on the web, use the URL instead.
- If the book is found online in a library database, treat it as a print book.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- You do not need to put a full stop at the end of the DOI/URL.
- If the book is a first edition, you should not include the edition number.

1.12 Kindle or eReader

Author, A. (Year). *Title* [Format]. Publisher.

In-text:

Martin (2003)
(Martin, 2003)

Example:

... this can be seen again in Martin (2003) through ...

Reference List:

Martin, G. R. R. (2003). *Game of thrones* [Electronic book]. Harper Voyager.

Tips:

- Do not use Kindle location numbers in your in-text references; just use the page numbers.

1.13 Audiobook

Author, A. (Year). *Title* (A. Narrator, Narr.) [Audiobook]. Publisher.
(Year original work was published)

In-text:

Rowling (2015/1997)
(Rowling, 2015/1997)

Example:

As Hagrid says, “I should not have said that” (Rowling, 2015/1997, 5:36).

Reference List:

Rowling, J. K. (2015). *Harry Potter and the sorcerer’s stone* (J. Dale, Narr.)
[Audiobook]. Pottermore Publishing. (Original work published 1997)

Tips:

- If the audiobook was released in a different year to the text version of this book, you must include the original publication date in brackets at the end of the reference (as seen in the example provided). This original publication date should also appear in the in-text reference.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- To quote directly from the audiobook, provide a time stamp in the in-text reference in place of a page number (as seen in the example).

1.14 Book in a language other than English

Author, A. (Year). *Title* [Title in English]. Publisher.

In-text:

Piaget and Inhelder (1966)
(Piaget & Inhelder, 1966)

Example:

... as established by Piaget and Inhelder (1966, p. 87).

Reference List:

Piaget, J., & Inhelder, B. (1966). *La psychologie de l'enfant* [The psychology of the child]. Quadrige.

Tips:

- If the book has been translated, you can use the _____ or _____ book format to reference it.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If any element of the reference is written in characters, you should use an English transliteration, for example Pinyin for Chinese characters.

1.15 Translated book

Author, A. (Year). *Title* (A. Translator, Trans.). Publisher. (Year original work was published)

In-text:

Piaget and Inhelder (1966/1969)
(Piaget & Inhelder, 1966/1969)

Example:

This concept was first introduced in Piaget and Inhelder (1966/1969, p. 100).

Reference List:

Piaget, J., & Inhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

Tips:

- Include the original year of publication as well as the year of the translated work in the in-text reference (as seen in the example).
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.

1.16 Republished book

Author, A. (Year). *Title*. Publisher. (Year original work was published)

In-text:

Jordan (2019/1995)
(Jordan, 2019/1995)

Example:

“They cannot put their stamp upon your soul” (Jordan, 2019/1995, p. 17).

Reference List:

Jordan, S. (2019). *Winter of fire*. Scholastic New Zealand. (Original work published 1995)

Tips:

- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference.
- If the republished work has been edited or translated from the original, you must include the name of the translator/editor after the title in brackets. (Examples of this can be seen under _____ and _____).

1.17 Anthologies

Editor, A. (Ed.). (Year). *Title*. Publisher.

In-text:

Gold (1999)

(Gold, 1999)

Example:

This is covered extensively in Gold (1999).

Reference List:

Gold, M. (Ed.). (1999). *The complete social scientist: A Kurt Lewin reader*. American Psychological Association. <https://doi.org/10.1037/10319-000>

Tips:

- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the book has a DOI, this can be included at the end of the reference (as seen in the example).
- The date refers to the date the anthology was published.
- For this type of reference, the editor’s name goes in the place of the author.

1.18 Classical works

Author, A. (Year). *Title* (E. Editor, Ed./ T. Translator, Trans.). Publisher.
(Year original work was published)

In-text:

Aristotle (ca. 350 B.C.E/1994, Part IV)
(Aristotle, ca. 350 B.C.E/1994)

Shakespeare (1623/1995)
(Shakespeare, 1623/1995, 1.3.36-37)

Example:

As is stated in Shakespeare (1623/1995, 1.3.36-37), “I can give you intelligence of an intended marriage”.

Reference List:

Aristotle. (1994). *Poetics* (S. H. Butcher, Trans.). The Internet Classics Archive. <http://classics.mit.edu/Aristotle/poetics.html> (Original work published ca. 350 B.C.E)

Shakespeare, W. (1995). *Much ado about nothing* (B. A. Mowat & P. Werstine, Eds.). Washington Square Press. (Original work published 1623)

Tips:

- When citing a specific section, use the name of the book, chapter, verse, line, and/or canto instead of page number where applicable.
- In the Shakespeare example, 1.3.36-37 refers to Act 1, Scene 3, Lines 36 and 37.
- For ancient Greek or Roman works, include the copyright date of the version used and the date of the original (ancient) publication in brackets at the end of the entry.
- When you only have an approximate date of the original publication, use the abbreviation “ca.”, which stands for circa, before the date.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the work has a DOI or URL, this should be added as seen in the Aristotle example.

1.19 Religious texts

Title. (Year). Publisher. (Year original work was published)

In-text:

King James Bible (1769/2017)

(*King James Bible*, 1769/2017, Song of Solomon 8:6)

The Torah (1962/2015)

(*The Torah*, 1962/2015)

Example:

“... which hath a most vehement flame” (*King James Bible*, 1769/2017, Song of Solomon 8:6).

Reference List:

King James Bible. (2017). King James Bible Online. <https://kingjamesbibleonline.org/>
(Original work published 1769)

The Torah: The five books of Moses (3rd ed.). (2015). The Jewish Publication Society.
(Original work published 1962)

Tips:

- When citing a specific section, use the name of the book, chapter, verse, line, and/or canto instead of page number where applicable.
- If there is more than one publisher, make sure to include both in the reference and separate them with a semi-colon (“;”).
- If the text has a DOI or URL, this should be added as seen in the *King James Bible* example.

1.20 Dictionaries, thesauri & encyclopaedias

Author, A. (Year). Title of entry. In *Title of Dictionary/Thesaurus/Encyclopedia*. Retrieved Month Day, Year, from URL

In-text:

Merriam-Webster (n.d.)
(Merriam-Webster, n.d.)

Example:

Merriam-Webster (n.d.) defines this as ...

Reference List:

Merriam-Webster. (n.d.). Self-report. In *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from <https://www.merriam-webster.com/dictionary/self-report>

Tips:

- You do not need to put a full stop at the end of the URL.
- When an online reference work is continuously updated, make sure to include a retrieval date.
- If the work cited is in print, leave out the Retrieved date and URL and instead include the Publisher.

1.21 Diagnostic manuals

Author. (Year). *Title* (Edition Number, Volume Number). Publisher.
DOI/URL

In-text:

Australian College of Operating Room Nurses (ACORN, 2020)
(Australian College of Operating Room Nurses [ACORN], 2020)
ACORN (2020)
(ACORN, 2020)

Example:

ACORN (2020) states that ...

Reference List:

Australian College of Operating Room Nurses. (2020). *Standards for perioperative nursing in Australia* (16th ed., Vol. 1). <https://www.acorn.org.au/standards>

Tips:

- If the organisation name is very long, you can abbreviate it. To do this, write the name out once in full followed by the abbreviation in brackets (see examples). After that you can use the abbreviated name in your writing. You must always write out the organisation name in full in the reference list.
- You do not need to include a publisher in your reference if the Author name is the same as the publisher.
- If there is a volume number, you should include this in brackets after the title and edition number.
- If the URL requires a log in, or is session specific (meaning it will not work if you try and use it later), use the URL of the home page or log in page (as seen in the given example).

1.22 Single entry in a diagnostic manual

Author. (Year). Entry Title. In *Title* (Edition Number, Volume Number).
Publisher. DOI/URL

In-text:

American Psychiatric Association (2013)
(American Psychiatric Association, 2013)

MIMS Australia (n.d.)
(MIMS Australia, n.d.)

Example:

... in panadol (MIMS Australia, n.d.).

Reference List:

American Psychiatric Association. (2013). Anxiety disorders. In *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596.dsm05>

MIMS Australia. (n.d.). Panadol. In *MIMS online*. Retrieved December 23, 2019, from <https://www.mimsonline.com.au>

Tips:

- If the organisation name is very long, you can abbreviate it. To do this, write the name out once in full followed by the abbreviation in brackets. After that you can use the abbreviated name in your writing. You must always write out the organisation name in full in the reference list.
- See [1.21](#) for more details.
- You do not need to include a publisher in your reference if the Author name is the same as the publisher.
- When an online reference work is continuously updated, make sure to include a retrieval date (as seen in the second example). Not all diagnostic manuals will require a retrieval date.
- If the book is a first edition, or no edition number is given, you do not need to include this.

2.01 One author

Author, A. (Year). Article title. *Journal Title*, volume(issue), page range. DOI

In-text:

Alderton (2014)
(Alderton, 2014)

Example:

Alderton (2014, p. 224) further explores this “Snape abuse”...

Reference List:

Alderton, Z. (2014). “Snapewives” and “Snapeism”: A fiction-based religion within the Harry Potter fandom. *Religions*, 5(1), 219-267. <https://doi.org/10.3390/rel5010219>

Tips:

- If the article does not have a DOI, you can leave this part out.
- Journal title and volume number are in italics.
- If the article doesn't have an issue number, leave this part of the reference out.

2.02 Two authors

Author, A., & Author, B. (Year). Article title. *Journal Title*, volume(issue), page range. DOI

In-text:

O'Toole and Vogel (2011)
(O'Toole & Vogel, 2011)

Example:

... as is evident in the idea of conscious capitalism (O'Toole & Vogel, 2011, p. 71).

Reference List:

O'Toole, J., & Vogel, D. (2011). Two and a half cheers for conscious capitalism. *California Management Review*, 53(3), 60-76. <https://doi.org/10.1525/cm.2011.53.3.60>

Tips:

- For a work with two authors, you need to write both of their names.
- If the article does not have a DOI, you can leave this part out.
- Journal title and volume number are in italics.
- If the article doesn't have an issue number, leave this part of the reference out.

2.03 Three or more authors

Author, A., Author, B., & Author, C. (Year). Article title. *Journal Title*, volume(issue), page range. DOI

In-text:

Gursoy et al. (2018)
(Gursoy et al., 2018)

Kalnay et al. (1996)
(Kalnay et al., 1996)

Example:

As is established in Kalnay et al. (1996) ...

Reference List:

Gursoy, A., Wickett, K., & Feinberg, M. (2018). Understanding tag functions in a moderated, user-generated metadata ecosystem. *Journal of Documentation*, 74(3), 490–508. <https://doi.org/10.1108/JD-09-2017-0134>

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowial, J., Mo, K., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/ NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437-471. <http://doi.org/fg6rf9>

Tips:

- For works with three or more authors, include the name of the first author only, plus et al. for every in-text citation (including the first one).
- When there are 21 or more authors, include the names of the first 19 authors followed by “...” and then the name of the final author in the reference list entry (as seen in the example of Kalnay et al.).
- If the article does not have a DOI, you can leave this part out.
- Journal title and volume number are in italics.
- If the article doesn't have an issue number, leave this part of the reference out.

2.04 No author

Article title. (Year). *Journal Title*, volume(issue), page range. DOI

In-text:

“Schuth Wins Leibniz Prize” (2003)
 (“Schuth Wins Leibniz Prize,” 2003)

Example:

As seen in “Schuth Wins Leibniz Prize” (2003) ...

Reference List:

Schuth wins Leibniz prize. (2003). *Materials Today*, 6(6), 61.

Tips:

- The article title is used instead of the author’s name.
- In your in-text citations, put the article title within double quotation marks and capitalise all major words, as in the example.
- The title in your reference list is not in quotation marks and is capitalised normally, as in the example.
- If the article does not have a DOI, you can leave this part out.
- Journal title and volume number are in italics.
- If the article doesn’t have an issue number, leave this part of the reference out.

2.05 Individual and organisation

authors

Author, A., & Organisation. (Year). Article title. *Journal Title*, volume(issue), page range. DOI

In-text:

De Vries et al. (2013)
(De Vries et al., 2013)

Example:

De Vries et al. (2013) note that ...

Reference List:

De Vries, R., Nieuwenhuijze, M., Buitendijk, S. E., & the members of Midwifery Science Work Group. (2013). What does it take to have a strong and independent profession of midwifery? Lessons from the Netherlands. *Midwifery*, 29(10), 1122-1128. <https://doi.org/10.1016/j.midw.2013.07.007>

Tips:

- If the article does not have a DOI, you can leave this part out.
- Write the name of the group author as shown on the source. This example was credited to “the members of Midwifery Science Work Group”.
- Journal title and volume number are in italics.
- If the article doesn't have an issue number, leave this part of the reference out.

2.06 Online article

Author, A. (Year). Article title. *Journal Title*, volume(issue), Article Number. DOI/URL

In-text:

Burin et al. (2019)
(Burin et al., 2019)

Xanthoudakis (2020)
(Xanthoudakis, 2020)

Example:

... as demonstrated by the Supernatural fandom (Xanthoudakis, 2020).

Reference List:

Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, 14(1), Article e0209899. <https://doi.org/10.1371/journal.pone.0209899>

Xanthoudakis, A. (2020). Mobilizing minions: Fan activism efficacy of Misha Collins fans in “Supernatural” fandom. *Transformative Works and Cultures*, 32. <https://doi.org/10.3983/twc.2020.1827>

Tips:

- If there is no DOI available for an online journal article, then you need to include the URL instead.
- If the journal article you are referencing has page numbers and provides you with all the information relevant to the print copy (as most articles within databases will do), reference it as a print article using one of the previous templates.
- If the article does not have an article number (as seen in the second example), leave this element out.

2.07 In press

Author, A. (in press). Article title. *Journal Title*.

In-text:

Pachur & Scheibehenne (in press)
(Pachur & Scheibehenne, in press)

Example:

... when taking a cognitive modelling approach to the issue (Pachur & Scheibehenne, in press).

Reference List:

Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modelling approach. *Psychonomic Bulletin & Review*.

Tips:

- For journal articles that are in press, you substitute the year of publication with the words “in press”.
- If the article has been submitted to a Journal but not yet accepted, reference it as an
- In press articles do not have volume, issue, or page range numbers, or a DOI, so these elements can be left out.

2.08 Articles in a language other than English

Author, A. (Year). Article title [Article title in English]. *Journal Title*, volume(issue), page number. DOI

In-text:

Chaves-Morillo et al. (2018)
(Chaves-Morillo et al., 2018)

Example:

Chaves-Morillo (2018, p. 158) found that ...

Reference List:

Chaves-Morillo, V., Gómez Calero, C., Fernández-Muñoz, J. J., Toledano-Muñoz, A., Fernández-Huete, J., Martínez-Monge, N., Palacios-Ceña, D., & Peñacoba-Puente, C. (2018). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time and age]. *Clínica y Salud*, 28(3), 155-161. <https://doi.org/10.1016/j.clysa.2017.04.002>

Tips:

- The article title is in the original language, followed by the translated article title in square brackets.
- Journal title and volume number are in italics.
- If the article does not have a DOI, you can leave this part out.
- If any element of the reference is written in characters, you should use an English transliteration, for example Pinyin for Chinese characters.

2.09 Cochrane Systematic Reviews

Author, A. (Year). Article Title. *Database Name*. DOI/URL

In-text:

Mehrholz et al. (2018)
(Mehrholz et al., 2018)

Example:

... benefits for patients who have suffered a stroke (Mehrholz et al., 2018).

Reference List:

Mehrholz, J., Pohl, M., Platz, T., Kugler, J., & Elsner, B. (2018). Electromechanical and robot-assisted arm training for improving activities of daily living, arm function, and arm muscle strength after stroke. *Cochrane Database of Systematic Reviews*. <https://doi.org/10.1002/14651858.CD006876.pub5>

Tips:

- If there is no DOI available, you can include the URL instead.

2.10 UpToDate

Author, A. (Year). Article title. *UpToDate*. Retrieval date, from URL

In-text:

(Morey, 2019)

Morey (2019)

Example:

Evidence exists that positive life expectancy outcomes can be achieved even if exercise only begins after the age of 80 (Morey, 2019).

Reference List:

Morey, M. C. (2019). Physical activity and exercise in older adults. *UpToDate*. Retrieved July 22, 2019, from <https://www.uptodate.com/contents/physical-activity-and-exercise-in-older-adults>

Tips:

- Because information in the UpToDate database changes over time, include a retrieval date in your reference list.
- Use the year of the last update in the date element of your reference.
- UpToDate is referenced in a similar way to a journal article, in that the article title is in regular font and the platform that publishes the article (UpToDate) is in italics.

2.11 Editorials

Author, A. (Year). Title [Editorial]. *Journal Title*, volume(issue), page number. DOI

In-text:

Cuellar (2016)
(Cuellar, 2016)

Example:

As stated in Cuellar (2016, p. 209) ...

Reference List:

Cuellar, N. G. (2016). Study abroad programs [Editorial]. *Journal of Transcultural Nursing*, 27(3), 209. <https://doi.org/10.1177/1043659616638722>

Tips:

- If the word “editorial” is part of the title, you can leave out the word in square brackets.
- If you are referencing an editorial from a Newspaper, Magazine or any other publication, you should use that reference format but include “[Editorial]” after the title.
- If the article does not have a DOI, you can leave out this part.

2.12 Media or press release

Author, A. (Year, Month Day). *Title* [Press release]. Publisher.
DOI/URL

In-text:

U.S. Food and Drug Administration (2019)
(U.S. Food and Drug Administration, 2019)

Example:

... the introduction of which has had many benefits (U.S. Food and Drug Administration, 2019).

Reference List:

U.S. Food and Drug Administration. (2019, February 14). *FDA authorizes first interoperable insulin pump intended to allow patients to customize treatment through their individual diabetes management devices* [Press release].
<https://www.fda.gov/NewsEvents/Newsroom/pressAnnouncements/ucm631412.htm>

Tips:

- If there is no title given, you can use a brief description of the press release in square brackets in place of the title.
- Include the Month and Day of the press release after the year in the reference list.
- If there is a DOI, it should be prioritised over a URL.
- If the Publisher is the same as the Author, you can leave it out, as in the example.

2.13 Magazine article

Author, A. (Year, Month Day). Article title. *Magazine title*, Page range.

In-text:

Gutner (2003)
(Gutner, 2003)

Example:

Gutner (2003) discusses the future of fashion ...

Reference List:

Gutner, T. (2003, August). Fashion futures. *Business Week (Fashion Industry Supplement)*, 9-10.

Tips:

- If there is no day available (as seen in the provided example), this can be omitted.
- If the magazine was published in a season (e.g. Summer), use the season name in place of the month.

2.14 Online magazine article

Author, A. (Year, Month Day). Article title. *Magazine title*. DOI/URL

In-text:

Bustillos (2013)
(Bustillos, 2013)

Example:

Bustillos (2013) further demonstrates the storytelling capabilities of video games.

Reference List:

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

Tips:

- If your magazine article has a month or season but no day of publication, just list the month or season.
- If your magazine article has a volume or issue number, list them as you would for a

2.15 Newspaper

Author, A. (Year, Month Day). Article title. *Newspaper*, Page range.
URL

In-text:

Hess (2019)

(Hess, 2019)

(“Man accused of swimming in shark tank returns to BC”, 2019)

Example:

Feline behaviour can be very complex (Hess, 2019).

Reference List:

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.

Man accused of swimming in shark tank returns to BC. (2019, June 7). *The Vancouver Sun*, A8.

Tips:

- If the newspaper article has been viewed in print, or is found via a library database, leave out the URL (as seen in the example).
- If the newspaper article has no listed author, move the article title to the front of the reference list entry. When referencing an authorless article in-text, surround the title with double quotes (see examples).

2.16 Online news article

Author, A. (Year, Month Day). Article title. *Newspaper*. DOI/URL

In-text:

Darby (2004)

(Darby, 2004)

(“Mrs. Obama Says ‘Lovely Frame’ in box during awkward handoff”, 2018)

Example:

... it is behaviours like this that caused Butler to leave his position (Darby, 2004).

Reference List:

Darby, A. (2004, August 10). Furious Butler quits as governor. *Sydney Morning Herald*.

<http://www.smh.com.au/articles/2004/08/09/1092022411039.html?oneclick=true>

Mrs. Obama says ‘lovely frame’ in box during awkward handoff. (2018, February 1).

AP News. <https://www.apnews.com/31f3520500c94a6ebfdbd2a0db5f4b60>

Tips:

- Treat an online newspaper as you would a print newspaper but omit the page range element.
- Unlike references for web pages, which italicise the title of the page, references for online newspapers italicise the name of the publisher/publication.
- If the newspaper article has no listed author, move the article title to the front of the reference list entry. When referencing an authorless article in-text, surround the title with double quotes (see example).

3. Websites & Social Media

Web page

Social media

3.01 Individual as author

Author, A. (Year, Month Day). *Title of webpage*. Title of Website. URL

In-text:

McLeod (2020)
(McLeod, 2020)

Example:

... as demonstrated in the hierarchy of needs (McLeod, 2020).

Reference List:

McLeod, S. (2020, March 20). *Maslow's hierarchy of needs*. Simply Psychology.
<https://www.simplypsychology.org/maslow.html>

Tips:

- Give as much information about the date as possible. Don't use the copyright date at the bottom of the screen as this is probably not accurate. Instead, use "n.d." if there is no other date available.
- Include a retrieval date any time you reference material from a site where the content is likely to change over time. For an example of this, please see
- If there is no author listed (which is often the case), use the format.

3.02 Organisation as author

Organisation. (Year, Month Day). *Title of webpage*. Title of Website.
URL

In-text:

World Health Organization (2018)
(World Health Organization, 2018)

Example:

The World Health Organization (2018) furthers this position suggesting ...

Reference List:

World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety*. <https://www.who.int/features/qa/84/en/>

Tips:

- Give as much information about the date as possible. Don't use the copyright date at the bottom of the screen as this is probably not accurate. Instead, use "n.d." if there is no other date available.
- If the author name is the same as the title of the website, you do not need to write this twice (as seen in the provided example).
- If there are two organizational authors do not place a comma between their names.
- If you are referencing multiple pages from the same website, treat them as separate references. If the pages are all published in the same year, see

3.03 Wikipedia

Title of page. (Year, Month Day). In *Wikipedia*. URL

In-text:

“List of Oldest Companies” (2019)
 (“List of Oldest Companies,” 2019)

Example:

... is one of the oldest companies (“List of Oldest Companies,” 2019)

Reference List:

List of oldest companies. (2019, January 13). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=List_of_oldest_companies&oldid=878158136

Tips:

- Bear in mind that most lecturers don't want you to use Wikipedia in your reference lists at University, and you may lose marks for doing so. Generally, you should only use Wikipedia for background reading and to help you find better sources.
- When citing a Wikipedia page, you should use the archived version so that you can retrieve it at a later date if necessary. This can be found by selecting “view history” and then the time and date of the page you used.
- If you cannot find a link to the archived version of the page, you may use the standard URL, but you must also include a retrieval date at the end.
- In your in-text citations, capitalise all major words in the Title of page, as seen in the example. In your reference list, capitalise the Title of page normally, as seen in the example.

3.04 Tools & checklists

Organisation. (Year). *Title*. URL

In-text:

(Critical Appraisal Skills Program [CASP], 2020)

(CASP, 2020)

Joanna Briggs Institute (n.d.)

Example:

Before embarking on a randomised control protocol, it's important to check whether the study addresses a clearly focused research question (Critical Appraisal Skills Program [CASP], 2020)

Reference List:

Critical Appraisal Skills Program. (2020). *CASP randomised controlled trial standard checklist*. https://casp-uk.b-cdn.net/wp-content/uploads/2020/10/CASP_RCT_Checklist_PDF_Fillable_Form.pdf

Joanna Briggs Institute. (n.d.). *Checklist for analytical cross-sectional studies*. https://jbi.global/sites/default/files/202110/Checklist_for_Analytical_Cross_Sectional_Studies.docx

Tips:

- If your checklist is a downloadable document without a URL, leave this element of the reference list entry out.
- If you wish to abbreviate the author of the tool or checklist in-text, write it out in full the first time you cite it, followed by the abbreviation in square braces. After that you can cite using the shortened form (see examples).

3.05 Blog posts

Author, A. (Year, Month Day). Post title. *Blog Title*. DOI/URL

In-text:

Klymkowsky (2018)
(Klymkowsky, 2018)

LukeZ6 (2019)
(LukeZ6, 2019)

Example:

Klymkowsky (2018) takes a scientific approach to this concept ...

Reference List:

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *Sci-Ed*. <https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/>

LukeZ6. (2019, December 16). The real reason Azula's fire is blue. *Reddit*. https://www.reddit.com/r/TheLastAirbender/comments/ebd96f/the_real_reason_azulas_fire_is_blue/

Tips:

- Provide the DOI/URL for the specific blog post you are referencing and not just the blog.
- If the author uses a screenname or username see for rules on how to include this.

3.06 Comment on a post

Author, A. (Year, Month Day). Comment Title [Comment on “Post/Article Title”]. *Publisher/Website*. URL

In-text:

KS in NJ (2019)
(KS in NJ, 2019)

Zonation (2019)
(Zonation, 2019)

Example:

As stated by KS in NJ (2019), “men are figuring something out that women have known forever”.

Reference List:

KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know of many [Comment on the article “How workout buddies can help stave off loneliness”]. *The Washington Post*. <https://wapost/2HDTtoGJ>

Zonation. (2019, December 17). This will probably get buried, but that’s OK. Her flame represents perfect flame combustion into the combustion products. Her problem [Comment on “The real reason Azula’s fire is blue”]. *Reddit*. https://www.reddit.com/r/TheLastAirbender/comments/ebd96f/the_real_reason_azulas_fire_is_blue/

Tips:

- Credit the person who left the comment as the author and use the naming format that appears with the comment (e.g. a real name or a username).
- If the comment does not have a title (as in the provided example), you should include the first 20 words of the comment.
- If possible, provide the link to the specific comment you are referencing.

3.07 Facebook post

Author, A. (Year, Month Day). *Text of post* [Status update]. Facebook.
URL

In-text:

Gaiman (2018)
(Gaiman, 2018)

Example:

... this situation was also addressed in a Facebook post by Neil Gaiman (2018).

Reference List:

Gaiman, N. (2018, March 22). *100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is [image attached]* [Status update]. Facebook. <http://bit.ly/2JQzPAD>

Tips:

- If the post has an image attached, you need to indicate this by including “[Image attached]” directly after the contents of the post (as seen in the provided example).
- If the post features , please follow the APA rules for including them.
- Use only the first 20 words of the post.

3.08 Facebook page

Author, A. (n.d.). *Page Name* [Facebook page]. Facebook. Retrieval date, from URL

In-text:

Smithsonian's National Zoo and Conservation Biology Institute (n.d.)
(Smithsonian's National Zoo and Conservation Biology Institute, n.d.)

Example:

As seen on Smithsonian's National Zoo and Conservation Biology Institute (n.d.) ...

Reference List:

Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). *Home*
[Facebook page]. Facebook. Retrieved July 22, 2019, from <https://www.facebook.com/nationalzoo>

Tips:

- Use the page title in the reference, for example, "Timeline", "Home", "Photos", "About".
- This format can be adapted for other social media platforms or profile pages (for example, YouTube, Instagram, Tumblr, LinkedIn and so forth).

3.09 Instagram post

Author, A. [@screenname]. (Year, Month Date). *Caption* [Media Type]. Instagram. URL

In-text:

Zeitz MOCAA (2018)
(Zeitz MOCAA, 2018)

Example:

As seen in the post by Zeitz MOCAA (2018) ...

Reference List:

Zeitz MOCAA [@zeitzmocaa]. (2018, November 26). *Grade 6 learners from Parkfields Primary School in Hanover Park visited the museum for a tour and workshop hosted by* [Photographs]. Instagram. <https://www.instagram.com/p/BqpHpjFBs3b/>

Tips:

- If the post features , please follow the APA rules for including them.
- See [APA 7th ed., section 8.17](#) for more details on including usernames in your reference.
- Use only the first 20 words of the Caption.

3.10 Instagram highlight

Author, A. [@screenname]. (n.d.). *Caption* [Highlight]. Instagram.
Retrieval date, from URL

In-text:

The New York Public Library (n.d.)
(The New York Public Library, n.d.)

Example:

As seen in the highlight from The New York Public Library (n.d.) ...

Reference List:

The New York Public Library [@nypl]. (n.d.). *The raven* [Highlight]. Instagram.
Retrieved April 16, 2019, from <https://bitly.com/2FV8bu3>

Tips:

- Use “n.d.” for the date; although each story within a highlight is dated, the highlight itself may contain stories from multiple dates.
- As a highlight can change over time, you must include a retrieval date.
- See [APA Style](#) for more details on including usernames in your reference.

3.11 Tweets

Author, A. [@screenname]. (Year, Month Day). *Contents of the tweet*
[Tweet]. Twitter. URL

In-text:

White (2018)
(White, 2018)

Example:

White (2018) also makes mention of this in her tweet ...

Reference List:

White, B. [@BettyMWhite]. (2018, June 21). *I treasure every minute we spent together #koko* [Image attached] [Tweet]. Twitter. <https://twitter.com/BettyMWhite/status/1009951892546227456>

Tips:

- If the tweet has an image attached, you need to indicate this by including “[Image attached]” directly after the contents of the tweet (as seen in the provided example).
- If the post features [redacted], please follow the APA rules for including them.
- See [redacted] for more details on including usernames in your reference.
- Use only the first 20 words of the Contents of the tweet.

3.12 Twitter profile

Author, A. [@screenname]. (n.d.). *Page Title* [Twitter profile]. Twitter. Retrieval Date, from URL

In-text:

Jb Billy Goat (n.d.)
(Jb Billy Goat, n.d.)

Example:

... convey an attempt at a comedic tone (Jb Billy Goat, n.d.).

Reference List:

Jb Billy Goat [@Jb_Billy_Goat]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved December 3, 2019, from https://twitter.com/jb_billy_goat?lang=en

Tips:

- You must provide a retrieval date for profiles as they change over time.
- There are several tabs on a Twitter profile, ensure that you are referencing the correct page name (for example, “Tweets”, “Lists”, “Moments” etc.).
- See [APA 7th Edition, 6.17.1](#) for more details on including usernames in your reference.

3.13 YouTube

Author, A. (Year, Month Day). *Title* [Video]. YouTube. URL

In-text:

Fogarty (2016)
(Fogarty, 2016)

Mayday Parade (2013)
(Mayday Parade, 2013)

Example:

... further discusses sentence structure (Fogarty, 2016, 1:30).

Reference List:

Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. <https://www.youtu.be/deiEY5Yq1ql>
Mayday Parade. (2013, September 26). *Mayday Parade - Monsters in the closet interview (part 1)* [Video]. YouTube. <https://www.youtube.com/watch?v=8rUZjj4bwzo>

Tips:

- The person who uploaded the video is credited as the author even if they did not themselves create the work.
- If the author's real name is known use that and include their username in square brackets (as seen in the Fogarty example). Otherwise use the username as the authors name.
- See [this link](#) for more details on including usernames in your reference.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the Fogarty example).
- This format can be also used for other video hosting websites like Vimeo.

4. Sound, Video, Image & Art

Sound

Video

Image

Art

4.01 Album

Artist, A. (Year). *Album Title* [Album]. Record Label.

In-text:

(Bach, 1721/2010)

Bach (1721/2010)

(Bowie, 2016)

Bowie (2016)

Example:

The first key change in Bowie's *Blackstar* (2016, 11:17) is very significant.

Reference List:

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)

Bowie, D. (2016). *Blackstar* [Album]. Columbia.

Tips:

- For recordings of Classical works, provide the composer's name as the author and note the individual or group who recorded the version you are using in square brackets after the title (as in the Bach example).
- For Classical works, you should note both the year of recording, and the year of original publication, both in-text and in your reference list (as in the Bach example).
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the Bowie example).
- To reference a single _____, please see the template for songs.

4.02 Song

Artist, A. (Year). Song title [Song]. On *Album Title*. Record Label.

In-text:

My Chemical Romance (2006)
(My Chemical Romance, 2006)

Example:

The third verse of My Chemical Romance's "Famous last words" (2006, 1:03) exemplifies the emo movement ...

Reference List:

My Chemical Romance. (2006). Famous last words [Song]. On *The black parade*. Reprise Records.

Tips:

- If a song has no associated album, you can leave out that part of the reference.
- If a song is hosted on a web platform such as SoundCloud and is only accessible there, then you should include the URL at the end of your reference.
- For recordings of Classical works, provide the composer's name as the author and note the individual or group who recorded the version you are using in square brackets after the title (as in the example on the previous page).
- For Classical works, you should note both the year of recording, and the year of original publication, both in-text and in your reference list (as in the example on the previous page).
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).

4.03 Podcast

Author, A. (Host). (Year, Month). *Podcast title* [Audio podcast].
Production Company. DOI/URL

In-text:

Vedantam (2015-present)
(Vedantam, 2015-present)

Example:

Vedantam (2015-present, 1:30:40) covers this topic specifically ...

Reference List:

Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR. <https://www.npr.org/series/423302056/hidden-brain>

Tips:

- If you do not have a URL for the podcast (e.g. if accessed through an app), leave out that section.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).
- If the Podcast is still airing, replace the second year with the word “present” (as seen in the example).

4.04 Podcast episode

Author, A. (Host). (Year, Month Day). Episode title (episode number)
[Audio podcast episode]. In *Podcast title*. Production Company.
DOI/URL

In-text:

Glass (2011)
(Glass, 2011)

Example:

As discussed in Glass (2011, 1:05) ...

Reference List:

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In *This American life*. WEBZ Chicago. <https://www.thisamericanlife.org/radio-archives/episode/443/amusement-park>

Tips:

- If you do not have a URL for the podcast (e.g. if accessed through an app), leave out that section.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).

4.05 Radio program/interview

Host, A. (Year, Month Day). *Title* [Format]. Source.

In-text:

de Beauvoir (1960)
(de Beauvoir, 1960)

PM (2004)
(PM, 2004)

Example:

de Beauvoir (1960) discusses this in detail ...

Reference List:

de Beauvoir, S. (1960, May 4). *Simone de Beauvoir discusses the art of writing*
[Interview]. Studs Terkel Radio Archive; The Chicago History Museum. <https://studsterkel.wfmt.com/programs/simone-de-beauvoir-discusses-art-writing>
PM (2004, June 2). *702AM* [Radio program]. ABC Radio.

Tips:

- For radio interviews that are found in digital or physical archives, you should credit the interviewee as the author.
- To reference other types of interviews, for example ones published in magazines or on TV programs, use the style of referencing appropriate to that medium. In some cases, the interviewee's name may not be mentioned in the reference itself. In this case, when you are citing it in-text, you should make the interviewee's name known.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number.
- When there is more than one Source (as seen in the de Beauvoir example), you must list all of them separated by a semicolon (“;”).

4.06 Recording of a speech

Author, A. (Year, Month Day). *Title* [Speech audio recording].
Publishing Company. DOI/URL

In-text:

King (1963)
(King, 1963)

Example:

... “I have a dream” (King, 1963, 3:30).

Reference List:

King, M. L., Jr. (1963, August 28). *I have a dream* [Speech audio recording]. American Rhetoric. <https://www.americanrhetoric.com/speeches/mlkihaveadream.htm>

Tips:

- The author is the person whose speech has been recorded.
- If there is a DOI available, that is preferred over a URL.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).

4.07 Film or video

Contributor, A. (Role). (Year). *Title*. [Media Type]. Production Company.

In-text:

Jackson (2001)
(Jackson, 2001)

Example:

... and it has been established that second breakfast is a staple of the Hobbit feeding patterns (Jackson, 2001, 1:30:40).

Reference List:

Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring*. [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.

Tips:

- For a film, you should credit the director as the author. If the director is unknown, you can credit someone in a similar role that would help someone retrieve the work (this role then needs to be recorded within brackets after the individual's name).
- You do not need to record how you watched the film or video (e.g. in a theatre, on a DVD, etc.). However, you can include this information in the reference when it is relevant – for example, if the version you used had special features, commentary, or was a limited release. In this case, you would include the information within the square brackets after the media type (as seen in the example).
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).
- When there is more than one production company (as seen in the example), you must list all of them separated by a semicolon (“;”).

4.08 Film or video in a language other than English

Contributor, A. (Role). (Year). *Title* [Title in English] [Media Type].
Production Company.

In-text:

Benigni (1997)
(Benigni, 1997)

Example:

... similar cinematic techniques were employed in Benigni (1997, 45:12)

Reference List:

Benigni, R. (Director). (1997). *La vita è bella* [Life is beautiful] [Film]. Melampo
Cinematografica; Cecchi Gori Group.

Tips:

- If the film or video you are referencing is in a language other than English, you should include the English translation in brackets after the title.
- For a film, you should credit the director as the author. If the director is unknown, you can credit someone in a similar role that would help someone retrieve the work (this role then needs to be recorded with in brackets after the individual's name).
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).
- If any element of the reference is written in characters, you should use pinyin or English transliteration.
- When there is more than one production company (as seen in the example), you must list all of them separated by a semicolon (“;”).

4.09 Recorded webinar

Author, A. (Year). *Title* [Webinar]. Publisher/Production Company.
URL

In-text:

Goldberg (2018)
(Goldberg, 2018)

Example:

These negative effects were noted in Goldberg (2018, 30:40).

Reference List:

Goldberg, J. F. (2018). *Evaluating adverse drug effects* [Webinar]. American Psychiatric Association. <https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172>

Tips:

- This format should only be used for recorded, retrievable webinars.
- If you want to reference an unrecorded webinar, you should use the format.
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).

4.10 TED talk

Author, A. (Year, Month Day). *Title* [Video]. Platform. DOI/URL

In-text:

Giertz (2018)
(Giertz, 2018)

TED (2012)
(TED, 2012)

Example:

... introduce the idea that we should change our way of thinking (Giertz, 2018; TED, 2012, 1:40).

Reference List:

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things
TED. (2012, March 16). *Brene Brown: Listening to shame* [Video]. YouTube. <https://youtube.com/watch?v=psN1DORYYV0>

Tips:

- When the TED talk comes directly from TED's website, you can use the name of the speaker as the author (as seen in the Giertz example). However, when you are taking the video from _____, you must list the channel that uploaded it as the author.
- When the speaker is not listed as an author, you can integrate their name into the body of your assessment if necessary. For example: "Brown discussed shame as a shared human experience (TED, 2012)".
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number (as seen in the example).
- To reference multiple resources at the same time, separate them with a semi colon. See _____ for more information.

4.11 TV series

Contributor, A. (Role). (Year). *Title* [Format]. Production Company.

In-text:

McCulloch and Thorne (2019–present)
(McCulloch & Thorne, 2019–present)

Example:

... and challenges the authority of organised religion (McCulloch & Thorne, 2019–present)

Reference List:

McCulloch, D., & Thorne, J. (Executive Producers). (2019–present). *His dark materials* [TV series]. Bad Wolf; British Broadcasting Company (BBC); New Line Cinema; Scholastic.

Tips:

- When a TV series spans multiple years, separate the year range with a dash. If the series is still airing, replace the second year with the word ‘present’ (as seen in the example).
- When there is more than one Production Company (as seen in the example), you must list all of them separated by a semi-colon (“;”).

4.12 TV episode

Contributor, A. (Role), & Contributor, B. (Role). (Year, Month Day).
Episode title (Season, Episode) [Format]. In C. Contributor (Role),
Series Title. Production Company.

In-text:

Davies and Lyn (2006)
(Davies & Lyn, 2006)

Example:

Davies and Lyn (2006) posit that the British royal family are werewolves.

Reference List:

Davies, R. (Writer), & Lyn, E. (Director). (2006, April 22). Tooth and claw (Season 2, Episode 2) [TV series episode]. In R. T. Davies (Executive Producer), *Doctor Who*. British Broadcasting Company (BBC).

Tips:

- The season and episode number need to be included within brackets after the episode title.
- The writer/s and director/s should be credited as the authors for each episode. These roles must be included in brackets after each person's name in the reference list.
- If available, you should also list the executive producer of the series before the title of TV series, as seen in the example).
- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number.

4.13 TV news segment

Presenter, A. A. (Host). (Year, Month Day of program). Title of segment [Television broadcast]. In *Title of program*. Production company. URL

In-text:

Denton (2006)

Example:

In an interview with Denton (2006), Raelene Boyle said that

Reference List:

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

Tips:

- To quote directly from the work, provide a time stamp in the in-text reference in place of a page number.

4.14 Image

Author, A. (Year). *Title* [Media type]. Source. URL

In-text:

Aloha_Alona (2019)
(Aloha_Alona, 2019)

Zevster (n.d.)
(Zevster, n.d.)

Example:

As seen in the below image (Zevster, n.d.).

Reference List:

Aloha_Alona. (2019). *The Hobbit (1977)* [Image]. The Poster DB. <https://theposterdb.com/poster/25040>
Zevster. (n.d.). [Lots of colourful polyhedral dice] [Stock image]. Shutterstock. <https://www.shutterstock.com/imagephoto/lots-colorful-polyhedral-dice-used-tabletop1555085273>

Tips:

- This format can be used for general images, note the type of image in the “[Media type]” element.
- For untitled images, include a brief description inside square brackets instead of a title (as seen in the second example).
- If there is no author listed, use the name of the Source as the author’s name. You can then leave the Source element out.
- If you are including an image, figure or table from another source in your assignment but not discussing it in text (e.g. if you are just saying “see Figure 1”), see
- If you are referring to an image that you created yourself, you do not need to reference it. However, you should make it clear in the text that the image was created by you.

4.15 Infographic

Author, A. (Year). *Title* [Infographic]. Source. DOI/URL

In-text:

Rossman and Palmer (2015)
(Rossman & Palmer, 2015)

Example:

... through our space junk (Rossman & Palmer, 2015).

Reference List:

Rossman, J., & Palmer, R. (2015). *Sorting through our space junk* [Infographic]. World Science Festival. <https://www.worldsciencefestival.com/2015/11/pace-junk-inforgraphic/>

Tips:

- Use this format to cite, not reproduce, an infographic.
- If you want to reproduce an infographic in work you are publishing, you may need to obtain permission; or a copyright attribution may be necessary (this rule does not apply to student assignments).
- If you are including an image, figure or table from another source in your assignment but not discussing it in text (e.g. if you are just saying “see Table 1”), include the full reference list entry as a caption underneath it.

4.16 Maps

Author, A. (Year). *Title* [Map]. Source. URL

In-text:

Cable (2013)
(Cable, 2013)

Example:

... as seen in the racial dot map (Cable, 2013) ...

Reference List:

Cable, D. (2013). *The racial dot map* [Map]. University of Virginia, Weldon Cooper Center for Public Service. <https://demographics.coopercenter.org/racial-Dot-Map>

Tips:

- If there is no title, instead describe the map in square brackets in place of the title and include a retrieval date before the URL.
- If you are including an image, figure or table from another source in your assignment but not discussing it in text (e.g. if you are just saying “see Figure 1”), include the full reference list entry as a caption underneath it.

4.17 Stock images or clip art

Author, A. (Year). *Title* [Media Type]. Source. URL

In-text:

Sunny Studio (n.d.)
(Sunny Studio, n.d.)

Example:

As seen in the below image (Sunny Studio, n.d.).

Reference List:

Sunny Studio. (n.d.). [Portrait of child in front of a blackboard] [Stock image].
Shutterstock. <https://www.shutterstock.com/image-photo/portrait-child-classroom-toy-virtual-reality-709519363>

Tips:

- For untitled images, include a brief description inside square brackets instead of a title (as seen in the example).
- If you are including an image, figure or table from another source in your assignment but not discussing it in text (e.g. if you are just saying “see Figure 1”), include the full reference list entry as a caption underneath it.

4.18 Photograph

Author, A. (Year). *Title* [Medium]. Source. URL

In-text:

McCurry (1985)
(McCurry, 1985)

Rinaldi (2016)
(Rinaldi, 2016)

Example:

McCurry's (1985) image is an example of a photograph that has ...

Reference List:

McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic. <https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg/>

Rinaldi, J. (2016). [Photograph series of a boy who finds his footing after abuse by those he trusted]. The Pulitzer Prizes. <https://www.pulitzer.org/winners/Jessica-rinaldi>

Tips:

- This format can be used for photos or other artworks that are not associated with museums or galleries.
- When the source is the same as the author, it can be left out.
- For untitled photographs, include a brief description inside square brackets instead of a title (as seen in the second example).
- If you are including an image, figure or table from another source in your assignment but not discussing it in text (e.g. if you are just saying “see Figure 1”), include the full reference list entry as a caption underneath it.

4.19 Artwork in a museum or on a museum website

Author, A. (Year). *Title* [Medium]. Museum name, Museum location.
URL

In-text:

Wood (1930)
(Wood, 1930)

Example:

Wood's *American gothic* (1930) is a widely influential example of ...

Reference List:

Wood, G. (1930). *American gothic* [Painting]. Art Institute of Chicago, Chicago, IL, United States. <https://www.artic.edu/aic/collections/artwork/6565>

Tips:

- For untitled artworks, include a brief description of the art in square brackets in place of the title.
- This format can be used to cite all types of museum or gallery artwork, including paintings, sculptures, photographs, prints, drawings, and installations. The type or medium of the art needs to be included in square brackets after the title.
- Museum location should be in the format City, State (if relevant), Country.
- If the artwork is not in a museum, replace all museum details with the source of your image, and include a URL.
- If your image comes from a database behind a paywall, e.g. Oxford Art Online, use the database name in place of the museum details but leave out the URL.

5. Legal materials

When referencing Australian legal materials, use the conventions described in the Australian Guide to Legal Citation referencing style (AGLC, 4th ed., 2018). When using this style in your assignments, the in-text references are written in the same way as the entries in the reference list.

In some cases, AGLC does not use commas or full stops to separate the elements.

5.01 Acts

Title Year (Jurisdiction)

Title – should always be in italics.

Year – the year the legislation went into effect. Should always be in italics.

(Jurisdiction) – this is the geographical area in which the legislation applies (in Australia, this means the Commonwealth or one of the States or Territories) written in shorthand within brackets as per AGLC guidelines (Cth, NSW, Vic, Qld, SA, WA, Tas, ACT, or NT).

In-text:

Crimes Act 1958 (Vic)

(*Crimes Act 1958* (Vic))

Civil Liability Act 2002 (NSW)

(*Civil Liability Act 2002* (NSW) s 54)

Example:

This is established in the *Civil Liability Act 2002* (NSW) (s 54).

Reference List:

Civil Liability Act 2002 (NSW).

Crimes Act 1958 (Vic).

Tips:

- When referring to a specific part of an Act, you do not use page numbers but rather, sections, abbreviated by “s” for one section and “ss” for more than one (as seen in the example).
- When possible, it is recommended that you use the narrative form of in-text referencing. For example, *Crimes Act 1958* (Vic).

5.02 Bills

Title Year (Jurisdiction)

Title – for Bills, the title should never be in italics

Year – the year the Bill was introduced into Parliament

(Jurisdiction) – written in shorthand within brackets, in the same way as an

In-text:

Law and Justice Amendment Bill (No 2) 1995 (Cth)
(Law and Justice Amendment Bill (No 2) 1995 (Cth))

Law and Justice Amendment Bill 2004 (Cth)
(Law and Justice Amendment Bill 2004 (Cth) cl 22)

Example:

... as seen in the Law and Justice Amendment Bill (No 2) 1995 (cl 13).

Reference List:

Law and Justice Amendment Bill (No 2) 1995 (Cth).
Law and Justice Amendment Bill 2004 (Cth).

Tips:

- When there are multiple Bills with the same name, the title may be followed by a number (as seen in the given example); make sure to include this.
- When referring to a specific part of a Bill, you do not use page numbers but rather, clauses, abbreviated by “cl” (as seen in the example).
- When possible, it is recommended that you use the narrative form of in-text referencing. For example, Law and Justice Amendment Bill 2004 (Cth).

5.03 Case law

Case Name (Year) Volume Law Report Series Starting page

Case Name – should always be in italics

(Year) – some cases use square brackets around the year; you should copy whichever format is used

Volume – not all cases will have a volume number; if they don't, this can be left out

Law Report Series – this is an abbreviation of the full Law Report Series title. In some cases, an abbreviation of the Court name is used instead.

Starting Page – only include the page number, no full stops. In some cases, a judgment number is used instead.

In-text:

Talacko v Bennett (2017) 260 CLR 124

(*Talacko v Bennet* (2017) 260 CLR 124, 126)

Fennell v The Queen [2019] HCA 37

(*Fennell v The Queen* [2019] HCA 37)

Example:

... as set by the precedent in *Talacko v Bennett* (2017) 260 CLR 124.

Reference List:

Fennell v The Queen [2019] HCA 37.

Talacko v Bennett (2017) 260 CLR 124.

Tips:

- To refer to a specific part of a case, after the starting page number, place a comma and a space, and then record the page number to which you are referring (as seen in the given example).
- If the case is online and has paragraph numbers rather than page numbers, place a comma and a space, and then record the paragraph number to which you are referring, enclosed in square brackets.
- If you need to know the full name of an abbreviated law report series, a list can be found in Appendix A of the AGLC. A list of Court abbreviations can be found in Appendix B.
- When possible, it is recommended that you use the narrative form of in-text referencing. For example, *Talacko v Bennett* (2017) 260 CLR 124.

5.04 Treaties & international conventions (multilateral)

Title of treaty, Date Opened for Signature, Treaty Series Volume
Treaty Series Abbreviation First Page (Date of entry into Force)

In-text:

Treaty on the Non-Proliferation of Nuclear Weapons, opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970)

(*Treaty on the Non-Proliferation of Nuclear Weapons*, opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970) art 3)

Example:

This possibility is clearly permitted (*Treaty on the Non-Proliferation of Nuclear Weapons*, opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970) art 3).

Reference List:

Treaty on the Non-Proliferation of Nuclear Weapons, opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970).

Tips:

- When referring to a specific part of a treaty, you do not use page numbers, but rather, articles (abbreviated as “art”, as seen in the example).

5.05 Treaties & international conventions (bilateral or trilateral)

Title of treaty, Party Names, Date Signed, Treaty Series Volume
Treaty Series Abbreviation First Page (Date of entry into Force)

In-text:

Agreement Regarding the Transfer of the Administration of Justice in the Territories of Northern Slesvig, Denmark-Germany, signed 12 July 1921, 8 LNTS 397 (entered into force 17 January 1922)

(*Agreement Regarding the Transfer of the Administration of Justice in the Territories of Northern Slesvig*, Denmark-Germany, signed 12 July 1921, 8 LNTS 397 (entered into force 17 January 1922))

Example:

The debate over this aspect of the process was finally resolved (*Agreement Regarding the Transfer of the Administration of Justice in the Territories of Northern Slesvig*, Denmark-Germany, signed 12 July 1921, 8 LNTS 397 (entered into force 17 January 1922) art 7).

Reference List:

Agreement Regarding the Transfer of the Administration of Justice in the Territories of Northern Slesvig, Denmark-Germany, signed 12 July 1921, 8 LNTS 397 (entered into force 17 January 1922).

Tips:

- When referring to a specific part of a treaty, you do not use page numbers, but rather, articles (abbreviated as “art”, as seen in the example).
- In a bilateral or trilateral treaty, if the party names are in the title of the treaty, they do not need to be repeated after the title.

5.06 Parliamentary debates (Hansard)

Jurisdiction, *Parliamentary Debates*, Chamber, Full Date of Debate, Page Number (Name of Speaker).

In-text:

Victoria, *Parliamentary Debates*, Legislative Council, 14 December 2017, 6854
(Victoria, *Parliamentary Debates*, Legislative Council, 14 December 2017, 6854)

Example:

... noted in Victoria, *Parliamentary Debates*, Legislative Council, 14 December 2017, 6854.

Reference List:

Victoria, *Parliamentary Debates*, Legislative Council, 14 December 2017, 6854.

Tips:

- “*Parliamentary Debates*” should always be written in italics, whether it is in-text or in the reference list.
- The Jurisdiction is written in full: Australia, New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, Australian Capital Territory, or Northern Territory.
- The Chamber is the House of Parliament where the speech took place.
- The page number is the page on which the speech begins.
- Include the name of the person whose speech is being referred to if this is relevant. Use the format First name Last name.

5.07 Patents

Inventor, A. (Year patent issued). *Title of patent* (Patent Number).
Patent and Trademark Office. URL

In-text:

Hiremath et al. (2016)
(Hiremath et al., 2016)

Example:

As set out in Hiremath et al. (2016) ...

Reference List:

Hiremath, S. C., Kumar, S., Lu, F., & Salehi, A. (2016). *Using metaphors to present concepts across different intellectual domains* (U.S. Patent No. 9,367,592).
U.S. Patent and Trademark Office. <http://patft.uspto.gov/netacgi/nph-Parser?patentnumber=9367592>

Tips:

- The year refers to the year that the patent was approved, not the year it was applied for.
- The patent number refers to the unique identifier code that each patent is assigned.

5.08 Standards

Author, A. (Year). *Title* (Number). URL

In-text:

Standards Australia and Standards New Zealand (2018)
(Standards Australia & Standards New Zealand, 2018)

Example:

... based on the standard for hospital lighting (Standards Australia & Standards New Zealand, 2018).

Reference List:

Standards Australia & Standards New Zealand. (2018). *Interior and workspace lighting part 2.5: Hospital and medical tasks* (AS/NZS 1680.2.5-2018). <https://www.saiglobal.com/>

Tips:

- If the standard you are using is found in a library database, just link to the home page of the database (as seen in the example).
- If there are two organizational authors do not place a comma between their names.

6. Unpublished sources

Materials from
universities

Other

6.01 Lecture notes, slideshows or UTS

Online

Author, A. (Year). *Title* [Type of resource]. Company/University Name. URL

In-text:

Allen (2012)
(Allen, 2012)

Yao & McManus (2020)
(Yao & McManus, 2020)

Example:

... in an effort to reduce plastic waste in groceries (Allen, 2012).

Reference List:

Allen, B. (2012). *Things you need to know about groceries* [Subject 95206 lecture notes]. UTS Online. <https://online.uts.edu.au/>
Yao, J., & McManus, A. (2020). *Insearch CDIC001: Referencing* [Zoom lecture recording]. UTS Online. <https://online.uts.edu.au/>

Tips:

- If the slides (or resource) you are citing come from a classroom website, learning platform, or company intranet that your audience has access to, provide the name of the site and the URL for the login page (as seen in the examples).

6.02 Unpublished thesis or dissertation

Author, A. (Year). *Title* [Unpublished publication type]. Source.

In-text:

Harris (2014)
(Harris, 2014)

Example:

In Harris's (2014) dissertation ...

Reference List:

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Tips:

- Publication types common for this type of reference include “doctoral dissertation” and “master’s thesis”.
- For unpublished dissertations or theses, the “source” is the name of the institution (as seen in the example).
- See also

6.03 Unpublished book or article

Author, A. (Year). *Title* [Unpublished manuscript]. Source.

In-text:

Yoo et al. (2016)
(Yoo et al., 2016)

Example:

Yoo et al. (2016), make the point that ...

Reference List:

Yoo, J., Miyamoto, Y., Rigotti, A., & Ryff, C. (2016). *Linking positive affect to blood lipids: A cultural perspective* [Unpublished manuscript]. Department of Psychology, University of Wisconsin-Madison.

Tips:

- For manuscripts that have been submitted, but not published, use the phrase “Manuscript submitted for publication” in the square brackets.
- If you are referencing an article that has been submitted to a journal, but is not yet accepted for publication, do not list the name of the journal it has been submitted to. If it has been accepted but is not printed yet, reference it as .

6.04 Pamphlets or zines

Author, A. (Year). *Title* [Format]. Publisher.

In-text:

University of Technology Sydney (2009)
(University of Technology Sydney, 2009)

Example:

... for an ergonomic workplace (University of Technology Sydney, 2009).

Reference List:

University of Technology Sydney. (2009). *UTS: Staff safety & wellbeing at work: Computer comfort* [Pamphlet].

Tips:

- If your pamphlet or zine has no credited author, move the title to the front of the reference. For example, see .
- If the author is the same as the publisher, you do not need to repeat this (as seen in the example).

6.05 Personal communication

A. Author (personal communication, Month Day, Year)

In-text:

J. McAlpine (personal communication, November 14, 2019)

(J. McAlpine, personal communication, November 14, 2019)

Example:

An email (J. McAlpine, personal communication, November 14, 2014) confirming that results are accurate ...

Reference list:

Cited information from a personal communication does not appear in the reference list.

Tips:

- Personal communication is when an individual person or group of people has communicated privately with you. This can take several forms, including conversations, emails, letters, text messages, and interviews.

6.06 Interviews

Interview found in print or online

If you are referencing an interview someone else has conducted and that you've found online or in print then use the reference type that best describes the place where you found the interview, eg:

Interview you conduct with someone who is speaking 'on the record'

If you conduct an interview with someone as part of your own research or study, and have permission to reuse their names, use the template when referencing.

Interview you conduct with someone who is speaking anonymously

If your work requires you to interview people who are speaking anonymously, do not use the personal communication template. Instead quote them without creating an in-text reference.

Eg: "Participant A said"

7.01 Report by an organisation or government agency

Agency/Organisation. (Year). *Title*. DOI/URL

In-text:

Australian Bureau of Statistics (2009)
(Australian Bureau of Statistics [ABS], 2009)
(ABS, 2009)

Nursing and Midwifery Board of Australia (2018)
(Nursing and Midwifery Board of Australia [NMBA], 2018)
(NMBA, 2018)

Example:

The Australian Bureau of Statistics (ABS, 2009) ...

Reference List:

Australian Bureau of Statistics. (2009). *Education and work, Australia, May 2009*.
<http://www.abs.gov.au/ausstats/abs@.nsf/mf/6227.0?OpenDocument>
Nursing and Midwifery Board of Australia. (2018). *Midwife standards for practice*.
<https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/Midwife-standards-for-practice.aspx>

Tips:

- The names of parent agencies that are not present in the group author name can appear in the source element as the publisher.
- These examples show abbreviated authors names. See the section for rules on abbreviating authors names.
- If the report has a DOI, use this instead of the URL.
- If the report is not found online, and has no DOI, you can leave the DOI/URL part of the reference out.
- If there are two organizational authors do not place a comma between their names.

7.02 Reports by individuals on behalf of an organisation or government agency

Author, A. (Year). *Title*. Organisation/Agency. DOI/URL

In-text:

Fried and Polyakova (2018)
(Fried & Polyakova, 2018)

Example:

Fried and Polyakova (2018) cover this topic extensively, suggesting ...

Reference List:

Fried, D., & Polyakova, A. (2018). *Democratic defense against disinformation*. Atlantic Council. https://www.atlanticcouncil.org/images/publications/Democratic_Defense_Against_Disinformation_FINAL.pdf

Tips:

- For works with three or more authors, include the name of the first author only, plus “et al.” for every in-text citation (including the first one).
- When there are 21 or more authors, include the names of the first 19 authors followed by “...” and then the name of the final author in the reference list entry. For example, see the second example from

7.03 Report found in a database

Author, A. (Year, Month). *Title of report*. Database Name. DOI/URL

In-text:

(Buchko, 2021)

Buchko (2021)

(CSL, 2020)

CSL (2020)

Example:

Buchko (2021) notes that the size of the industry is expected to grow through 2026.

Reference List:

Buchko, M. (2021, February). *Global milk and cream manufacturing*. IBISWorld.

www.ibisworld.com

Marketline. (2020, December). *Leisure attractions in France*. www.marketline.com

Tips:

- When providing a URL for a database, use the URL of the database's public homepage, rather than links you arrive at via the Library website.
- If there is no person listed as an author, use the database name as the author. When you do this you do not have to repeat the database name after the title.
- If there are two organizational authors do not place a comma between their names.

7.04 Working paper

Author, A. (Year). *Title* [Working paper]. Publisher. DOI/URL

In-text:

(Rubery, 2003)

Rubery (2003)

Example:

Rubery (2003) notes that access to an independent wage income can help protect women from poverty...

Reference List:

Rubery, J. (2003). *Pay equity, minimum wage and equality at work: Theoretical framework and empirical evidence* [Working paper]. International Labour Office. https://www.ilo.org/wcmsp5/groups/public/@ed_norm/@declaration/documents/publication/wcms_decl_wp_20_en.pdf

Tips:

- If there is no person listed as an author, use the publisher's name as the author. When you do this you do not have to repeat the database name after the title.

7.05 Code of ethics

Author, A. (Year). *Title*. URL

In-text:

American Nurses Association (2015)
(American Nurses Association, 2015)

Example:

... as per the nursing code of ethics (American Nurses Association, 2015).

Reference List:

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. <https://www.nursingworld.org/coe-view-only>

Tips:

- If a code of ethics has been amended over time, you can reflect that information within parentheses after the title, e.g.: (2002, amended, effective June 1, 2010 and January 1, 2017).
- If there are two organizational authors do not place a comma between their names.

7.06 Grants

Author, A. (Principal Investigator). (Start year-End year). *Title*
(project/Grant number) [Grant]. Source. URL

In-text:

Blair (2015-2020)
(Blair, 2015-2020)

Example:

... in middle childhood (Blair, 2015-2020).

Reference List:

Blair, C. B. (Principal Investigator). (2015-2020). *Stress, self-regulation and psycho-pathology in middle childhood* (Project no. 5R01HD081252-04) [Grant]. Eunice Kennedy Shriver National Institute of Child Health & Human Development. https://projectreporter.nih.gov/project_info_details.cfm?aid=9473071&icde=40092311

Tips:

- The principal investigator should be listed as the author with their role in brackets afterwards (as seen in the example).
- The dates in the bracket should capture the start year to the end year.
- The funding agency should be listed as the source.

7.07 Dissertation/thesis

Author, A. (Year). *Title* [Type of Publication, Name of Institution].
Database/Archive. DOI/URL

In-text:

Hollander (2017)
(Hollander, 2017)

Hutcheson (2012)
(Hutcheson, 2012)

Example:

... from this we can conclude that these groups employ similar strategies
(Hutcheson, 2012).

Reference List:

Hollander, M. (2017). *Resistance to authority: Methodological innovations and new lessons from the Milgram experiment* (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin-Madison]. ProQuest Dissertations and Theses Global.

Hutcheson, V. H. (2012). *Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents* [Master's thesis, The College of William & Mary]. William & Mary Digital Archive. <https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf>

Tips:

- The university where the degree was awarded should be included in the square brackets after the title, separated from the type of publication by a comma (as seen in the given examples).
- If a thesis from a database has a publication number, you should add it in parentheses after the title, in plain text, as in the Hollander example.
- If the dissertation or thesis has not been published, see

7.08 Test

Author, A. (Year). *Title*. Publisher/Database. URL

In-text:

Alonso-Tapia et al. (2018)
(Alonso-Tapia et al., 2018)

Purring (2012)
(Purring, 2012)

Example:

In this study, we used Purring's (2012) Charisma and Tenacity Survey (CATS)...

Reference List:

Alonso-Tapia, J., Nieto, C., Merino-Tejedor, E., Huertas, J. A., & Ruiz, M. (2018).
Situated Goals Questionnaire for University Students (SGQ-U, CSM-U)
[Database record]. PsycTESTS. <https://doi.org/10.1037/t66267-000>
Purring, A. (2012). *Charisma and Tenacity Survey*. <http://www.apa.org/tests/measures/instruments/surveys/charisma.html>

Tips:

- A test's name is a proper noun, so be sure to capitalize it in the reference.
- If the test comes from a database, like in the first example include the words "Database record" in square brackets directly after the title.

7.09 Conference papers

Author, A. (Year, Month Date Range). *Title* [Paper presentation].
Conference Name, City, State, Country.

In-text:

Campbell (2019)
(Campbell, 2019)

Example:

Campbell (2019) has several far-reaching implications for ...

Reference List:

Campbell, K. (2019, October 28-29). *An information behaviours view of first in family students before and during university* [Paper presentation]. Research Applications in Information and Library Studies, Canberra, ACT, Australia.

Tips:

- Make sure you include the names of all authors, even if they were not present at the presentation.
- The dates should match the date(s) of the full conference.
- Conference papers or proceedings that have been published in a journal or book should be referenced as a .
or .

7.10 Conference posters

Author, A. (Year, Month Date Range). *Title* [Poster presentation].
Conference Name, City, State, Country. DOI/URL

In-text:

Pearson (2018)
(Pearson, 2018)

Example:

... reflecting the theme of self-acceptance and improvement (Pearson, 2018).

Reference List:

Pearson, J. (2018, September 27-30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGStHP>

Tips:

- Make sure you include the names of all authors, even if they were not present at the presentation.
- The dates should match the date(s) of the full conference.
- If the URL is very long, you can use URL shorteners, as seen in the given example.

7.11 Conference sessions

Author, A. (Year, Month Date Range). *Title* [Conference session].
Conference Name, City, State, Country. DOI/URL

In-text:

Fistek et al. (2017)
(Fistek et al., 2017)

Example:

... this was a recurring theme in Fistek et al. (2017).

Reference List:

Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. <https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html>

Tips:

- Make sure you include the names of all authors, even if they were not present at the presentation.
- The dates should match the date(s) of the full conference.

7.12 Symposium

Author, A. (Year, Month Day). Title of contribution. In C. Chairperson (Chair), *Title of Symposium* [Symposium]. Conference Name, City, State, Country. DOI

In-text:

De Boer and LaFavor (2018)
(De Boer & LaFavor, 2018)

Example:

De Boer and LaFavor (2018) make the point that ...

Reference List:

De Boer, D., & LaFavor, T. (2018, April 26-29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A. M. Schmidt & A. Kryvanos (Chairs), *Perspectives on resilience: Conceptualization, measurement and enhancement* [Symposium]. Western Psychological Association 98th Annual Convention, Portland, OR, United States.

Tips:

- If there is no DOI available, you may leave this element out.

7.13 Book review

Author, A. (Year). Title of review [Review of the book *Book Title*, by B. Author]. *Source*. DOI/URL

In-text:

Santos (2019)
(Santos, 2019)

Example:

... talks about refugee experiences, with a focus on female perspectives (Santos, 2019).

Reference List:

Santos, F. (2019, January 11). Reframing refugee children's stories [Review of the book *We are displaced: My journey and stories from refugee girls around the world*, by M. Yousafzai]. *The New York Times*. <https://nyti.ms/2Hlgjk3>

Tips:

- Reviews can be published in a variety of formats, including journals, magazines, newspapers, websites, and blogs.
- The reference for the review should use the format of the source being discussed, with the addition of the square brackets to inform the reader that it is a review.
- In the square brackets you need to include the name/s of the book's authors.
- The given example has the Month and Day as well as the year because a review published in a newspaper.

7.14 Film review

Author, A. (Year). Title of review [Review of the film *Film Title*, by A. Contributor, Dir.]. *Source*. DOI/URL

In-text:

Mirabito and Heck (2016)
(Mirabito & Heck, 2016)

Example:

Mirabito and Heck (2016) explore how the film ...

Reference List:

Mirabito, L. A., & Heck, N. C. (2016). Bringing LGBTQ youth theatre into the spotlight [Review of the film *The year we thought about love*, by E. Brodsky, Dir.]. *Psychology of Sexual Orientation and Gender Diversity*, 3(4), 499-500. <https://doi.org/10.0137/sgd0000205>

Tips:

- Reviews can be published in a variety of formats, including journals, magazines, newspapers, websites, and blogs.
- The reference for a review should use the format of the source being discussed, with the addition of the square brackets to inform the reader that it is a review.
- In the square brackets you need to include the name of the film's director/s followed by "Dir.".
- The example is from a review published in a journal.

7.15 TV episode review

Author, A. (Year). *Title of review* [Review of the TV Series episode “Episode Title”, by A. Contributor, Writer & B. Contributor, Dir.].
Source. DOI/URL

In-text:

Perkins (2018)
(Perkins, 2018)

Example:

Perkins (2018) draws attentions to the irrational tone of hope evident ...

Reference List:

Perkins, D. (2018, February 1). The good place *ends its remarkable second season with irrational hope, unexpected gifts and a smile* [Review of the TV series episode “Somewhere else”, by M. Schur, Writer & Dir.]. A.V. Club. <https://www.avclub.com/the-good-place-ends-its-remarkable-second-season-with-i-1822649316>

Tips:

- Reviews can be published in a variety of formats, including journals, magazines, newspapers, websites, and blogs.
- The reference for a review should use the format of the source being discussed, with the addition of the square brackets to inform the reader that it is a review.
- In the square brackets you need to include the name of the episode’s writer/s and director/s followed by “Writer” and “Dir.” respectively.
- The given example is from a review published on a website.
- In this example, the title is in italics because it is a webpage on a website. See
- The title of the TV show (The Good Place) is in sentence case and would normally be in italics, but because the title of the review is also in italics, “The good place” appears in “reverse italics”.

7.16 Data sets

Author, A. (Year). *Title* [Data set]. Publisher. DOI/URL

In-text:

Pew Research Center (2018)
(Pew Research Center, 2018)

Example:

The Pew Research Center (2018) released a data set that ...

Reference List:

Pew Research Center. (2018). *American trends panel Wave 26* [Data set]. Retrieved October 21, 2019, from <https://www.pewsocialtrends.org/dataset/american-trends-panel-wave-26/>

Tips:

- The date for published data is the publication date. When using unpublished data, use the date of collection.
- If the data set is likely to change over time, include a retrieval date before the DOI/URL.
- If there are two organizational authors do not place a comma between their names.

7.17 Software & apps

Author, A. (Year). *Name/Title* (Version) [Type]. Publisher. URL

In-text:

Borenstein et al. (2014)
(Borenstein et al., 2014)

Epocrates (2019)
(Epocrates, 2019)

Example:

Furthermore, Epocrates (2019) provides support for users ...

Reference List:

Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2014). *Comprehensive meta-analysis* (Version 3.3.070) [Computer software]. Biostat. <https://www.meta-analysis.com/>

Epocrates. (2019). *Epocrates medical references* (Version 18.12) [Mobile app]. App Store. <https://itunes.apple.com/us/app/epocrates/id281935788?mt=8>

Tips:

- Publisher can refer to the App Store or the Google Play Store.
- You do not need to cite software or programming languages that you merely mention in-text. However, if you quote or paraphrase them, they do need to be properly referenced.
- You should also reference software that is likely to be unfamiliar to your intended audience.

8. Indigenous materials

You should capitalise most terms that are associated with Indigenous peoples; this includes names of specific groups, languages, and words related to indigenous culture (E.g. Creation, the Creator, Oral Tradition, Traditional Knowledge, etc.).

Other resources that are not listed in this section can be modified by adding the “Nation/Country, Language Group, Place of Nation/Country” elements to other referencing templates.



UTS Library guide to referencing Indigenous material by Danièle Hromek & Sophie Herbert is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

8.01 Artwork (online)

Author, A. (Year). *Title* [Medium]. Nation/Country, Language group, Place of Nation/Country. Source. URL

In-text:

Whiskey (2018)
(Whiskey, 2018)

Example:

... as seen in Whiskey (2018).

Reference List:

Whiskey, K. (2018). *Kaylene TV* [Painting]. Indulkana, APY Lands, South Australia. Art Gallery of NSW, Sydney, NSW, Australia. <https://www.artgallery.nsw.gov.au/prizes/sulman/2018/29987/>

Tips:

- If the author is not known, use “Unrecorded” in place of the author.

8.02 Artwork (in person)

Author, A. (Year). *Title* [Medium]. Nation/Country, Language group, Place of Nation/ Country. Museum name, Museum location.

In-text:

Campbell (1988)
(Campbell, 1988)

Example:

Campbell (1988) demonstrates this through ...

Reference List:

Campbell, R., Jr. (1988). *Abo history (facts)* [Painting]. Ngaku people, Kempsey, NSW, Australia. National Gallery of Australia, Canberra, ACT, Australia.

Tips:

- If the author is not known, use “Unrecorded” in place of the author.

8.03 Personal communication with Indigenous people

A. Author (Country/Nation, Language group, Place of Nation/
Country, personal communication, Month Day, Year)

In-text:

E. Timbery (Bidjial/Eora, La Perouse, NSW, Australia, personal communication, April 23, 2015)

(E. Timbery, Bidjial/Eora, La Perouse, NSW, Australia, personal communication, April 23, 2015)

Example:

... in recent indigenous artworks (E. Timbery, Bidjial/Eora, La Perouse, NSW, Australia, personal communication, April 23, 2015).

Reference List:

Personal communication does not require a matching entry in the reference list.

Tips:

- Can replace “personal communication” with “yarn” if appropriate. For example, if using a yarning methodology
- If you are yourself an Indigenous person and are sharing your own experiences, you do not need to provide any form of citation (either in-text or in the reference list). However, you should describe yourself in the text to contextualise the information you are sharing (this would include what nation you belong to and where you live).

8.04 Multiple Creators from the same Country or Nation

Author, A., & Author, B. (Year). *Title* [Medium]. Nation/Country, Language group, Place of Nation/Country. Source. URL

In-text:

George and Cooper (2018)
(George & Cooper, 2018)

Example:

George and Cooper (2018) use colour to ...

Reference List:

George, W., & Cooper, T. (2018). *Piltati and Malara: A story of love and war* [Painting]. APY Lands, South Australia. Hazelhurst Gallery, Gymea, NSW, Australia.
<https://www.sutherlandshire.nsw.gov.au/Community/Hazelhurst/Exhibitions/Weapons-For-The-Soldier>

Tips:

- If the author is not known, use “Unrecorded” in place of the author.

8.05 Multiple Creators from different Countries or Nations

Author, A., & Author, B. (Year). *Title* [Medium]. Nation/Country, Language group, Place of Nation/Country (Author A); Nation/Country, Language group, Place of Nation/Country (Author B). Source. URL

In-text:

Timbery and Jones (2015)
(Timbery & Jones, 2015)

Example:

Timbery and Jones (2015) is an example of ...

Reference List:

Timbery, E., & Jones, J. (2015). *Shell Wall* [Installation]. Bidjigal/Eora, La Perouse, NSW, Australia (Timbery); Wiradjuri/Kamilaroi, NSW, Australia (Jones). Barangaroo Delivery Authority, Sydney, NSW, Australia. <https://www.barangaroo.com/the-project/arts-and-public-program/shell-wall-2015-by-esme-timbery-and-jonathan-jones/>

Tips:

- If there are multiple Indigenous creators from different places, include the surname of the relevant author in brackets after their country/language information.

8.06 Works by Indigenous & non-Indigenous Creators

Author, A., & Author, B. (Year). *Title* [Medium]. Nation/Country, Language group, Place of Nation/Country (Author A). Source. URL

In-text:

Jagamara and Tillers (2017)
(Jagamara & Tillers, 2017)

Example:

... can be seen in the artwork by Jagamara and Tillers (2017).

Reference List:

Jagamara, M. N., & Tillers, I. (2017). *Metafisica Australe 2017* [Painting]. Warlpiri/Luritja, Papunya region, Northern Territory, Australia (Jagamara). Queensland Art Gallery of Modern Art (QAGOMA), Brisbane, Qld, Australia. <https://blog.qagoma.qld.gov.au/michael-nelson-jagamara-imants-tillers-metafisica-australe/>

Tips:

- If the work is a collaboration between Indigenous and non-Indigenous creators, include the surname of the relevant indigenous author(s) in brackets after their country and language information.

9. Why do we reference?

Referencing is an essential part of academic communication. It serves several important purposes, by:

- Supporting claims, arguments, and assertions in your work.
- Showing evidence of reading and research.
- Giving credit to the authors of any material that you have referred to in your work.
- Helping readers find the sources of information you have cited.
- Ensuring academic integrity and avoiding accusations of plagiarism.

The referencing style of the American Psychological Association, or APA, is based on the Publication Manual of the American Psychological Association (7th ed., 2019). For legal materials, it draws on the Australian Guide to Legal Citation, or AGLC (4th ed., 2018).

10. Referencing your own work

Previous student assignments should not be referenced, as they have not been published and are therefore impossible for the reader to trace. If you are referring to facts, quotes or data that you have used in a previous assignment, you can simply reuse the appropriate references.

Of course, you are free to cite any of your own works that have been published in an academically acceptable format such as a book, journal article or conference paper. You should cite or quote from such works exactly as if they were written by someone else.

11. Authors

The “author” in referencing refers to the person(s) or group(s) responsible for a work. It does not always mean the literal author but may also refer to people such as editors, directors, producers, host, and so on.

11.01 One author

When there is only one author, you need to include the author's surname and the date of publication in your in-text citation.

In the corresponding entry in the reference list, you need to include the author's initials in addition to their surname.

For example:

In-Text:

Nielsen (2016)
(Nielsen, 2016)

Reference List:

Nielsen, E. (2016). Dear Researcher: Rethinking engagement with fan authors. *Journal of Fandom Studies*, 4(3), 233-249. https://doi.org/10.1386/jfs.4.3.233_1

11.02 Two authors

For a work with two authors, include both author names in every citation. When you are writing the authors' names as part of your sentence, you should connect their surnames with "and". However, when you are referencing them within brackets, the surnames should be joined by an "&" sign. In the reference list, the authors' surnames should always be connected using an "&" sign.

For example:

In-Text:

Flegel and Roth (2014)
(Flegel & Roth, 2014)

Reference List:

Flegel, M., & Roth, J. (2014). Legitimacy, validity, and writing for free: Fan fiction, gender, and the limits of (unpaid) creative labour. *Journal of Popular Culture*, 47(26), 1092-1108.

11.03 Three or more authors

For a work that has three or more authors, include the name of the first author then “et al.” in every citation, including the first citation. In the reference list, all the author’s names must be listed up to 20 authors.

For example:

In-text:

Gursoy et al. (2018)
(Gursoy et al., 2018)

Reference List:

Gursoy, A., Wickett, K., & Feinberg, M. (2018). Understanding tag functions in a moderated, user-generated metadata ecosystem. *Journal of Documentation*, 74(3), 490-508. <http://dx.doi.org.ezproxy.lib.uts.edu.au/10.1108/JD-09-2017-0134>

Sometimes, shortening references in this way may cause uncertainty in in-text references, as can be seen in the following example:

Hughes, Miner, Waller, Chaplin, and Dobell (2014) = Hughes et al. (2014)
Hughes, Miner, and Robles (2014) = Hughes et al. (2014)

In such cases, you would keep more than just the first author’s name. Instead, you should write out additional authors’ names (in the order that they appear on the works you are citing) until you are able to distinguish between the cited works. In this example, these references would look like:

Hughes, Miner, Waller, et al. (2014)
Hughes, Miner, and Robles (2014)

Because “et al.” is plural and means “and others”, it cannot be used for only one name. If only the final author is different, then you should write all the authors’ names.

When there are 21 or more authors, in the reference list you should include the names of the first 19 authors, followed by “...” and then the name of the final author.

11.04 No author

If the author of the work is credited as “Anonymous”, you can use this as the author name. If the author of an indigenous work is unknown, use “Unrecorded” as the author name.

In instances where there is no author listed at all, you can move the title of the source to the author position, both in the in-text reference and the reference list.

If the title of the source is italicised in the reference list, then it should also be in italics for the in-text reference. If it is not italicised, then you should use double quotation marks around the title for the in-text reference.

For example:

If the title is in italics:

(Interpersonal Skills, 2019)

If the title is not in italics:

“(Interpersonal Skills,” 2019)

Tips:

- Capitalise all major words in these titles, even if they are not capitalised in the original title. In the reference list entry capitalise the titles normally.

11.05 General rules for author names

Here are some general rules for handling author's names in the reference list:

Initials

- All individual author names forming the first part of the reference should be inverted so their surname is first (for example, Author, A. A.).
- Use one space between initials.
- Use a comma to separate an author's initials from any additional names, even when there are only two authors (for example, Author, A. A., & Author, B.).

Hyphenated names

- When given names are hyphenated, you should keep the hyphen and include a full stop after each initial (for example, Ai-Jun Xu would be written as Xu, A.-J.).
- When the second part of a hyphenated name is lower case, you should treat it as a single name (for example, Lee-ann Raboso would be written as Roboso, L.).
- Write the authors surname exactly as it appears in the published work. This includes capitalisation, hyphenated surnames and two-part surnames (for example, Santos-Garcia or Velasco Rodriguez).

Special names

- For authors with apostrophes in their names (eg: O'Brian, D'Souza) file these alphabetically in your reference list as with every other name, disregarding the apostrophe.
- If the work you are referencing starts with a number or an emoji, file the reference in your reference list as though it was an English word. Eg: the number 7 would be filed under S, and an eggplant emoji would be filed under E.
- When authors' names have suffixes such as Jr. or III, you should separate them from the initials with a comma (for example, Author, A., Jr., & Author, B., III).
- If an author has a single name (like Madonna) or an inseparable multipart name (like Lady Gaga) provide their full name in both the reference list and the in-text citation. Do not abbreviate or invert it!
- In instances where the author only has one name, place a full stop after it, for example, Plato. (2017).
- If there are two organizational authors do not place a comma between their names.

11.06 Abbreviating author names

If a reference has a group author or an organisational author, you can abbreviate their name in your writing. Abbreviate the name if:

- There is a well-known abbreviation.
- The name is particularly long.
- You are going to refer to it by name at least three times in your paper.

As with other citations, you must write the full name of the author on the first mention and can follow this with the abbreviation, which you are then free to use in subsequent citations.

Names in the reference list should not be abbreviated.

In the unlikely event that two groups you are referring to abbreviate to the same form, you must write out the group names in full every time you mention them.

For example:

In-text:

The American Psychological Association (APA, 2019)
(American Psychological Association [APA], 2019)

Subsequently:

APA (2019)
(APA, 2019)

Reference List:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.).

11.07 Multiple works by the same author

If you have multiple sources by the same author (or authors) that have the same publication year, include a lowercase letter after the year to help differentiate these sources. You should start with the work whose title appears first, alphabetically.

The lower case letters should be included for both in-text citations and the reference list.

For example:

In-text:

(Collier & McManus, 2005a)

(Collier & McManus, 2005b)

Reference List:

Collier, K., & McManus, J. (2005a). Bridging the gap: The use of learning partnerships to enhance workplace learning. *Asia Pacific Journal of Cooperative Education*, 6(2), 7-16.

Collier, K., & McManus, J. (2005b). Setting up learning partnerships in vocational education and training: Lessons learnt. *The Journal of Vocational Education and Training*, 57(3), 251-273.

Similar rules apply for resources with no date (e.g. n.d.-a) or ones that are in press (e.g. in press-a).

11.08 Works by different authors with the same surname

If the first authors of multiple references share the same surname but have different initials, include the authors' initials in all in-text citations, even if the year of publication is different.

For example:

In-text:

(A. McManus, 2019; J. McManus et al., 2007)

Reference List:

McManus, A. (2019, October 28-29). *Tag! You're it: The use of metadata in Fanfiction* [Paper presentation]. Research Applications in Information and Library Studies, Canberra, ACT, Australia.

McManus, J., Hansford, A., Hasseldine, J., & Walpole, M. (2007). VAT and GST: A comparative review of tax audits. *British Tax Review*, 40(2), 87-95.

12. In-text citations

<hr/>	<hr/>

In the APA style, each work referenced needs to have an in-text citation as well as a corresponding entry in the reference list (unless otherwise indicated, such as in the case of _____). Each in-text citation is placed into the body of the text and identifies a work by its author and the date of publication; this information can then be used to find the full reference in the list at the end.

12.01 How to write in-text citations

citations

There are two types of in-text citations:

- Narrative citations—author names outside brackets, often placed at the beginning of a sentence.
- Parenthetical citations—author names are inside the brackets, usually placed at the end of a sentence.

In narrative citations, the author's name and the date are incorporated into the text as part of the sentence.

For example:

Koehler (2016) noted the dangers of falsely balanced news coverage.

OR

In 2016, Koehler noted the dangers of falsely balanced news coverage.

If there is more than one author in a narrative citation, connect the authors' names with an "and".

For example:

Smith and Jones (2016) in their study of lunar conditions ...

In parenthetical citations, the author's name and the publication date are included, usually at the end of a sentence, within round brackets (also known as parentheses).

For example:

Falsely balanced news coverage can lead to dangers such as distorting the public's perception of expert opinion on an issue (Koehler, 2016).

If there is more than one author in a parenthetical citation, you should connect the author's names with an "&" (ampersand).

For example:

The Moon's rotation with the Earth is synchronised, meaning the same side of the Moon is always facing the Earth (Smith & Jones, 2016).

12.02 Citing multiple works at the same time

When citing multiple works at the same time, you should use parenthetical citations. Citations within the parentheses should be in alphabetical order by first author and be separated by semi-colons. Do not place an ampersand (“&”) in front of the final citation.

For example:

The Huns are some of the most famous, and successful, marauders in history (Black, 2017; Lupin, 2016; Potter, 2018).

If you wanted to highlight a work that is the most directly relevant to your work/point, you can place that reference first and then write “see also” after the first semi-colon before including the other references.

For example:

The Huns are amongst the most successful marauders in history (Potter, 2018; see also Black, 2017; Lupin, 2016).

12.03 Using the same reference multiple times in the same paragraph

In general, you should include the author name and date in every in-text citation. If a citation needs to be repeated, you should write out the citation in full each time. However, if you are using a narrative citation to the same work multiple times in one paragraph, you may leave out the year in subsequent references within that paragraph.

For example:

As Goodman (2015, p. 666) states, fanfiction is “premised on multiplicity”, the very point of fanfiction is to provide a divergence from the source text. Goodman also notes that each of these deviations and changes must be carefully documented and communicated to potential readers which is done through the metadata, often in the form of tags. She goes on to state that this practice of fandom means that fans naturally engage in self-regulated archival and taxonomic behaviours that would rival the practice of any librarian.

Any time you use a parenthetical citation, you must without exception include the author’s name and the year. See [this](#) for an example of this.

12.04 Citing specific parts of a source

When you want to refer to a specific part of a source, you should include a page number or reference to the part you are citing in your in-text citation.

For example:

“Geese need no motivation beyond chaos” (Sher, 2019, p. 16).

OR

As stated by Sher (2019, p. 16), “geese need no motivation beyond chaos”.

OR

In 2019, Sher stated that “geese need no motivation beyond chaos” (p. 16).

For sources like **webpages** and **websites** that do not have page numbers, you can refer to a section or paragraph to indicate where you found the information you are citing.

For example:

... this, however, changes when Mercury is in retrograde (McAlpine, 2018, para. 2).

Although spiders are classified as arachnids, not all arachnids are spiders (Skelton, 2017, Arachnids section).

The noted French author, Gerard de Nerval, was known to take his pet lobster for walks in the Palais-Royal (Greenland, 2015, “French Literature” section, para. 3).

When referring to a section of a recorded work, such as a **video** or **audio**, you can use a timestamp.

For example:

... where the exquisite tonal quality of the violas can be clearly heard (Bach, 2010, 50:17).

Some texts, like _____ or _____, do not use page numbers to refer to sections. Instead, you can use canonically numbered parts, such as references to scenes, verses or lines. See the pages on these reference types for more detailed information.

12.05 Paraphrasing

Paraphrasing is restating someone else's idea in your own words. Paraphrasing allows you to summarise information from one or more sources, focus on important information, and to compare or contrast relevant details. It is better to paraphrase sources than to constantly quote them!

It is not always necessary to include a page (or paragraph) number when paraphrasing. However, it is a good idea to include one where possible (especially if paraphrasing from a long work such as a book) as it makes it easier to find that source again later.

For Example:

Metadata also has uses in promoting your resources, making connections between related resources and ensuring your resources reach the correct audience (Lubas et al., 2013, p. 3).

Paraphrasing may go on for several sentences. If this is the case, you should cite the work being paraphrased on the first mention. If you are using the narrative format for your in-text referencing, the year of publication can be left out on subsequent mentions. See for an example of this.

If the paraphrase incorporates multiple sources or switches among sources, repeat the citation so the source is clear.

For example:

... exhaustion or reduced ability to empathize with others (Elwood et al., 2011; Figley, 2002), disruption in personal relationships (Elwood et al., 2011; Robinson-Keilig, 2014), decreased satisfaction with work (Elwood et al., 2011).

12.06 Short quotations

A direct quotation copies word-for-word what is written in another work.

Where possible, it is better to paraphrase rather than directly quote as this allows you to introduce information in the context of your paper and in your writing style. It is best to use direct quotations for definitions or when an author has expressed a point memorably or succinctly, or in cases where you want to respond to their exact wording.

Short quotations are direct quotes that are less than 40 words. Short quotations should be enclosed in double quotation marks and have an in-text citation within the same sentence.

For example:

“Fanfiction communities use a variety of different methods to organize the content on their sites” (Hill & Pecoskie, 2017, p. 850).

OR

As Hill and Pecoskie (2017, p. 850) state, “Fanfiction communities use a variety of different methods to organize the content on their sites”.

12.07 Quotations of 40 words or more

Block quotations are direct quotes that are 40 words or more. You do not use quotation marks with block quotations. Instead, you should start a block quotation on a new line and indent the whole paragraph from the left margin. The accompanying in-text reference at the end of the quotation should not have any punctuation after it.

For example:

These tags have major stylistic differences, as they are longer, more informal, speak directly to a reader, and are not wrangled into browsable categories by volunteers. Some of these tags reflect on the process of writing or tagging, and some of them hint at what reading might be like. Some, however, comment on things that are also included in story element or discourse element tags, like characters, setting, or canonicity. (Gursoy et al., 2018, p. 502)

OR

As Gursoy et al. (2018, p. 502) discuss:

These tags have major stylistic differences, as they are longer, more informal, speak directly to a reader, and are not wrangled into browsable categories by volunteers. Some of these tags reflect on the process of writing or tagging, and some of them hint at what reading might be like. Some, however, comment on things that are also included in story element or discourse element tags, like characters, setting, or canonicity.

12.08 Quote from a work citing another author

If the resource you are using includes a direct quote from someone else that you would like to include in your work, the best thing to do is to look up the original paper and quote directly from the original source.

If for some reason this is not possible, you can cite the quotation through the secondary source. When doing this it may be necessary to change double quotation marks to single quotation marks or vice versa!

For short quotations (less than 40 words), use single quotation marks within the double quotation marks to indicate what is being quoted in the original work (even if in the original it is enclosed in double quotation marks).

For example:

As J. Z. Smith has noted, “It is the study of religion that invented ‘religion’” (Alderton, 2014, p. 222).

OR

“It is the study of religion that invented ‘religion’” (Smith, as cited in Alderton, 2014, p. 222).

If the quote is within a block quotation (more than 40 words), use double quotation marks around the quoted material (even if in the original it is enclosed in single quotation marks).

For example:

It is also worth condensing the need for subjective certainty:

If a conjecture is just mere guess, one would not expect the same bias to occur, because it might likely come along with the metacognition of “I know I am/was just guessing” which would interact retrospectively increased perceptions of foreseeability. (von der Beck & Cress, 2018, p. 97)

12.09 Using 'as cited in'

If you are reading a text that discusses the work of another author, and you want to cite this other author without quoting them directly, you can use 'as cited in'.

For example, if you are reading a book by Stephen Hawking that discussed a discovery of Albert Einstein, you would cite Einstein in the text like this:

(Einstein, 1916, as cited in Hawking, 1985).

You can also do this with a narrative citation:

Einstein predicted the possibility of gravitational waves (1916, as cited in Hawking, 1985)

Tips:

- Include both authors and both years of publication in your in-text citation
- Use "as cited in" before the author in the citation.
- Only include the work you were reading in the reference list.
- If you are using direct quotes from a secondary author, see

13. Reference list

13.01 Example reference list

Here is an example of a reference list.

References

- Campbell, K. (2019, October 28-29). *An information behaviours view of first in family students before and during university* [Paper presentation]. Research Applications in Information and Library Studies, Canberra, ACT, Australia.
- Collier, K., & McManus, J. (2005a). Bridging the gap: The use of learning partnerships to enhance workplace learning. *Asia Pacific Journal of Cooperative Education*, 6(2), 7-16.
- Collier, K., & McManus, J. (2005b). Setting up learning partnerships in vocational education and training: Lessons learnt. *The Journal of Vocational Education and Training*, 57(3), 251-273. <https://doi.org/10.1080/13636820500200286>
- Farrier, D., & Stein, P. (2006). *The environmental law handbook: planning and land use in NSW* (4th ed.). UNSW Press.
- Farrier, D., & Stein, P. (2011). *The environmental law handbook: planning and land use in NSW* (5th ed.). Thomson Reuters Professional Australia Limited.
- Furnham, A. (1990). Work and leisure satisfaction. In M. Strack (Ed.), *Subjective well-being: An interdisciplinary perspective*, (pp. 235-260). Pergamon Press.
- Gaiman, N. (2018, March 22). *100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is* [image attached] [Status update]. Facebook. <http://bit.ly/2JQzPAD>

- Maximum Linux security: A hacker's guide to protecting your Linux server and workstation.* (1999). Sams.
- McCulloch, D., & Thorne, J. (Executive Producers). (2019-present). *His dark materials* [TV series]. Bad Wolf; British Broadcasting Company (BBC); New Line Cinema; Scholastic.

13.02 Reference list formatting & rules

Your reference list should be formatted as seen above. Here are a few important points:

- You should start the reference list on a new page after the text, but before any images, figures, tables or appendices.
- The reference list should be labelled “References”. This title should be bolded and centred.
- The reference list should be listed in alphabetical order by surname of first author, or by title if there is no author. To do this in Microsoft Word, highlight the reference list then select the sort icon from the Home toolbar. In the pop-up, confirm that “Ascending” is selected, then press “OK”.
- There should be a half inch (1.27 cm) hanging indent. You can make a hanging indent by highlighting your reference list and using the following shortcuts:
Mac: CMD + t PC: CTRL + t
- Alternatively, to edit all references at once, highlight the list, right-click and select “Paragraph ...”. In the pop-up box under “Special” select “Hanging”.
- Use title case (capital letters) for publishers and journal names
- Use sentence case (lower case) for the titles of books and articles.
- You have the option of double-spacing references in the reference list if you wish.



14. Online rules

14.01 URLs & DOIs

When referencing online sources, a DOI is preferable to a URL. A DOI (which stands for “digital object identifier”) is a string of numbers, letters and symbols that are used to permanently identify a digital document and link to it on the web.

For example, DOIs should be recorded in the following format:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-0000>

To find missing DOIs, copy and paste your complete APA reference list into <https://search.crossref.org/references>.

Insert a blank line after each reference for the best results.

If the DOI or URL is very long you can use a short DOI or shortened URL. Some websites will provide you with a shortened URL, but you can use any URL shortening service as long as the link will take you back to the correct location.

If the URL requires a log in or is session specific, meaning you will not be able to access it if you try and use it later, you should instead use the URL for the home page or log in page of the site where you found the resource.

14.02 Screennames & usernames

Sources such as blog posts and social media will often be published under a screen name or username. This screenname should be included in the reference. If no other name is given (or known) you would use this screenname as the author's name. However, if the individual's real name is known, you should use this as the author name in the reference and then include their screenname in square brackets directly after.

When the “@” symbol is part of a username, this too should be included.

For example, see this reference to an Instagram post by actor Sebastian Stan:

In-text:

(Stan, 2019)

Reference List:

Stan, S. [@imsebastianstan]. (2019, July 15). *It's Monday. @355movie #355movie #nocarbs* [Video]. Instagram. <https://www.instagram.com/p/Bz7kyN3FKpl/>

14.03 Emojis

Some references may contain nonstandard spelling, capitalisation, hashtags, links or even emojis. These need to be replicated in your reference. If there is an emoji in something you are referencing, you should replicate it. If this is not possible, you should provide the emoji's name in square brackets.

For example

😊 would be “[slightly smiling face]”

The full list of emoji names can be found on the Unicode Consortium's website (<http://unicode.org/emoji/charts/index.html>). Emojis count as one word each in your document's word count.

15. Captioning images

15.01 Captioning figures, images and tables

Often in a student assignment, images, figures, graphs, infographics and tables serve as effective ways to present information. These objects can either be inserted throughout the body of text, or placed after the Reference list, but before an Appendix.

All images, figures and tables that are part of the main text (not in the Appendix) should be named using Arabic numbers (e.g. Figure 1, Figure 2, Table 1...). They should be numbered in the order that they are first mentioned in the text. Only refer to tables, figures and images by using their number, not by saying “refer to the table below/above” or “see the figure on p. 3”.

The label (Figure1, Figure 2, Table 1 etc.) should be in bold and aligned to the left. The title of the image (or a brief description if there is no title) should go underneath this in italics. Under the figure, table or image you should include a note that includes the reference details for the work. You still need to include this as part of the reference list.

If the image, figure or table you are using in your assignment is from another source, you also need to include the copyright/attribution information in a note under the image.

If you are including a table that has multiple references in it, all references should be included in the notes underneath the table (as seen in example 2).

Example 1:

Figure 1

Goose with small boy's glasses.



Note. From [Untitled Goose Game reveals the true power fantasy all gamers want](https://www.polygon.com/2019/9/30/20891223/untitled-goose-game-petty-fantasy-trolling), by C. Marshall, 2019, Polygon (<https://www.polygon.com/2019/9/30/20891223/untitled-goose-game-petty-fantasy-trolling>). Copyright 2019 by House Games.

Continues →

Example 2:

APA 6th	APA 7th
Book references include publisher location	No publisher location included
Use et al. when there are 6+ authors	Use et al. when there are 3+ authors
...	...

Note. Adapted from *Publication manual of the American Psychological Association* (7th ed.), by American Psychological Association, 2020 and *What's New in the Seventh Edition Publication Manual*, by APA Style, 2020 (<https://apastyle.apa.org/blog/whats-new-7e>).

If an image, figure or table appears in the Appendix then the rules for captioning them are slightly different. In addition to numbering them, you also need to include a letter reference before the number to indicate which Appendix it belongs to. For example, the first table in Appendix A would be labelled “Table A1”, and the third Figure in Appendix C would be “Figure C3”.

If the appendix consists of only an image, figure or table, then follow the normal rules for naming appendices.

15.02 Referencing figures, tables and images in a presentation

When using images or other figures in your presentations, you still need to include a reference. However, the way you reference these resources in a presentation is slightly different to a written work, to keep them more visually appealing.

On the slide, include a figure or table number and title with the resource you are using. As seen in the example below:

Goblins

- Goblins are small humanoids (D&D Beyond, n.d.).
- Female goblins are sometimes called “goblettes” (“Goblin”, 2020).
- Goblins are ruled over by their King David Bowie, also known as Jareth (as seen in Figure 1).

Figure 1

Jareth the Goblin King



At the end of your presentation, before your reference list, include a list of all the figures in the presentation with the information that would normally be included (see).

List of Figures

Figure 1. From *Jareth the Goblin King*, by Labyrinth Wikia, n.d., (https://labyrinth.fandom.com/wiki/Jareth_the_Goblin_King). CC-BY-SA

The last slide in your presentation should be your full reference list, which should include all the resources you used in your presentation.

References

D&D Beyond. (n.d.). *Goblin*. <https://www.dndbeyond.com/monsters/goblin>

Goblin. (2020, April 20). In *Wikipedia*. <https://en.wikipedia.org/wiki/Goblin>

Labyrinth Wikia. (n.d.). *Jareth the Goblin King*. https://labyrinth.fandom.com/wiki/Jareth_the_Goblin_King

16. Copyright rules for images

16.01 Copyright for students

This section is for undergraduate and coursework students to use when referencing images in their work. If you are doing a research degree or writing or publication please refer to our

When reproducing other people’s images in your student assignments, you should provide a copyright attribution beneath the image, beginning with the word “Note”. After the word Note you will need to list:

- If the material is being reproduced or adapted from the original. If the material is being reproduced (copied) use the word “From” in the note under the image (see Figure 1 and 2).
- If you have adapted (altered) the material in some way, use the words “Adapted from” in the note under the image (see Figure 3).
- After the words “From” or “Adapted from”, list in order: Title, by A. Author, year of publication, source of the material. Then write the copyright status.
- If the image is Creative Commons, write the relevant CC BY license attribution (See Figure 1).
- If the image is not creative commons, write the word “Copyright”, the year of publication and the name of the copyright holders. (See for more details).
- Generally the copyright holder would be either the author/creator or, in the case of a book, the publisher. If the copyright holder is the Author, write “by the author(s)” (See Figure 2).
- If the image is in the public domain, write Public Domain (See Figure 3).
- Clip art from a computer program, such as Microsoft Word does not need a copyright attribution or to be referenced. However, clip art from a website or database does.
- You do not need to include a copyright attribution for images taken from a database that’s purpose is to share images for the purpose of academic research, only a normal citation.
- If there is no copyright indicated, you should assume it is under copyright.
- You will also need a reference list entry for the citations in your reference list.

Continues →

Work reproduced from the original –
Creative Commons

Figure 1

Cat with a floppy ear

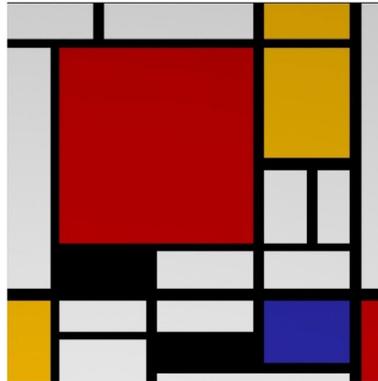


Note. From *Cat with a floppy ear*, by I. Barbour, 2012, Flickr (<https://www.flickr.com/photos/barbourians/8063950119>). CC BY SA 2.0.

Work reproduced from the original –
Not Creative Commons

Figure 2

Composition with Yellow, Red and Blue

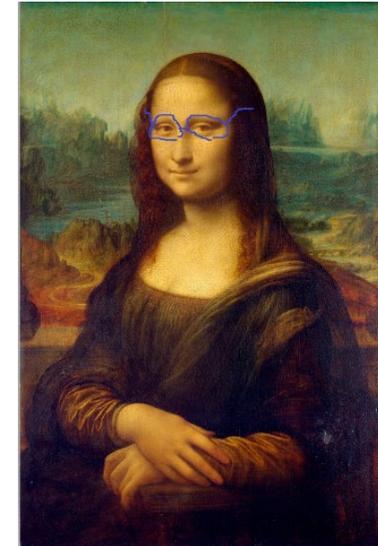


Note. From *Composition with Yellow, Red and Blue*, by P. Mondrian, 1935/1942, Google Arts and Culture (<https://artsandculture.google.com/asset/composition-with-red-yellow-and-blue-piet-mondrian/cQGIFyGQxS1cGw>). Copyright Vidal Sassoon

Work adapted from an original – In the
Public Domain

Figure 3

Short sighted Mona Lisa



Note. Adapted from *Mona Lisa*, by L. Da Vinci, c.1503-1517, Wikipedia (https://en.wikipedia.org/wiki/Mona_Lisa). In the Public Domain.

16.02 How to write copyright attributions

1. Reprinted or adapted

From

OR

Adapted from

2. Source information

Journal, Magazine, Newspaper or Blog

“Title of Article” by A. Author, year, *Title of Journal/Periodical*, volume(issue), page no. (DOI or URL).

Book or Report

Title (page no.), by A. Author, year, Publisher (DOI or URL).

Edited Book Chapter

“Title of chapter” by A. Author, in E. Editor (Ed.), *Title of Book* (ed no., page no.), year, Publisher (DOI or URL).

Webpage/Website

Title of Webpage, by A. Author, year, Website name (DOI or URL).

3. Copyright status

Copyright year by (Name of Copyright holder).

OR

In the public domain.

OR

Other licence type (eg. Creative Commons).

4. Permission

Reprinted with Permission.

OR

Adapted with permission.

Note: You only need to include a permission statement if you have asked for and received permission to use the copyright material.



Need extra
help?